



Scoileanna Ildánacha/Creative Schools 2020

Guidelines for Applicants

Deadline: 5.30pm, Thursday 19 March 2020

Scoileanna Ildánacha/Creative Schools: application checklist

Use the checklist 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
- 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 creativeschools@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.

1. About Scoileanna Ildánacha/Creative Schools

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:

19 March 2020

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 an initiative that will support schools to develop and begin to implement their own Creative School Plan.

Participating schools/centres 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/centre and wider community, developing new ways of working that reinforce the impact of creativity on student learning, development and well-being. Schools/centres will ensure that children and young people will have a central role in this process.

Participating schools/centres will be supported to design, deliver and report on elements of their Creative School Plan in the 2020–21 and 2021–22 school years.

Creative Schools is a flagship initiative of the Creative Ireland Programme to enable the creative potential of every child. 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. Creative Schools, formerly Arts Rich Schools/Arís, draws on the commitments set out in the Arts in Education Charter

The initiative is also 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/>).

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 eligible to apply?

All Department of Education and Skills-recognised primary and post-primary schools and Youthreach centres that have not already participated in a previous round of Creative Schools are eligible to apply.

Registering as a group or organisation

Schools/centres 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). If your school/centre has already registered with the Arts Council's Online Services, you do not need to register again, and you should use your ARN to apply. **If you are registering for the first time, please ensure your school/centre name is the same as the one used on your bank account (see 'Who is the applicant?' below for more details).**

Who is the applicant?

The applicant is the school/centre 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/centre.**

All documentation provided must be in the name of the school/centre – **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.**

Because your application involves children and young people under the age of eighteen, as a condition of funding (should your application be successful) you will be required to confirm and demonstrate that you have suitable child-protection policies and procedures in place. Please see www.tusla.ie for more information.

Please note: each school/centre can only apply once in 2020.

1.4 Who is not eligible to apply?

Schools/centres 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.

Schools/centres that have already participated in a previous round of Creative Schools are not eligible to apply.

Schools/centres that will continue to participate in the Creative Clusters initiative during the 2020-21 school year are not eligible to apply. Creative Clusters is an initiative of the Department of Education and Skills, led by and in partnership with the 21 full-time Teacher Education Centres (operated Education Support Centres Ireland) and funded through the Schools Excellence Fund.

Schools/centres that began their work in the Creative Clusters initiative in the 2018-19 school year, and have completed the second year of Creative Clusters and are no longer involved from start of the 2020-21 school year, are eligible to apply to the Creative Schools initiative.

1.5 What are you applying for?

Scoileanna Ildánacha/Creative Schools is a two-year programme.

Schools/centres selected to participate in the initiative will receive the following:

- Creative Schools Coordinators and up to two other school/centre representatives will receive one day's induction/training, where they will meet with other participating schools/centres and with the Creative Schools team. Coordinators should be available to attend this training. Substitution will be paid to facilitate the Creative Schools Coordinator's attendance at this training.
- Creative School Coordinators will receive one day's training on young voices in decision making using the Lundy Model as best-practice for ensuring that children and young

people have a central role in Creative Schools. Substitution will be paid to facilitate the Creative Schools Coordinator's attendance at this training.

- Other training and networking opportunities will be available to schools/centres, and coordinators are strongly advised to attend these to maximise participation in Creative Schools.
- Schools/centres will be allocated a Creative Associate, who will support the school/centre for a maximum of nine days for **each** school year: 2020–21 and 2021–22 (i.e. a maximum total of eighteen days). The school/centre will have flexibility in how it wishes to schedule these times and days in consultation with its Creative Associate. The Creative Associate will support the school/centre to develop a Creative School Plan and will assist in creating or developing links between schools/centres and with artists and arts and cultural organisations locally and/or nationally. Where schools/centres have existing school plans encompassing artistic, cultural and creative activity, the Creative Associate will assist the school/centre in reviewing and further developing these plans.

How much funding may you apply for?

Schools/centres will be awarded a once-off grant of €4,000 (**in total**) to implement their plans over the two school years 2020–21 and 2021–22. The grant will be paid in two instalments.

Note on pay and conditions for artists:

The Arts Council is committed to improving the pay and conditions of artists. In this context, the Arts Council has published a policy on the fair and equitable remuneration and contracting of artists. This includes best practice principles for all those working in the arts to aspire to.

We do not set or recommend rates of pay but we recognise the role of those organisations that are mandated to do so and will refer to these where they exist. We also commit to supporting key representative and resource organisations to review industry rates and develop new tools that support the contracting process.

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 your school/centre already has an account, you should use this account.

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 (Arts 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 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 <i>with</i> 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.

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>.

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 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.

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/centre's current strengths, along with areas for potential development.

2.1 Rationale for application

Give a summary of why you would like to participate in the Creative Schools initiative (up to three short points).
Note: 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 this reason, you should keep in mind that what you write may have a wider audience beyond the assessment team.

2.2 Details of your application

Benefits for learning and development: 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/centre's learning and development in the arts and creativity. It should include how you hope to develop the arts and creativity in your school/centre from your current starting point, how this relates to teaching and learning and to your school's/centre's development priorities, and any other information you consider significant. **Note: it is not necessary to include proposals for specific projects or activities as they will be developed by successful applicants as part of their Creative School Plan in partnership with their Creative Associate.**

2.3 Capacity for participation

What you write in this section should indicate the capacity of your school/centre to participate fully in the Creative Schools initiative. It should include how school/centre management will mobilise your school/centre community to engage with the Creative Schools initiative, how you intend to give time and resources to developing, implementing and evaluating your Creative School Plan, and how you will ensure your School Coordinator has time to work with the Creative Associate (note: substitution payment is not available for this).

2.4 Voice of children and young people

Describe how you will ensure that the voice of children and young people will be at the centre of your work as a Creative School, including the development, implementation and evaluation of your Creative School Plan. This should include your commitment to involving children and young people at every stage of the process.

3 1. How much are you requesting from the Arts Council?

In this section, please ensure that the amount requested is €4,000 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 €4,000.

3. Upload your 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. **No supporting materials are required.**

4. Submit your 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 after 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.
 - 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 assessment and score all eligible applications.
 - 4 The Creative Schools team, Arts Council adviser(s) and/or staff recommends an application which is shortlisted or not shortlisted based on the score.
 - 5 The Creative Schools' team, Arts Council adviser(s) and/or staff review all shortlisted applications, ensuring that a diverse range of schools/centres is represented, and make a recommendation on which schools/centres are successful or unsuccessful.
 - 6 The executive reviews all applications and recommendations, 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 will take up to ten weeks from closing date to decision.

3.3 Criteria for the assessment of applications

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

1. Benefits for learning and development (sections 2.1 and 2.2 of your application)

This includes why you want to be a Creative School and how participation will support learning and development in the arts and creativity, teaching and learning and your school's/centre's development priorities.

2. Capacity for participation (section 2.3 of your application)

This includes the extent to which the school/centre management is committed to developing the arts and creativity in the school/centre, its willingness to identify and allocate suitable time and resources 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 (section 2.4 of your application)

This includes the extent to which the application demonstrates a clear commitment to ensuring the voice of children and young people is central to the school’s/centre’s work as a Creative School and to the process of development, implementation and evaluation of the Creative School Plan.

4. Range of schools/centres

The Creative Schools initiative programme will seek, where possible, to support a diverse range of school/centre types. It is anticipated that 150 schools/centres will be selected nationally from across all the regions of the Republic of Ireland. The assessment team will seek to include a diverse range of schools/centres, ensuring that, in so far as is possible, all eligible types of schools/settings are represented.

3.4 Scoring process

The Arts Council has a scoring system for Creative Schools applications. This system is intended to provide clarity to applicants as to how their application has been evaluated against the assessment criteria. The scores offer an indication of the extent to which applications are deemed to have met each criterion.

Assessors will consider applications using their professional judgement based on the information provided within the application, their knowledge of the Irish education system and the wider arts and creative learning landscape, and the competitive context in which all applications are evaluated.

Each eligible application will be scored against the first three assessment criteria using the following scores:

Numeric score	Word value	Explanation
0	Not met	In the view of the assessor, the application is deemed to have provided no evidence and does not meet the criteria.
1	Potential to meet	In the view of the assessor, the application is deemed to have potential but does not meet the criteria.
2	Met adequate	In the view of the assessor, the application is deemed to have met some elements of the criteria and is viewed as adequate.
3	Met good	In the view of the assessor, the application is deemed to have met the criteria and is viewed as good.

4	Met very good	In the view of the assessor, the application has met the criteria and is viewed as very good.
5	Met excellent	In the view of the assessor, the application has met the criteria and is viewed as excellent.

Following the assessment and scoring of all eligible applications against criteria 1, 2 and 3, applications are ranked by score nationally.

Following the assessment and scoring process, applications are ranked by score and recommended as shortlisted or not shortlisted.

Criterion 4: range of schools/centres

In line with the objectives and priorities of Creative Schools, a review of the applications nationally takes place, and to ensure, in so far as is possible, that all types of schools/centres (including DEIS schools, Irish-language-medium schools, Youthreach centres) and regions are represented, some applications may achieve an additional score of 5 for criteria 4 (note: an application can only achieve this additional score once).

Applications are then batched by region and ranked by their scores.

0	Balance in the range of schools/centres met	
5	Application supported balance in the range of schools/centres	

Taking all four criteria into account, the maximum score a school/centre can receive is 20/20.

All applications are then reviewed by region, and recommended as successful or unsuccessful.

3.5 The decision-making meeting

The executive reviews all applications and recommendations, and makes decisions.

Declaration of interest

In order to ensure fairness and equity in decision-making, the Creative Schools team, Arts Council adviser(s) and/or staff reviewing/assessing applications and making decisions must declare an interest where they have a close personal or professional link with an applicant or

are linked in any way with an 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 Creative Schools team, Arts Council adviser(s) and/or staff members become aware of it. Where an interest is declared, the individual concerned will not receive papers relating to that applicant and will be required to leave the room when the specified application is being reviewed.

3.6 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/centres 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 or contact the Arts Council for a copy of the appeals-process information sheet.