

Touring and Dissemination of Work Scheme

Guidelines for Applicants

For activities starting between **January to June 2018**

Deadline: 5.30pm, Thursday 4 May 2017

Touring and Dissemination of Work Scheme: application checklist

Use the checklists below to make sure that your application 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 a memorandum of understanding with each of our partner organisations and have these ready to upload. For theatre applications, the summary memorandum of understanding (included with the Touring Budget Template) is included.
- We have prepared all other required supporting material (as outlined in section 1.8 below) and have this ready to upload.

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

- As part of our application we have cited financial support or sponsorship from other organisations or individuals, and we have evidence of such support ready for upload.
- Our proposal involves working with children or young people under eighteen years of age, or presenting work to this age group, and we have submitted a copy of our *Child Protection and Welfare Policy* with this application. In submitting this policy, we confirm that it has been developed with reference to *Children First: National Guidance for the Protection and Welfare of Children* and is consistent with the principles stated therein. Please see www.tusla.ie for more information.
- Our proposal involves working with animals, and we have a copy of our *Animal Welfare Protection Policies and Procedures* ready for upload.
- Our application relates to theatre, and we have prepared the budget template, which we have ready for upload.

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

- We have prepared other supporting material that we consider relevant to our application and have this ready for upload.

Second opinion (check this item)

- At least two persons in our organisation have checked over our application to make sure there are no errors and 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
- Answers to common questions about using Online Services are available in the FAQ section on 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.
- 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) at least three weeks in advance of the deadline day.

1. About the Touring and Dissemination of Work Scheme

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 4 May 2017

1.2 Objectives and priorities of the scheme – all artforms and art practices

The Touring and Dissemination of Work Scheme is designed to support touring and dissemination of work across a range of artforms and arts practices.

In offering this scheme the Arts Council aims to support:

- Proposals that are of high artistic quality
- Tours that generally have a strong audience focus
- A geographical spread of tours
- A range of genres/practices in each artform
- Tours of various scales
- Applications that show that all those involved in the proposal (makers, producers, venues, and so on) agree their roles with regard to artistic and marketing issues and to risk-sharing.

Dissemination For the purposes of this scheme, **dissemination** refers to appropriate means of distributing and presenting work in art forms or arts practices which do not necessarily conform to the traditional touring model.

Registering with Theatre Forum (for tours in the performing arts)

Before making an application under this scheme, you are advised to register your proposed tour (where appropriate) with **Theatre Forum** (<http://www.theatreforumireland.com>) – the representative association for theatre and the performing arts – which provides a web facility for publicising touring productions.

All awards are informed by the Arts Council's ten-year strategy (2016-2025), *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: <http://www.artscouncil.ie/arts-council-strategy/>).

1.3 Priorities of the scheme – individual artforms and art practices

Within the general objectives of the scheme (as outlined in section 1.2), different priorities apply to the different artforms and art practices, as outlined in this section.

Architecture

In **Architecture**, we will prioritise applications that:

- Demonstrate ambition to show international or national exhibitions that would not otherwise be seen by Irish audiences
- Are innovative and creative collaborations that demonstrate a clear curatorial concept; collaborators might include specialist architecture organisations, multidisciplinary venues or festivals, individual architects or architecture practices
- Enable the sharing of curatorial skills and mediating expertise – these might include a programme of mentoring/shadowing between collaborators
- Clearly show how the tour will be mediated to an audience (see section **1.8 What supporting material must you submit with your application?**)
- Show evidence of technical expertise that ensures the highest standards of installation and presentation.

Arts Participation

The Arts Council understands Arts Participation to include a broad range of practices where individuals or groups collaborate with skilled artists to make or interpret art. The practice involves a mutually beneficial, two-way engagement that nurtures and values the different ideas, experiences and skills of all involved.

Organisations and individuals with a track record in, commitment to or focus on Arts Participation are encouraged to apply under this scheme. Such applicants should select *both* Arts Participation *and* their primary artform/arts practice in section 1.3 of the application form.

Assessment of applications with an Arts Participation focus will be based on the priorities relating to the primary artform/arts practice (as described in these guidelines) and the following priorities that are specific to Arts Participation. In relation to Arts Participation, we will **only** consider applications that:

- Propose artistically ambitious and challenging work developed by an artist or artists **in collaboration with** a group or community in any of the following six contexts: health, disability, cultural diversity, older people, communities of place, or communities of interest
- Propose clear strategies for reaching and engaging with specific audiences (from any of the six contexts listed above, as appropriate)
- Promote work that clearly demonstrates high-quality processes for engagement and artistic collaboration.

Circus

In **Circus**, we will prioritise applications that:

- Contain proposals that will engage and develop audiences for circus work in venues
- Extend the touring life of productions that have been successful with audiences when previously performed
- Demonstrate a partnership approach with festivals and/or venues.

Dance

In **Dance**, we will prioritise applications that:

- Have been successful with audiences with previously performed productions; productions that have not yet been presented to an audience will not be prioritised
- Are made by individual artists presenting a tour plan demonstrating integration with dance activities taking place at a local and/or regional level
- Are made by producers and/or production organisations aiming to disseminate dance works within the context of formal and/or informal consortia or networks.

Film

In **Film**, we will prioritise applications that:

- Involve touring to venues or events that have film as a core element of their activity and which provide a high-quality cinema experience to established and developing audiences
- Are for the touring of curated film programmes that would not be available otherwise to audiences at the host venue or event
- Feature the contextualisation of film work through the involvement of film-makers, the hosting of post-screening discussions, and so on.

Note: the touring award does not support North/South touring in film.

Literature

In **Literature**, we will prioritise applications that:

- Programme contemporary literature events in fresh, ambitious and imaginative ways
- Focus on developing readership for contemporary literature
- Demonstrate a strong understanding of their target audience, and present strategies for how they will build their audiences
- Exploit the opportunities presented by new media
- Work in partnership with established literary organisations, publishers, multidisciplinary venues, festivals and established networks.

Music

In **Music**, we will prioritise applications that:

- Demonstrate a clear intent and specific plans to maximise the audience reach, engagement and impact of all performances. As well as live audiences, this can include audience reach through broadcast, online and other audience channels.
- Enrich appropriately the repertoire and range of music available to local audiences, including historic Irish music and contemporary/new Irish music
- Present professional choral music touring proposals, especially those that programme Irish choral music
- Best avail of the artistic, marketing and cost-efficiency benefits of touring by being tightly scheduled. In most cases, a tour spread of twenty-eight days should be regarded as an outer limit **maximum**, with a clear rationale provided for any proposal that goes beyond this.
- Add to the quality/curation of music presentation and promotion by multidisciplinary venues and networks of venues and the use by local promoters of best-for-purpose venues
- Address the engagement of local communities of amateur and student performers, and any other potential to add value to local musical and community life
- Demonstrate a focused incentive and effort on the part of local partner promoters/venues etc. in ensuring maximum audience reach and engagement

*Note: applicants for music touring **must** supply sound files of previous work.*

Street Arts and Spectacle

In **Street Arts and Spectacle**, we will prioritise applications that:

- Enable companies to work in partnership with promoters to raise the profile of these artforms through the presentation of high-quality performance pieces either on a stand-alone basis or within a wider range of programming.

Theatre*

In **Theatre**, we will prioritise applications that:

- Propose to remount and tour productions that have already been successfully produced in terms of critical and audience response
- Propose to tour high-quality productions of plays for a general audience that are also of relevance to a school audience. Such tours must meet both theatre priorities and the YPCE priorities below. For further information on the curriculum and prescribed texts in Irish schools, please visit www.education.ie (note that, as with all theatre tours, initial production costs will not be considered).

Notes:

All applicants for Theatre Touring **must** supply a completed Theatre Touring budget template, including the summary of venue agreements and a detailed audience-and-marketing plan. This should include information as to the target audience for the proposed tour, and how it will be achieved (see section 1.8).

In exceptional circumstances, companies or organisations with a **significant** track record may propose to tour productions not yet produced. Such organisations are requested to seek clarification with the relevant Head of *Team* at the Arts Council (note: as with all theatre tours, initial production costs will not be considered).

While initial production costs are not eligible for support (see section **1.6 What may you apply for?**), financial data is required on the initial production, and must be included within the budget template indicating how the initial production will be funded.

Due to budgetary constraints, no more than one Theatre Touring application per applicant per round will be accepted.

Traditional Arts

In **Traditional Arts**, we will prioritise applications that:

- Show a commitment to bringing the traditional arts to new audiences and communities
- Engage in collaborative creative processes*
- Demonstrate coordination between venues (including those that are and those that are not funded by the Arts Council)
- Propose to tour innovative and unconventional work
- Propose a clear and feasible plan for attracting audiences in partnership with proposed venues
- Propose to tour work created for children and young people
- Propose to tour activity that promotes the development of the harp in Ireland.

*Note: Applicants for traditional arts touring **must** supply sound and/or video files of previous work.*

*Applicants engaging in collaborative creative activities **must** supply examples of work in progress.

Visual Arts

In **Visual Arts**, we will prioritise applications that:

- Demonstrate a clear curatorial concept and audience focus
- Demonstrate how the tour will be mediated to an audience (see section **1.8 What supporting material must you submit with your application?**)
- Demonstrate ambition to show high-quality international or national exhibitions that would not otherwise be seen by Irish audiences
- Demonstrate technical expertise that ensures the highest standards of installation and presentation
- Propose innovative and creative collaborations; collaborators might include specialist visual arts organisations, multidisciplinary venues or festivals, individual visual artists, artists' collectives or private galleries
- Enable the sharing of curatorial skills and mediating expertise; these might include a programme of mentoring/shadowing between collaborators.

Young People, Children and Education (YPCE)

Organisations and individuals with a demonstrated commitment to or focus on children and young people's engagement with the arts are encouraged to apply under this scheme. Such applicants should select *both* YPCE *and* their primary artform/arts practice in section 1.3 of the application form. Assessment of applications with a YPCE focus will be based on the priorities relating to the applicant's primary artform/arts practice (as described in these guidelines) and the following priorities that are specific to YPCE.

In relation to YPCE, we will prioritise applications that:

- Focus primarily on providing a high quality artistic experience for the target age group, notwithstanding any educational or other aims
- Include appropriate marketing and engagement strategies that demonstrate a knowledge and understanding of the targeted age group(s)
- Include opportunities for young audiences/participants to develop their personal engagement with the arts. Examples might include opportunities to interact with and respond to artistic work presented, and to dialogue with the creative team.
- Maximise the use of existing infrastructure and resources.

In the case of tours targeting school audiences, in addition to the above we will prioritise applications that:

- Demonstrate an understanding of the needs of school audiences, including knowledge of the school curriculum and calendar
- Provide support for teachers to integrate and extend the artistic experience into young people's overall educational experience
- Include clear agreements on who will market to schools and how; and provide information on the track record of the relevant organisation(s) in liaising with schools in the targeted areas.

1.4 Who is eligible to apply?

The scheme is open to individuals and organisations who wish to tour between January 2018 and June 2018, and who are resident or based in the Republic of Ireland or Northern Ireland.

Applications that include proposals for performances/exhibitions in Northern Ireland will be jointly assessed by the Arts Council and the Arts Council of Northern Ireland (ACNI), and all applications submitted will be available to ACNI. Such North/South tours must include at least one performance/exhibition in Northern Ireland *and* one performance/exhibition in the Republic of Ireland. Note: funding of tours with dates in Northern Ireland are subject to the availability of funding by ACNI.

If you already receive Arts Council funding

Applicants in receipt of other Arts Council/ACNI funding are eligible to apply, provided it is clear that the touring and dissemination activity for which funding is sought is additional to those activities for which Arts Council/ACNI funding has already been offered.

Collaborative or partnership applications

The Arts Council encourages applications that demonstrate collaboration and partnership between networks, consortia or other collective groupings of presenters, particularly where these have a high degree of engagement with audiences and collaboration with the producing entity or artists.

Who is the applicant?

The applicant is the person or organisation 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 applicant.

All documentation provided must be in the name of the applicant (individual artist or arts organisation) – 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 Barry Studios are not acceptable.

For applications that involve a network, consortium or partnership, a single organisation must be nominated as the applicant.

1.5 Who is not eligible to apply?

Those who are not eligible to apply include the following:

- Individuals or organisations who do not have a demonstrable track record as professional artists or organisations
- Organisations or individuals not resident/based in the Republic of Ireland or Northern Ireland
- You cannot apply for a tour only taking place in Northern Ireland
- In **Theatre**, no more than one application per applicant will be accepted.

1.6 What may you apply for?

Eligible costs include the following:

- Direct costs of touring (after proposed income has been deducted)
- Direct costs of mounting or remounting a production, exhibition or show where these have not already been funded from another source. In **Theatre**, however, only the cost of remounting a production may be included.

No upper limit has been set on the amount that you may apply for. **However, the Arts Council operates under budgetary constraints, and the scheme is very competitive.**

Productions that have already proven successful in one location are more likely to receive funding under this scheme.

The Council will consider additional costs if they are specifically related to the making of art 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.

Accessible touring

The Arts Council is committed to increasing opportunities for a greater diversity and expansion of audiences who may engage with the arts. As well as physical access, this includes those who may need assistance to hear or see an event. In recent years we have been working with Arts & Disability Ireland (ADI) to develop accessible theatre performances and visual-arts exhibitions.

In theatre, accessible performances might involve captioning for audiences who are deaf or hard of hearing, audio description for audiences who are blind or visually impaired, Irish Sign Language (ISL) interpreted performances for ISL users or aesthetically accessible performances. For more information, please see <http://adiarts.ie/audiences/access-the-arts/>

In visual arts, new light, handheld devices can allow audience members to hear audio description of each artwork and curatorial visual artist descriptions. Discovery Pens can be of interest to your general audience and audiences with other types of disabilities. For more information, please see <http://adiarts.ie/arts/audience-development/discovery-pens/>

Applicants who wish to apply for an accessible tour must contact ADI in advance to discuss suitability, the potential costs and time involved at info@adiarts.ie or 01 8509002.

Note: you should also tick the box in section 1.4 of the application form.

NOTE: Applicants who wish to develop an accessible tour may upload a supporting document explaining how your tour will be made accessible and outline the plans/discussions you have had with Arts and Disability Ireland.

How much funding should you apply for?

In applying for funding under the Touring and Dissemination of Work Scheme, you are required to submit budget details relating to your project. The maximum amount you may request is the difference between the **proposed expenditure** and the **proposed income** you indicate in the budget.

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

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

Note on in-kind support If you expect to receive in-kind support, you need to put a financial value on it so that the contribution it makes to the real value of your proposal is clear. You should think of in-kind support both as expenditure and as income: whatever amount you declare on the expenditure side you should also declare on the income side.

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

Income, expenditure and amount requested

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

- Online, when you initiate the application (totals only)
- In section 3 of the application form
- Applicants for Theatre Touring must also use a prescribed budget template (see section **1.8 What supporting material must you submit with your application?**).

Make sure that the totals are the same on all three; and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME. All amounts must be designated in euro (€).

1.7 What may you not apply for?

The following will not be considered eligible activities or costs under the Touring and Dissemination of Work Scheme:

- Major capital purchases
- Ongoing core costs
- Activities or costs that do not fit the purpose of the scheme
- Activities that are more suited to another award or scheme funded by the Arts Council or operated by other state agencies, such as Culture Ireland – this includes activities that take place outside the Republic of Ireland and Northern Ireland
- Activities that have already taken place or which will have commenced before a decision is made on your application
- Activities undertaken for charity-fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that are already fully funded from another source. However, co-funding of projects where the arrangements clearly do not represent double funding is encouraged.

1.8 What supporting material must you submit with your application?

In addition to and separate from your application form, in order to be considered eligible for funding under the Touring and Dissemination of Work Scheme, you **must** submit the following supporting material online:

- The memorandums of understanding (MoU) you have with each of your partner organisations detailing target audiences, marketing and financial arrangements – use the memorandum template that can be downloaded from the Touring and Dissemination page of the Arts Council website: <http://www.artscouncil.ie/funds/Touring-and-dissemination-of-work-scheme/>.
- For Theatre Touring, filling out the summary of venue agreements (see Theatre Touring below) will suffice; individual MoUs need not be included with the application. However, MoUs will be required if an application is successful.

MoUs, however, **MUST** still be explicitly agreed with the partner organisation for each location on your tour, and the Arts Council assumes that both parties are fully aware of, and committed to, their contents.

If it is not possible to supply an MoU (e.g. where the venue is not professionally managed), a note explaining this is required. Evidence of any financial support or sponsorship for which you do not have an MoU is also a requirement.

NOTE:
Architecture and Visual Arts tours Applicants for Architecture and Visual Arts tours must submit an audience-engagement and mediation strategy (max. three pages), which should include projected audience figures and strategies on how you intend to achieve these, and details of how you plan to engage audiences with the work.

NOTE:
Music tours Applicants for Music Tours must submit sound files of previous work.

NOTE: Applicants for Theatre Touring **must** complete a **Theatre Touring budget template** and the **summary-of-venue agreements**. Both of these are contained in the Round 1, 2018 Theatre Touring template, which can be downloaded from the Touring and Dissemination page of the Arts Council website: <http://www.artscouncil.ie/funds/Touring-and-dissemination-of-work-scheme/>.

By filling in the summary of venue agreements, you certify you have agreed the target audience and financial details with the partner venues. Individual MoUs are not needed unless and until such time as an application has been successful.

Applicants for Theatre Touring **must** also supply a detailed audience plan. This plan must outline who the intended audience is for the show, and what steps will be taken to ensure they know about the tour.

In order to be considered eligible, both worksheets must be filled out, and a detailed audience and marketing plan must be submitted.

NOTE: Applicants for Traditional Arts touring must supply sound and/or video files of previous work.

Traditional Arts Tours Applicants engaging in collaborative creative activities must supply examples of work in progress.

If your proposal involves working with children or young people under eighteen years of age or presenting work to this age-group, you must provide a copy of your *Child Protection and Welfare Policy* with your application. You must ensure that your policy and procedures have been developed with reference to *Children First: National Guidance for the Protection and Welfare of Children* and are consistent with the principles stated therein. Please see www.tusla.ie for more information.

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.

Optional supporting material

You may also submit any other material that you believe will support or add to your application. This could include the following:

- Brief biographies of others involved in the proposed touring project
- Examples of previous work that you consider relevant to your application – for each example, you may provide a mix of different media (visuals, audio, text) as appropriate
- Evidence of previous public dissemination of work where relevant – e.g. reviews, critical evaluations, audience feedback, etc.
- A detailed audience plan; this plan should outline who the intended audience is for the show, and what steps will be taken to ensure that they know about the tour (note that this is mandatory for theatre applications).

2. Making your application

2.1 Register with the Arts Council's Online Services

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

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

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

Requirements for using Online Services

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

PC	Windows 7 or higher <i>with</i> Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher
Mac	Mac OS X v10.5 Leopard or higher <i>with</i> Safari 3.1 or higher OR Firefox 27 or higher or Chrome 32 or higher

Please note: You will also need to have Microsoft Word or OpenOffice Writer installed to complete the application form itself. OpenOffice Writer is free software that can be downloaded here:

<http://www.openoffice.org>. **You must use OpenOffice Writer version 4.0.1 or earlier.**

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 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 Touring and Dissemination of Work Scheme. 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.

2.1 Title of your tour	You must include a short descriptive title of your tour. Depending on the nature of the tour, this could include the title of the event or activity, the name of the touring group and the title of the work being performed.
	<p>Examples Nationwide tour of Bach’s St Matthew’s Passion by the Philharmonic Orchestra</p> <p> Network tour of three short Beckett plays by Newtown Drama Company</p>
2.2 Summary of your proposal	Give a summary of your proposal (up to three short points). Should your application be successful, this summary will be published on the Who We’ve Funded pages of the Arts Council website – for that reason, you should keep in mind that what you write may have a wider audience beyond the Arts Council assessors.
2.3 Detail of your proposal	<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.</p> <p>It might include details of your artistic goals and ambitions, and also practical details such as schedules, information on key partners, how you propose to attract audiences, and any other administrative, technical or financial details you consider relevant.</p>
2.4 Your application and the assessment criteria	Describe how your application meets each of the assessment criteria for this scheme – see section 3.3 Criteria for assessment of applications .
2.5 Venue for your tour	List the venues for your tour and give the target-audience numbers you have agreed with them.
2.6 Other artists, individuals, groups or organisations involved in your proposal	List the artists, other individuals, groups or organisations involved in your proposal (apart from the locations or organisations listed above).

2.3 Prepare any supporting material required for the application

You are required to include supporting material such as a MoU with your application. You can also include other material such as CVs or samples of your current work – e.g. text, video, images or sound recordings.

You must submit all such supporting material online; so, if necessary, you need to scan or save material in electronic format.

Acceptable file formats

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

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

For convenience, gather together all the files you need in an accessible location on your computer.

Format for supporting material

All supporting material for the Touring and Dissemination of Work Scheme **must be submitted online**. Hard-copy supporting material will not be accepted. Please follow these guidelines for the various kinds of supporting material.

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

For information on the file formats you may use for supporting material you wish to upload as part of your application, see the table immediately above.

Visual stills	Label all images clearly and make sure you supply relevant contextual information. This might include details of the title and date of works, media and dimensions, where work was presented, etc.
Moving-image work	Provide relevant contextual information. This might include details of the piece, when and where it was performed, thematic/general comments, the names of performers, how the work was financed (e.g. award, self-financed). You may submit up to three moving-image pieces, but the total length should not exceed fifteen minutes. This might include up to three separate pieces.
Music or sound-based material	Give the names of performers, and detail the instrumentation where appropriate. Please title music files accurately using the following naming convention: <i>Composer – performers/ensemble – track name.</i>

Submitting YouTube links

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

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

Check that the link works from within the document you upload – 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. For example, it should be clear from the filename whether the document is a CV, a sample text or a review of previous work.

Good filenames for an applicant called Jack Russell	russelljack touring application.doc russelljack dance clip.mp4 russelljack WIP.doc russelljack Child Protection Statement.pdf russelljack youtube link.doc russelljack income and expenditure.xls
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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. For theatre applications, the amount requested should also be the same as that in the **Theatre Touring budget template**.

3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, your MoUs and any other required/optional supporting material required (see section **1.8 What supporting material must you submit with your application?**). You do not have to upload everything at the same time. You can save your application as a draft, and come back to it later.

4. Submit application

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

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

3. Processing and assessment of applications

3.1 Overview

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

3.2 The assessment process

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

- 1 The application is acknowledged by email.
- 2 The application is assigned to the relevant artform team for processing.
- 3 Adviser(s) and/or staff assess the application and associated materials in line with the published criteria (see section 3.3 **Criteria for the assessment of applications** immediately below). Applications for north/south tours are jointly assessed with the Arts Council of Northern Ireland (subject to ACNI funding availability).
- 4 Staff determine whether or not an application is to be recommended to Council for funding.
- 5 The Council plenary (a full meeting of the Council) reviews staff recommendations and makes final decisions.
In the case of North/South applications, both Arts Councils and their executives will consider applications (subject to ACNI funding availability).
- 6 Decisions are communicated in writing to applicants.

Time frame

The Arts Council expects to communicate decisions in relation to this scheme in **late June 2017**.

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 scheme or award, and c) feasibility; each of these criteria is described in turn.

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, and which may, in certain instances, ask for a secondary assessment from another team.

Artistic merit

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

- The artistic quality of the proposal as evident in the application and supporting documentation
- The artistic track record of the applicant and the artistic personnel involved in the project, evident in their CVs and/or other supporting material submitted (section 1.8 **Supporting material**)
- The potential of the applicant and the artistic personnel to deliver the proposal as outlined, as evident in the application form and the supporting materials submitted
- The ambition and originality demonstrated in the proposal.

Meeting the objectives and priorities of the scheme

Applications are assessed on how well they meet the objectives and priorities of the scheme (see sections 1.2 and 1.3 above). In particular, applications will be assessed on how well they:

- Demonstrate an understanding of intended audiences and participants, and show how audience numbers will be optimised
- Show that the applicant and partners have agreed their roles with regard to artistic and marketing issues and to risk sharing

- Meet Arts Council strategic objectives in:
 - supporting a geographical spread of tours
 - supporting a range of genres
 - supporting work of different scale
- Meet the artform priorities set out in sections 1.2 and 1.3 above.

Feasibility

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

- The track record of competence previously shown by personnel involved in managing, administering and delivering the project
- The extent of involvement or commitment of identified project partners
- How the proposed budget meets the demands of the tour (in respect of fees, marketing, administration, logistics, technical)
- The extent of other sources of income and/or supports in kind
- The proposed timetable or schedule
- The overall availability of resources within each arts area budget.

3.4 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 circumstances you will be informed in writing.

Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or deviation from, the Arts Council's published procedures. If you feel that the Arts Council's procedures have not been followed, please see the appeals process at

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