



Arts Council Emergency Stabilisation Fund 2021

Guidelines for Applicants

Deadline: 5.30pm, Thursday 22 July 2021

This document sets out the process for applying to the Arts Council’s Emergency Stabilisation Fund 2021. You are advised to read these guidelines carefully before beginning your application.

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Getting help with your application

If you have questions about using the Online Services website, visit the FAQ section on our website:

www.artscouncil.ie/FAQs/online-services/

If you have a technical question about using the Online Services website and your question is not answered in the FAQ section, you can email onlineservices@artscouncil.ie

If you need help with your application, call the Arts Council on 01 618 0200 or email awards@artscouncil.ie

If you have a disability and you have difficulty accessing our Online Services website, please contact the Arts Council's Access Officer, Adrienne Martin, by phone (01 6180219) or by email (adrienne.martin@artscouncil.ie) **at least two weeks** before the deadline.

1. What you need to know about Emergency Stabilisation Funding 2021

This section gives you background information about Emergency Stabilisation Funding. It will help you decide whether or not your organisation might qualify for Emergency Stabilisation Funding.

1.1 What is the purpose of Emergency Stabilisation Funding?

The purpose of Emergency Stabilisation Funding is to provide once-off financial support to Strategic Funded and Arts Centre Funded organisations that are in need of an emergency grant between now and 31 December 2021. This funding is intended to avert closures.

1.2 Who is eligible for Emergency Stabilisation Funding?

Emergency Stabilisation Funding is open **only** to organisations in receipt of Strategic Funding 2021 or Arts Centre Funding 2021. Organisations can make only one application for Emergency Stabilisation Funding 2021.

We cannot accept applications from organisations that are in administration, going through an insolvency process or have been dissolved.

1.3 How much can be applied for per application?

There is no upper limit for applications, but organisations should only apply for the minimum they need to survive until 31 December 2021. Organisations should exhaust all reasonable alternative sources of funding before considering how much to apply for.

What can be applied for?

- Funding to sustain your activities to 31 December 2021 to enable your organisation to move forward into 2022.

What cannot be applied for?

- New or additional creative activity
- Costs or losses not incurred as a result of COVID-19 and associated public-health measures
- Any historic debt. We will not consider any applications related to debt that was incurred before 1 January 2021.

1.4 What supporting material is mandatory when making an application?

- A completed **application form**
- Copy of 2020 audited financial statements, including sections detailing income and expenditure statements (if your financial year-end is to a date other than 31

December, please note that we may need to revert for additional supporting documentation)

- Management accounts to 30 April 2021 (which must include a balance sheet as at 30 April 2021)
- Copy of bank reconciliation for all bank accounts held as at 30 April 2021, together with a bank statement as at 30 April 2021
- Aged debtors listing as at 30 April 2021
- Aged creditors listing as at 30 April 2021
- Details of any prepaid expenses as at 30 April 2021
- Details of any deferred income and accruals as at 30 April 2021 (deferred income = advance payments received for services to be rendered in the future)
- Cash-flow forecast for eight months from 1 May 2021–31 December 2021 (Excel spreadsheet provided must be used) Can be download: [here](#)
- Budget for calendar year 2021, with income broken down by source
- Statement of account from Revenue for EWSS income from commencement to 30 April 2021
- Forecast for period from 1 May 2021 to 31 December 2021,

Note: we will not review or assess any supporting material that you upload that is not listed above.

We will not accept any supporting material that is not uploaded as part of your online application or that is submitted after the application deadline has passed.

2. How we assess your application

2.1 We want to provide assistance to Strategic Funded and Arts Centre Funded organisations that are facing significant difficulties meeting basic costs because of the impact of COVID-19 and associated public-health measures on earned income. The aim of this is to ensure that approved organisations can continue to trade to year end and are in a sustainable financial position moving into 2022.

Our funding can only be used where the costs identified are not covered by income received or receivable to year end, including, but not limited to, existing grants from the Arts Council and other public-sector funders, any earned income you continue to receive, donations from individuals, trusts and foundations and any income received from COVID-19 schemes announced by the government.

Organisations must make full use of (a) the government's COVID-19 emergency financial support schemes, and (b) their own financial resources (including surplus reserves) in determining the level of funding to apply for. If you are not making full use of these resources, you will not be considered for this support. Essentially, applicants should consider the Arts Council as the 'funder of last resort'.

Organisations can apply for funding to be used as unrestricted income to support their business models to year end 31 December 2021.

Criteria

We are asking you to provide information against two criteria: 'Financial viability' and 'Other relevant information'. You do not need to use the full character count for each question if you do not feel it is necessary.

- **Financial viability**
We will assess through evaluation of the mandatory documentation provided.
- **Other relevant information**
We will evaluate information contained in this section, in particular in relation to cost-cutting measures and use of all available resources and the additional information provided.

Decision-making

We will make decisions based on the documents received from you as part of the application process, the information held by the Arts Council, and our knowledge and expertise. We will consider the level and evidence of need across the applications we receive, and we expect to prioritise our funding for those organisations that are most reliant on earned and contributed income, as these are the organisations that are likely to evidence greatest need.

Our decisions will be made in the context of *Making Great Art Work, 2016–2025*, our current three-year plan, our specific artform and art-practice policies and our corporate policies.

Funding agreement, including terms and conditions of financial assistance for successful applicants

As set out in our *Conditions of Financial Assistance*, the Arts Council has different levels of reporting requirements based on the amount of funding offered and/or the turnover of your organisation.

If your application is successful, these reporting requirements will be included as part of your funding agreement, which will be sent to you. You will have to agree to these before you can receive funding.

3. How to make your application

3.1 Give yourself enough time to complete the application

Become familiar with the Online Services website **well before** the deadline and before you prepare your application. You should also engage with your auditor as soon as possible to make the necessary arrangements to obtain 2020 audited accounts, which are required as part of the application.

Make sure to leave yourself enough time to upload your application. Remember that upload times can be much longer than download times, so 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, contact us.

Email: onlineservices@artscouncil.ie

Phone: 01 618 0200

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. We recommend that you report any technical issues to us **well in advance** of the deadline.

Please note that there is often a high volume of calls as the deadline approaches. Technical-support calls received after **2.00pm** on the closing date may not be resolved before the deadline.

3.2 Download the application form and the cash-flow template

1. Log in to Online Services.
2. On your home page, click the **Make an application** button.
3. On the Making an application screen, select your organisation's primary contact for this application and click **Next**. The screen '1. Making an application: Choose a funding programme' should appear.
4. In section A, do two things.
 - a. From the 'Funding' drop-down list, select your funding programme.
 - b. In the 'Your reference' field, type a unique reference for your application. This will help you identify your application on your home page.
- In section B, click the buttons to download the guidance notes, application form and Forecast Cash Flow based on the template provided.

Before you continue making your online application:

Fill in your application form

Complete your Forecast Cash Flow in the template provided

Obtain a copy of your most recent audited financial statements

Complete your Balance Sheet and supporting analysis (to be provided as at 30 April 2021).

To complete your application, you **must** have the correct software:

Microsoft Word and Microsoft Excel **or**

OpenOffice Writer and OpenOffice Calc, which you can download from

<http://www.openoffice.org>

Remember, you fill in the application form and the Cash Flow Forecast template on your computer and then upload them with your supporting material through Online Services.

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

Acceptable file formats

These are the acceptable file formats for your supporting material.

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

3.3 Make your application online

Once you have completed the Application Form, your 2020 audited financial statements, a balance sheet as at 30 April 2021, and Cash Flow Forecast template, you can finish your online application.

1. Log in to Online Services.
2. On your home page, select the **My applications** tab and select the Emergency Stabilisation Funding application you have already created.

3. On screen 1, click **Next**.

Screen 2 is named '2: Making an application: Request funding amount'. Enter your summary financial information in this screen.

4. Screen 3 is named '3. Making an application: Upload application form and supporting material'.

In section A, click **Choose File**, select your application-form file and click **Upload**.

In section B, upload your supporting materials.

At any time click **Save draft** to save your application. You can also log out and return to it later. When you are finished uploading material, click **Next**.

5. Screen 4 is named '4. Submit application'. Review your details and, when you are satisfied that you have included everything, click **Submit**.

You cannot amend your application after you submit it. **Do not submit your application until you are completely satisfied.**

After you submit your application, you should 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. It will contain your application number, which we will use in all correspondence related to your application. **If you do not receive the email with your application number**, contact onlineservices@artscouncil.ie

You have now completed the application process.

4. How your application is processed

The following describes the Arts Council's process for assessing and deciding on applications. This is designed to ensure the process is open, fair and transparent.

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

Note: these emails only mean that our online system recognises that you have submitted an application. They do not mean that your application is eligible for funding.

If you do not receive the email with your application number, contact onlineservices@artscouncil.ie

- 2 Your application is checked for eligibility (see eligibility section above). Your application will be deemed ineligible, and will not go any further in the process, if any of the following is true:
 - You have missed the funding deadline
 - You have not submitted a completed application form through OLS (an application form attached as a supporting document will not be accepted)
 - You have not included all of the required supporting material
 - You have applied for activities that are not permitted under this funding programme
 - You have applied for activities that are more suited to another funding programme offered by the Arts Council or other grant-giving government agency (in which case your application will be redirected).

Note: in the event that your application is deemed ineligible, it will not be assessed, and you will be entitled to apply again with the same proposal for future funding rounds – provided that it meets the eligibility requirements.

- 3 Your application is assessed. As part of this process, additional clarifications may be sought from you.
 - 4 Recommendations are prepared for Council.
 - 5 The Council considers recommendations and makes final decisions.
 - 6 You will be informed of the Council's decision, and will also receive a copy of the recommendation.
 - 7 If your application has been successful, we include information about what you should do next.
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5. How does the Arts Council use and protect your information?

5.1 Data protection

The Arts Council will use the information you provide in your application to understand your organisation and the activities you are seeking funding for. The Arts Council may also use some of this information for other purposes – e.g. to update our database or to assist in building a stronger case for government funding of the arts.

In order to be able to award any funding to your organisation, certain personal data will be required – e.g. email addresses, salary details and job titles. Any personal data you give us will be obtained and processed in line with the Data Protection Acts 1988 to 2018 and any other applicable data-protection laws and regulations as may be enacted or enter into effect from time to time.

We will use the information in the application form (including personal data) to process your application and for ongoing communication between us. Any personal data will be retained and processed by the Arts Council only for so long as it is needed for (a) assessment and determination of your application and, in the event of an unsuccessful application, any subsequent period ending with the conclusion or settlement of any appeal or legal challenge, and (b) for the management and performance of any funding agreement arising out of a successful application and any subsequent period ending with the conclusion or settlement of any claim or legal proceedings relating to a funding agreement. Personal data may be disclosed to external assessors appointed by the Arts Council to take part in the assessment of your funding application. The Arts Council may process personal data for the purposes of research or other data analysis, in which case the personal data will be anonymised. If you have any queries in relation to the processing of the personal data provided by you, please email dataprotection@artscouncil.ie.

5.2 Freedom of information

Information provided to the Arts Council may be disclosed in response to a request made under the Freedom of Information Act 2014. If recipients consider that certain information should **not** be disclosed because of its confidentiality or commercial sensitivity, recipients must, when providing such information, clearly identify such information and specify the reasons for its confidentiality or commercial sensitivity. If recipients do not identify such information as confidential or commercially sensitive, it is liable to be released in response to a Freedom of Information request without further notice to, or in consultation with, the recipient. The Arts Council will, where possible, consult with the recipient about confidential or commercially sensitive information so identified before making a decision on a request received under the Freedom of Information Act.

To familiarise yourself with the provisions of the Act, see www.foi.gov.ie

To view the Arts Council's freedom-of-information policies, see www.artscouncil.ie/Contact-us/Freedom-of-information