

Theatre Project Award 2019

Guidelines for Applicants

Deadline: 5.30pm, Thursday 16 August 2018

Theatre Project Award: application checklist

Use the checklists below to make sure that your application for a Theatre Project Award is complete.

Items that are mandatory for all applications (check all of these items)

- I have filled in all of the sections of the application form that are relevant to my application.
- I have prepared up-to-date CVs for all key personnel involved with the application, and have these ready to upload.
- I have prepared examples of previous work that I consider relevant to my application, and have these ready to upload.
- I have prepared a detailed Theatre Project budget (using the Arts Council's template) setting out proposed income and expenditure for the project, and have this ready to upload.

Items that are mandatory for certain applications (check those that apply to your application)

- The Arts Council requires all individuals and organisations providing services (e.g cultural, recreational, educational) to children and young people under the age of eighteen to have suitable child-protection policies and procedures in place. When making an application, you must indicate whether or not your proposal is relevant to this age group. If you answer 'Yes' to this question in the application form and your application is successful, as a condition of funding you will be required to confirm and demonstrate that you have suitable child-protection policies and procedures in place. Please see www.tusla.ie for more information.
- My proposal involves working with animals, and I have submitted a copy of my/our *Animal Welfare Protection Policies and Procedures*.
- My proposed project involves partner organisations, and for each of these I have a memorandum of understanding that I have ready to upload.
- In the project budget I have cited financial support or sponsorship with individuals or organisations with which I do not have a memorandum of understanding – for these I have prepared evidence of such support or sponsorship, which I have ready to upload.

Other items that I consider relevant to my application (check those that apply to your application)

- My proposal relies on the expertise of other named people or organisations, and I have a document detailing those people and their expertise ready to upload.
- My proposal involves working with vulnerable persons, and I have submitted an acknowledgement that I adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* at www.hse.ie

Second opinion (check this item)

- I have asked someone else to check over the application to make sure there are no errors and that nothing is missing.

Getting help with your application

- If you have a technical query about using the online services website you can email onlineservices@arts council.ie.
- Answers to common questions about using online services are available in the FAQ section on the Arts Council website at: <http://www.arts council.ie/en/FAQ/online-services.aspx>
- To watch our YouTube guide on making an application go to <http://www.youtube.com/arts council demos>
- If you require assistance with the content of your application, call the Arts Council on 01 6180200 or email awards@arts council.ie.
- 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 6180219) or by email (adrienne.martin@arts council.ie) at least three weeks in advance of the deadline day.

1. About the Theatre Project Award

1.1 Deadline for submission of applications

All applications must be made using the Arts Council Online Services.

The deadline for receipt of applications is:

5.30pm, Thursday 16 August 2018

1.2 Objectives and priorities of the award

The award is open to artists with a demonstrable track record in professional theatre practice.

The award supports projects commencing on or after 1 January 2019. The Theatre Project Award is designed to support the creation, presentation and production of theatre pieces¹ across the following strands of work.

All awards are informed by the Arts Council's ten-year strategy (2016–25), *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: <http://www.arts council.ie/arts-council-strategy/>).

Priority will be given to projects that clearly demonstrate their commitment to the two main policy areas defined in *Making Great Art Work* – namely, the supporting of artists to make excellent work and commitment to public engagement. The successful awards will also reflect the Council's commitment to providing well-planned arts provisions across Ireland.

Strand 1: Play Development

The objective of the Play Development strand is to enable the development of a new play or text for performance, in which the playwright is central to the creative process. While the emphasis is on the development of the text, the process will involve the collaboration of a number of artists, including the person responsible for overseeing the play or performance-text's development – this could be a director and/or dramaturg or actors/performers, designers.

Part of the funding applied for may be used to remunerate the playwright for time spent in writing the text. The outcome of the process will be a script for performance. While presentation of the resulting work to an audience is not a requirement for this strand, applicants may (if they wish) seek a contribution towards costs associated with the presentation of a work in progress or staged reading.

Priority will be given to proposals that:

- Seek to develop a new play or text for performance through the collaboration of more than one creative artist

and/or

- Seek to break new ground in playwriting through excellence, innovation and/or experimentation

and/or

¹ For the purposes of this award, a 'theatre piece' is a performance that lasts a set length of time and is unified in terms of aesthetic and/or theme. Proposals involving multiple performances within an evening or event will not be considered.

- Seek to develop new and innovative concepts for productions of new dramatic material

and

- Can demonstrate their feasibility by providing realistic budgets and evidence of financial and/or in-kind supports from other sources.

Strand 2: Theatre Creation

The objective of the Theatre Creation strand is to enable the development of ideas for new work in a collaborative and interdisciplinary context. The emphasis of the award is on innovation and experimentation. The concept behind a proposal can be non-text-based, or can be based on a piece of new writing for the theatre, a pre-existing dramatic text, an adaptation from another literary form, or a translation or adaptation of a text from another language. The objective of the award is to enable the development of ideas over time and through collaboration, without the requirement to present to audiences.

Priority will be given to proposals that:

- Seek to break new ground through innovation and experimentation

and/or

- Seek to develop new forms of theatre through the collaboration of more than one creative artist²

and/or

- Seek to develop new and innovative concepts for productions of pre-existing dramatic material

and

- Can demonstrate their feasibility by offering realistic income projections and evidence of financial and/or in-kind supports from other sources.

Strand 3: Theatre Presentation

The objective of the Theatre Presentation strand is the presentation of innovative, collaborative and/or experimental work to audiences. The emphasis of the award is on presenting new forms of theatre in a live-performance context. The concept behind a proposal can be non-text-based, or can be based on a piece of new writing for the theatre, a pre-existing dramatic text, an adaptation from another literary form, or a translation or adaptation of a text from another language.

Priority will be given to proposals that:

- Seek to present new forms of theatre to audiences

and/or

- Seek to present the collaborative ideas of more than one creative artist to audiences

and/or

- Seek to present new work or existing repertoire in an innovative and/or experimental context

and

- Can demonstrate their feasibility by offering realistic income projections and evidence of financial and/or in-kind supports from other sources.

Strand 4: Theatre Production

The objective of the Theatre Production strand is to enable the presentation of professional theatre productions by artists and/or producing entities with a *significant* track record in the production of theatre for audiences. The emphasis is on interpretations of pre-existing dramatic texts, although new plays and non-text-based projects will also be considered where a compelling argument can be made for their appeal to potential audiences (e.g. where the applicant artist, writer or partner organisation has a strong track record for attracting audiences). The objective of the award is to enable the production of technically excellent and ambitious mid to large-scale theatre in the context of either contemporary post-dramatic practice or the classical tradition (or a combination of the two), and to attract and develop audiences for professional theatre while offering high-level employment opportunities to freelance theatre artists.

Priority will be given to proposals from established theatre artists/companies that:

² This is distinct from and additional to the usual collaboration between a lead artist (usually a director) and performers in a rehearsal room.

- Seek to present high-quality and artistically ambitious mid to large-scale theatre to audiences in partnership with existing theatre and/or arts organisations, where that partnership is additional to and separate from that organisation's core-funded activity

and

- Can demonstrate their feasibility by offering realistic income projections and evidence of financial and/or in-kind supports from partner organisations and/or other sources.

The Arts Council will also consider proposals that meet the priorities above and which, in addition, seek to develop audiences for theatre on a regional basis through partnerships with a number of presenting venues, festivals or networks.

Applications under Theatre Production *must* be supported by at least one Arts Council grant-aided organisation with a *significant* track record in the presentation of theatre to audiences. The applicant will need to demonstrate that the support offered and the proposed role of the funded organisation is additional to, and separate from the activities for which that organisation has received core funding.

1.3 Who is eligible to apply?

The award is open to individuals and organisations. To be eligible to apply applicants must:

- Be resident in the Republic of Ireland. There are certain exceptions where the Arts Council may deem eligible applications made by those based outside the Republic of Ireland. However, before admitting as eligible any such application, the applicant would need to explicitly outline within the application how the outcomes of any such proposal would benefit the arts in the Republic of Ireland, and the Arts Council must be satisfied with same.

The Arts Council is committed to equity and inclusion, and welcomes applications from individuals or groups within culturally diverse communities and from people with disabilities.

Who is the applicant?

The applicant is the person or organisation that will receive any grant offered and that will be required to accept the terms and conditions of that grant.

Any grant offered will only be paid into a bank account held in the name of the applicant.

All documentation provided must be in the name of the applicant (individual artist or arts organisation). For example, if you apply to the Arts Council for funding under the name Máire de Barra, then all documentation, including bank and tax details, must be in that name. Variations such as Mary Barry or Barry Studios are not acceptable.

1.4 Who is not eligible to apply?

Applicants who are not eligible to apply include the following:

- Organisations currently in receipt of funding under the Arts Council's grant programmes (Strategic Funding, Venues Funding and Partnership Funding)
- Individuals or organisations who do not have a demonstrable track record as professional artists or organisations
- Individuals currently in undergraduate or postgraduate education or who will be during the period for which this award is offered
- Organisations and individuals in receipt of Arts Grant Funding 2018/2019, unless otherwise specifically advised by the Arts Council.
- **NOTE:** organisations cannot apply to both the Project Award 2019 and Strategic Funding 2019.

1.5 What may you apply for?

There are four bands of funding available according to which strand you are applying for and according to the scale of the proposal:

	Maximum amount
Strand 1: Play Development	€10,000
Strand 2: Theatre Creation	€20,000
Strand 3: Theatre Presentation	€75,000
Strand 4: Theatre Production	€150,000

You may apply for support under only **one** strand of the award. You must clearly identify which strand you are applying for in section 1.5 of the application form.

In addition to the normal limits 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.

How much funding should you apply for?

In applying for Theatre Project Award funding, you are required to submit a detailed production budget setting out income and expenditure in relation to the proposed production. The Arts Council supplies a theatre budget template that you must use for this purpose – you may download this from the [Theatre Project Award](http://www.arts council.ie/Funds/Theatre-project-award) page of the Arts Council website. See <http://www.arts council.ie/Funds/Theatre-project-award>.

The maximum amount you may request is the difference between the **proposed expenditure** and **proposed income** you indicate in the budget.

- Proposed expenditure should include all fees, wages, technical costs, promotion and publicity costs, administrative costs, etc.
- Proposed income should include what you expect to receive from other funders, box-office receipts, programme sales, etc.

It is also important to reflect all in-kind support in both income and expenditure, so reflecting the full and true value of your proposal.

Note on in-kind support	If you expect to receive in-kind support, you need to put a financial value on it so that the contribution it makes to the real value of your proposal is clear. You should think of in-kind support both as expenditure and as income: whatever amount you declare on the expenditure side, you should also declare on the income side.
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Time contributed by directors or board members may not be reckoned as an in-kind cost.

You are asked to indicate income, expenditure and amount requested at three stages during your application:

- On the detailed budget template that you must submit as part of your application
- Online, when you initiate the application (totals only)
- In section 3 of the application form.

Make sure that the totals are the same on all three; and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

1.6 What may you not apply for?

You may not apply for more than one project award in any artform/arts practice area in any one round of funding. For example, this means that the same applicant cannot apply for a Theatre Project Award and a Music Project Award in the same round. Activities and costs that you may not apply for include the following:

- Major capital purchases
- Ongoing core costs
- Activities or costs that do not fit the purpose of the award
- Activities that are more suited to another award funded by the Arts Council or operated by other state agencies, such as Culture Ireland
- Activities that have already taken place or which will have commenced before 1 January 2019
- Activities undertaken for charity fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council, except in cases where the Council has specifically advised you to redirect your application to this award. Please bear in mind, however, that you should not regard such advice as an indication of likely success in your application
- Projects that solely involve the touring of existing productions.

1.7 What supporting material must you submit with your application?

In addition to and separate from your application form, in order to be considered eligible for assessment for a Theatre Project Award you **must** submit the following supporting material online:

- Detailed up-to-date CVs (max. three pages) of all key personnel involved in the proposed project
- A completed Theatre Project Budget – for this you must use the latest version of the Arts Council’s budget template, which you can download from the [Theatre Project Award](http://www.artscouncil.ie/Funds/Theatre-project-award) page of the Arts Council website (<http://www.artscouncil.ie/Funds/Theatre-project-award>)
- Up to three examples of previous work relevant to your application – you may provide a mix of different media (visuals, audio, text) as appropriate
- A memorandum of understanding with each of your partner organisations detailing the type and value of support, in cash and in kind, being offered. This is essential for projects in all strands where a partnership approach is proposed and for all projects submitted under the Production strand
- Evidence of **all** financial support or sponsorship – including the value – identified in the project budget for which you do not have a memorandum of understanding
- If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

Note: in order for the assessment process to be rigorous, transparent and fair, assessors cannot accept as a given items of income which are not evidenced within the supporting material. The absence of written evidence for any single item of income will render an application ineligible.

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

In particular, note that you must use the latest version of the Arts Council’s Theatre Project budget template to submit details of your budget; this is to ensure consistency and to enable assessors to analyse budgets in a competitive-funding context.

Format for supporting material

All supporting material for the Theatre Project Award **must be submitted online**. Hard-copy supporting material will not be accepted. Please follow these guidelines for the different kinds of supporting material.

Include contextual information for all supporting material in a clearly-labelled text file.

Visual stills

Label all images clearly and make sure you supply relevant contextual information. This might include details of the title and date of works, media and dimensions, where the work was presented, etc.

Moving-image work

Provide relevant contextual information. This might include details of the piece, when and where it was performed, thematic/general comments, the names of performers, and how the work was financed (e.g. award, self-financed). Extracts should be no more than three minutes long, and no more than three extracts should be submitted.

Music or sound recordings Give the names of performers, and detail the instrumentation where appropriate.

Samples of writing Please submit no more than ten pages of a script; it is not possible for Arts Council assessors to read full play scripts or manuscripts.

2. Making your application

2.1 Register with the Arts Council's Online Services

All applications must be made through the Arts Council's Online Services; applications made in any other way (by post, fax or email) will not be accepted.

You must have an Online Services account to make an application. If you do not already have an Online Services account, sign up by filling out the registration form here: <https://onlineservices.artscouncil.ie/register.aspx>.

Within five working days you will be issued (via email) with a unique ARN (artist reference number) and password that you can use to sign in to Online Services.

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
Mac	Mac OS X v10.5 Leopard or higher <i>with</i> Safari 3.1 or Safari 10 OR Firefox 27 or higher OR Chrome 32 or higher Note: if Safari 11 prevents upload of documents – use Firefox or Chrome.

Please 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 version of Mac OS installed.

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 you 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 6180200. 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.

Please note that there is often a high volume of calls as the deadline approaches, and that technical-support calls received after 2.30pm on the closing date may not be resolved before the deadline.

2.2 Prepare the detailed Theatre Project Award budget

You are required to include a detailed budget with your application: use the Arts Council's template, which you should download from the [Theatre Project Award](http://www.artscouncil.ie/Funds/Theatre-project-award) page of the Arts Council website (<http://www.artscouncil.ie/Funds/Theatre-project-award>). The budget amounts you enter are summed automatically to derive values for TOTAL INCOME, TOTAL EXPENDITURE and AMOUNT REQUESTED FROM THE ARTS COUNCIL – these are the amounts you should enter in section 3 of the application form.

NUMBERS	<ul style="list-style-type: none"> ● Number of performers ● Number of stage management personnel ● Number of freelance creative personnel ● Number of weeks of rehearsal ● Number of performances 	
UNEARNED INCOME	Income from other funders, production partners, sponsorship, fundraising, etc.	Summed as TOTAL INCOME
EARNED INCOME	Income from box-office sales, programme sales, less cost of sales	
PROPOSED EXPENDITURE	Includes details of: <ul style="list-style-type: none"> ● Production fees ● Wages ● Technical costs ● Promotion and publicity ● Administration costs ● Contingency 	Summed as TOTAL EXPENDITURE

2.3 Fill in the application form

If you have not already done so, download the application form for the award you wish to apply for. The application form is a Microsoft Word/OpenOffice Writer-compatible document that you fill in offline (on your own computer). The application form includes guidance on how to fill in each of its sections.

Making your case

NOTE: it is important to remember that the people assessing and making a decision on your application may not be familiar with your work. Judgement will be based on the information you provide through your application form and supporting materials.

In order to make the very best case for why you should receive an award you should give very careful consideration to what you include in the following sections of the application form:

1.6 Tell us about yourself	This is where you describe your work. You should mention recent achievements, but also give a general overview of your main interest and ambitions as an artist/company.
2.2 Summary of your proposal	Give a summary of your proposal (up to three short points). In essence, this should cover three main points: what you want to do, how you are going to do it, and why you think your proposal merits support. Should your application be successful, this summary will be published on the Who We've Funded pages of the Arts Council website – for that reason, you should keep in mind that what you write may have a wider audience beyond the Arts Council assessors.
2.3 Detail of your proposal	What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the full scope of what you want to do, how and why. It is important to cover both the artistic and practical aspects of your proposal. This should include details of the key personnel involved, your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant. It should also

include practical details such as schedules, information on key partners, and any other administrative, technical or financial details you consider relevant.

2.4 Your application and the assessment criteria

Describe how your application meets each of the assessment criteria for a project award – see **Section 3.3 Criteria for the assessment of applications**.

2.4 Prepare any supporting material required for the application

You are required to include supporting material with your application – see **Section 1.7 What supporting material must you submit with your application?**

You must submit all such supporting material online. If necessary, you should scan or save material in electronic format.

Acceptable file formats

The following table lists file formats that are acceptable as part of an application for a project award.

File type	File extension
text files	.rtf/.doc/.docx/.txt
image files	.jpg/.gif/.tiff/.png
sound files	.wav/.mp3/.m4a
video files	.avi/.mov/.mp4
spreadsheets	.xls/.xlsx
Adobe Acrobat Reader files	.pdf

Gather together all the files you need in an accessible location on your computer.

Submitting YouTube links

You may provide links to material hosted on YouTube (www.youtube.com) instead of uploading the material directly. To do this, copy the URL (the full address of where your material is hosted on YouTube) into a Microsoft Word or OpenOffice Writer document and upload it as a weblink-supporting document.

Please note: Any links you provide must be for YouTube. Links to other hosting sites will not be viewed.

Check that the link works from within the document you upload – that is, that it links correctly to your material on YouTube.

If you do not wish material you upload to YouTube for the purposes of your application to be publicly viewable, you can flag your video as ‘unlisted’ in its settings.

Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent. For example it should be clear from the filename whether the document is a CV, a sample text or a review of previous work.

Please submit artistic materials and other supporting documents (including budget and CVs) in separate, appropriately named files.

Good filenames for an applicant called Jack Russell

- russelljack theatre project application.doc
 - russelljack performance clip.mp4
 - russelljack theatre project budget template.xls
 - russelljack Child Protection Policy.doc
 - russelljack youtube link.doc
-

The total combined limit for all supporting material uploaded with a single application is **40MB**.

2.5 Make your application online

To make your application online, you go through four main stages. Click **Save draft** at the end of each stage. You can come back to your application and revise it at any time before you finally submit it.

1. Choose funding programme and download application form

To start a new application, click the **Make an application** button on your home page, and follow the prompts to choose the funding programme you wish to apply for and to give your application a unique reference by which to identify it. At this stage you can also download the application form (if you have not already done so.)

2. Request funding amount

At this stage, specify the expenditure and income related to your proposal, and the amount of funding you are requesting. The amount you request should equal **total expenditure** minus **total income**. The final figures you enter here should be the same as those you enter in section 3 of the application form and on your detailed budget.

3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, CVs, budget template and any other required supporting material (see **1.7 What supporting material must you submit with your application?**). You do not have to upload everything at the same time. You can save your application as a draft, and come back to it later.

4. Submit application

When you are satisfied that you have uploaded everything you need to support your application, click **Submit**.

Once submitted, your application cannot be amended. Do not submit your application until you are completely satisfied.

You should expect to receive two emails. The first will be issued immediately your application is received by the Arts Council. The second may arrive a few minutes later and will contain your application number, which will be used in all correspondence related to this application. **Note:** it is important that you contact onlineservices@artscouncil.ie if you **do not** receive the second confirmation email containing the application number.

3. Processing and assessment of applications

3.1 Overview

The Arts Council considers all applications, makes decisions and communicates these to applicants in accordance with set procedures. The aim is to ensure that the system for making awards is fair and transparent.

3.2 The assessment process

All applications received are processed by the Arts Council as follows:

- 1 The application is acknowledged
- 2 The application is checked for eligibility – all eligible applications then progress to the assessment stage
- 3 Adviser(s) and/or staff make a written assessment of the application
- 4 Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted
- 5 A peer panel reviews all shortlisted applications, associated materials, then scores and makes decisions.
- 6 Decisions are communicated in writing to applicants
- 7 Decisions are noted by Council.

Time frame

The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process means that it will take up to twelve weeks from closing date to decision.

3.3 Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the application form and the supporting materials submitted. All applications are assessed against criteria of **a)** artistic merit, **b)** how they meet the objectives and priorities of the award, and **c)** feasibility. Each of these criteria is described in turn.

While applicants may select other artforms/arts practices as being relevant to their application, the application will be assessed by the team responsible for the chosen primary artform, and which may, in certain instances, ask for a secondary assessment from another team.

Artistic merit

The assessment of artistic merit focuses on the applicant and those involved in the project as well as on the nature of the proposed arts activity. This includes consideration of:

- The quality of the idea and the proposed arts activity as outlined in the application form
- The track record and/or potential of the applicant and the artistic personnel involved in the project as evidenced through CVs and other supporting material submitted
- For **Strand 1: Play Development, Strand 2: Theatre Creation and Strand 3: Theatre Presentation**, the extent to which the proposal demonstrates innovation, experimentation and collaboration in the context of contemporary theatre practice
- The clarity of ambition, originality and competency demonstrated in the proposal.

Meeting the objectives and priorities of the award

Applications are assessed on how well they meet the objectives and priorities of the award – see **Section 1.2 Objectives and priorities of the award** for details of these.

Feasibility

The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity. This includes consideration of:

- The track record of personnel involved in managing, administering and delivering the project
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists
- The extent of involvement or commitment of identified project partners
- The proposed budget
- Other sources of income
- The availability of, and access to, other resources
- The proposed timetable or schedule.

3.4 Peer panel

The purpose of peer-panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally consist of at least three external adjudicators with relevant artform and/or arts practice expertise.

Each meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information as required. Panellists have access to all shortlisted applications and associated materials prior to the day of the meeting, at which point they review, discuss and score shortlisted applications. Following this, applications are ranked by score. In light of the competitive context and the available budget, it is likely that the Arts Council will be able to fund only a proportion of the applications received.

Scoring Process

The panel is asked to score applications according to the following system:

- A – Must Fund (10 points): this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.
- B – Should Fund (8 points): this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.
- C – Could Fund (5 points): this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.
- D – Not a Priority (2 points): this means that, in the view of the panel member, the application is deemed to have not met the criteria to an extent sufficient to merit funding.

Declaration of interest

In order to ensure fairness and equity in decision-making, a panel member must declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An 'interest' is either 'pecuniary' or 'non-pecuniary' (e.g. familial relationships, personal partnerships, or formal or informal business partnerships, etc.).

The interest must be declared as soon as the panellist becomes aware of it. This may be at the point when s/he is approached to sit on the panel (if the 'interest' is known at that stage) or following receipt of the list of applicants. Where an interest is declared, the panellist will not receive papers relating to that applicant and will be required to leave the room when the specific application is being reviewed. Where this situation arises, the chair will vote in lieu of the panellist.

In some instances a panellist may not realise that a conflict of interest exists until s/he receives and reviews the panel papers. In such instances the panellist must alert an Arts Council staff member or the panel chair as soon as they become aware that a conflict may exist.

In the event of two panellists declaring a conflict of interest for the same application, the chair will be part of the decision-making process for that specific application.

If the nominated panel chair has a conflict of interest s/he must declare it in writing in advance of the meeting as soon as s/he becomes aware of it. In this instance the head of team will chair the discussion on the conflicted application.

3.5 Outcome of applications

All applicants are informed in writing about the outcome of their application.

If your application is successful, you will be sent a letter of offer detailing the amount of funding you have been awarded and the terms and conditions of the award. You will also be told how to go about drawing down your award.

The Arts Council receives a large volume of applications, and demand for funding always exceeds the available resources. If your application is not successful, you can request feedback from Arts Council staff. Eligibility and compliance with application procedures alone do not guarantee receipt of an award.

Unsuccessful applicants are not eligible to apply for another Arts Council award to undertake the same activity. If the Arts Council feels that the proposed activity would have been more suited to a different award programme, an exception may be made. In such circumstance you will be informed in writing.

Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or deviation from, the Arts Council's published procedures. If you feel that the Arts Council's procedures have not been followed, please see the appeals process at http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx or contact the Arts Council for a copy of the appeals-process information sheet.