



# Young People, Children and Education Bursary Award 2021

Guidelines for Applicants

**Deadline: 5.30pm, Thursday 28 January 2021**

## CONTENTS

<b>Key points to remember .....</b>	<b>2</b>
<b>Getting help with your application .....</b>	<b>3</b>
<b>1. About the Young People, Children and Education Bursary Award .....</b>	<b>4</b>
1.1 Objectives and priorities of the award .....	4
1.2 Who can apply? .....	5
1.3 Who is the applicant? .....	6
1.4 Who cannot apply? .....	6
1.5 What may you apply for? .....	6
1.6 What may you not apply for? .....	7
1.7 What supporting material must you submit with your application? .....	8
1.8 Eligibility .....	9
<b>2. Making your application .....</b>	<b>10</b>
2.1 Register with the Arts Council's Online Services .....	10
2.2 Fill in the application form .....	11
2.3 Prepare any supporting material required for the application .....	12
2.4 Make your application through Online Services .....	14
<b>3. Processing and assessment of applications .....</b>	<b>15</b>
3.1 Overview .....	15
3.2 The assessment process .....	15
3.3 Criteria for the assessment of applications .....	16
3.4 Peer-panel process .....	17
3.5 Outcome of applications .....	18
3.6 Appeals .....	18

## Key points to remember

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- This document contains important information about the Young People, Children and Education Bursary Award and how to go about making an application.
- We strongly advise that you read this document carefully before beginning the process of making your application.
- We also strongly advise that you start the process early, and give yourself **plenty of time** to make your application.
- We recommend that you aim to upload your application **at least 48 hours** before the advertised deadline. That way if you encounter a technical problem, you will have time to contact us so that we can assist you in resolving it.
- Please note that, on account of the large volume of applicants using the online system on the last day of the deadline, we cannot guarantee that we can resolve any technical issues you may have if you contact us **after 2.00pm on the day of the deadline**.
- Please read the following checklist carefully:

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- I have read and understand these guidelines.
  - In the event that I have had an issue, I have contacted the Arts Council for assistance.
  - I have filled in all of the sections of the application form relevant to my application.
  - I have prepared all required supporting material as set out in these guidelines, and have this ready to upload.
  - I have asked someone else to check over my application to make sure there are no errors and that nothing is missing.
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## Getting help with your application

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- 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 deadline day.
- 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 of the Arts Council 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)

### **A NOTE ON COVID-19-RELATED PUBLIC-HEALTH GUIDANCE**

**In preparing your application, you should base it on the best public-health advice and guidance available at the time you are making your application.**

**You should ensure that what you are proposing is feasible or adaptable should social distancing and/or other public-health measures impact on all or part of the bursary period.**

**If your application is successful and you subsequently need to change or alter some or all of your proposal on the basis of changed public-health advice, you should contact your arts team in advance to discuss this.**

## 1. About the Young People, Children and Education Bursary Award

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### 1.1 Objectives and priorities of the award

The objective of the Young People, Children and Education Bursary Award is to support the professional development of practising artists by enabling them to do one or more of the following:

- Spend focused time working at their practice
- Spend time researching/thinking about/developing a new idea for future dissemination
- Spend time developing their technical skills in a particular area
- Spend time developing/learning new skills related to their practice or area of interest
- Spend time working with a mentor, or collaborator(s) to develop an idea, or to assist in developing or upskilling within a particular area of their practice, or an area related to their practice
- Spend time developing an idea in collaboration with a potential production partner(s)
- Undertake a short period of training by way of master classes or other professional training opportunities (whether national or international)
- Purchase a limited amount of equipment and materials to assist with the development of their practice (Note: this can be no more than 15% of the value of the overall request for support)
- Spend time undertaking a combination of the above activities.

The Young People, Children and Education Bursary Award specifically supports artists to engage in professional development<sup>1</sup> that will improve their capacity to develop or present high-quality arts experiences with or for children and young people. The bursary aims to support artists at all stages of their careers. Potential proposals could be those that:

- Enable a professional artist with significant experience in their artform but with limited experience in developing work with or for young people to develop their knowledge and capacity in this area
- Enable a young artist (aged 18–24) who has demonstrated artistic leadership and innovation in their artistic endeavours as a young person to develop their professional capacity to engage other young participants or audiences in the arts

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<sup>1</sup> The award is open to individual artists and practitioners working in a creative capacity in any artform, including arts facilitators, curators or programmers.

- Enable an emerging, mid-career or established artist to explore new ideas, skills or ways of working that will improve their capacity to create high-quality work with or for young people.

### **Strategic priorities**

The Arts Council has identified the following as strategic priorities for support through this award:

- Proposals that demonstrate the benefits to the development of the artist's practice and how this will in turn benefit children and young people during or following the bursary (i.e. there is clarity regarding the context in which the artist's learning will be applied)
- Proposals that demonstrate how an artist will document, share and disseminate with their peers any findings that emerge from the bursary period
- Proposals that enable the artist to work with a mentor who is well placed to support them to develop their practice
- Proposals that enable artists to reflect on and develop their practice in partnership with key stakeholders, such as potential audiences, participants, professional colleagues, youth workers, carers and educators. However, as per above, such proposals should be developed in a manner that is adaptable should social-distancing measures impact on what is possible.

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/>).

### **1.2 Who can apply?**

The award is open to artists working in all genres and at all stages in their professional careers. To be eligible to apply, applicants must:

- Be resident in the Republic of Ireland. There are certain exceptions where the Arts Council may deem eligible applications made by those based outside the Republic of Ireland. However, before admitting as eligible any such application, the applicant would need to explicitly outline within the application how the outcomes of any such proposal would benefit the arts in the Republic of Ireland, and the Arts Council must be satisfied with same.
- Be professional practising artists. Although they might not earn income continuously or exclusively from their arts practice, applicants must identify themselves, and be recognised by their peers, as professional practising artists.
- In line with the Public Sector Equality and Human Rights Duty, the Arts Council is committed to ensuring that it takes positive policy measures to promote equality of opportunity for all those living in Ireland, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the

Traveller community. Furthermore, the Arts Council notes the ground of socio-economic background as a further basis for which equality of opportunity must be guaranteed. The Arts Council therefore welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above.

### 1.3 Who is the applicant?

The applicant is the person who will receive any funding offered and who will be required to accept the terms and conditions of that funding.

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

All documentation provided must be in the name of the applicant – e.g. if you apply to the Arts Council for funding under the name Máire de Barra, then all documentation, including bank and tax details, must be in that name. Variations such as Mary Barry or Máire Barry are not acceptable.

### 1.4 Who cannot apply?

People not eligible to apply include the following:

- Individuals currently in full-time education and/or who will be during the period for which this bursary is offered
- Aosdána members in receipt of a *cnuas*.

You may receive only **one** of the following awards in **one arts area** in 2021:

- Bursary, round 1
- Bursary, round 2
- Next Generation Artists Award
- Markievicz Award

### 1.5 What may you apply for?

Funding will be offered according to bands. You should apply for one of the following amounts:

- **€20,000**
- **€15,000**
- **€10,000**

You will only be offered one of the above amounts. Please note that your application will be deemed **ineligible** if you apply for more than the maximum amount stated above.

The bursary is available for up to one year; multi-annual awards will not be made.

The emphasis of the award is on artists 'buying time'. Therefore, the amount you request should include the amount you will pay yourself for the time you will spend developing your practice as an artist. This can be up to 100% of the award.

You should pay yourself appropriately. Do not request less than you feel you need to achieve your objectives.

The amount you propose to pay yourself – and any mentors or collaborators that you might have working with you – should reflect the amount of time you propose to take, and should be appropriate to standard conditions within your area of arts practice.

The award also allows for other costs intrinsic to supporting the development of the artist's practice – e.g.

- Appropriate fees for the time given by any mentors or collaborators working with you on the activity or activities for which you are seeking support (If these are being paid from another source and are being offered to you in-kind, this should be clarified within your proposal)
- Materials or the hiring of services that are critical to the development of your artistic practice provided these costs are clearly linked to your proposal
- Other costs and expenses you incur in order to spend time developing your practice.

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

### **What are your chances of receiving support?**

This is a competitive award. We expect to receive more applications than it will be possible for the Arts Council to support.

Where proposals are recommended for funding, we will aim where possible to provide in full the amounts requested. However, the Arts Council reserves the right to offer applicants a lower amount than that requested if proposals are considered to be feasible at a reduced scale.

### **1.6 What may you not apply for?**

You may not apply for more than one bursary-type award (in any artform/arts practice) in any one round of funding.

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

- Activities or costs that do not fit the purpose of the award
- Activities that are better suited to another award funded by the Arts Council or operated by other state agencies, such as Culture Ireland
- Activities that have already taken place
- Activities undertaken for charity fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council. An exception will be made if the Council has specifically advised you to redirect your application to this

award. Please bear in mind that such advice is not an indication of a successful outcome.

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

Supporting material means material that is **separate from** and **additional to** your application form. This helps the person assessing your application to get a clearer understanding of your proposal. Please read the following list of what supporting material is required very carefully, as failure to comply with this is the most common reason for applications being deemed ineligible.

In order to be considered eligible for a Young People, Children and Education Bursary Award, you **must** submit the following supporting material online:

- A detailed up-to-date CV
- One to three documented examples of your arts practice. Please include examples of your practice with or for children and young people if you are already working in this area. Please see section 2.3 below for acceptable formats.
- Statements or letters of support from any key partners identified in the application that are integral to your proposal (e.g. proposed mentors, collaborators, funders or stakeholders).

#### **Additional material required in certain circumstances**

- 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 (in section 1.3 of the application form). 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.
- If your proposal involves working with vulnerable persons, you must submit an acknowledgement that you adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* (see [here](#)).
- 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 will be deemed ineligible.**

#### **Format for supporting material**



All supporting material for the Young People, Children and Education Bursary Award must be submitted online. Hard-copy supporting material will not be accepted.

## 1.8 Eligibility

Your application will be deemed **ineligible**, and will not go any further in the process, if any of the following is true:

1. You miss the application deadline.
2. You do not submit a completed application form through Online Services (an application form attached as a supporting document will not be accepted).
3. You fail to complete all of the sections in the application form relevant to your proposal.
4. You cannot apply as set out in sections 1.2 to 1.4 above.
5. You apply for an amount of funding greater than the maximum amount allowed as set out in section 1.5 above.
6. You apply for an activity or purpose that you cannot apply for as set out in section 1.6 above.
7. You fail to provide all mandatory supporting materials as set out in section 1.7 above.
8. Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case we will redirect you to the more appropriate funding opportunity).

**Note:** If your application is ruled ineligible, it will not be assessed, and you will be permitted to apply again with the same proposal in future funding rounds. If you do reapply, you should ensure that you meet the eligibility requirements.

## 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.

#### 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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**PC** Windows 7 or higher  
with  
Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher

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**Mac** Mac OS X v10.5 Leopard or higher  
with  
Safari 3.1 or Safari 10 OR Firefox 27 or higher OR Chrome 32 or higher

**Note:** if Safari 11 prevents upload of documents, use Firefox or Chrome.

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

#### You must use OpenOffice Writer version 4.0.1 or earlier

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

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

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

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

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

### Give yourself enough time to complete the application

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

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

### Technical support

If you need technical support while making an online application, you can contact the Arts Council by emailing [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie) or by phoning 01 6180200/01 6180243. 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:

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**1.5 Tell us about yourself** Give a brief introduction to yourself and an outline of your recent artistic achievements.

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**1.6 Career stage** In line with the Arts Council's commitment to supporting artists at key stages of their career, we have included a question asking which stage best describes where you see yourself in your career.

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**1.7 Equality and diversity** In line with the Arts Council's commitment to equality and diversity, as set out in our Equality, Human Rights and Diversity Policy & Strategy, we have included some questions that help us to understand more about the artists and individuals we are engaging with.

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<b>2.1 Summary of your proposal</b>	Give a summary of your proposal (up to three short points).
<b>2.2 Details of your proposal</b>	<p>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 details 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.</p> <p>You should also mention here any cash or in-kind contributions – e.g. where you have been offered a space, or where a mentor (who has income from another source) has agreed to give their time for free or less than their normal rate. While there is no requirement to have financial support to be eligible for this award, if you have any you should mention it here, list it within the application budget, and provide evidence for it as part of your supporting material.</p> <p>Do not assume that assessors or panellists will be familiar with your work.</p>
<b>2.3 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>2.4 Key activities for your proposal</b>	Here you should list any key activities related to your proposal, and in each case indicate the location and dates. If your proposal only involves a single activity, you should list that activity.
<b>2.5 Artists, individuals, groups or organisations involved in your proposal</b>	Here you should list all artists, individuals, groups or organisations involved in your proposal. Where appropriate, you should also submit details of the expertise of such people and upload it with your application.
<b>3 Budget Details</b>	This is where you enter the amount you are requesting. If you have any additional costs, or any items of income, you should provide them here. See section <b>1.5 What may you apply for?</b> above.

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### **2.3 Prepare any supporting material required for the application**

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

You must submit all 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 ([www.youtube.com](http://www.youtube.com)) instead of uploading the material directly. To do this, copy the URL (the full address of where your material is hosted on YouTube) into a Microsoft Word or OpenOffice Writer document and upload it as a weblink-supporting document.

**Note:** any links you provide **must** be for YouTube. Links to other hosting sites will **not** be viewed. This is because only YouTube links can be verified as having been uploaded in advance of the deadline.

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

In order to aid the assessment process, you should 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, sample text or a review of previous work.

You may submit documents in separate, appropriately named, files, as follows:

<b>Good filenames for an applicant called Jack Russell</b>	russelljack application.doc
	russelljackWIP.doc
	russelljack catalogue.pdf
	russelljack youtube link.doc

In certain artform or arts-practice areas, you may submit all supporting material combined into a single document. If you do this, be sure to include a contents page.

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

## 2.4 Make your application through Online Services

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

Enter the amount you are requesting in part **A. Application amount requested**. The amount you enter here should be the same as the amount you request in section 3 of your application form.

### 3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, your CV and any other 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. Note also that confirmation that your application has been received is **not** confirmation that it is eligible and will go forward for assessment.

## 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 awarding funding is fair and transparent.

### 3.2 The assessment process

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

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- 1 After you submit your application, you should receive two emails:
    - The first will be sent immediately and will acknowledge your application.
    - The second should arrive a few minutes later. It will contain your application number, which we will use in all correspondence about your application.

**Note:** these emails only mean that our online system recognises that you have submitted an application. They do not mean that your application is eligible to be assessed.

If you do not receive the email with your application number, contact [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)

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- 2 Your application is checked for eligibility. Please see section **1.8 Eligibility** above.
  - 3 In some cases, the arts area to which you have applied may not be the best fit for your proposal. In such a case, we will contact you and ask you if you are happy for us to move your application to a more appropriate arts team. You will then have a choice to have your application moved, or for it to remain under the arts area to which you applied.
  - 4 Adviser(s) and/or staff make an assessment of the application and offer a score based on the criteria for assessment and scoring process set out below.
  - 5 Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.
  - 6 A peer panel reviews all shortlisted applications and associated materials, then scores and makes decisions.
  - 7 Decisions are communicated in writing to applicants.
  - 8 Decisions are noted by Council.
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#### 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 may take **up to twelve weeks** from closing date to decision.

### 3.3 Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the available resources. All applications are assessed against criteria of:

- Artistic quality
- How they meet the objectives and priorities of the award
- Feasibility

Each of these criteria is assessed as follows:

#### Artistic quality

The assessment of artistic quality focuses on the artist's previous practice as well as on the nature of the proposal. This includes:

- The track record and/or the potential of the artist demonstrated through the application form, CV and other supporting materials submitted
- The proposed arts activity or activities as outlined in the application form
- The practice of the artist demonstrated through the supporting materials submitted
- The artform/arts-practice context in which the activity is proposed
- The ambition, originality and competency demonstrated by the artist.
- The track record of the mentor and quality of the mentorship programme, if relevant to the proposal, as demonstrated through the application form, CV and other supporting materials submitted
- The quality and appropriateness of supports offered from partner organisations, if relevant.

#### 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 **1.1 Objectives and priorities of the award** for details.

Such assessment might include, for example, consideration of the extent to which the artist's practice might benefit and be developed as a result of the proposed activity or the extent to which particular identified priorities are addressed.

While applicants may choose other artforms/arts practices relevant to their application, the assessment will be undertaken by the team specific to the chosen primary artform, which may, in certain instances, ask for a secondary assessment from another arts team.

#### Feasibility

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

- The proposed timetable or schedule



- The amount of funding requested relative to the nature and duration of the work proposed
- Where relevant, the availability of other supports/partners identified in the application.

### 3.4 Peer-panel process

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, and/or with a broad working knowledge and general understanding of the professional arts.<sup>2</sup>

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.

#### Panel Scoring process

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

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

#### Declaration of interest

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

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<sup>2</sup> In the case of artforms with smaller numbers of applications, panels may be convened to consider groups of applications at the same panel meeting

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 better suited to a different award programme, an exception may be made. In such circumstances you will be informed in writing.

### **3.6 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.