



# Scoileanna Ildánacha/Creative Schools 2018

## Guidelines for applicants

**Deadline: 5.30pm, Thursday 22 March 2018**

### Scoileanna Ildánacha/Creative Schools: application checklist

Use the checklists below to make sure that your application for Creative Schools 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.

#### 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 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.

## 1. About Scoileanna Ildánacha/Creative Schools

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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 22 March 2018**

### 1.2 Objectives and priorities of Scoileanna Ildánacha/Creative Schools

Scoileanna Ildánacha/Creative Schools aims to put the arts and creativity at the heart of children's and young people's lives. It is a pilot initiative that will support schools to develop and begin to implement their own Creative Schools plan.

Participating schools will understand, develop and celebrate their engagement with the arts, empowering them to bring about real change in the way they work. They will draw on the range of resources within their school and wider community, developing new ways of working that reinforce the impact of creativity on student learning, development and well-being. Children and young people will have a central role in this process.

The Creative Schools initiative will provide opportunities for participating schools to share their school's experiences and learning with the networks and partnerships in which the school is already engaged, as well as with other schools, policy-makers and the general public.

Participating schools will be supported to design, deliver and report on elements of their Creative Schools plan in the 2018–2019 school year. However, schools are expected to develop a feasible plan that can continue to be implemented by the school beyond 2018–2019.

The Creative Schools initiative will seek, where possible, to support a diverse range of school types from a wide range of geographic regions.

Priority will be given to proposals that demonstrate the following:

- How participation in the Creative Schools initiative will support the school's learning and development.
- Support from the school management team and commitment to mobilise the school community to engage with the Creative Schools initiative, including a willingness to reflect on and evaluate their Creative Schools plan, and to share learning with others.
- Commitment to children's voices and a process for children and young people to play a central role in developing, implementing and evaluating the programme.

Creative Schools is a flagship initiative of *Creative Youth – A Plan to Enable the Creative Potential of Every Child and Young Person*, which was published in December 2017 as part of the Creative Ireland Programme. The plan aims to give every child practical access to tuition, experience and participation in art, music, drama and coding by 2022. The Creative Schools initiative is one component of a wider range of measures being undertaken as part of *Creative Youth*, which will be delivered to realise the aims of the plan.

The initiative is informed by *the Arts in Education Charter*, which committed the Arts Council to the introduction of a national scheme, ARÍS – Arts Rich Schools. Creative Schools is the first step in realising this commitment. The initiative is also 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/>).

Creative Schools is led by the Arts Council in partnership with the Department of Education and Skills and the Department of Culture, Heritage and the Gaeltacht.

### 1.3 Who is eligible to apply?

All Department of Education and Skills recognised primary and post-primary schools and Youthreach centres are eligible to apply.

Schools must identify a contact teacher who will become the school coordinator for participation in the initiative, should the school's application be successful. This is the person we will contact in relation to your application. It is recommended that, where possible, this person has at least two years' experience at your school.

Schools must complete the application form and submit it before the deadline.

#### Registering as a group or organisation

Schools must register with the Arts Council as a group or organisation (rather than as an individual) before making the application (see section **2.1 Register with the Arts Council's Online Services**).

#### Who is the applicant?

The applicant is the school 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 school.**

All documentation provided must be in the name of the school – e.g. if you apply to the Arts Council under the name Newtown National School, then all documentation, including bank and tax details, must be in that name. Variations, such as Newtown Primary, are not acceptable.

It is possible for one school to apply on behalf of a number of schools – e.g. in the case of a small school that intends to develop a programme in collaboration with other small schools in the same region. In the case of a collaborative application of this kind, the school making the application will be deemed the lead applicant and will have responsibility for coordination and reporting. If a collaborative application is successful, payments will be made into the bank account of the lead applicant.

**Please note:** schools can only apply once, whether as the applicant or as part of another lead school's application.

### 1.4 Who is not eligible to apply?

Schools not in receipt of capitation grants from the Department of Education and Skills/Education and Training Boards and are not in the free-education scheme are not eligible to apply.

### 1.5 What are you applying for?

Schools selected to participate in the pilot initiative will receive the following:

- School coordinators will receive one day's induction/training where they will meet with other participating schools and with the Creative Schools team.
- Schools will be allocated a Creative Associate who will support the school for up to a maximum of nine days over the 2018–2019 school year. The school will have flexibility in how they wish to schedule these times and days, in consultation with their Creative Associate. The Creative Associate will support the school to develop a school plan for the arts and creativity, and will assist in creating or developing links between schools and with artists and arts and cultural organisations locally and/or nationally. Where schools have existing school plans encompassing artistic, cultural and creative activity, the Creative Associate will assist the school to review and further develop these plans. In addition, schools can avail of a once-off grant to implement their plans in 2018–2019.

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

Schools can apply for a once-off grant of €2,000 for the 2018–2019 school year.

In the case of a collaborative application, the total available grant of €2,000 and the allocation of Creative Associate time will be the same as for all other applications. Lead schools in a collaborative application will be expected to work with their collaborating schools in determining how funding will be spent.

## 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 (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:

<b>PC</b>	Windows 7 or higher with Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher
<b>Mac</b>	Mac OS X v10.5 Leopard or higher with 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. OpenOffice Writer is free software that can be downloaded here: <http://openoffice.org>.

#### If you are using OpenOffice 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 form.**

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 time. 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 technical-support calls received **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 Creative Schools application form. 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.

In the case of a collaborative application, the applicant is the lead school and you should answer sections 1.1–1.7 in relation to the lead school only. In section 1.8 you will have an opportunity to include details of the other

schools involved in your application. In all other sections of the form you should describe your proposal as it relates to all schools involved in your application.

### Making your case

In order to make the best case for why you should participate in Creative Schools, you should give careful consideration to what you include in the following sections of the application form.

Your application must meet each of the assessment criteria – see section **3.3 Criteria for the assessment of applications**.

In each section your answers might include your school's current strengths along with areas for potential development.

<b>2.1 Rationale for application</b>	Give a summary of why you would like to participate in the Creative Schools initiative (up to three short points). Should your application be successful, this summary may be published on the website of the Arts Council or its partners and in other published material relating to this initiative. For that reason you should keep in mind that what you write may have a wider audience beyond the assessment team.
<b>2.2 Details of your application</b>	What you write here is a key part of your application and should help those involved in assessing to understand how your participation in Creative Schools can support your school's learning and development. It might include entries such as an explanation of the place of the arts and creativity in your school currently; how you would hope to develop from this point; areas of the curriculum or of your school development you consider of particular relevance; how you would share your experiences with other schools; and any other information you consider relevant.
<b>2.3 Capacity for participation</b>	What you write in this section should indicate the capacity of your school to participate fully in the Creative Schools initiative. It might include entries such as how you would mobilise your school community to engage with the Creative Schools initiative, including the school leaders, teachers and class groups who will play an active role.
<b>2.4 Voice of children and young people</b>	Describe the role children and young people will have in developing, implementing and evaluating the programme.
<b>3 1. How much are you requesting from the Arts Council?</b>	In this section, please ensure that the amount requested is €2,000 exactly.

## 2.3 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 amount of funding you are requesting, which should be €2,000.

### 3. Upload application form

Follow the prompts to upload your filled-in and saved application form. 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 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 The Creative Schools team, Arts Council adviser(s) and/or staff make an initial assessment and score all applications.
- 4 The Creative Schools team, Arts Council adviser(s) and/or staff recommend applications as shortlisted or not shortlisted.
- 5 A panel of arts, creativity and education experts reviews all shortlisted applications, 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

We acknowledge that all schools will begin this creative journey from different starting points. Schools will be assessed according to the criteria below.

#### 1. Benefits for learning and development

This includes how participation in the initiative will support the school's learning and development in the arts and creativity, relevant areas of the curriculum and school development. It might also include the manner in which the school could contribute to learning and development in other contexts through participation in this initiative – e.g. by sharing experiences with other schools, policy-makers or the general public.

#### 2. Capacity for participation

This includes the extent to which the school management is committed to developing creativity in the school; the willingness to identify and allocate suitable time to the initiative; and to support relevant staff to participate in the initiative as part of their existing roles.

#### 3. Voice of children and young people

This includes the extent to which the application demonstrates a clear plan for ensuring children or young people will play an active role in developing, implementing and evaluating the programme in their school.

#### 4. Range of schools

As this is a pilot initiative, the assessment team will be seeking to select a diverse range of schools; primary and post-primary; urban and rural; across different geographic areas; DEIS schools; Irish-language-medium schools; Youthreach centres; and special schools. The panel will seek, insofar as is possible, to ensure a gender balance across the initiative. It is anticipated that 150 schools will participate in the pilot phase.

### 3.4 The panel

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

The meeting will be led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff will attend as required, and those involved in the initial assessment of applications will be on hand to provide information as required. Panellists will have access to all shortlisted applications and associated materials prior to the day of the meeting, at which point they will review, discuss and score shortlisted applications. Following this, applications will be ranked by score.

#### 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 supports awarded including funding as well as the terms and conditions of the award. You will also receive information about drawing down your payments. Following acceptance of the offer, schools will be matched with a Creative Associate.

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 the Creative Schools team. Eligibility and compliance with application procedures alone do not guarantee receipt of an award.

#### 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.