



Young Ensembles Scheme 2021

Guidelines for Applicants

Deadline: 5.30pm, Thursday 15 April 2021

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Key points to remember

- This document contains important information about the Young Ensembles Scheme and how to go about making an application.
- We strongly advise that you read this document carefully before beginning the process of making your application.
- We also strongly advise that you start the process early, and give yourself **plenty of time** to make your application
- We recommend that you aim to upload your application **at least 48 hours** before the advertised deadline. That way, if you encounter a technical problem, you will have time to contact us so that we can assist you in resolving it.
- Please note that, on account of the large volume of applicants using the online system on the last day of the deadline, we cannot guarantee that we will resolve any technical issues you may have if you contact us **after 2.00pm on the day of the deadline.**
- Please read the following checklist carefully:

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- I have read and understand these guidelines.
 - In the event that I have had an issue, I have contacted the Arts Council for assistance.
 - I have filled in all of the sections of the application form relevant to my application.
 - I have prepared all required supporting material as set out in these guidelines, and have this ready to upload.
 - I have asked someone else to check over my application to make sure there are no errors and that nothing is missing.
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Getting help with your application

- 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.
- 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 of 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

A NOTE ON COVID-19-RELATED PUBLIC-HEALTH GUIDANCE

In preparing your application, you should base it on the best public-health advice and guidance available at the time you are making your application.

Given this, you should ensure that what you are proposing is feasible or adaptable should social distancing and/or other public-health measures impact on all or part of the period to which this proposal applies.

In the event that your application is successful and you subsequently need to change or alter some or all of your proposal on the basis of changed public-health advice, you should contact your arts team in advance to discuss this.

1. About the Young Ensembles Scheme

1.1 Objectives and priorities of the award

The primary purpose of the Young Ensembles Scheme is to support groups of young people between the ages of ten and twenty-four to create or actively engage with ambitious and original work in any artform (e.g. circus, street art, spectacle, dance, digital media, film, music, theatre, literature, visual arts, architecture or any combination of the above). Groups/ensembles must be made up of three or more members.

The Young Ensembles Scheme has two strands. You should choose the strand that is most suitable for your ensemble and for your proposal. You may only apply to one strand.

Strand 1

This strand is for ensembles that wish to undertake a new project or initiative that will develop the practice and experience of the young people involved. You may apply for up to €10,000. Applicants may be new or established ensembles and must demonstrate their capacity to develop and deliver a high-quality artistic project.

Strand 2

This is for ensembles that wish to undertake a programme of work or a large-scale project that develops the work of the ensemble and which will cost more than €10,000 and no more than €25,000. Applicants must be established ensembles with a track record of delivering high-quality artistic projects or programmes. Applicants must make clear why a larger budget than is available under Strand 1 is required.

For both strands, priority will be given to applications that demonstrate the following:

- Young people have played a role in developing the proposal, and will play a central role in shaping, delivering, documenting and evaluating the project.
- The proposal will ensure a high-quality artistic process that is ambitious and original, provides a challenging and rewarding experience for the participants, and enables them to develop their artistic skills.
- The proposal will ensure young people have ownership of the work they undertake. This may mean they actively engage in the process of devising, creating, composing or designing an original piece of work or artistic initiative, or that they engage in a process of exploring, interpreting or reimagining a given script/composition/artistic work or series of works in a way that enables them to make it their own.
- The proposal is youth-led, or will actively support and develop youth leadership in the arts.
- The ensemble will benefit from the expertise, support or mentorship of professional artists or arts organisations.
- The proposal includes evidence of the ensemble's artistic activities or work produced to date, and how funding will enable the participants to develop their experience further. (In the case of a new ensemble, evidence of other relevant projects in which the young people or artistic mentors have been involved should be demonstrated.)

The Arts Council welcomes in particular:

- Initiatives that enable young people from diverse backgrounds to collaborate in a high-quality artistic process. For more information, see the Arts Council's Equality, Human Rights and Diversity Policy: <http://www.artscouncil.ie/equality-human-rights-diversity>
- Initiatives that enable young people with disabilities to engage in a high-quality artistic process. For more information, see <http://www.artscouncil.ie/Arts-in-Ireland/Arts-participation/Arts-and-disability/>.

Please see section 3.3 for details of the criteria against which all applications will be assessed – these are artistic merit, feasibility, and meeting the priorities of the award.

Please see section 1.7 for mandatory support material that will help you to demonstrate how your application meets these criteria and priorities.

For examples of previous projects that have been funded under the Young Ensembles Scheme and advice on making an application, see <http://www.artscouncil.ie/Arts-in-Ireland/Young-people--children-and-education/Young-ensembles-scheme/>.

All awards are 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/>).

1.2 Who can apply?

The Young Ensembles Scheme is open to ensembles whose members are young people between the ages of ten and twenty-four. Examples include:

- Youth theatres
- Youth dance groups
- Youth orchestras
- Young bands
- Youth film, animation or digital-media groups
- Youth circus, spectacle or street-theatre groups
- Youth choirs
- Young traditional-music groups
- Young critics/curators

The award is open to groups that do not define themselves as ensembles but take a similar, collective, approach to creating or engaging with art. This includes:

- Groups of young visual artists who collaborate to create work or exhibitions of their work
- Groups of young poets or writers who publish or perform work together
- Groups of young people who combine a number of artforms to create shared performances/events
- Groups of young people who critically engage as audiences or readers with one or more artforms, and who share their responses and insights with others.

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.

Not sure where to begin?

If you are a young person or group of young people who wish to apply under this scheme, you are advised to seek the support of an established organisation. If you are not sure how to do this or where to begin, please contact the Arts Council's Young People, Children and Education team (<http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/>).

Registering as a group or organisation

If you are an individual artist or youth-arts leader and you wish to support a group of young people in making an application, please note that you must register with the Arts Council as a group or organisation (rather than as an individual) before you begin the application (see section **2.1 Register with the Arts Council's Online Services**).

Multiple applications

Multiple applications are not permitted. An ensemble or group may only make one application to the Young Ensembles Scheme in 2021.

Applications from outside the Republic of Ireland

The award is open to individuals and organisations resident in the Republic of Ireland. There are certain exceptions where the Arts Council may deem eligible applications made by those based outside the Republic of Ireland. However, before admitting as eligible any such application, the Arts Council would need to be satisfied that the outcomes of any such proposal would benefit the arts in the Republic of Ireland.

1.3 Who is the applicant?

The applicant is the ensemble or group 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 ensemble or group.

All documentation provided must be in the name of the applicant ensemble or group – e.g. if you apply to the Arts Council for funding under the name Newtown Youth Theatre, then all documentation, including bank and tax details, must be in that name. Variations such as Newtown Youth Club are not acceptable. If you do not already have a bank account in the ensemble's name, you should be aware that this will be required to process payments if your application is successful.

1.4 Who cannot apply?

- Applicants seeking to create work for children and young people but in which children and young people are primarily consumers rather than active participants in developing the artistic initiative
- Professional artists. However, ensembles are encouraged to partner with professional artists as mentors and collaborators, and may apply for fees to pay these artists for their time and support.
- Applicants seeking to pay fees to ensemble members. Professional ensembles should instead consider applying for other Arts Council schemes and supports. Please see [here](#) for a full list of available funding.
- Commercially driven schools, institutions or companies

- Primary and post-primary schools and third-level institutions
- Applicants in receipt of Arts Council Strategic or Arts Centre Funding in 2021. (However, applicants may avail of support from organisations in receipt of Strategic or Arts Centre Funding as partners, collaborators or mentors).

1.5 What may you apply for?

The maximum award available under Strand 1 is €10,000.

Applicants to Strand 2 may apply for an amount that is greater than €10,000 but no more than €25,000.

Applicants are strongly advised to choose the strand that is most suited to their proposal in order to make the best case for support.

If you apply for Strand 2, the Arts Council reserves the right to offer a lower amount of funding to applicants that have not sufficiently met the criteria for Strand 2 but are deemed suitable and feasible under Strand 1.

In addition to the normal limits stated above, the Arts Council will also consider costs specifically relating to the making of work by artists and young people 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.

The amount you request is the difference between the **proposed expenditure** and the **proposed income** you indicate in section 3 of the application form.

- **Proposed expenditure** should include all the costs that you incur relating to your proposal. This could include artists' fees*, rehearsal and performance costs, venue/studio-hire costs, technical costs, promotion and publicity costs, administrative costs, etc. How you break down the costs of your proposal and allocate resources gives Arts Council assessors a good picture of the feasibility of your project and whether or not the proposed costs are realistic.
Successful applicants under this scheme are required to document, evaluate and report on how they use the award. Applicants should make provision for the cost of doing this.
- **Proposed income** should include what you expect to receive from other funders, sales projections, commercial sponsorship, etc.

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

***Note on artists' pay** The Arts Council is committed to improving the pay and conditions of artists. We have published a [policy](#) on the fair and equitable remuneration and contracting of artists. It is important that you read this policy in advance of making your application. You will be asked as part of the application process to set out how you will ensure proper pay and conditions for the artists that you work with. This will help us assess the feasibility of your application.

****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 should also be declared on the income side.

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

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

- Online, when you initiate the application (totals only)
- In section 3 of the application form.

Make sure that the totals are the same on both, and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

1.6 What may you not apply for?

Activities and costs that you may not apply for include the following:

- Major capital or equipment purchases
- Ongoing core costs
- Course fees or expenses to support full-time training programmes for individuals
- Artistic fees for the young-ensemble members (you may, however, apply to cover expenses that will enable young people to participate and for stipends for youth leaders)
- Activities or costs that do not fit the purpose of the award
- Activities that have already taken place or which will have commenced before a decision on your application will be made. (Decisions can take up to ten weeks following the application deadline. This year's deadline is 15 April 2021, so you should plan for your activities to begin no sooner than 24 June 2021.)
- Activities for charity-fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities taking place in a formal education context (i.e. school or college)
- Activities that have already been assessed by the Arts Council. An exception will be made if the Council has specifically advised you to redirect your application to this award. Please bear in mind that such advice is not an indication of a successful outcome.

1.7 What supporting material must you submit with your application?

Supporting material means material that is **separate from** and **additional to** your application form. This helps the person assessing your application to get a clearer understanding of your proposal. Please read what supporting material is required below very carefully, as failure to comply with this is the most common reason for applications being deemed ineligible.

In order for the Arts Council to make an assessment of your application, you **must** submit the following supporting material online:

- Examples of previous relevant work of the ensemble or group – e.g. scripts, recordings, video clips or photos (see **Acceptable file formats** in section 2.3). In the case of a new ensemble, evidence of other relevant projects in which the young people or artistic mentors have been involved should be demonstrated.
- Evidence of the young-people's ownership of the proposal where this is not clearly demonstrated within the application form. Such evidence may include written/recorded

testimonies or interviews with young people about their ambitions for the ensemble/project.

- Up-to-date CVs or biographies (max. three pages) of any professional artists or other key individuals who will provide mentorship or other support to the project; and/or
- Letters of support from professional artists, arts organisations or other key partners that will provide guidance or support for the proposed project.
- If you are citing any collaboration or financial support in your application that is central to the feasibility of your proposal, you need to provide appropriate documentation – e.g. letters of offer, statements of support or similar documents.

Additional material required in certain circumstances:

- The Arts Council requires all individuals and organisations providing services (e.g. cultural, recreational, educational) to children and young people under the age of eighteen to have suitable child-protection policies and procedures in place. When making an application, you must indicate whether or not your proposal is relevant to this age group (in section 1.3 of the application form). If you answer ‘Yes’ to this question in the application form and your application is successful, as a condition of funding 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.
- If your proposal involves working with vulnerable persons, you must submit an acknowledgement that you adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* (see [here](#)).
- 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 may be deemed ineligible.

Format for supporting material

All supporting material for the Young Ensembles Scheme **must be submitted online**. Hard-copy supporting material will not be accepted. Please follow these guidelines for the different kinds of supporting material.

The Arts Council encourages applicants to upload all supporting material as a single document. If you choose to do this, you must include a contents page at the front of the document listing the page numbers for all sections – e.g. 1. Examples of the ensemble’s work (Youtube links); 2. Input from ensemble members (Youtube links or written statements); 3. CVs of key mentors/collaborators; 4. Letters of support; 5. Other financial support. Presenting information in this way is very helpful to our assessors.

If uploading documents separately, please ensure you provide contextual information in a clearly labelled Microsoft Word or OpenOffice Writer document.

For information on the file formats you may use for supporting material you wish to upload as part of your application, see section **2.3 Prepare any supporting material required for the application**.

Visual stills	Label all images clearly and make sure you supply relevant contextual information. This might include 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, how it was financed, and the names of the performers. If you are submitting a single extract, this should be no more than five minutes long. Long pieces should be edited; otherwise a selection of three extracts (max. five minutes each) should be submitted.
Music or sound recordings	Give the names of performers, and detail the instrumentation where appropriate.
Samples of writing	Please submit no more than ten pages of a script – it is not possible for Arts Council assessors to read full play scripts or manuscripts.

1.8 Eligibility

Your application will be deemed **ineligible**, and will not go any further in the process, if any of the following is true:

1. You miss the application deadline.
2. You do not submit a completed application form through the Arts Council's Online Services (an application form attached as a supporting document will not be accepted).
3. You fail to complete all of the sections in the application form relevant to your proposal.
4. You cannot apply as set out in sections 1.2 to 1.4 above.
5. You apply for an amount of funding greater than the maximum amount allowed for within the award to which you are applying, as set out in section 1.5 above.
6. You apply for an activity or purpose that you cannot apply for, as set out in section 1.6 above.
7. You fail to provide all mandatory supporting materials, as set out in section 1.7 above.
8. Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case we will redirect you to the more appropriate funding opportunity).

Note: in the event that your application is ruled ineligible, it will not be assessed, and you will be able to apply again with the same proposal in future funding rounds.

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.

2.1 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 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>.

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.

Note: Mac OSX 10.15 Catalina or later requires OpenOffice 4.1.7 or later.

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 award you wish to apply for. 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.

Note – the application form is formatted in such a way that the Arts Council can extract information out of the form for assessment purposes. It is **very important** that you type inside the grey boxes in the form, and that you do not delete them and/or type outside them. If you do this, you the form will not upload properly.

2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. This might include samples of your current work – e.g. text, video, images or sound recordings.

You must submit all such supporting material online; if necessary you should scan or save material in electronic format.

Please see section 1.7 for more information on required documents for this scheme and how to ensure you present these clearly.

Acceptable file formats

The following table lists file formats that are acceptable as part of an application.

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.

Submitting YouTube links

You may provide links to material hosted on YouTube 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.

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 – i.e. 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 application.doc
	russelljackAllegro.mp3
	russelljack Child Protection Policy.doc
	russelljack youtube link.doc

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.

3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form together with the required supporting material (see section **1.7 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.

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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@arts council.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:

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- 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

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- 2 Your application is checked for eligibility. Please see section **1.8 Eligibility** above.
 - 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 associated materials, then scores and makes decisions.
 - 6 Decisions are communicated in writing to applicants.
 - 7 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

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 award, and **c)** feasibility. Each of these criteria is described in turn.

While applicants may select other artforms/arts practices as being relevant to their application, the application will be assessed by the Young People, Children and Education team, which may, in certain instances, ask for a secondary assessment from another team.

Artistic merit

The assessment of artistic merit focuses on the applicant's previous practice as well as on the nature of the proposed activity. This includes:

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- The quality of the idea and the proposed arts activity as outlined in the application form and in the supporting materials submitted
- The track record of the applicant demonstrated through the examples of the ensemble's work, CV(s) of mentors or adult leaders, and other supporting materials submitted
- The potential of the applicant demonstrated through the application form and other supporting materials submitted
- The artform/arts-practice context in which the activity is proposed
- The ambition, originality and competency demonstrated by the applicant.

Meeting the objectives and priorities of the award

Applications are assessed on how well they meet the objectives and priorities of the award – see section 1.1 for details of these.

Feasibility

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

- The personnel involved in managing, administering, delivering the project
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists
- The demonstrated commitment of participating artists
- The proposed budget
- Other sources of income
- The availability of, and access to, other resources
- The proposed timetable or schedule.

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 as required. Panellists have access to all shortlisted applications and associated materials prior to the day of the meeting, at which point they review, discuss and score shortlisted applications. Following this, applications are ranked by score. In light of the competitive context and the available budget, it is likely that the Arts Council will be able to fund only a proportion of the applications received.

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 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 circumstance 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.