

 Programme Activity Fund

 Young People, Children and Education (YPCE) 2015

Guidelines for Applicants

##  Programme Activity Fund YPCE: application checklist

Use the checklists below to make sure that your application for Programme Activity Fund YPCE is complete.

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

|  |  |
| --- | --- |
| [ ]  | We have filled all of the sections of the application form that are relevant to our application. |
| [ ]  | We have entered our financial information directly via the Arts Council’s Online Services. |
| [ ]  | We have prepared all other required supporting material (as outlined in section 1.7 below) and have this ready to upload. |

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

|  |  |
| --- | --- |
| [ ]  | Our proposal involves working with children or young people, and we have a copy of our *Child Welfare Protection Policies and Procedures* ready for upload. |
| [ ]  | Our proposal involves working with animals, and we have a copy of our *Animal Welfare Protection Policies and Procedures* 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.  |

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| --- |
| 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’s website at: <http://www.artscouncil.ie/FAQs/online-services/>
* 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.
* 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.
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# 1. About the Programme Activity Fund YPCE

## 1.1 Deadline for submission of applications

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

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| --- | --- |
| The deadline for receipt of applications is:  | **5.30pm, Thursday 4 December 2014** |

## 1.2 Purpose of Programme Activity Fund YPCE

The purpose of the Programme Activity Fund (PAF) is to assist with the costs of one or more elements of an organisation's artistic programme taking place in 2015. The Fund is not intended to provide support for core costs or ongoing operational/administrative costs.

The fund is competitive, and awards are made on a once-off non-recurring basis.

## Who is eligible to apply?

The Programme Activity Fund YPCE is open to applications from organisations seeking to provide artistic programmes for, by or with children and young people that are in line with Arts Council policy and strategic priorities for Young People, Children, and Education (YPCE), and that meet Arts Council funding assessment criteria.

## Who is not eligible to apply?

Organisations in receipt of funding under any of the main Arts Council grant programmes (Regularly Funded Organisations, Annual Funding, Annual Programming Grant) are not eligible to apply. Individuals are not eligible to apply under this fund.

## What may you apply for?

Eligible costs include the following:

* Costs related to planned artistic activities to take place in 2015.

## What may you not apply for?

Activities and costs that are ineligible under this fund are:

* Major capital purchases
* Core or ongoing operational/administrative costs
* Activities or costs that do not fit the purpose of the fund
* Activities which are more suited to another scheme funded by the Arts Council or operated by other state agencies including Culture Ireland
* Activities that have already taken place
* Activities undertaken for charity fund-raising purposes, for participation in a competition, or for primarily profit-making purposes
* Activities that have already been assessed by the Arts Council.

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

In order to be considered eligible for funding under the Programme Activity Fund YPCE, you **must** submit the following material online:

* A completed Programme Activity Fund YPCE application form – this must include the signed declaration at section 5
* Detailed budgets or other financial information relevant to the planned activities for which you are seeking Arts Council support
* A summary of your organisation's mission and vision including a current mission statement
* If your proposal involves working with children or young people then you must provide a copy of your *Child Welfare Protection Policies and Procedures*
* If your proposal involves working with animals then you must provide a copy of your *Animal Welfare Protection Policies and Procedures.*

Depending on the nature of your application, you should also include other key additional information that you consider relevant – for example, CVs of key personnel, samples of previous work, and so on.

If you do not submit the required supporting material, the Arts Council will not be able to make an assessment of your application and it will be deemed ineligible.

# 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 which you can use to sign in to Online Services.

### Requirements for using Online Services

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

|  |  |
| --- | --- |
| PC | Windows 7 or higher *with* Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher |
| Mac | Mac OS X v10.5 Leopard or higher *with* Safari 3.1 or higher OR Firefox 2.0 or higher |

**Please note:** You will also need to have Microsoft Word or OpenOffice installed to complete the application form itself. OpenOffice is free software which you can download here: [http://www.openoffice.org](http://www.openoffice.org/).

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 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 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 Programme Activity Fund YPCE programme. The application form is a Word document which you fill in offline (on your own computer). The application form includes guidance on how to fill in each of its sections.

|  |  |
| --- | --- |
| **1. Organisation details** | Provide details relating to your organisation, including:* Your legal status
* The artform or area of work that you are focused on
* The contexts or constituent groups that apply to your work
* The members of your board, committee or governing body
* Your staff.
 |
| **2. Previous activities**  | The Arts Council takes into account your performance for the year 2014 when assessing your application. On TABLE A, provide details of:* Your activities (completed and ongoing) in this period, the expenditure and income associated with them, and the amount of Arts Council funding used
* Actual / projected audience figures for 2014
 |
| **3. Planned activities**  | The Arts Council takes into account your planned programme of activities for the year 2015 when assessing your application. On TABLE B, provide details of:* The activities that your organisation plans to undertake, the expenditure and income associated with them, and the amount of funding you are seeking from the Arts Council
* Projected audience figures for 2015
 |
| **4. Financial information** | The main way to provide financial information is to enter this directly via the Arts Council’s Online Services. In addition, you must provide the following on the application form: * Details of any exceptional costs or any exceptional sources of funding that you expect in the year 2015.
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| **5. Declaration** | A senior member of the organisation making the application must sign off on the application and declare that all the information supplied with it is true, complete and accurate. |

### How the Arts Council will use the information you provide

The Arts Council will use the information you provide in your application to gain an understanding of your organisation and those activities for which you are seeking funding in 2015. The Arts Council may also use some of this information for other purposes, for example, to update our database or to assist in building a stronger case for Government funding of the arts.

The information you provide in your funding application will be treated confidentially. However, the Arts Council, like most public bodies in Ireland, is subject to the Freedom of Information Act. Therefore, any member of the public, now or in the future, is entitled to seek any written materials held by the Council which are not explicitly excluded under the provisions of the Act.

* To familiarise yourself with the provisions of the Act, see [www.foi.gov.ie](http://www.foi.gov.ie)
* To view the Arts Council’s Freedom of Information policies, see [www.artscouncil.ie](http://www.artscouncil.ie)

## 2.3 Prepare any supporting material required for the application

You are required to submit supporting material, such as activity budgets, with your application. You may also include other material, such as CVs, samples of previous work, and so on.

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

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

### Acceptable file formats

The following table lists file formats that are acceptable as part of your application for Programme Activity Fund YPCE.

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

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 Word document or equivalent and upload it as a web link supporting document.

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

Check that the link works from within the document you upload – that is, 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.

## 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, you click the **Make an application** button on your home page, and follow the prompts to choose the Programme Activity Fund YPCE programme. 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: Enter summary of income and expenditure (and amount requested from Arts Council)

At Screen 2a **Application amount requested** you are asked to provide summary financial information:

* **Amount requested:** this is the amount of funding you are requesting for the year 2015. This should be the same as the total for **Arts Council funding sought** that you enter at the foot of TABLE B in the application form (in the red box).
* **Total income:** this is the estimated total income for the year 2015, *inclusive of the amount requested* from the Arts Council*.* This should be the sum of the **Income from other sources** and the **Arts Council funding sought** columns in TABLE B of the application form.
* **Total expenditure:** this is the total estimated expenditure for the year 2015. This should be the sum of the **Expenditure** column in TABLE B of the application form. While in most cases this figure will be the same as the total income figure, there is no expectation that this must be so in every case – for instance, you may be planning to generate an operating surplus for a particular purpose, such as reducing a carried forward deficit.

### 3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, detailed budgets relating to planned activities for which you are seeking Arts Council support, and all other supporting material. You don’t 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 have uploaded the application form and all the supporting documents, and you have entered the online details, click on **Submit** to submit your application.

Once submitted, your application cannot be amended. Do not submit your application until you are completely satisfied.

# 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 decisions is fair and transparent.

## 3.2 The assessment process

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

|  |  |
| --- | --- |
| 1 | The application is acknowledged. |
| 2 | The application is checked for eligibility – all eligible applications then progress to the assessment stage. |
| 3 | Adviser(s) and/or staff make a written assessment of the application. |
| 4 | Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted. |
| 5  | A peer panel reviews all shortlisted applications and makes decisions. |
| 6  | Decisions are ratified by Council. |
| 7  | Decisions are communicated in writing to applicants. |

## 3.3 Criteria for the assessment of applications

The criteria the Arts Council will use in assessing applications under the Programme Activity Fund YPCE programme for the year 2015 consist of the following three elements, each of which will be taken into account in making funding decisions.

Given that, for 2015 and beyond, it is clear that the resources available to the Council to support the Programme Activity Fund YPCE programme will be further reduced and, in any event, will not match the level of funding sought by participating organisations, it is important to note that the Council will have to prioritise its support on the basis of these criteria.

### 1. The Arts Council’s strategic priorities

The broad strategic context within which applications will be assessed by the Arts Council is set out in the Council’s strategic statement [*Developing the Arts: Arts Council Strategic Statement (November 2013)*](http://www.artscouncil.ie/uploadedFiles/Developing-the-arts-strategic-statement-2013-english.pdf)*[[1]](#footnote-1)*.

### 2. The artistic quality of the proposal

The Arts Council will use the following headings as a guide when assessing artistic quality:

* Originality
* Ambition
* Connection
* Technical competence
* Personal response.

These headings have been drawn from a careful and detailed consideration of how to assess artistic quality undertaken by the Arts Council in 2000, with the assistance of François Matarasso. For more detail on this, please see[*Weighing poetry: Exploring Funding criteria for assessing artistic quality[[2]](#footnote-2).*](http://www.artscouncil.ie/uploadedFiles/MatarassoWeighingPoetry.doc)

The definition of artistic quality proposed here is work which is both ambitious and original, is technically competent, connects to people, and leaves them challenged or rewarded in some lasting way.

We do not consider this to be necessarily complete, nor do these headings represent a ‘formula’ for saying what is ‘good’ or ‘bad’ art. Assessment of artistic quality still needs to be made by *people* using judgement and experience. The headings are a guide to enable assessment of artistic quality to be discussed.

### 2. How well the planned programme of activities will be managed

In addition to artistic criteria, the Arts Council will also take into account the operational and administrative basis underpinning the planned programme. Consideration will be given to:

* The track record of the organisation and its previous achievements in the arts – for, by or with children and young people
* Management of resources
* appropriate levels of forward planning
* managerial and financial control
* ongoing monitoring and evaluation procedures
* Artists and audiences
* good employment practices and reasonable pay for artists and other employees
* providing appropriate supports to audiences (including care, information provision and level of engagement)
* high standards of service and/or programme delivery

## 3.4       Peer panels

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

Each meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information. Panellists receive a summary of each shortlisted application in advance and have full access to all submitted material on the day of the assessment.

## 3.5       Outcome of applications

All applicants are informed in writing about the outcome of their application.

If your application is successful, you are 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, however, to apply for another Arts Council award to do the same activity. If the Arts Council feels that the proposed activity would have been more suited to a different award programme an exception may be made. In such circumstance you will be informed in writing.

### Appeals and complaints

If you feel that the Arts Council's procedures have not been followed, check the Appeals and Complaints Procedure, or contact the Arts Council for a copy of the Appeals and Complaints information sheet.

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or a deviation from, the Council's published procedures. For details of the appeals process, see <http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx>.

1. <http://www.artscouncil.ie/uploadedFiles/Developing-the-arts-strategic-statement-2013-english.pdf> [↑](#footnote-ref-1)
2. <http://www.artscouncil.ie/uploadedFiles/MatarassoWeighingPoetry.doc> [↑](#footnote-ref-2)