



Professional Development Award 2020

Guidelines for Applicants

Deadline: ongoing

Applications will be accepted until 5.30pm on Thursday 19
November 2020

Note: applicants must adhere to all public-health advice and guidance laid down by the HSE and the government with regard to the COVID-19 pandemic.

Professional Development Award 2020: Guidelines for Applicants

This document sets out the process for applying to the Arts Council’s Professional Development Award 2020. You are advised to read these guidelines carefully before beginning your application.

Deadline: applications will be accepted and assessed on an ongoing basis.

Applicants are advised to submit their applications as far in advance as possible, but no later than **four** weeks before their proposed commencement date. The Arts Council **cannot** assess applications received less than **four** weeks before the proposed commencement date.

We will accept applications until **5.30pm on Thursday, 19 November 2020**. Applications will **not** be accepted after this date.

CONTENTS

- 1. What is the purpose of the Professional Development Award 2020? 4
- 2. Who can apply?..... 4
- 3. Who cannot apply?..... 4
- 4. How much can be applied for? 5
- 5. What cannot be applied for? 5
- 6. How will applications be assessed? 5
- 7. What supporting documentation must I include with my application? 6
- 8. How do I apply?..... 6
- 9. What happens after I apply? 6
- 10. Rules of the award 8
- 11. Getting help with your application..... 9

Getting help with your application

If you have questions about using the Online Services website, visit the FAQ section of our website:

www.artscouncil.ie/FAQs/online-services/

If you have a technical question about using the Online Services website and your question is not answered in the FAQ section, you can email onlineservices@artscouncil.ie

If you need help with your application, call the Arts Council on 01 618 0200 or email awards@artscouncil.ie

Note

The Arts Council makes every effort to provide reasonable accommodation for people with disabilities who wish to submit an application or who have difficulties in accessing Online Services. If you have a requirement in this area, please contact the Arts Council's Access Officer, Adrienne Martin, by phone (01 618 0219) or by email (adrienne.martin@artscouncil.ie) **at least three weeks** before the deadline.

1. What is the purpose and priorities of the Professional Development Award 2020?

The purpose of the Professional Development Award is to support practising artists and arts professionals to upskill through access to a professional development or training opportunity.

Applicants can propose a specific once-off training or developmental opportunity. This can be accessed digitally or in person, in-line with COVID-19 guidelines. Examples might include:

- Creative-development supports, such as participation in workshops, specialist courses, master-classes, research projects, residencies, coaching/mentoring, attendance at conferences/seminars
- Career-development supports, such as strategic and/or financial planning, promotional, presentation or digital skills, proposal writing

The proposal may be to work with an individual or organisation based in Ireland or abroad.

Priority will be given to proposals that:

- Demonstrate the benefit to the applicant's creative and/or career development
- Will contribute to the development of the arts in Ireland.

2. Who can apply?

The Professional Development Award is open to artists and arts professionals resident in the Republic of Ireland and working professionally in the arts.

- Applicants **may** apply who received other funding from Arts Council artists' awards in 2020 – e.g. Bursary, Travel & Training, Next Generation, Markievicz, COVID-19 Award.
- The Arts Council welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the ten characteristics outlined in our published [Equality, Human Rights and Diversity](#) policy.

3. Who cannot apply?

The award is **not** open to the following:

- Individuals currently in either undergraduate or postgraduate education, and/or who will be when a decision on their application is taken.
- Individuals who do not have a track record as a professional artist or arts professional
- Individuals employed on an ongoing basis by organisations in receipt of either Arts Council Strategic Funding or Arts Centre Funding, whether full or part-time
- Organisations.

Individuals may only apply for **one** Professional Development Award in any one calendar year.

4. How much can be applied for?

The maximum award available is:

€3,000

In addition to the limit stated above, the Arts Council will also consider costs specifically relating to the making of work by artists with disabilities. If you wish to apply for additional funding on this basis, you should provide information with your application outlining what these additional costs are.

5. What cannot be applied for?

The following will **not** be considered eligible under this award:

- Activities that are already supported through other Arts Council funding or that are better suited to other Arts Council funding schemes
- Activities that are already supported through other public funding or that are better suited to other public funding (e.g. through Culture Ireland, Screen Skills Ireland, etc.)
- Primary and secondary education, undergraduate, postgraduate and vocational courses, or non-professional arts courses
- Activities that will commence before a decision on your application has been made
- Activities that have already been assessed by the Arts Council. An exception will be made if the Council has specifically advised you to redirect your application to this award. Please bear in mind that such advice is not an indication of a successful outcome

6. How will applications be assessed?

Proposals will be assessed and scored based on three criteria:

a) **The quality and suitability of the proposal**

- The track record of the applicant and how they will further develop the quality of their work through the proposal
- The quality of the professional-development opportunity
- The clarity of purpose and intention

b) **The extent to which the proposal meets the purpose and priorities of the award**

- See section 1 above, 'What is the purpose of the Professional Development Award 2020?'

c) **The feasibility of the proposal**

- The track record of personnel involved in delivering the training or development opportunity
- The demonstrated capacity to deliver the proposal
- The financial information provided

For further information, see section 9 below, **What happens after I apply?**

7. What supporting material must I include with my application?

Supporting material is documentation that you must upload in addition to, and separate from, your application form. This is essential to enable a full assessment of your proposal.

You **must** submit the following supporting material online:

- A detailed up-to-date CV or biography (of no more than two pages) for the applicant
- **At least one, and no more than three**, samples of your work as an artist
- CV/biography for the individual and/or information about the organisation providing the development or training opportunity

If you do not submit the required supporting material, your application will be deemed **ineligible**.

Note that no other supporting material will be accepted or considered as part of your proposal.

8. How do I apply?

- a) Log onto the Arts Council Online Services (OLS) website¹
- b) Select the artform and funding programme you are applying for – e.g. '2020 – Professional Development Award – Literature'
- c) Download the application form
- d) Follow the instructions within the application form on how to complete it
- e) Upload the application form
- f) Attach support material as per section 7 above
- g) Submit your application before the deadline

For further information, see section 11 below, **Getting help with your application**.

9. What happens after I apply?

After you submit your application, you should receive two emails:

- The first will be sent immediately and will acknowledge your application
- The second should arrive a few minutes later. It will contain your application number, which we will use in all correspondence about your application.

Note: these emails only mean that Online Services recognises that you have submitted an application. They **do not** mean that your application is eligible for funding.

Once received, your application will be sent to the relevant arts team for assessment. Applications will be assessed against the criteria set out at **section 6** above.

Applications will then be scored against each of the following criteria:

¹ If you are not currently registered with the Arts Council OLS website, select 'New user? Sign up'. Please note that it can take up to **five** working days for an Art Reference Number (ARN) to be issued.

Numeric score	Word value	Explanation
6.0	'Exceptional'	The application addresses all relevant aspects of the criterion comprehensively and in an exemplary manner. There are no shortcomings whatsoever. This score is reserved for the very best elements of applications, and will be used very sparingly.
5.5		Between excellent and exceptional.
5.0	'Excellent'	The application addresses all relevant aspects of the criterion convincingly and successfully. It provides all the information and evidence needed, and there are no concerns or areas of weakness.
4.5		Between very good and excellent.
4.0	'Very good'	The application addresses the criterion very well. It gives clear information on the evidence needed. Any concerns or areas of weakness are minor.
3.5		Between good and very good.
3.0	'Good'	The application addresses the criterion well, although some improvements could be made. It gives information on nearly all of the evidence needed, although there are some gaps.
2.5		Between sufficient and good.
2.0	'Sufficient'	While the application addresses the criterion to a sufficient degree, there are weaknesses. It gives relevant information, but there are areas where detail is lacking or the information is unclear, which makes the proposal less compelling in a competitive context.
1.5		Not sufficient to merit support.
1.0	'Poor'	The application provides very little evidence or relevant information in the context of the criterion, and is not compelling or persuasive in a competitive funding context.
0	'Inadequate'	The application fails to address the criterion or cannot be judged due to missing or incomplete information.

Note: a score of **1.5** or lower against **any** criterion will mean that an application will **not** be considered for funding.

The score awarded under each criterion will then be multiplied to get a percentage rating, as follows:

	Weighting	Percentage
Quality and suitability of proposal	(5.55)	33.3%
Meeting the purpose of the award	(5.55)	33.3%
Feasibility	(5.55)	33.3%
Total		100.0%

Below is an illustration of what a complete set of scores might look like in percentage terms:

	Score	Weighting	Percentage %
Quality and suitability of proposal	5.0	(5.55)	27.8%
Meeting the purpose of the award	3.5	(5.55)	19.4%
Feasibility	4.5	(5.55)	25.0%
Total	13.0		72.2%

Provided that no score against any one criteria is 1.5 or less, funding will be offered to all applications that receive a **total combined percentage score of 50% or more.**²

10. Rules of the award

- a) Only one application per individual is permitted.
- b) Your application will be deemed **ineligible** and will not be assessed, if:
 - An application form is not submitted through the OLS website
 - You do not provide the required supporting material
 - You cannot apply as per section 3 above, **Who cannot apply?**
- c) No supporting documentation other than that listed at section 7 above will be considered.
- d) Successful applicants must be able to provide bank-account details in their own name; variations of spelling or translations of names will not be accepted; the name on the bank account must be identical to that provided on the application.

² This means that, even if an overall score achieved is greater than 50%, funding will **not** be offered where one or more individual criteria achieves a score of 1.5 or less.

11. Getting help with your application

Requirements for using Online Services

Your computer and Internet browser will need to meet the following requirements to use Online Services successfully:

PC	Windows 7 or higher with Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher
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Mac	Mac OS X v10.5 Leopard or higher with Safari 3.1 or Safari 10 OR Firefox 27 or higher OR Chrome 32 or higher
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Note: if Safari 11 prevents upload of documents, upgrade the Safari browser or use Firefox or Chrome

Note: you will also need to have Microsoft Word or OpenOffice Writer installed to complete the application form. OpenOffice Writer is free software that can be downloaded from here: <http://openoffice.org>.

You must use OpenOffice Writer version 4.0.1 or earlier

More recent versions of OpenOffice Writer than 4.0.1 have resulted in problems with the appearance of application forms when they are submitted through Online Services.

Please refer to the Arts Council video Using OpenOffice to download, complete and upload the application form at <https://www.youtube.com/user/ArtsCouncilDemos>.

Apple Mac users should take note of the section that deals with the issue of downloading version 4.0.1 on Macs that have the latest versions of Mac OS installed.

Note: for Mac OS 10.15 Catalina, please use OpenOffice 4.1.7.

If you cannot meet, or do not understand, any of these requirements, please contact us for advice as far as possible in advance of the deadline.

Give yourself enough time to complete the application

You should become familiar with the Online Services website well in advance of the deadline and in advance of preparing an application. It is likely that there will be heavy traffic on the site on the final afternoon of the closing date. You should prepare your application and submit it well in advance of the deadline.

Upload times can be much longer than download times. It may take longer than you think to upload your supporting materials.

Technical support

If you need technical support while making an online application, you can contact the Arts Council by emailing onlineservices@artscouncil.ie or by phoning **01 618 0200**. We recommend you report any technical issues with us well in advance of the deadline. Please provide a contact phone number and make sure that you are available to receive a return call from us.

We deal with queries on a first-come first-served basis.