Young People Children and Education Project Award 2022

for activities commencing on or after 1 January 2022

Guidelines for Applicants

Deadline: 5.30pm, Thursday 19 August 2021

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Key points to remember

- This document contains important information about the Young People, Children and Education (YPCE) Project Award 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 forty-eight 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 can 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:

☐ 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.

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

Getting help with your application

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.

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 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 YPCE Project Award

1.1 Objectives and priorities of the award

The purpose of the YPCE Project Award is to support artists to develop and deliver ambitious and original projects with and for children and young people. Projects may be inter-disciplinary or focused on a specific artform.

Strand 1: Early Childhood Project Award

Ambitious and original projects that engage children aged 0–6 in the arts.

Strand 2: Childhood Project Award

Ambitious and original projects that engage children aged 7–12 in the arts.

Strand 3: Transitions Project Award

Ambitious and original projects that enable children and young people at a key transition stage in their lives to engage in the arts. This may involve transitioning into or out of secondary education, between Junior and Senior Cycle (Transition Year), or into further education or the field of work.

Strand 4: Connections Project Award

Projects that connect young artists and recent graduates aged 18+ with established arts organisations and arts infrastructure in Ireland. This may include paid opportunities for young artists and arts workers, in particular those that have recently completed their second- or third-level education to develop their professional engagement with the arts by working on a project with mentorship supports.

Strategic priority across all strands will be given to:

- Proposals that enable artists and arts workers from diverse communities to play a central role in the development and delivery of projects
- Proposals that enable children and young people from diverse backgrounds to engage in exciting, dynamic artistic projects
- Proposals that enable children and young people to have a voice in the development, delivery and evaluation of projects
- Proposals that demonstrate (through examples of work, and CVs or biographies outlining relevant experience) that the individuals and partners involved have the capacity to deliver a high-quality artistic project that will be relevant and engaging for the target age group.

You may apply for support under only **one** strand of the award. You must clearly identify which strand you are applying for in section 1.5 of the application form.

Note:

If your proposal targets young people but you consider that it is better suited to a Project Award offered through a specific artform area, you may choose to apply through your artform area. The YPCE team will offer a secondary assessment in these cases.

If you apply for a YPCE Project Award and your project has particular relevance to one of the artform areas supported by the Arts Council, we will seek a secondary assessment from the relevant team to inform the decision on your application.

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 award is open to professional artists[1] and organisations working to engage children and young people in the arts. To be eligible to apply, applicants must:

- Be 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 applicant would need to explicitly outline within the application how the outcomes of any such proposal would benefit the arts in the Republic of Ireland, and the Arts Council must be satisfied with same.

As part of its Equality, Human Rights & Diversity policy, the Arts Council is committed to offering **equality of access, opportunity and outcomes** for all potential applicants, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community, or socio-economic background. In this funding scheme the Arts Council particularly welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above, and/ or initiatives that deliver equitable opportunities or outcomes for those involved.

1.3 Who is the applicant?

The applicant is the person or organisation 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 applicant.

All documentation provided must be in the name of the applicant (individual artist or arts organisation) – e.g. if you apply to the Arts Council for funding under the name Máire de Barra, then all documentation, including bank and tax details, must be in that name. Variations such as Mary Barry or Barry Studios are not acceptable.

1.4 Who cannot apply?

Applicants who are not eligible to apply include the following:

- Organisations currently in receipt of funding under the following Arts Council programmes: Strategic Funding, Arts Centre Funding, Partnership Funding – though the involvement of such organisations as partners is welcome.
- Organisations or individuals that have already submitted an application for 2022 Arts Grant Funding
- Members of the Council of National Cultural Institutions (CNCI) directly funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media
- Individuals or organisations who do not have a demonstrable track record as professional artists or organisations

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[1] The Arts Council defines a professional artist as an individual who identifies themselves, and is recognised by their peers, as a practising professional artist. The applicant does not have to make their living exclusively through their arts practice.

- Individuals who will be in full-time education during the period for which this award is offered. While YPCE Project participants may be in full-time education, lead applicants may not.
- Individuals seeking support towards fees for higher education or study
- **Note:** you cannot apply for the award both as an individual and as part of an organisation – e.g. you cannot apply as artistic director of a company and also apply separately under your own name. Applications that do so will not be prioritised and may be deemed ineligible for reapplication.

Note: organisations cannot apply to both this round of the Project Award and Strategic Funding 2022.

1.5 What may you apply for?

You may apply for up to €80,000.

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

How much funding should you apply for?

In applying for YPCE Project Award funding, you are required to submit a detailed budget listing all items of income and expenditure relating to your proposed project.

The maximum amount you may request is the difference between the **proposed expenditure** and the **proposed income** you indicate in the budget.

- Proposed expenditure should include all fees,* wages, technical costs, administrative costs, etc.
- Proposed income should include what you expect to receive from other funders, box-office receipts, programme sales, etc.

It is also important to reflect all in-kind support** in both income and expenditure, so reflecting 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 you should also declare 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 three stages during your application:

- On the detailed budget that you submit as part of 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 all three; and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

1.6   What may you not apply for?

You may not apply for more than one project award in any artform/arts practice area in any one round of funding – e.g. the same applicant cannot apply for a YPCE Project Award and a Theatre Project Award in the same round.

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

- Major capital purchases
- Ongoing core costs
- Activities that are more suited to another award funded by the Arts Council or operated by other state agencies such as Culture Ireland
- Activities that have already taken place or which will have commenced before 1 January 2022
- Activities undertaken for charity-fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been/or are currently being assessed by the Arts Council, except in cases where the Council has specifically advised you to redirect your application to this award. Please bear in mind, however, that you should not regard such advice as an indication of likely success in your application.
- Projects that solely involve the touring of existing productions.

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 to be considered eligible for assessment for a YPCE Project Award, you **must** submit the following supporting material online:

- Up-to-date CVs or biographies (**max. three pages**) for each of the key artists involved in the proposed project

- A detailed budget for the proposed activity, including proposed rates of pay for all personnel involved; rates of pay should be realistic and commensurate with the practitioners' level of professional experience. Please submit your budget in either Microsoft Excel or Open Office Calc. You may use the optional "YPCE Project Award Budget Template" which can be downloaded from the Young People, Children and Education Project Award funding page of the Arts Council website.

    Note: where less than €25k is requested, this budget information may be presented in the application form.

- Letters/emails of support and/or copies of MOUs outlining details of collaborations and/or confirming any commitments of income either in cash or in-kind towards the proposal
- Samples demonstrating previous work relevant to the proposed project, up to a maximum of five. Please see the section on **acceptable file formats** for further information on this.
  Depending on the nature of your proposal, samples of work might include:
    o Still images
    o Moving images/video material of **no more than ten minutes'** duration
    o Recordings of **no more than ten minutes'** duration
    o Script/writing samples of **no more than ten pages**
    o Reviews/brochures/articles – please limit the file size of brochures
    o Evidence of prizes/awards
    o Other document types you think may be relevant to your proposal within a limit of three pages
- In cases where the project proposal has a public outcome, a marketing and/or dissemination and/or engagement plan that outlines who the work is for and how they will be enabled/encouraged to engage with it
- A plan that outlines the process through which children or young people will have a voice in the development, delivery and evaluation of the project. You may use the optional "YPCE Youth Voice Template" which can be downloaded from the Young People, Children and Education [Project Award funding page](#) of the Arts Council website. Applicants looking for guidance about how they can include young people in decision making may find this framework helpful: https://hubnanog.ie/participation-framework.

Note: if you fail to provide all of the above, your application will be deemed **ineligible** and will not go forward for assessment.

In order to assess the volume of applications that we typically receive in a timely manner, we **cannot** review any supporting material other than those listed above.

Additional material required in certain circumstances:
- The Arts Council requires all individuals and organisations providing cultural, recreational, educational or other services 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 in 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. For more information on child safeguarding and Children First, please refer to the Tusla (Child and Family Agency) website at

https://www.tusla.ie/children-first/. You may view the self-audit that successful applicants will be required to complete here https://childprotection.artscouncil.ie/

- 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 all required supporting material, your application will be deemed ineligible.

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 Art's Councils 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 permitted to apply again with the same proposal in future funding rounds. If you do reapply, you should ensure that you meet the eligibility requirements.

1.9 How long will it take to get a decision?

The length of time it will take us to make decisions will depend on how many applications we receive. We will write to you shortly after the application deadline to give you an indication of how long decisions will take, but, in general, depending on the volume of applications, it will take somewhere between eight and twelve weeks.

2. How to make 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 emailed a unique ARN (artist reference number) and password that you can use to sign in to Online Services.

Requirements for using Online Services

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

PC	Windows 7 or higher with Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher
Mac	Mac OS X v10.5 Leopard or higher *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 a newer version of Safari, Firefox, or Chrome

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

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 your application and submit it 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.

Getting 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 6180200/01 6180243. 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 2.00pm 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 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 from 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, 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. For example, this might include a CV, or samples of your current work – e.g. text, video, images, or sound recordings (see section **1.7 What supporting material must you submit with your application?**).

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

Acceptable file formats

The following table lists file formats that are acceptable as part of an application for a project award.

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 (www.youtube.com) instead of uploading the material directly. To do this, copy the URL (the full address of where your material is hosted on YouTube) into a Microsoft Word/OpenOffice Writer document or equivalent 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. This is because only YouTube links can be verified as having been uploaded in advance of the deadline.

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 your application to be publicly viewable, you can flag your video as 'unlisted' in the settings. Please do not flag your material as 'private' as it will not be accessible to Arts Council assessors.

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.

Please submit supporting documents in separate, appropriately named files.

Good filenames for an applicant called Jack Russell	russelljack Architecture Project application.doc russelljack performance clip.mp4 russelljack Architecture Project budget template round 2.xls 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.

2.4.1   Choose a 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).

2.4.2   Request funding amount

At this stage specify the expenditure and income related to your proposal, and the amount of funding you are requesting. The **Amount requested** should equal the **Total expenditure** minus the **Total income**. The final figures you enter here should be the same as those you enter in section 3 of the application form and in your detailed budget.

2.4.3   Upload application form and supporting material

Follow the prompts to upload your completed application form, CV or CVs, detailed budget and any other 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.

2.4.4   Submit application

When you are satisfied that you have uploaded everything you need to support your application and ticked the declaration, click **Submit**.

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

You should receive two emails. The first will be issued immediately your application is received by the Arts Council. The second may arrive a few minutes later and will contain your application number, which will be used in all correspondence relating to this application. **Note**: it is important that you contact onlineservices@artscouncil.ie if you **do not** receive the second confirmation email containing the application number.

3.   How we assess your application

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

Once received, your application will be processed by the Arts Council as follows:

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 to be assessed.

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

2   Your application is checked for eligibility. Please see section **1.8 Eligibility** above.

3   In some cases, the arts area to which you have applied may not be the best fit for your proposal. In such a case, we will contact you and ask you if you are happy for us to move your application to a more appropriate arts team. You will then have a choice to have your application moved, or for it to remain under the arts area to which you applied.

4   Adviser(s) and/or staff make a written assessment of the application based on the criteria for assessment set out in section 3.3 below.

5   Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.

6   A peer panel reviews all shortlisted applications and associated materials, then scores and makes decisions.

7   Decisions are communicated in writing to applicants.

8   Decisions are noted by Council.

3.3   Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the application form and the supporting materials submitted. 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 team responsible for the chosen primary artform, and which may, in certain instances, ask for a secondary assessment from another team.

Artistic merit

The assessment of artistic merit focuses on the applicant and on those involved in the project, as well as on the nature of the proposed arts activity, and includes consideration of:

- The quality of the idea and the proposed arts activity
- The track record of the applicant and the artistic personnel involved in the project as evidenced in their CVs and other supporting materials submitted
- The potential of the applicant and the artistic personnel as evidenced in the application form and the supporting materials submitted
- The artform/arts-practice context in which the activity is proposed
- The ambition, originality and competency demonstrated in the proposal
- How the application demonstrates innovation, experimentation and collaboration.

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 Objectives and priorities of the award**).

Feasibility

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

- The track record of personnel involved in managing, administering and delivering the project
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists
- The extent of involvement or commitment of identified project partners
- 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.

Scoring process

The panel is asked to score applications according to the following system:

- **A – Must Fund** (10 points): this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.
- **B – Should Fund** (8 points): this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.
- **C – Could Fund** (5 points): this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.
- **D – Not a Priority** (2 points): this means that, in the view of the panel member, the application is deemed to have not met the criteria to an extent sufficient to merit funding.

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.