Arts Council Strategic Funding 2022

January–December 2022

Guidelines for Applicants

Deadline: 5.30pm, Thursday 16 September 2021

A note on Covid-19-related public-health guidance

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

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 funding period for which you are applying.

The Arts Council recognises that the public-health environment may change between the point in time at which you are making your application and the time you will be delivering your proposed programme of work. In the event that your application is successful, a revised planning process is in place to enable an update in this regard.

This document sets out the process for applying to the Arts Council's Strategic Funding programme. You are advised to read these guidelines carefully before beginning your application.

The deadline for applications is **5.30pm, Thursday 16 September 2021**

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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 the online application process and your question is not answered in the FAQ section, you can email onlineservices@artscouncil.ie or call the Arts Council on **01 618 0200/01 618 0243**

If you have a query about your application that is not technical in nature, you should email or phone the arts team to which you are applying for funding: http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/

To watch our YouTube guide on making an application, go to http://www.youtube.com/artscouncildemos

Note for people with disabilities

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 (01 618 0219) or by email (adrienne.martin@artscouncil.ie) **at least three weeks** before the deadline.

1. What you need to know about Strategic Funding

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

1.1. What is the purpose of Strategic Funding?

The purpose of Strategic Funding is to invest in and support the essential infrastructure required to sustain and develop the arts in Ireland.

Recipients of Strategic Funding must play a critical part in delivering the policy priorities of *Making Great Art Work,* the Arts Council's ten-year strategy.

1.2. What are the aims and objectives of Strategic Funding?

In offering Strategic Funding to organisations, the Arts Council wishes to ensure:

- The delivery of excellent artwork and/or events, activities and services

- Excellent opportunities for artists and/or arts professionals to develop their practice and/or to create or to be engaged in high-quality work

- That the diversity of contemporary Ireland is reflected in the work it supports

- That more people will enjoy high-quality arts experiences

- Increased depth of engagement by and with the public

- Standards of excellence in governance and management in the arts.

1.3. Who is eligible for the Strategic Funding programme?

Strategic Funding is open to organisations only. Organisations can make only one application each year for Strategic Funding.

To be eligible for application, your organisation must:

- Be formally constituted as either a Company Limited by Guarantee (CLG) or a Designated Activity Company (DAC) or be a statutory body[1]

- Apply in its own name, and not in the name of another company or individual

- Have previously successfully applied for Arts Council funding either in the name of your organisation or in the name of a key person involved in the organisation.

1.4. Who is not eligible for the Strategic Funding programme?

- Organisations that have already applied for funding through Arts Grant Funding 2022 or the Festival Investment Scheme 2022

- Members of the Council of National Cultural Institutions (CNCI) directly funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.

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[1] Organisations not formally constituted as either a CLG or DAC may apply on the understanding that they will commit to formally incorporating in this way should their application for Strategic Funding be successful.

First-time applicants to Strategic Funding **must** contact the relevant arts team before applying. Applications received from entities that have not contacted the relevant arts team will be considered **ineligible**.

It is important to note that, should your application for Strategic Funding be successful, currently the <u>only other funding programme you will be eligible to apply to</u> (for funding in 2022) is Open Call.

Organisations that fail to meet the eligibility criteria will not proceed to the assessment stage and will not receive Strategic Funding.

1.5.   **Key changes in this round of Strategic Funding**

This is to let you know of key changes we have made between the last iteration of Strategic Funding and this one.

- We have introduced a new assessment criterion relating to equality, diversity and inclusion. We believe that organisations in receipt of Strategic Funding have a critical role to play in leading change. This additional criterion will be in place for the next number of years, after which point it will be incorporated into the general criteria. This enhanced focus on equality, diversity and inclusion will enable a period of reflection, inspiration and innovation. The Arts Council is committed to working in partnership with artists and organisations to understand, grow and support good practice in this area.

- We have responded to feedback from applicants and our Council in the previous round by:
  - Introducing the opportunity to tell us more about your longer-term vision or strategy behind the suite of proposed activities for 2022 (question 1.3)
  - Increasing the maximum word count in questions relating to artistic quality and development and to engagement
  - Encouraging you to use examples of the work you currently undertake to help to demonstrate recent achievements
  - Asking you to let us know of any board-approved strategic plans, documents or policies. We are not asking you to submit these along with your proposal, but we are committed to reviewing them in 2022 should your application be successful.

- We have dropped the specific questions around COVID-19 adaptations and associated costs. We recognise the 'unknowns' at this stage and understand that your plans for 2022 may have to be updated.

- We have added a link to additional resources to assist you when considering the questions about how you involve children and young people in your decision-making.

1.6.   **What types of activities will be supported through Strategic Funding?**

Strategic Funding is intended to support both the operating (core) costs of organisations and the activities that your organisation undertakes to deliver your mission.

Work in an international context

We do not support costs directly related to the touring and dissemination of work abroad. Activities involving international exchange, collaboration or co-production are eligible provided they show clearly the benefit to people, artists or the arts in the Republic of Ireland and that the overseas partners will contribute to the relevant activity costs.[2]

Note: organisations applying for Strategic Funding for 2022 **may also** include activities that were previously supported through separate funding schemes – e.g.

- Touring and dissemination of work

- Residencies

- Commissions

- Artist development initiatives

- Resource-sharing

- Young ensembles

- Travel and training

1.7.   **What supporting material is required to make an application?**

In order to be **eligible** you must upload mandatory supporting material as part of your application. These are in addition to, and separate from, your application form.

Mandatory supporting materials for applicants currently in receipt of Strategic Funding

- A completed actual arts activity report (A-AAR) for 2020

- Your audited accounts for your most recent financial year.

If you have already supplied this information to the Arts Council, you do not need to do so again.

Mandatory supporting materials for <u>all</u> applicants

- A completed arts activity report (AAR) template that includes activities for 2021 (year-to-date and projected to year end) **and** planned activities for 2022. See sections **3.3** and **3.5** of this document for more information. This can be downloaded from the funding page on OLS.

- Copies of your organisation's management accounts for 2021 and for 2022. These should show your financial performance to date for 2021 (including projections for the remainder of the year) and your forecast for 2022, each provided in the same format.

- **Detailed** budgets relating to your planned activities. These are in **addition** to the information in the AAR template. For these, you have the <u>option</u> to use the <u>activity</u>

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[2] For further information, please see *the Arts Council's Making Great Art Work: International Arts Policy & Strategy*.

budget template provided by the Arts Council. Note that these budgets **must** clearly set out fees to artists and other freelance arts professionals.

Mandatory supporting materials in specific cases:

You **must** upload the following in support of your application where relevant:

- Evidence of any confirmed financial support, sponsorship or partnership from other organisations or entities that you refer to within your application

- Evidence of any confirmed MOUs, financial or partnership agreements that you have in place around touring, co-productions or other activities involving third parties that you refer to in your application

- If your proposal involves working with vulnerable persons, you must submit an acknowledgement that you adhere to the *National Policy and 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*

- The Arts Council requires all individuals and organisations providing services (e.g. cultural, recreational and 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.

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.

1.8. Multi-year Strategic Funding

Please note that, on account of the ongoing COVID-19 situation, applications for multi-year funding will not be accepted in this round of Strategic Funding.

2. How we assess and score your application

We will base our assessment of applications on the following criteria:

1. Artistic quality and/or development of the arts.

2. Engagement.

3. Organisational capacity.

4. The extent to which the organisation is critical to the arts infrastructure.

5. Equality, diversity and inclusion.

Assessors will consider applications using their professional judgement, based on the information provided within the application, their knowledge of the **previous** work of your organisation and of the wider arts landscape, and the competitive context in which all applications are evaluated.

Your application will be assessed and given a brief comment and a single score for each of the five criteria.

2.1 Criterion 1: Artistic quality and development of the arts

We will take account of the artform or arts-practice context for your proposal. We will assess the track record of your organisation and the potential for the outcomes of your proposal to achieve:

- Excellent artwork and/or events, activities or services and/or

- Excellent opportunities for artists and/or arts professionals to develop their practice and/or to create or to be engaged in high-quality work.

Where relevant to your proposal, we will consider the extent to which any international partnerships are contributing to artistic quality and development of the arts in Ireland.[3] The Arts Council is primarily focused on the development of artists, arts practice and the creation of projects with an international dimension, rather than on the presentation of work abroad. Strategic Funding may not be used to support international touring or presentation costs for audiences outside the Republic of Ireland. However, we recognise that many artists and organisations work in an international context, and costs associated with developing arts practice abroad or initiating and creating projects with international partners may be included.

2.2 Criterion 2: Engagement

In the context of assessing applications for funding, the Arts Council intends the term 'Engagement' to mean the quality of interaction that your organisation has with the individuals it works with and/or the publics that it serves.

We recognise that arts organisations work in different kinds of ways, and attend to the needs of different kinds of publics, participants/collaborators, audiences, volunteers and

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[3] Please see the Arts Council's International Policy.

artists or other arts practitioners. Because of this, based on your organisation type, we will evaluate your application based on:

- Your track record in engagement

- Your planned actions and measurable outcomes to deliver engagement

- Where children and young people are your primary target group or among the main groups you serve, the opportunities you provide for children to participate in the arts, and how you involve them in your decision-making.

We will also assess how you plan to evaluate your activities and outcomes.

Note: if your organisation does not engage with the public directly, you should tell us about your engagement with artists or other arts professionals and arts organisations you collaborate with or serve.

Need further guidance on engagement?

Additional guidance on completing this section of the application form is available on our website at http://www.artscouncil.ie/public-engagement

Organisations looking for guidance about how they can include young people in decision-making may find this this framework helpful: https://hubnanog.ie/participation-framework/

2.3   Criterion 3: Organisational capacity

Under this criterion, we will assess the track record of your organisation and the potential for your proposals to achieve standards of excellence in governance and management in the arts. This will include:

- The track record, relevance and suitability of the skill set of your board and management and any planned developments for 2021

- Your approach to ensuring fair pay and conditions for artists*

- The financial resilience of the organisation, including financial controls, financial planning and any planned developments for 2021

- Your approach to fundraising and/or generating income from sources other than the Arts Council to strengthen the resilience of the organisation

- The quality and benefits of any partnerships you describe that help you to achieve your objectives and to further the mission of your organisation

- The financial information you provide.

*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.

2.4   Criterion 4: The extent to which the organisation is critical to the arts infrastructure

Having assessed and scored applications against the criteria above, we will then score applicants based on the extent to which we consider them essential to the strategic development of the arts within their particular artform or arts practice area.

How we evaluate this will vary according to:

- The artform or arts-practice context in which your organisation operates

- Your organisation type

- The kind of work your organisation undertakes

- The community or constituency that your organisation serves

- The local and/or national context in which your organisation operates

- The need to ensure that an appropriate range and balance of work is supported by the Arts Council's Strategic Funding programme.

This will be informed by the Arts Council's overall ten-year strategy, *Making Great Art Work*, and by artform and arts-practice and corporate polices.

2.5   Criterion 5: Equality, diversity and inclusion

Under section 42 of the Irish Human Rights and Equality Act 2014, the Arts Council has a positive legal duty[4] to have regard to the need to eliminate discrimination, promote equality and protect the human rights of staff and persons who avail of its services. In accordance with this duty, we require organisations in receipt of Strategic and Arts Centre Funding to uphold that duty and to take proactive steps to ensure equality of access and opportunity in their operations and in the services they deliver. The Arts Council's Equality Human Rights and Diversity policy[5] covers ten grounds for discrimination. These are: gender, sexual orientation, civil status, family status, religion, age, disability, race, membership of the Traveller community and socio-economic status.

We will assess the extent to which your application demonstrates that you have taken positive steps to ensure equality of access, opportunity and outcomes for those you work with and in the activities and actions you deliver.

Note: the Arts Council will consider additional access costs that are clearly related to supporting artists with disabilities and improving accessibility for audiences, participants and volunteers with disabilities.

Under this criteria, we will consider:

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[4] Irish Human Rights and Equality Commission, 'Public Sector Equality and Human Rights Duty', https://www.ihrec.ie/our-work/public-sector-duty/

[5] Please refer to the Arts Council's *Equality, Human Rights & Diversity Policy & Strategy*.

- The extent to which your application demonstrates an awareness and understanding of equality, diversity and inclusion (EDI) issues (e.g. identified inequalities, under-representation, lack of accessibility) as they pertain to your organisation and its work

- The quality and appropriateness of any planned activities and commitments described to support your organisation to become more inclusive

- If the resources allocated to any relevant planned activities are appropriate

- If there is specific provision identified for ensuring accessibility to services[6]

- If there is evidence of board (or equivalent) ownership of and commitment to your EDI plans

- The extent to which the application demonstrates access to relevant expertise, insight or peer support to develop any planned policies or deliver planned activities

- Any particular contribution that the organisation makes to the wider ecology with respect to the Arts Council's ambitions for diversity, equality and inclusion.

We would expect to see evidence of a commitment to at least two EDI goals. These should relate to priorities for your organisation and we suggest at least one internally focused (e.g. staff, board or volunteer development) and one external (e.g. audiences or partnership development).

2.6 Touring

Note: Strategically Funded organisations will **not** be permitted to apply separately to the Touring and Dissemination of Work Scheme for 2022.

Should your application for touring activity be successful, you will also be required to provide signed MOUs and detailed budgets to verify that the tour is taking place before that portion of the offered funding is released.

- You should give a narrative overview of your touring plans in the application form, and list these activities, including costs, **separately** within the AAR template

- If you have any documentary evidence to support your touring plans, you should include them as part of your supporting materials.

2.7 How are scores determined?

The Arts Council will use a scoring system for Strategic Funding applications for 2022. This system is intended to provide clarity to applicants in terms of how their application has been evaluated against the assessment criteria. The scores offer an indication as to the extent to which applications are deemed to have met each criterion.

Assessors may award a score to the nearest 0.5.

There are twelve possible scores that may be used, as follows:

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[6] For example, this could include considerations or specific measures in relation to physical accessibility for artists in venues, at events, etc., or accessible websites, programmes, captioning or ISL for audiences.

Numeric Score	Description	Explanation
6.0	Exceptional	The application addresses all relevant aspects of the criterion comprehensively and in an exemplary manner.
5.5		At the top end of 'Excellent'.
5.0	Excellent	The application addresses all relevant aspects of the criterion convincingly and successfully.
4.5		At the top end of 'Very good'.
4.0	Very good	The application addresses the criterion very well. Any concerns or areas of weakness are minor.
3.5		At the top end of 'Good'.
3.0	Good	The application addresses the criterion well.
2.5		Between 'Sufficient' and 'Good'.
2.0	Sufficient	The application broadly addresses the criterion.
1.5 or lower	Not sufficient	There is insufficiently detailed information provided within the application to be able to make an assessment against the criteria.

Note: a score of **1.5** or lower against **any** criterion will mean that an application will **not** be recommended for funding.

The score awarded under each criterion will then be multiplied to get a percentage rating, as follows:

	Weighting	Percentage
Artistic quality and development	(4.167)	25.0%
Engagement	(4.167)	25.0%
Organisational capacity	(3.333)	20.0%
Critical to the infrastructure	(3.333)	20.0%
Equality, diversity and inclusion	(1.667)	10.0%
Total		**100.0%**

Here is an illustration of what a complete set of scores might look like in percentage terms:

	Score	Weighting	Percentage %
Artistic quality and development	5.5	(4.167)	22.9%
Engagement	4.5	(4.167)	18.8%
Organisational capacity	5.0	(3.333)	16.7%
Critical to the infrastructure	4.0	(3.333)	13.3%
Equality, diversity and inclusion	4.5	(1.667)	7.5%
Total	**23.5**		**79.2%**

2.8 How scores relate to funding offers

While scores will play a significant part in the making of funding offers, they are **not the only factor**. Funding amounts awarded will reflect the overall budgetary context in which the Arts Council is operating, in conjunction with the criteria as explained in this section.

As part of our ongoing relationship management process, scores will also be used to inform discussions with organisations on areas where they are doing well and where there might be scope for improvement.

2.9 Funding agreements, 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 organisation is awarded Strategic Funding (whether for one year or for three years), you will also have to meet particular monitoring requirements around audiences, public engagement, artist and artform development, and operating model, according to Arts Council strategic priorities.

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

The deadline for applications is	**5.30pm, Thursday 16 September, 2021**

There are **four parts** to your application for Strategic Funding:

- A **summary** of your organisation and finances, which you fill out online using our Online Services website

- Your **application form**, which you fill out offline (on your own computer) and upload using Online Services

- Your **AAR template**, which you fill out offline and upload using Online Services

- **Supporting material**, which you gather in electronic format offline and upload using Online Services. See section **1.7 What supporting material is required to make an application?** (above).

3.1   Getting help with your application

- If you have never applied for grant funding through any of the Arts Council's previous grant-funding programmes (Regularly Funded Organisations, Annual Funding or Annual Programming Grant), you should contact the relevant arts team before you start. Staff contacts are on our website: www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/

- 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 have a general query about your application, you can call the Arts Council on 01 618 0200/01 6180243 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 three weeks** before the deadline.

3.2   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 apply for Strategic Funding. 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 get an email containing your unique ARN (Artist Reference Number) and a 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, **Firefox 27** or higher or **Chrome 33** or higher
Mac	Mac OS X 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: macOS Catalina or later requires OpenOffice 4.1.9 or later.**

Note: you will also need to have Microsoft Word or OpenOffice Writer installed to complete the application form itself. OpenOffice Writer is free software that can be downloaded here: https://www.openoffice.org.

OpenOffice Users

Please refer to our video *Using OpenOffice to download, complete and upload the application form* at https://www.youtube.com/watch?v=iT9XxgmgoEo
You **must** use OpenOffice Writer version 4.0.1 or earlier. More recent versions of OpenOffice Writer than 4.0.1 have changed how our application forms appear when they are submitted through Online Services.

Important notes for Apple Mac users

- Note the section in the YouTube video (at 1 min. 20 secs; link provided above) that deals with the issue of downloading version 4.0.1 on Macs with the operating system Mac OS Mojave or an earlier version installed.
- You cannot download OpenOffice 4.0.1 onto a Mac with the operating system Mac OS Catalina. If your Mac has this operating system or a newer version installed, you will have to download and use OpenOffice version 4.1.9 or newer.

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

Become familiar with the Online Services website **well before** the deadline and before you prepare your 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 0200/01 6180243

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.

3.3   Download the application form and the AAR 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.

5. In section B, click the buttons to download the guidance notes, application form and AAR template.

Before you continue making your online application:

- Fill in your application form

- Fill in your AAR template

- Prepare and gather your supporting material on your computer.

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

> To complete your application and AAR template, 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

3.4 Fill in the application form

A note on maximum characters/words: your answers to each question will be subject to a maximum character count (including spaces), with an approximate number of words given as a guide. It's okay to write shorter answers if you've covered the points you need to make.

Include the information listed here on your application.

Section	The information you need to include:
1. Your organisation	In this section, provide details of your: • Organisation name and ARN • Organisation type • Legal status • The main artform or arts-practice area of your work • The primary target for your organisation's work • A summary of your organisation's mission and artistic policy.
2. Your application and the assessment criteria	In this section you are asked to respond to the assessment criteria by answering a series of questions. It is **essential** that you read each question carefully. This section has been set out in the order that the assessment criteria are applied. Note – you will give the details of your proposed programme within the arts activity report Template.

3. Financial and other information	You will provide detailed financial information in the AAR template and your supporting materials, not in the application form.
	See also the section on 'Mandatory Supporting Material'.
	Additionally, in three circumstances, you will also have to fill in section 3 of the application form.
	  • If you are expecting a surplus or deficit at the end of the current year, you must explain how you plan to deal with it.
	  • If you expect to have any exceptional costs or any

	exceptional sources of funding in the twelve months from 1 January–31 December 2022, you will need to detail these.
	• If you are requesting an increase in funding for 2022, you must provide a rationale and a summary of the activity and any related outcomes. If the request is linked to a one-off cost, make this clear as part of your statement and ensure the activity is described as a distinct activity in the AAR.
	Your narrative will be considered in the context of the five assessment criteria, along with the other information you provided as part of your application.
4. Declaration	Use this section to formally declare your application for funding to the Arts Council. The declaration must be signed by the chairperson of the organisation's board of directors or governing body; and the most senior executive officer or a second board or committee member.
5. Supporting documents	This is a checklist provided to ensure that you have included all of the supporting documents required to make an application.

3.5 Complete your arts activity report (AAR) template

Please see section **4 How to fill in your arts activity report template** (below).

3.6 Prepare any supporting material required for the application

See section **1.7 What supporting material is required to make an application?** (above).

You **must** upload **mandatory** supporting material as part of your application, and failure to do so will result in your application being deemed ineligible.

If you have supporting material that is not in an electronic format, scan it so you can upload it.

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

How to upload weblinks

Instead of uploading material directly, you may provide links to material hosted on YouTube (www.youtube.com) or other social-media channels.

Follow these steps to provide links:

1. In Microsoft Word or OpenOffice Writer, create a new document.

2. Copy the full address (the URL which appears in the address bar of your browser) and paste it into your document.

3. Test that the link works. Click it or copy it into your browser. Make sure it links to the correct material on YouTube.

If you do not want the public to be able to see material you upload to YouTube for your application, change your privacy settings in YouTube. For instructions on how to do this, use the YouTube uploading instructions and troubleshooting information.

3.7   Make your application online

Now that you have a completed application form, AAR template and supporting material, 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 Strategic Funding application you have already created.

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

4. Screen 2 is named '2: Making an application: Request funding amount'. Enter your summary financial information in this screen. You should have this information in your AAR template.

   In section A, do the following and click **Save draft**.

Field	Action
Amount requested	Put the amount of funding you are requesting for 1 January–31 December 2022. This **must** match the figure in the second worksheet of your AAR template: 'ARTS COUNCIL REQUESTED AMOUNT 2022'.

Total income	Put your estimated total income for 1 January–31 December 2022 **excluding** the amount you are requesting from the Arts Council.
Total expenditure	Put your estimated total expenditure for 1 January–31 December 2022.

5. On Screen 2, section B, put your income information for 2020, 2021 and 2022 and click **Save draft** and **Next**. Use these figures.

   - **Actual figures for 2020** from your 2020 audited accounts

   - **Expected figures for 2021** from your most recent management accounts

   - **Forecast figures for 2022** from your AAR template.

   These tables explain the income and expenditure items on **screen 2, section B**.

Income items	Description
Income against core activities	Any income that your organisation receives from its non-artistic activities – e.g. local-authority grant funding, facility or equipment rental, or professional fees
Income against artistic/programme activities	Any income that your organisation receives from its artistic or programme activities – e.g. box-office takings, publication sales, gallery sales/commissions, workshops and seminars, membership fees
Expenditure items	**Description**
Total core costs	All costs – including staff costs – associated with the ongoing, day-to-day running of the organisation
Direct artistic/programme activity costs	Direct costs associated with producing your organisation's programme – e.g. artists' fees, costumes, sets, physical production, printing or exhibition costs, information provision, etc.

6. 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 **and your AAR template**.

Note: when uploading the AAR template, you **must** select 'Arts Activity Report Template' from the drop-down list in order that assessors can identify it once submitted.

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**.

7. 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 email 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 to fill in your arts activity report template

The arts activity report (AAR) template is a spreadsheet that captures your detailed financial, audience and staff figures, as well as summary information about the work that you undertook in 2021, and the work you plan to undertake in 2022.

The AAR process has been introduced for three reasons:

- As part of our commitment to get better at monitoring the outcomes and impacts of our investments as a tool for advocacy, advice, policy development and case-making

- As a means of assessing and tracking applicants' work in a consistent and systematic manner

- To act as the basis for funding agreements with arts organisations.

There are two worksheets within the workbook. If you are currently receiving Strategic Funding, you **must** complete **both** the 2021 and the 2022 worksheets.

New applicants need only complete the 2022 worksheet.

If you do not complete all of the relevant worksheets, your AAR will not be valid and your application will be deemed ineligible.

You must upload your AAR template as a Microsoft Excel or OpenOffice Calc file. <u>Do not</u> convert it to a pdf file.

There are help pop-outs with instructions within the AAR template as to how to complete it.

You should complete the AAR template as follows:

PART 1	CORE EXPENDITURE AND INCOME
Core expenditure	Core expenditure – also known as overheads, operating or fixed costs – are any day-to-day costs associated with running your core business. These are costs such as staff costs, rent, mortgage, utilities or day-to-day administration costs that have to be met irrespective of whatever specific arts activities are happening at any given time.
Income not directly related to activity	Any income that comes into your organisation that is not directly attributable to specific artistic activities. This may be local-authority grant funding, sponsorship or fundraising that you are not attributing to a particular activity but which you are setting against your overall costs. Any income that is not directly attributable to specific artistic activities should go here.
Whole-time equivalent (WTE) – artists	The whole-time-equivalent hours per week that artistic staff work for your organisation – e.g. an artistic director who works 2.5 days per week would give a WTE of 0.5. For the purpose of data collection, the term 'artistic' is taken to mean anyone whose main role is the creation, delivery or facilitation of art – e.g. artistic director, producer, production

	manager, visual-art technician, curator, editor.
Whole-time equivalent (WTE) – non-artists	The combined whole-time-equivalent hours per week that non-artistic staff work for your organisation, such as administration, finance, marketing staff – e.g. a full-time administrator, a full-time accounts person and a half-time marketing person would give a combined WTE number of 2.5.
	Note, the WTE formula is:
	1 ÷ 5 x the number of days in a week a person works.
	The whole-time equivalent value for an employee working full time would be 1 (1 ÷ 5 x 5).
	A WTE value for an employee working half-time would be 0.5 (1 ÷ 5 x 2.5).
	The WTE value for an employee working 2 days per week would be 0.4 (i.e. 1 ÷ 5 x 2).
Community Employment Scheme numbers	The number of individuals employed through the Community Employment Scheme or other scheme.

PART 2	**ACTIVITY DATA**

Notes

- The maximum number of activities allowed within the AAR template is **twenty**. If the number of activities is more than twenty, you should **group** your proposed activities by artform or by area of work.

- You should include any commercial or other activities that will not be supported by Arts Council Strategic Funding as a **single** activity.

- Any activities presented or disseminated outside the Republic of Ireland, and any associated engagement numbers, should be listed as **separate** activities in the AAR.

- **Broadcast/digital audiences:** in the event that an activity or event you are proposing has both a live audience and a separate broadcast/digital audience, please provide these figures **separately** by listing the activity twice.

PART 2.1	**Activity detail**
A. Activity name	The name you give to an individual activity. This might be the name of a specific artwork or, in certain cases, a generic name, such as 'Music programme' or 'Work for children'.
B. Brief description of the activity	Here you should offer a brief description of the activity. This is to help assessors understand the context for the activity and how it sits within your overall mission as an organisation.
C. Artform	Select the **primary** or main artform for the activity from the drop-down menu (or select 'more than one artform' if more than one artform is involved).

D. Activity type	Choose the activity type from the drop-down menu that **most closely** represents the activity that you are undertaking. These are:

- **Ticketed performance or event:** a performance to which tickets are sold or distributed (this would include a free event if there is a booking process)

- **Non-ticketed performance or event:** any event (e.g. street performance, parade, outdoor show) where people do not need to purchase a ticket to attend

- **Book/publication:** a book, such as a novel or poetry collection, or a publication, such as a periodical or journal, whether physical or online

- **Production and/or distribution of artefact:**e.g. the creation of a series of prints, or other art objects that might be sold or otherwise distributed

- **Broadcast/Online/Digital distribution of work:** the broadcast or distribution of a work online or digitally – e.g. a musical performance, online artwork, the online publication of a magazine or journal

- **Exhibition:** a visual-art exhibition, including gallery installations of sculpture, art film, sound installations, etc

- **Participatory, education or outreach activity:** any activity where people are involved in artistic production by making, doing or creating something, or contributing ideas to a work of art, regardless of their skill level, or *taking part* in workshops or other similar activities

- **New work development activity:** any activity where the purpose is the development of a new piece of work – e.g. the dramaturgical process for a new play, the editing process for a new book, etc.

- **Research/archiving/digitisation:** any activity where the main purpose is research, or the archiving or digitisation of materials relating to arts practices

- **Artist-focused/artform development activity:** any activity where the main focus is on supporting artists and helping to develop their practice or their work, or ancillary events such as information clinics, seminars or conferences aimed at professional artists.

E. Primary target of activity	Choose the primary target from the drop-down menu that **most closely** represents the target group for activity that you are undertaking. These are: • **General audiences:** where the primary target of an activity is not specified but is open to anyone to attend or to engage with (although the work is often unlikely to be suitable for children) • **Familie**s: where an activity would be suitable for adults and children to attend together • **Children (0–15)** where the primary target of an activity is children up to fifteen years of age • **Young people (16–23):** where the primary target of an activity is young people between the ages of sixteen and twenty-three – e.g. youth theatre, youth dance, young writers • **Particular communities:** where the primary target of an activity is a specific group or community of interest – e.g. older people, people with disabilities, people in particular geographic areas (urban and rural, especially remote), members of minority communities, people who experience socio-economic disadvantage status (by social class, education, income) • Practising **artists or arts professionals:** e.g. a resource organisation focused on supporting professional development or serving a community of artists

PART 2.2	Financial detail
F. Total cost	The total direct cost to your organisation of undertaking the activity. You **should not** apportion full-time staff costs or other core costs to activities.
G. Earned income	Income from ticket sales or the sales of books, publications or other art objects.
H. Income from other sources	Any income from sources other than sales – e.g. sponsorship, fundraising or grant income from sources other than the Arts Council
I. Outcome/subsidy required	This is a sum that will be calculated automatically, and is the difference between the cost of the activity and any income against it. **Note:** it may happen that, in some cases, the total income from an activity is greater than the total cost. This is not a problem. The purpose is for us to get an overview of your proposed activities, and the costs and incomes relating to each.

PART 2.3	Audience/engagement/employment/event numbers
J. Audience/ engagement	For the purposes of data gathering, 'Engagement' is taken to

number – paying **&** **K. Audience/ engagement number – free**	mean one of four things: 1. **Audience** members, readers, listeners, viewers, attenders, visitors, or others *engaging* with art and arts events (e.g. recitals, book sales, concerts, plays, dance performances, art exhibitions, literary events) 2. Members of the public *participating* in the making or creation of art, or in arts-related workshops, classes or events (e.g. post-show discussions, public Q&As) 3. People *volunteering* to work on or at an event – e.g. an arts festival or as front-of-house staff at a local arts centre (**Note:** this is not the same as *participants* in arts events, where they are actively involved in the creation, making or presenting of work) 4. Artists, arts professionals, and/or other practitioners *taking part* in workshops, classes, or other developmental activity. In all of the above cases, individuals are either paying or not paying to attend/engage with the art. **They are not being paid**. **Need further help compiling your engagement numbers?** Additional guidance on completing this section of the application form is available on our website at http://www.artscouncil.ie/public-engagement.
L. Artists employed number	The number of artists employed, contracted or commissioned directly in the making or delivery of an activity. For the purpose of data collection, the term 'artist' is taken to mean anyone whose main role is the creation, delivery or facilitation of art – e.g. a production manager, an editor, a producer, a visual-arts technician, a stage manager, the graphic designer of a book cover. *Note*: if you are a presenter, venue or festival, and you are not directly employing the artists to deliver the activity, leave this blank.
M. Others employed number	The number of non-arts professionals employed or contracted in the delivery of an activity. *Note*: if you are a presenter, venue or festival, and you are not directly employing people to deliver the activity, leave this blank.
N. Number of performances/objects/ events/days open	This is to help us to understand how many opportunities the intended beneficiaries of your proposed activities have to engage with each activity. This is the number of individual performances of a play or dance piece; the number of books printed; the number of art objects created; or the number of workshops, classes or other events held. In the case of visual arts, it is taken to mean the

number of days that an exhibition is open to the public.

Note on apportioning costs

In order that we can collect data in a consistent manner, you should **not** apportion any of your core costs to activities. An example of this might be the salary costs of a full-time programme manager. Because they are a full-time, permanent member of staff, their salary should be recorded as a **core cost**, even though their main function is the overseeing and delivery of programmes of activities.

This will ensure consistency in terms of how data is presented. This may mean that, in certain cases, you have **no direct costs** against a particular activity. This is fine.

Note on listing activities

The maximum number of activities allowed within the table and AAR template is **twenty**. If you have more than twenty activities, you should **group** your proposed activities in a way that reflects what your organisation does.

5.   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. Please 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 the Arts Council's Online Services (an application form attached as a supporting document will not be accepted).
- You have not included a complete AAR template with both years filled out.
- You have not included all of the required supporting material.
- You have not included all of the other supporting material relevant to your application.
- 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 and scored based on the assessment criteria.

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.

6.   How does the Arts Council use and protect your information?

6.1   Data protection

The Arts Council will use the information you provide in your application to understand your organisation and the activities you for which you are seeking funding. 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 this 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.

6.2   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.