



# Young Ensembles Scheme 2019

## Guidelines for Applicants

**Deadline: 5.30pm, Thursday 14 February 2019**

### Young Ensembles Scheme: application checklist

Use the checklists below to make sure that your application for a Young Ensembles Scheme is complete.

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

- We have filled in all of the sections of the application form that are relevant to our application.
- We have prepared all required supporting material (as outlined in section 1.7 below), and have this ready to upload.
- 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](http://www.tusla.ie) for more information.

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

- Our proposal involves working with animals, and we have submitted a copy of our *Animal Welfare Protection Policies and Procedures*.
- Our proposal involves working with vulnerable persons, and we have submitted an acknowledgement that we adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* at [www.hse.ie](http://www.hse.ie)

#### Other items that we consider relevant to our application (check those that apply to your application)

- We have prepared some additional supporting material that is relevant to our proposal.
- We have prepared a detailed budget setting out proposed income and expenditure for the project, and have this ready to upload.

#### Second opinion (check this item)

- At least two people have checked over our 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@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
- Answers to common questions about using Online Services are available in the FAQ section on the Arts Council's website at: <http://www.artscouncil.ie/en/FAQ/online-services.aspx>
- To watch our YouTube guide on making an application, go to <http://www.youtube.com/artscouncildemos>
- If you require assistance with the content of your application, call the Arts Council on 01 6180200 or email [awards@artscouncil.ie](mailto:awards@artscouncil.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@artscouncil.ie](mailto:adrienne.martin@artscouncil.ie)) at least three weeks in advance of the application deadline.

## 1. About the Young Ensembles Scheme

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### 1.1 Deadline for submission of applications

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

The deadline for receipt of applications is:

**5.30pm, Thursday 14 February 2019**

### 1.2 Objectives and priorities of the award

The primary purpose of the Young Ensembles Scheme is to support groups of young people between the ages of ten and twenty-four to create or critically engage with ambitious and original work together in any artform (e.g. circus, street art, spectacle, dance, digital media, film, music, theatre, literature, visual arts, architecture or any combination of the above). Groups/ensembles must be made up of three or more members.

The Young Ensembles Scheme has two strands. You should choose the strand that is most suitable for your ensemble and for your proposal. You may only apply to one strand.

#### Strand 1

This strand is for ensembles that wish to undertake a new project or initiative that will develop the practice and experience of the young people involved. You may apply for up to €10,000. Applicants may be new or established ensembles and must demonstrate their potential for developing and delivering a high-quality artistic project.

#### Strand 2

This is for ensembles that wish to undertake a programme of work or a large-scale project that develops the work of the ensemble while also sustaining or building on related elements of the ensemble's practice. This strand is for proposals that will cost more than €10,000 and no more than €25,000. Applicants must be established ensembles with a track record of delivering high-quality artistic projects or programmes. For this strand, applicants must make clear why a larger budget than is available under Strand 1 is required.

For both strands, priority will be given to applications that demonstrate the following:

- Young people have played a central role in developing the proposal, and will be involved in documenting, reflecting on and evaluating the project.
- The potential and capacity to deliver a high-quality artistic process that is ambitious and original, provides a challenging and rewarding experience for the participants, and enables them to develop their artistic skills.
- A process that ensures young people have ownership of the work they undertake. This may mean they actively engage in the process of devising, creating, composing or designing an original piece of work or artistic initiative, or that they engage in a process of exploring, interpreting or reimagining a given script/composition/artistic work or series of works in a way that enables them to make it their own.
- Youth-led initiatives, and/or initiatives that actively support and develop youth leadership in the arts.
- Proposals that enable the ensemble to benefit from the expertise, support or mentorship of professional artists or arts organisations.
- Evidence of the ensemble's artistic activities or work produced to date, and how funding will enable the participants to develop their experience further. (In the case of a new ensemble, evidence of other relevant projects in which the young people or artistic mentors have been involved should be demonstrated.)

The Arts Council welcomes in particular:

- Artistic initiatives that demonstrate innovative use of new media.
- Initiatives that enable young people from diverse social and/or cultural backgrounds to collaborate in a high-quality artistic process. For more information, see *Cultural Diversity and the Arts: Language and Meanings* at <http://bit.ly/1EsrqDF>.
- Initiatives that enable young people with disabilities to engage in a high-quality artistic process. For more information, see *Shift in Perspective: An Arts and Disability Resource Pack* at <http://bit.ly/1PSsfaF>.

**Please see section 3.3 for details of the criteria against which all applications will be assessed – these are artistic merit, feasibility, and meeting the priorities of the award.**

**Please see section 1.7 for mandatory support material that will help you to demonstrate how your application meets these criteria and priorities.**

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.artscouncil.ie/arts-council-strategy/>).

### 1.3 Who is eligible to apply?

The Young Ensembles Scheme is open to ensembles whose members are young people between the ages of ten and twenty-four. Eligible ensembles include groups such as the following:

- Youth theatres
- Youth dance groups
- Youth orchestras
- Young bands
- Youth film, animation or digital-media groups
- Youth circus, spectacle or street-theatre groups
- Youth choirs
- Young traditional-music groups

The award is also open to groups that do not define themselves as ensembles but take a similar, collective approach to creating or engaging with art. This includes:

- Groups of young visual artists who collaborate to create work or exhibitions of their work
- Groups of young poets or writers who publish or perform work together
- Groups of young people who combine a number of artforms to create shared performances/events
- Groups of young people who critically engage as audiences or readers with one or more artforms, and who share their responses and insights with others.

#### **Not sure where to begin?**

If you are a young person or group of young people who wish to apply under this scheme, you are advised to seek the support of an established organisation. If you are not sure how to do this or where to begin, please contact the Arts Council's Young People, Children and Education team (<http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/>).

#### **Registering as a group or organisation**

If you are an individual artist or youth-arts leader with a strong track record and you wish to support a group of young people in making an application, please note that you must register with the Arts Council as a group or organisation (rather than as an individual) before you begin the application (see section **2.1 Register with the Arts Council's Online Services**).

#### **Multiple applications**

Multiple applications are not permitted. An ensemble or group may only make one application to the Young Ensembles Scheme in 2019.

#### **Applications from outside the Republic of Ireland**

The award is open to individuals and organisations 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 Arts Council would need to be satisfied that the outcomes of any such proposal would benefit the arts in the Republic of Ireland.

#### **Arts Council's commitment to equity and inclusion**

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 ensemble or group that will receive any grant offered and who 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 ensemble or group.

All documentation provided must be in the name of the applicant ensemble or group – e.g. if you apply to the Arts Council for funding under the name Newtown Youth Theatre, then all documentation, including bank and tax details, must be in that name. Variations such as Newtown Youth Club are not acceptable. If you do not already have a bank account in the ensemble's name, you should be aware that this will be required to process payments if your application is successful.

#### 1.4 Who is not eligible to apply?

Those who are not eligible to apply include the following:

- Those seeking to create work for children and young people but in which children and young people are primarily consumers rather than active participants in developing the artistic initiative
- Commercially driven schools, institutions or companies
- Primary and post-primary schools and third-level institutions
- Applicants in receipt of Arts Council Strategic, Venues or Partnership Funding in 2019 (however, applicants may include in their application organisations in receipt of Strategic, Venues or Partnership Funding as partners, collaborators or mentors).

#### 1.5 What may you apply for?

You may apply for funding relating to the costs of a specific artistic initiative, project or programme that fits within the purpose and priorities of the award and the requirements for the relevant strand (as per section 1.2 above).

The following are some examples of projects that have been funded under the Young Ensembles Scheme. Proposals of this kind could be suitable for Strand 1 or Strand 2 of the scheme, depending on the scale and cost of the proposal:

- **An established youth theatre** applied to develop an ambitious new production devised by a cast of young people from a range of cultural backgrounds under the guidance of the youth-theatre's artistic director. The initiative built on an outreach programme targeting immigrant communities, and had the long-term aim of making the youth-theatre's membership more culturally diverse.
- **Young people** with and without disabilities, who had previously worked together on group projects in dance, animation and video, sought to establish themselves as an integrated youth arts group and further develop their artistic skills. The young people were involved in selecting artists/facilitators to work with them and in developing the artistic programme. The group's steering committee included representatives from local youth organisations, the Irish Wheelchair Association and the local arts office.
- **A collective of young artists and music promoters**, with a track record in organising events for their peers, successfully applied for funding to run an all-ages performance and exhibition space. The application was made by the collective with the support of an established arts venue.
- **A collective of young critics** applied to critically engage with a range of artistic works, and to develop and share their responses with each other and with a wider audience with the support of a local gallery.
- **A youth dance group**, which had developed a performance with a local professional dance artist/choreographer, applied to create a new, artistically ambitious piece of work together. The application was made by the young ensemble as a voluntary unincorporated group.
- **Members of a youth café** who played a variety of instruments and were interested in music technology formed an electro-acoustic youth orchestra and applied to create new arrangements and compositions and perform these in their youth café. A composer, who was a graduate of a music programme in a nearby college, supported the group to develop this work.

For Strand 2, proposals must clearly demonstrate both the track record of the ensemble in delivering high-quality artistic projects or programmes, and why the funding required exceeds the maximum available under Strand 1. Examples of potential proposals might include:

- A young ensemble with a demonstrated track record in delivering one or more high-quality projects applies to develop a new large-scale proposal that will significantly develop the ensemble's practice. This will be a once-off initiative not intended to be repeated every year due to its scale. The group demonstrates why this is the right point in their development to take on this challenge, and why the funding required exceeds the maximum available under Strand 1.
- A young ensemble with a demonstrated track record in participating in high-quality workshops and performances/events applies for support to enhance the delivery of an ambitious workshop programme,

and to support a high-profile performance or event for the public. The ensemble applies for funding to bring in new expertise that will improve and enhance their workshop programme, and for funding to meet the technical, production or public engagement requirements of the high-profile event. The proposal clearly demonstrates why the funding required exceeds the maximum available under Strand 1.

- A young ensemble with a demonstrated track record in developing high-quality projects in their artform applies for funding to enable them to enhance the quality of their work by engaging with new partners that will expand and diversify their group. The proposal will enable a more diverse group of participants to be part of an exciting artistic project or programme. The proposal has been developed with input from a diverse group of young people, and will ensure that the perspectives and interests of the expanded and more diverse group will influence how the project or programme develops. The proposal clearly demonstrates why the funding required exceeds the maximum available under Strand 1.
- A young ensemble with a demonstrated track record in their artform applies to work with one or more other ensembles that specialise in other artforms or creative technologies, in an innovative collaboration. One ensemble acts as the lead applicant but demonstrates the support of the collaborating groups and their role in developing the proposal. The proposal demonstrates how the practice of all of the participating groups will be developed through this initiative.

**Applicants are strongly advised to choose the strand that is most suited to their proposal in order to make the best case for support.**

**The Arts Council reserves the right to offer a lower amount of funding to applicants that have not sufficiently met the criteria for Strand 2 but are deemed suitable and feasible under Strand 1.**

### **How much funding may you apply for?**

The maximum award available under Strand 1 is €10,000.

Applicants to Strand 2 may apply for an amount that is greater than €10,000 but no more than €25,000.

In addition to the normal limits stated above, the Arts Council will also consider costs specifically relating to the making of work by artists and young people 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.

The amount you request is the difference between the **proposed expenditure** and the **proposed income** you indicate in section 3 of the application form.

- **Proposed expenditure** should include all the costs that you incur relating to the specific artistic initiative(s) your ensemble or group is proposing. This could include artists' fees, rehearsal and performance costs, venue/studio-hire costs, technical costs, promotion and publicity costs, administrative costs, etc. How you break down the costs of your proposal and allocate resources gives Arts Council assessors a good picture of the feasibility of your project and whether or not it is realistically costed. Successful applicants under this scheme are required to document, evaluate and report on how they use the award. Applicants should make provision for the cost of doing this.
- **Proposed income** should include what you expect to receive from other funders, sales projections, commercial sponsorship, 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.

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**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 should also be declared on the income side.

Time contributed by directors or board members may not be reckoned as an in-kind cost.

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You are asked to indicate income, expenditure and amount requested at two stages during 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 both, and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

## 1.6 What may you not apply for?

Activities and costs that you may not apply for include the following:

- Major capital or equipment purchases
- Ongoing core costs
- Course fees or expenses to support full-time training programmes for individuals
- Artistic fees for the young-ensemble members
- Activities or costs that do not fit the purpose of the award
- Activities that have already taken place or which will have commenced before 26 April 2019
- Activities for charity-fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that duplicate the effect of Arts Council funding or other awarded funding
- Activities taking place in a formal education context (i.e. school or college).

## 1.7 What supporting material must you submit with your application?

In addition to, and separate from, your application form, in order for the Arts Council to make an assessment of your application, you **must** submit the following supporting material online:

- Examples of previous relevant work of the ensemble or group – e.g. scripts, recordings, video clips or photos (see **Acceptable file formats** in section 2.3). In the case of a new ensemble, evidence of other relevant projects in which the young people or artistic mentors have been involved should be demonstrated.
- Evidence of the young-people's ownership of the proposal where this is not clearly demonstrated within the application form. Such evidence may include written/recorded testimonies or interviews with young people about their experiences to date and their ambitions for the ensemble.
- Detailed up-to-date CVs (max. three pages) of professional artists or other key individuals who will provide mentorship or other support to the project; and/or
- Letters of support from professional arts organisations or other key partners that will provide guidance or support for the proposed project.
- If you are citing any collaboration or financial support in your application that is central to the feasibility of your proposal, you need to provide appropriate documentation – e.g. letters of offer, statements of support or similar documents.
- If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

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

### Optional supporting material

In addition to the required supporting material listed above, you may also submit any other material you consider relevant to your application. As a general rule, applicants are advised to be selective about what they submit – one high-quality example is better than a lot of low-quality material. Supporting material could include:

- Brochures, programmes, articles, reviews and recommendations relating to current or past work of the ensemble or group
- Sales/audience projections or evaluation plans relating to the proposed initiative
- Documentation relating to the practice of professional artists that the ensemble is proposing to work with
- Documentation relating to the ensemble or group.

If your proposal is complex, and in particular for Strand 2, you should consider submitting a detailed budget in addition to the itemised expenditure and income details you enter in section 3 of the application form.

**Format for supporting material**

All supporting material for the Young Ensembles Scheme **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 Microsoft Word or OpenOffice Writer document.

For information on the file formats you may use for supporting material you wish to upload as part of your application, see section **2.3 Prepare any supporting material required for the application**.

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<b>Visual stills</b>	Label all images clearly and make sure you supply relevant contextual information. This might include the title and date of works, media and dimensions, where work was presented, etc.
<b>Moving-image work</b>	Provide relevant contextual information. This might include details of the piece, when and where it was performed, how it was financed, and the names of the performers. If you are submitting a single extract, this should be at least five minutes long. Long pieces should be edited; otherwise a selection of three extracts (max. five minutes each) should be submitted.
<b>Music or sound recordings</b>	Give the names of performers, and detail the instrumentation where appropriate.
<b>Samples of writing</b>	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.

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## 2. Making your application

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### 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.

#### 2.1 Requirements for using Online Services

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

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<b>PC</b>	Windows 7 or higher with Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher
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<b>Mac</b>	Mac OS X v10.5 Leopard or higher with Safari 3.1 or Safari 10 OR Firefox 27 or higher OR Chrome 32 or higher
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**Note:** If Safari 11 prevents upload of documents – use Firefox or Chrome.

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**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 versions 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 and submit your application 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](mailto: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 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

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

<b>2.2 Summary of your proposal</b>	Give a summary of your proposal (up to three short points). Should your application be successful, this summary may be published on the <b>Who We've Funded</b> 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.
<b>2.3 Details of your proposal</b>	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 and why.  It might include entries such as a practical explanation of the activity you propose, your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant.
<b>2.4 Your application and the assessment criteria</b>	Describe how your application meets each of the assessment criteria – see section <b>3.3 Criteria for the assessment of applications</b> .
<b>2.5 Other artists, individuals, or organisations involved in your proposal</b>	Identify key artists/groups/organisations involved in your proposal.
<b>2.6 Key activities and dates for your proposal</b>	List key activities such as planning, workshops, events and performances, along with dates and locations/venues.
<b>3.1 Expenditure related to your application and</b> <b>3.2 Income related to your application and</b> <b>3.3 How much are you requesting from the Arts Council?</b>	In these sections, itemise the expenditure and income related to your application, and the amount you are requesting from the Arts Council.  If your proposal is very complex, you should prepare and submit a detailed budget as a supporting document.

## 2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. This might include samples of your current work – e.g. text, video, images or sound recordings.

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.

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

For convenience, 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 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.

**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 – i.e. 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 – i.e. it should be clear from the filename whether the document is a CV, a sample text or a review of previous work.

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<b>Good filenames for an applicant called Jack Russell</b>	russelljack application.doc
	russelljackAllegro.mp3
	russelljack Child Protection Policy.doc
	russelljack youtube link.doc

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

## 2.4 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 you 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.

### 3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form together with the required supporting material (see section **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](mailto:onlineservices@artscouncil.ie) if you **do not** receive the second confirmation email containing the application number.

## 3. Processing and assessment of applications

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### 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 and 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 ten 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 available resources. 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 Young People, Children and Education team, which may, in certain instances, ask for a secondary assessment from another team.

#### Artistic merit

The assessment of artistic merit focuses on the applicant's previous practice as well as on the nature of the proposed activity. This includes:

- The quality of the idea and the proposed arts activity as outlined in the application form and in the supporting materials submitted
- The track record of the applicant demonstrated through the examples of the ensemble's work, CV(s) of mentors or adult leaders, and other supporting materials submitted
- The potential of the applicant demonstrated through the application form and other supporting materials submitted
- The artform/arts-practice context in which the activity is proposed
- The ambition, originality and competency demonstrated by the applicant.

#### 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 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:

- The personnel involved in managing, administering, delivering the project
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists

- The demonstrated commitment of participating artists
- The proposed budget
- Other sources of income
- The availability of, and access to, other resources
- The proposed timetable or schedule.

### **3.4 Peer panels**

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.

#### **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](http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx) or contact the Arts Council for a copy of the appeals-process information sheet.