



# Arts Council Venues Funding 2019

January–December 2019

## Guidelines for Applicants

Deadline: 5.30pm, Thursday 6 September 2018

## CONTENTS

|  |           |
|--|-----------|
| <b>Getting help with your application</b>                                      | <b>4</b>  |
| <b>1. What you need to know about Venues Funding</b>                           | <b>5</b>  |
| 1.1 What is the purpose of Venues Funding?                                     | 5         |
| 1.2 What are the aims and objectives of Venues Funding?                        | 5         |
| 1.3 Who is eligible for the Venues Funding Programme?                          | 5         |
| 1.4 What types of activities will be supported through Venues Funding?         | 6         |
| 1.5 What levels of reporting will be required if an application is successful? | 6         |
| 1.6 What supporting material is required to make an application?               | 6         |
| 1.7 How does the Arts Council use and protect your information?                | 8         |
| 1.8 Freedom of Information   | 9         |
| <b>2. How we assess and score your application</b>                             | <b>10</b> |
| 2.1 How are criteria applied?  | 10        |
| 2.2 How are scores determined?   | 12        |
| <b>3. How to make your application</b>   | <b>15</b> |
| 3.1 Getting help with your application   | 15        |
| 3.2 Register with the Arts Council's Online Services                           | 15        |
| 3.3 Download the application form and the Arts Activity Report (AAR) template  | 16        |
| 3.4 Fill in the application form   | 18        |
| 3.5 Fill in your Arts Activity Report (AAR) template                           | 20        |
| 3.6 Prepare any supporting material required for the application               | 25        |
| 3.7 Review the application checklist   | 27        |
| 3.8 Make your application online   | 28        |
| <b>4. How your application is processed</b>                                    | <b>31</b> |

## **About this document**

This document explains:

- What you need to know about Arts Council Venues Funding
- How we assess and decide on your application
- How to make your application
- How we process your application.

## Getting help with your application

- If you have never applied for grant funding through any of the Arts Council's previous grant-funding programmes, you should contact the relevant arts team before you start your application. Staff contacts are on our website: [www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/](http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/)
- If you have questions about using the Online Services website, visit the FAQ section on our website: [www.artscouncil.ie/FAQs/online-services/](http://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](mailto:onlineservices@artscouncil.ie)
- If you need help with your application, call the Arts Council on 01 618 0200 or email [val.ballance@artscouncil.ie](mailto:val.ballance@artscouncil.ie)
- If you have a disability and you have difficulty accessing our Online Services website, please contact the Arts Council's Access Officer, Adrienne Martin, by phone (01 6180219) or by email ([adrienne.martin@artscouncil.ie](mailto:adrienne.martin@artscouncil.ie)) **at least three weeks** before the deadline.

## 1. What you need to know about Venues Funding

---

This section gives you background information about Venues Funding. It will help you decide whether or not your organisation might qualify for Venues Funding.

### 1.1 What is the purpose of Venues Funding?

The purpose of Venues Funding is to invest in and support the essential infrastructure required to sustain and develop the arts in Ireland.

Recipients of Venues Funding **must** play a critical part in delivering the policy priorities of *Making Great Art Work*, the Arts Council's ten-year strategy.

### 1.2 What are the aims and objectives of Venues Funding?

In offering Venues Funding, the Arts Council wishes to ensure:

- The delivery of excellent art and/or excellent arts activities, events and services
- A supportive environment for the development of the arts
- Excellent professional development opportunities for practising artists and/or arts professionals
- That more people will enjoy high quality arts experiences, including more diverse audiences
- Increased engagement by the public with the arts, in particular by new communities, people for whom access to the arts is difficult, and by young people and children
- Standards of excellence in governance and management in the arts.

### 1.3 Who is eligible for the Venues Funding Programme?

The Venues Funding Programme is open only to building-based, professionally managed, multidisciplinary arts organisations that are open to the public.

To be eligible for application, your organisation **must**:

- Be formally constituted as either a Company Limited by Guarantee (CLG) or a Designated Activity Company (DAC), or be a statutory body<sup>1</sup>

---

<sup>1</sup> Organisations not formally constituted as either a CLG or DAC **may apply** on the understanding that they will commit to formally incorporating in this way should their application for Venues Funding be successful.

- Apply in its own name, and not in the name of another company or individual

Applications that do not meet the eligibility criteria will not proceed to the assessment stage.

#### **1.4 What types of activities will be supported through Venues Funding?**

Venues Funding is intended to support both the operating (core) costs of organisations and the activities that your organisation undertakes to deliver your mission.

**NOTE:** organisations applying for Venues Funding for 2019 should **include within their application** activities that were previously supported through separate funding schemes, such as:

- Touring and Dissemination of Work 2019
- Residencies by artists/arts organisations
- Theatre Resource and Development Scheme
- Young Ensembles Scheme.

It is important to note that should your application for Venues Funding be successful, you **will not** be eligible to apply to these schemes separately for 2019.

#### **1.5 What levels of reporting will be required if an application is successful?**

As set out in our *Conditions of Financial Assistance*, the Arts Council has different levels of reporting requirements based on the amount of funding offered, and/or the turnover of your organisation.

If your application is successful, reporting requirements will be included as part of your funding agreement, which will be sent to you. You will have to agree to these before you can receive funding.

#### **1.6 What supporting material is required to make an application?**

You **must** upload supporting material as part of your application. If you do not upload the mandatory supporting material listed below, your application is incomplete and we will not evaluate it.

If you have supporting material that is not in an electronic format, scan it so you can upload it.

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

##### **Mandatory supporting materials**

- A completed arts activity report (AAR) template, with years 2018 and 2019 completed

- Your audited accounts for your most recent financial year **before** the deadline for application (**NOTE:** you **must** upload these as part of your application even if you have already provided them)
- If you are an organisation with a constitution other than that of a limited company, you **must** provide a complete set of accounts prepared by a person qualified for appointment as a statutory auditor in accordance with the Companies Act 2014 – this should include an income-and-expenditure account and appropriate explanatory notes
- Management accounts for 2018 to date, with projections to the year end, **and** indicative forecast management accounts for 2019, to be provided in the same format
- Budgets relating to your planned activities, which are in addition to the information in the AAR template. For these, you have the option to use the [activity-budget template](#) provided by the Arts Council if you wish. Additional budgets are required for significant activities such as in-house productions, residencies, etc.
- At least one, and no more than **five** recent examples of your organisation’s work that most closely represent the work that you are seeking Arts Council funding to support. This can be published programmes/brochures, examples of work produced for (or presented to) audiences, work delivered in the context of offering supports to artists, etc.
  - If you provide more than five examples of your organisation’s work, we will only review and assess **the first five** examples provided.
  - In the event that you provide samples of writing, we will not consider more than **ten pages**, so be sure to only include work that you wish to be considered. If you provide more than ten pages, we will read and assess the first ten pages.
  - In the event that you provide audio or video material, we will not view more than **ten minutes** of this work, so be sure to only include work that you wish to be considered. If you provide more than ten minutes’ worth of material, we will review and assess the first ten minutes.

### **Optional supporting materials**

In the event that you have them, you may upload the following in support of your application as evidence:

- A copy of your most recent strategic or business plan
- A copy of your most recent public engagement, audience development and/or marketing plans
- Evidence of any financial support, sponsorship or partnership from other organisations or entities that you refer to within your application

- Evidence of any memoranda of understanding, financial or partnership agreements that you have in place around touring or other activities involving third parties

**NOTE:** on account of the volume of applications we receive and the limited time available for assessment, we cannot guarantee that we will read all of the optional supporting material. Therefore, you should make sure to draw our attention to any key information within your optional supporting documents in the body of your application form.

We **will not** review or assess any supporting material that you upload that is not listed above.

We **will not** accept any supporting material that is not uploaded as part of your online application, or that is submitted after the application deadline has passed.

In addition to the supporting materials outlined here, we will also ask you to confirm whether or not you have particular types of welfare and other compliance documentation in place.

## **1.7 How does the Arts Council use and protect your information?**

The Arts Council will use the information you provide in your application to understand your organisation and the activities you are seeking funding for. The Arts Council may also use some of this information for other purposes – for example to update our database or to assist in building a stronger case for government funding of the arts.

In order to be able to award any funding to your organisation, certain personal data will be required such as email addresses, salary details and job titles. Any personal data you give us will be obtained and processed in line with the Data Protection Acts 1988 and 2003 and any other applicable data protection laws and regulations as may be enacted or enter into effect from time to time.

We will use the information in this application form (including personal data) to process your application, and for ongoing communication between us. Any personal data will be retained and processed by the Arts Council only for so long as it is needed for (a) assessment and determination of your Venues Funding application and in the event of an unsuccessful application, any subsequent period ending with the conclusion or settlement of any appeal or legal challenge, and (b) for the management and performance of any funding agreement arising out of a successful application and any subsequent period ending with the conclusion or settlement of any claim or legal proceedings relating to a funding agreement. Personal data may be disclosed to external assessors appointed by the Arts Council to take part in the assessment of your funding application. The Arts Council may process personal data for the purposes of research or other data analysis, in which case the personal data will be anonymised.

If you have any queries in relation to the processing of the personal data provided by you, please email [dataprotection@artscouncil.ie](mailto:dataprotection@artscouncil.ie).

## 1.8 Freedom of Information

Information provided to the Arts Council may be disclosed in response to a request made under the Freedom of Information Act 2014. If recipients consider that certain information should **not** be disclosed because of its confidentiality or commercial sensitivity, recipients must, when providing such information, clearly identify such information and specify the reasons for its confidentiality or commercial sensitivity. If recipients do not identify such information as confidential or commercially sensitive, it is liable to be released in response to a Freedom of Information request without further notice to, or consultation with, the recipient. The Arts Council will, where possible, consult with the recipient about confidential or commercially sensitive information so identified before making a decision on a request received under the Freedom of Information Act.

- To familiarise yourself with the provisions of the Act, see [www.foi.gov.ie](http://www.foi.gov.ie)
- To view the Arts Council's freedom-of-information policies, see [www.artscouncil.ie/Contact-us/Freedom-of-information](http://www.artscouncil.ie/Contact-us/Freedom-of-information).

## 2. How we assess and score your application

---

The Arts Council receives a higher overall request for support each year than it has the resources to meet. This means that we have to make a judgement on the extent to which each application meets our aims and objectives subject to the budgetary context.

For 2019, we will base our funding decisions on the following criteria.

1. Artistic quality and/or artform development
2. Quality of engagement
3. Organisational capacity
4. The extent to which the organisation is critical to the arts infrastructure.

For clarity, we will use a system of scoring to determine how well we think your application has met the criteria.

Assessors will consider applications using their professional judgement based on the information provided within the application, knowledge of the **previous** work of your organisation, knowledge of the wider arts landscape, and the competitive context in which all applications are evaluated.

### 2.1 How are criteria applied?

Assessors will consider applications against the criteria using a series of prompts. These prompts are designed to capture the range of activities that different types of applicant organisations will undertake. Given the varying nature of the way organisations work, not every prompt under a criterion will apply to every application.

Each criterion will carry a single score no matter how many prompts are relevant in each case.

#### **Criterion 1: Artistic quality and artform development**

Under this criterion, based on your organisation type and the kind of work that you do, we will evaluate your application based on:

- The quality and ambition of the artistic programme proposed and/or the quality of any arts activities, events or services proposed
- The extent to which these activities contribute to the development of the arts in Ireland.

If your work involves children and young people, in addition to the above, we will consider:

- The extent and quality of opportunities for children and young people to inform the development and evaluation of your artistic programmes
- The extent and quality of opportunities for children and young people to gain skills and experiences that enable them to contribute to the development of the arts.

## **Criterion 2: Quality of engagement**

We recognise that arts organisations work in different kinds of ways, and attend to the needs of different kinds of publics, audiences, and target groups. Because of this, based on your organisation type we will evaluate your application based on:

- The quality of your engagement with the primary target group or groups for your organisation's work
- The quality of your efforts to increase and diversify the range of people that your organisation's work impacts on
- Your demonstrated knowledge and understanding of these group(s).
- The quality of your plans to deepen and/or broaden the engagement you have with your target group(s)

## **3: Organisational capacity**

Under this criterion, we will evaluate your application based on:

- The track record, relevance and suitability of the skill set of your board and management
- The quality of board governance as demonstrated by board performance and processes, including the quality of strategic and business planning
- Your policy on the remuneration of artists
- The financial resilience of the organisation, including financial controls, financial planning and reserves policy
- The level and quality of approach to fundraising and other income generation from sources other than the Arts Council
- The quality and benefits of partnerships with other entities that help you to achieve your objectives and to further the mission of your organisation
- How you monitor your achievements and strive to improve performance
- Evidence of welfare, protection, equality and transparency policies.

In order to assess all of the above, we will consider the information you provide within your application form, and any information you provide by way of evidence through your supporting material.

## **4: The extent to which the organisation is critical to the arts infrastructure**

Having assessed and scored applications against the criteria above, we will then score applicants based on the extent to which we consider them *essential* to the strategic development of the arts within their particular artform or arts-practice area.

How we evaluate this will vary according to:

- The artform or arts-practice context in which your organisation operates
- Your organisation type
- The kind of work your organisation undertakes
- The community or constituency that your organisation serves
- The local and/or national context in which your organisation operates
- The need to ensure that an appropriate range and balance of work is supported by the Arts Council's Venues Funding programme.

This will be informed by the Arts Council's overall ten-year strategy, *Making Great Art Work*, and also by artform and arts-practice policies.

## **2.2 How are scores determined?**

The Arts Council will use a scoring system for Venues Funding applications for 2019. This system is intended to provide clarity to applicants in terms of how their application has been evaluated against the assessment criteria. The scores offer an indication as to the extent to which applications are deemed to have met each criterion.

Assessors may award a score to the nearest 0.5.

There are 12 possible scores that may be used as follows<sup>2</sup>:

| <b>Numeric Score</b> | <b>Word Value</b> | <b>Explanation</b>   |
|----------------------|-------------------|--|
| <b>6</b>             | '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. |
| <b>5.5</b>           |                   | At the top end of 'Excellent'.   |
| <b>5</b>             | '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.   |
| <b>4.5</b>           |                   | At the top end of 'Very good'.   |
| <b>4</b>             | '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.   |
| <b>3.5</b>           |                   | At the top end of 'Good'.  |
| <b>3</b>             | '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.   |
| <b>2.5</b>           |                   | At the bottom end of 'Good'.   |
| <b>2</b>             | '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.  |
| <b>1.5</b>           |                   | 'Not sufficient'.  |
| <b>1</b>             | '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.   |
| <b>0</b>             | '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 recommended for funding.

<sup>2</sup> These descriptors have been adapted from the EU's *Creative Europe Cultural Projects Assessment Guide*.

The score awarded under each criterion will then be multiplied to get a percentage rating. All criteria will be given equal weighting, so the multiplier used will give a total possible score of 25% against each criterion, as follows:

|  | <b>Weighting</b> | <b>Percentage</b> |
|--|------------------|-------------------|
| Artistic quality and artform development | (4.167)          | 25%               |
| Public and/or stakeholder engagement     | (4.167)          | 25%               |
| Organisational capacity                  | (4.167)          | 25%               |
| Critical to the infrastructure           | (4.167)          | 25%               |
| <b>Total</b>                             |                  | <b>100%</b>       |

Here's an illustration of what a complete set of scores might look like in percentage terms:

|  | <b>Score</b> | <b>Weighting</b> | <b>Percentage %</b> |
|--|--------------|------------------|---------------------|
| Artistic quality and artform development | 5.5          | (4.167)          | 22.9                |
| Public and/or stakeholder engagement     | 4.5          | (4.167)          | 18.8                |
| Organisational capacity                  | 5.0          | (4.167)          | 20.8                |
| Critical to the infrastructure           | 4.0          | (4.167)          | 16.7                |
| <b>Total</b>                             | <b>19.0</b>  |                  | <b>79.2</b>         |

### **How scores relate to funding offers**

While scores will play a significant part in the making of funding offers, they are **not the only factor**. Assuming your application scores a minimum score of **2.0** against each criterion, funding amounts recommended will reflect the overall budgetary context in which the Arts Council is operating, in conjunction with the criteria and considerations explained in this section.

As part of our ongoing relationship-management process, scores will also be used to inform discussions with organisations on areas where they are doing well and where there might be scope for improvement. We do not disclose the identities of other applicants or share information with applicants about the scores achieved by other applicants, but we can offer average scores for organisations to benchmark themselves against.

### 3. How to make your application

---

There are **four parts** to your application for Venues Funding.

- A **summary** of your organisation and finances, which you fill out online using our Online Services website (OLS).
- Your **application form**, which you fill out offline (on your own computer) and upload using Online Services.
- Your **arts activity report (AAR) template**, which you fill out offline and upload using Online Services.
- **Supporting material**, which you gather in electronic format offline and upload using Online Services. See **Section 1.6 What supporting material is required to make an application?** (above).

#### 3.1 Getting help with your application

- If you have never applied for grant funding through any of the Arts Council's previous grant-funding programmes (Regularly Funded Organisations, Annual Funding or Annual Programming Grant), you should contact the relevant arts team before you start. Staff contacts are on our website:  
[www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/](http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/)
- If you have questions about using the Online Services website, visit the FAQ section on our website: [www.artscouncil.ie/FAQs/online-services/](http://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](mailto:onlineservices@artscouncil.ie)
- If you have a general query about your application, you can call the Arts Council on 01 618 0200 or email [val.ballance@artscouncil.ie](mailto:val.ballance@artscouncil.ie)
- If you have a disability and you have difficulty accessing our Online Services website, please contact the Arts Council's Access Officer, Adrienne Martin, by phone (01 6180219) or by email ([adrienne.martin@artscouncil.ie](mailto:adrienne.martin@artscouncil.ie)) **at least three weeks** before the deadline.

#### 3.2 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 apply for Venues Funding. 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 get an email containing your 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, **Firefox 27** or higher or **Chrome 33** or higher

---

**Mac** Mac OS X v10.5 Leopard or higher  
with  
**Safari 3.1** or higher, **Firefox 27** or higher or **Chrome 32** or higher

---

### Give yourself enough time to complete the application

Become familiar with the Online Services website **well before** the deadline and before you prepare your application.

Make sure to leave yourself enough time to upload your application. Remember that upload times can be much longer than download times, so 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, contact us.

- Email: [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
- Phone: 01 618 0200

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. We recommend that you report any technical issues to us **well in advance** of the deadline.

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

## 3.3 Download the application form and the Arts Activity Report (AAR) template

1. Log in to Online Services.

2. On your home page, click the **Make an application** button.
3. On the Making an application screen, select your organisation's primary contact for this application and click **Next**. The screen '1. Making an application: Choose a funding programme' should appear.
4. In section A, do two things.
  - a. From the 'Funding' drop-down list, select your funding programme.
  - b. In the 'Your reference' field, type a unique reference for your application. This will help you identify your application on your home page.
5. In section B, click the buttons to download the guidance notes, application form and Arts Activity Report (AAR) template.

Before you continue making your online application:

- Fill in your application form
- Fill in your AAR template
- Prepare and gather your supporting material on your computer.

To complete your application and AAR template, you must have the correct software.

- Microsoft Word and Microsoft Excel **or**
- OpenOffice Writer and OpenOffice Calc, which you can download from <http://www.openoffice.org>

Remember, you fill in the application form and the AAR template on your computer, and then upload them with your supporting material through Online Services.

### 3.4 Fill in the application form

Include the information listed here on your application.

| Section  | The information you need to include  |
|--|--|
| <b>1. Your organisation</b>                            | <p>In this section, provide details of your:</p> <ul style="list-style-type: none"><li>• Organisation name and ARN</li><li>• Legal status</li><li>• The primary target for your organisation’s work</li><li>• A summary of your organisation’s mission</li></ul>   |
| <b>2. Your application and the assessment criteria</b> | <p>Here you are asked to respond to the assessment criteria by answering a series of questions. It is <b>essential</b> that you read each question carefully.</p> <p>This section has been set out in the order that the assessment criteria are applied.</p> <p>The first part of the section contains two tables, A and B, and requires you to provide details of your activities for the current year (2018), and the year for which you are applying for funding (2019).</p>   |
| <b>3. Additional activities and information</b>        | <p>This is where you can provide information about your organisation’s additional plans – for example touring – if you have them.</p>  |
| <b>4. Financial information</b>                        | <p>You will provide detailed financial information in the Arts Activity Report (AAR) template and your supporting materials, not in the application form.</p> <p>In two circumstances, you will have to fill in section 5 of the application form:</p> <ul style="list-style-type: none"><li>• If you are expecting a surplus or deficit at the end of the current year, you must explain how you plan to deal with it.</li><li>• If you expect to have any exceptional costs or any exceptional sources of funding in the twelve months from <b>1 January–31 December 2019</b>, you will need to detail these.</li></ul> <p>You <b>must</b> also provide management accounts as part of your supporting material. This is covered in the section on supporting materials.</p> |

---

**5. Declaration**

The chairperson and one other board member or senior executive **must** sign off on the application and declare that all the information supplied with it is true, complete and accurate.

---

### 3.5 Fill in your arts activity report (AAR) template

The AAR template is a spreadsheet that captures your detailed financial, audience and staff figures, as well as summary information about the work that you undertook in 2018, and the work you plan to undertake in 2019.

The AAR process has been introduced for three reasons:

- As part of our commitment to get better at monitoring the outcomes and impacts of our investments as a tool for advocacy, advice, policy development and case making
- As a means of assessing and tracking applicants' work in a consistent and systematic manner
- To act as the basis for funding agreements with arts organisations

There are two worksheets within the workbook. You **must** complete **both** the 2018 and the 2019 worksheets.

If you do not complete the 2018 **and** 2019 worksheets, your AAR will not be valid and we cannot consider your application.

**You must upload your AAR template as an Excel or OpenOffice file. Do not convert it to a pdf file.**

There are help pop-outs with instructions within the AAR template as to how to complete it.

**You should complete the AAR template as follows:**

| PART 1   | CORE EXPENDITURE AND INCOME   |
|--|---|
| <b>Core expenditure (also known as overhead costs, fixed costs, operating costs, indirect costs)</b> | <p>This is any expenditure that <b>must</b> be met, irrespective of the number or types of activities that your organisation plans to undertake.</p> <ul style="list-style-type: none"> <li>• Examples would be permanent salary costs (whether full or part-time), rent, mortgage, utilities, maintenance and repairs, office administration, post, phone, bank charges, accountancy, insurance, etc.</li> <li>• It <b>may</b> also include: fundraising or development costs where such income is being sought for general purposes and not against a specific activity; general marketing/PR costs (again, not for a specific activity); ongoing costs of sales such as bar/merchandising sales, etc.</li> </ul> |
| <b>Income not directly related to activity</b>   | <p>This is income not directly resulting from, or attributable to, specific activities.</p> <ul style="list-style-type: none"> <li>• Examples would be local-authority grant income that is not being directly used against a specific activity; income from sponsorship/fundraising that is not directed</li> </ul>  |

---

towards a specific activity; rental income or income from fees for services provided.

---

|  |  |
|--|--|
| <b>Whole-time equivalent (WTE) – artists</b>     | This is permanent staff whose primary role is artistic. Whole-time equivalent means whether the employee is full-time or part-time. A person employed full-time, or 5-day week, would give a WTE figure of 1, while a half-time, or 2.5-day week, would give a WTE figure of 0.5. A person working 2 days per week would be 0.4. |
| <b>Whole-time equivalent (WTE) – non-artists</b> | This is permanent staff whose main role is non-artistic – for example management, administration, finance, etc.  |
| <b>Community Employment Scheme numbers</b>       | The number of individuals employed through the Community Employment Scheme or other scheme.  |

## PART 2

### ACTIVITY DATA

**NOTE:** The total number of activities allowed within the AAR template is **twenty**. For **venues** with a **large** number of activities, rather than providing details of **every** individual activity or event, you should **group** your proposed activities by artform or by programme type.

| <b>PART 2.1</b>                             | <b>Activity detail</b>   |
|---|--|
| <b>A. Activity name</b>                     | The name of your activity – these should be the same as the names you gave each activity at Section 2.1.1, Tables A and B, of your application form.   |
| <b>B. Brief description of the activity</b> | Here you should offer a <i>brief</i> description of the activity. This is to help assessors track activities between your application form and the AAR template.   |
| <b>C. Art form</b>                          | Select the <b>primary</b> or main artform for the activity from the drop-down menu (or select ‘more than one artform’ if more than one artform is involved).   |
| <b>D. Activity type</b>                     | Choose the activity type from the drop-down menu that <b>most closely</b> represents the activity that you are undertaking. These are: <ul style="list-style-type: none"> <li>• <b>Ticketed performance or event</b> – a performance to which tickets are sold or distributed (this would include a free event if there is a booking process)</li> <li>• <b>Non-ticketed performance or event</b> – a performance or event where no tickets or sold, or there is no booking process – for example a street performance or other outdoor event</li> <li>• <b>Exhibition</b> – the exhibition of artworks, usually in the context of a visual-arts gallery, but also possibly as part of the documentation of work – for example an</li> </ul> |

exhibition of dance photography

- **Book/publication** – a book – for example a novel or poetry collection – or a publication – for example a periodical or journal, whether physical or online
- **Production/distribution of other artefact** – for example the creation of a series of prints, or other art objects that might be sold or otherwise distributed
- **Participatory or outreach activity** – this is any activity where people are involved in artistic production by making, doing or creating something, or contributing ideas to a work of art, regardless of their skill level, or *taking part* in workshops or other similar activities
- **Artist-focused activity** – this is any activity, such as a development initiative, resource-sharing activity, training, mentoring, service provision or other activity aimed at artists and/or arts professionals

---

#### **E. Primary target of activity**

Choose the primary target from the drop-down menu that **most closely** represents the target group for activity that you are undertaking. These are:

- **General audiences** (mainly, though not exclusively, adults who attend or engage of their own volition, not as part of a targeted group or community of interest)
- **Families** (work intended for parents/guardians and children alike)
- **Children up to 15** (those who are more likely to attend as part of a school or other organised group, or be brought by parents or guardians but for whom the work is aimed exclusively)
- **Young people 16-24** (for example Leaving Cert students, college students, other youth groups)
- **Communities of interest** – groups or communities distinguished by a particular demographic characteristic, for example:
  - People with disabilities
  - Older people
  - Members of minority communities
  - Isolated rural communities
  - People of lower socio-economic status (by social class, education, income)
- **Practicing artists or arts professionals** (for example if you are a resource organisation focused on supporting professional development)

| PART 2.2                                       | Financial detail  |
|--|---|
| <b>F. Total cost</b>                           | This is the total direct cost to your organisation of undertaking the activity. You <b>should not</b> apportion full-time staff costs or other core costs to activities.  |
| <b>G. Earned income</b>                        | This is any income earned from ticket sales, box-office, or sales income from books or other artefacts.   |
| <b>H. Income from other sources</b>            | This is any income from sources other than sales – for example sponsorship, fundraising or grant income from sources other than the Arts Council.   |
| <b>I. Outcome/subsidy required</b>             | <p>This is a sum that will calculate automatically, and is the difference between the cost of the activity and any income against it.</p> <p><b>NOTE:</b> it may happen that, in some cases, the total income from an activity is greater than the total cost. This is not a problem. The purpose is for us to get an overview of your proposed activities, and the costs and incomes relating to each.</p>   |
| PART 2.3                                       | Audience/Engagement/Employment/Event numbers  |
| <b>J. Audience/ engagement number – paying</b> | For the purposes of data gathering, ‘Engagement’ is taken to mean four things:  |
| <b>K. Audience/ engagement number – free</b>   | <ol style="list-style-type: none"> <li>1. <b>Audience</b> members, readers, listeners, viewers, attenders, visitors, or others <i>engaging</i> with art and arts events (for example recitals, concerts, plays, dance performances, art exhibitions, literature, etc.)</li> <li>2. Members of the public <b>participating</b> in the making or creation of art, or in arts-related workshops, classes or events (for example post-show discussions, public Q&amp;As)</li> <li>3. People <b>volunteering</b> to work on or at an event, for example, an arts festival, or as front-of-house staff at a local arts centre. <b>Note:</b> this is not the same as <i>participants</i> in arts events, where they are actively involved in the creation, making or presenting of work.</li> <li>4. Artists, arts professionals, and/or other practitioners <b>taking part</b> in workshops, classes, or other developmental activity.</li> </ol> |
|  | <p>In all of the above cases, individuals are either paying or not paying to attend/engage with the art. <b><u>They are not being paid.</u></b> For further detail on how to collate and report on audience numbers, see <a href="#">this document</a>.</p>   |

---

|  |   |
|--|---|
| <b>L. Artists employed number</b>                      | <p>This is the number of artists employed <b>directly</b> in the delivery of an activity. Give the number as a single figure, regardless of the duration of each individual’s engagement. So, an actor employed over eight weeks or a curator engaged across six months would still be an artist-employed figure of ‘1’ each against the activity on which they are employed.</p> <p><b>NOTE:</b> if you are co-producing or hosting work, and you do not know the number of artists directly employed, you can leave this section blank.</p> |
| <b>M. Others employed number</b>                       | <p>This is professionals engaged in a non-arts capacity directly to deliver an activity – for example administration or technical personnel, facilitators, marketing or finance professionals.</p>  |
| <b>N. No. of performances/objects/events/days open</b> | <p>This is to help us to understand how many opportunities the intended beneficiaries of your proposed activities have to engage with each activity.</p> <p>This is the number of individual performances of a play or dance piece; the number of books printed; the number of art objects created; or the number of workshops, classes or other events held. In the case of visual arts, it is taken to mean the <b>number of days</b> that an exhibition is open to the public.</p>   |

---

### Note on apportioning costs

In order that we can collect data in a consistent manner, you should **not** apportion any of your core costs to activities – for example the salary costs of a full-time programme manager. Because they are a full-time, permanent member of staff, their salary should be recorded as a **core cost**, even though their main function is the overseeing and delivery of programmes of activities.

This will ensure consistency in terms of how data is presented. This may mean that, in certain cases, you have **no direct costs** against a particular activity.

### Note on listing activities

The total number of activities allowed within the AAR template is twenty. For **Venues, Festivals** and other organisations with a **large** number of activities, rather than providing details of **every** individual activity or event, you should **group** your proposed activities by artform or by programme type:

For example:

- Performing arts programme (for example theatre, dance, circus)
- Visual-arts programme
- Music programme
- Literature programme

- Programme of events for children/young people
- Local community/amateur programme
- Commercial/non-subsidised programme.

### 3.6 Prepare any supporting material required for the application

See **Section 1.6 *What supporting material is required to make an application?*** (above).

You **must** upload required supporting material as part of your application. If you do not upload supporting material, your application is incomplete and we will not evaluate it.

If you have supporting material that is not in an electronic format, scan it so you can upload it.

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

#### Acceptable file formats

These are the acceptable file formats for your supporting material.

| 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                 |

#### How to upload weblinks

Instead of uploading material directly, you may provide links to material hosted on YouTube ([www.youtube.com](http://www.youtube.com)).

Follow these steps to provide links to YouTube.

1. In Word or OpenOffice, create a new document.
2. Copy the full address (the URL which appears in the address bar of your browser) and paste it into your document.

3. Test that the link works. Click it or copy it into your browser. Make sure it links to the correct material on YouTube.

If you do not want the public to be able to see material you upload to YouTube for your application, change your privacy settings in YouTube. For instructions on how to do this, use the YouTube uploading instructions and troubleshooting information.

We will accept **YouTube** links **only**. We will not view links to other websites or video-sharing services. This is because we cannot verify the date stamp on links other than on YouTube.

### 3.7 Review the application checklist

Use this checklist to review your application materials. If you have all the items on the checklist, you are ready to upload and submit your application.

---

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

- We have filled in all relevant sections of the application form and have it ready to upload
- We have filled in all relevant sections of the Arts Activity Report (AAR) template and have it ready to upload
- We have our summary financial information ready to enter into the forms in Online Services
- We have prepared management accounts for 2018 and 2019, and have these ready to upload
- We have prepared budgets or other relevant financial information, and have these ready to upload

---

#### Items that are optional

##### (check those that apply to your application)

- We have a copy of our most recent strategic or business plan and have this ready to upload
- We have a copy of our most recent public engagement, audience development and/or marketing plan and have this ready to upload
- We have evidence of memoranda of understanding, financial or partnership agreements around touring or other activities involving third parties, and have these ready to upload
- We have evidence of financial support, sponsorship or partnership from other organisations or entities ready to upload

---

#### Second opinion (check this item)

- At least two people in our organisation have checked our application to make sure there are no errors and that nothing is missing

---

#### Governance (check this item)

- The chair of our board has reviewed this application and is satisfied that its contents reflect the mission, vision and policies of our organisation
-

### 3.8 Make your application online

Now that you have a completed application form, AAR template and supporting material, you can finish your online application.

1. Log in to Online Services.
2. On your home page, select the **My applications** tab and select the Venues Funding application you have already created.
3. On screen 1, click **Next**.
4. Screen 2 is named '2: Making an application: Request funding amount'. Enter your summary financial information in this screen. You should have this information in your AAR template.

In section A, do the following and click **Save draft**.

| Field                           | Action   |
|---------------------------------|--|
| <b>Multi-annual application</b> | As this is not applicable to Venues, select <b>No</b>  |
| <b>Amount requested</b>         | Put the amount of funding you are requesting for 1 January–31 December 2019. This <b>must</b> match the figure in the second worksheet of your AAR template, <b>cell D75</b> : 'ARTS COUNCIL REQUESTED AMOUNT 2019'. |
| <b>Total income</b>             | Put your estimated total income for 1 January–31 December 2019 <b>excluding</b> the amount you are requesting from the Arts Council.   |
| <b>Total expenditure</b>        | Put your estimated total expenditure for 1 January–31 December 2019.   |

5. On screen 2, section B, put your income information for 2017, 2018 and 2019, and click **Save draft** and **Next**. Use these figures.
  - **Actual figures for 2017** from your 2017 audited accounts
  - **Expected figures for 2018** from your most recent management accounts
  - **Forecast figures for 2019** from your AAR template

These tables explain the income and expenditure items on **screen 2, section B**.

| Income items | Description |
|--------------|-------------|
|--------------|-------------|

|  |  |
|--|--|
| Income against core activities               | This is any income that your organisation receives from its non-artistic activities – for example local-authority grant funding, facility or equipment rental, or professional fees                                  |
| Income against artistic/programme activities | This is any income that your organisation receives from its artistic or programme activities – for example box-office takings, publication sales, gallery sales/commissions, workshops and seminars, membership fees |
| <b>Expenditure items</b>                     | <b>Description</b>   |
| Total core costs                             | These are all costs – including staff costs – associated with the ongoing, day-to-day running of the organisation  |
| Direct artistic/programme activity costs     | These are direct costs associated with producing your organisation’s programme, such as artists’ fees, costumes, sets, physical production, printing or exhibition costs, information provision, etc.                |

6. Screen 3 is named '3. Making an application: Upload application form and supporting material'.

In section A, click **Choose File**, select your application form file, and click **Upload**.

In section B, upload your supporting materials **and your AAR template**.

At any time click **Save draft** to save your application. You can also log out and return to it later. When you are finished uploading material, click **Next**.

7. Screen 4 is named '4. Submit application'. Review your details and, when you are satisfied that you have included everything, click **Submit**.

You cannot amend your application after you submit it. **Do not submit your application until you are completely satisfied.**

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

- The first will be issued immediately your application is received by the Arts Council.
- The second email may arrive a few minutes later. It will contain your application number, which we will use in all correspondence about your application. **If you do not receive the email with your application number**, contact [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie).

You have now completed the application process.

## 4. How your application is processed

---

We use the procedure shown here to consider applications, decide on them and communicate to applicants. This procedure helps us make sure that our system for making decisions is open, fair and transparent.

- 
- 1** We acknowledge your application by sending you an email.

---

  - 2** We check to make sure that your application is eligible for Venues Funding.

---

  - 3** Our staff, and advisers where relevant, score your application and write assessments based on the criteria in section 2.1 of these guidelines.

---

  - 4** We prepare staff recommendations for Council.

---

  - 5** The Council reviews and discusses the staff recommendations, and makes final decisions on funding amounts based on the advice provided to them by staff and the overall arts-policy and budgetary context.

---

  - 6** We send you a letter informing you of the Council's decision, along with a copy of the staff recommendation.

---

  - 7** If your application has been successful, we include information about what you should do next.
-