



# Arts Centre Funding 2023

(Including Multiannual Funding 2023 – 2025)

## Guidelines for Applicants

Deadline: 5.30pm (Ireland time), Thursday 22 September 2022

### Note for people with disabilities or access requirements

The Arts Council makes every effort to provide reasonable accommodation for people with disabilities or access requirements 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, by phone (01 618 0200/01 618 0243) or by email ([access@artscouncil.ie](mailto:access@artscouncil.ie)) as early as possible 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 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.

## Please note:

If you are not in receipt of Arts Centre Funding in 2022, you **must** contact the Arts Centre team before you start your application in order to ascertain that this is the right scheme for your organisation. Staff contacts are on our website: [www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/](http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/). Applications received from organisations that have not contacted the Arts Centre team will be considered ineligible.

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## Getting help with your application

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- When you are ready to make your application, you must do this through the Arts Council's Online Services. To help you, we have put together a list of frequently asked questions (FAQs). If you have questions about using the Online Services website, visit the FAQs section on the Arts Council website:  
[www.artscouncil.ie/FAQs/online-services/](http://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 FAQs section, you can email [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie) or call the Arts Council on **01 618 0200/01 618 0243**
- If you need help with your application, call the Arts Council on 01 618 0200/01 6180243 or email [val.ballance@artscouncil.ie](mailto:val.ballance@artscouncil.ie)

## 1. What you need to know about Arts Centre Funding

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In this section we tell you about Arts Centre Funding. It will help you decide whether or not your organisation might qualify for Arts Centre Funding.

### 1.1 What is the purpose of Arts Centre Funding?

The purpose of Arts Centre Funding is to invest in and support the infrastructure of arts centres required to sustain and develop the arts in Ireland.

Arts centres are defined as full-time, public-facing, professionally managed, building-based arts organisations. They support the creation, presentation and mediation of the arts across a range of artforms and arts practices. They support professional, collaborative, voluntary and amateur arts practice.

Recipients of Arts Centre Funding 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 Arts Centre Funding?

In offering Arts Centre Funding, the Arts Council wishes to ensure:

- The year-round production and dissemination of arts activities, events and services of the highest quality throughout the country
- That greater numbers of people enjoy high-quality arts experiences
- That artists are supported in their professional practice
- That audiences, artists and participants reflect the diversity of contemporary Ireland<sup>1</sup>
- Increased depth of engagement by and with the public
- High standards in governance and management.

In accordance with its *Policy and Strategy for Arts Centres*, the Arts Council wishes to encourage arts centres to engage with and further develop supports for artists. Examples of this might be by:

- Providing professional-development opportunities for practising artists through:
  - o The management of physical spaces for artists to develop work
  - o Residencies that are meaningful in length, appropriately remunerated, and relevant to the requirements of artists in different artforms and arts practices
  - o in-house productions/co-productions
  - o Other models of support as appropriate.

Such additional supports to artists should be outlined in the AAR template as activities in 2023.

- Working with cultural and other organisations (e.g. other arts centres and venues, local-authority arts offices, festivals, libraries, schools, care centres, etc.) to engage with people as artists, audience members, collaborators and participants

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<sup>1</sup> See the Arts Council's [Equality, Human Rights & Diversity Policy & Strategy](#).

- Planning for the development of digitally intelligent organisations; supporting innovation both in creation and dissemination; introducing flexibility in responding to the demands of the current pandemic environment.

### 1.3 Who is eligible for the Arts Centre Funding Programme?

The Arts Centre Funding Programme is open only to building-based, professionally managed, multidisciplinary arts organisations that are open to the public all year round.

To be eligible for application, your organisation **must**:

- Be formally constituted as either a Company Limited by Guarantee (CLG), a Designated Activity Company (DAC), a Company Limited by Shares (LTD) or a statutory body.<sup>2</sup>

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

### 1.4 Who is not eligible for the Arts Centre Funding Programme?

- Organisations that have already applied for funding through Arts Grant Funding 2023
- Members of the Council of National Cultural Institutions (CNCI) directly funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media
- If this is the first time your organisation has applied for Arts Centre Funding, you must contact Val Ballance, Head of Arts Centres, before applying. Applications received from first-time applicants that have not agreed their eligibility to apply, in writing, with the Head of Arts Centres will be considered ineligible.
- Organisations that fail to meet the eligibility criteria will not be assessed and will not receive Arts Centre Funding.

### 1.5 How has Arts Centre Funding changed?

- In the last round we introduced a new assessment criterion relating to equality, diversity and inclusion. It is important that everybody who lives in Ireland has equal opportunity to engage with and participate in the arts. Organisations that receive Arts Centre 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 rounds by:

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<sup>2</sup> Organisations not formally constituted as either a CLG/DAC/LTD may apply on the understanding that they will commit to formally incorporating in this way should their application for Arts Centre Funding be successful.

- Asking you to tell us more about your longer-term vision or strategy behind your proposed activities for 2023 (question 1.3)
- Encouraging you to use examples of the work you do to help to demonstrate your recent achievements
- We recognise that as COVID-19 continues to develop, your plans for 2023 may have to be updated. You do not need to tell us in your application how you will do this.
- We have given you links to additional resources to help you when thinking about the questions on how you involve children and young people in your decision-making.
- An invitation was issued to Arts Centres on 31 May 2023 (the 'Invitation Letter') to express an interest in multiannual pilot funding programme from 2023 to 2025. A small number of arts centres will be selected for the pilot programme based on the assessment of expressions of interest and the degree to which arts centres represent different examples of scale, governance and location. Please refer to the Invitation Letter received for further details.

## 1.6 What types of activities will be supported through Arts Centre Funding?

Arts Centre Funding is intended to support activities that your organisation undertakes to realise your mission and related operating costs.

**Note:** organisations applying for Arts Centre Funding for 2023 should include any activities that were previously supported through separate funding schemes:

- Residencies
- Artist-development initiatives
- Resource sharing
- Young ensembles
- Touring and dissemination of work.

Arts Centre Funding may not be used for the purchase of capital items.

## 1.7 Multiannual Funding

A number of arts centres have been invited to apply for multiannual funding 2023 – 2025. This is a pilot programme which is planned to expand to include all arts centres in due course.

Organisations invited to apply are not guaranteed multiannual funding.

If multiannual funding is not offered the application will be treated as a single year application.

## 1.8 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.

In general, we need information that allows us to assess budgets, how artists are being paid, the feasibility of what you are proposing, and who you are working with.

**Mandatory supporting materials for all applicants (see note at the beginning of page 2 for applicants not currently in receipt of Arts Centre Funding):**

- A completed Arts Activity Report (AAR) template that includes activities for 2022 (projected to year end) **and** planned activities for 2023. Please note that if you have been invited to apply for Multiannual Funding you must supply a completed AAR that includes activities for 2022 (projected to year end) and planned activities for 2023, 2024, and 2025. See sections **3.3** and **3.5** in this document (below) for more information. This can be downloaded from the funding page on OLS.
- You must submit a text document that describes your planned activities for 2023. The activities must correspond to each line in section B of the AAR template and must be in the same sequence. **You are requested to limit the text to c. 200 words per activity.**
- **For Multiannual funding** you must supply a separate text document outlining your planned activities for 2024 and 2025.
- A complete set of audited accounts for your most recent financial year (if these have not already been submitted to the Arts Council).
- If you are an organisation with a constitution other than that of a limited company (e.g. an arts centre directly operated by a local authority), an income-and-expenditure account and appropriate explanatory notes signed by the local-authority finance director is acceptable.
- Management accounts for 2022 and for 2023. These should show your financial performance to date for 2022 and projections for the remainder of the year, and your forecast for 2023, provided in the same format.
- At least one and no more than three recent examples of your organisation's work that most closely represent(s) the work that you are seeking Arts Council funding to support. This can be published programmes/brochures, examples of work produced for, or presented to, audiences, work delivered in the context of offering supports to artists, etc. If you provide more than three examples of your organisation's work, we will only review and assess the first three examples provided.
- For each activity you are producing, you will need to provide separate budgets, CVs of the principal personnel, and a detailed description of the work to be undertaken in addition to the information in the AAR template. **Additional budgets are required for significant activities such as:**
  1. In-house productions
  2. In-house festivals
  3. Touring

4. Youth ensembles
5. Creative learning activities

For these, you have the option to use the Arts Centres [Activity Budget template](#) provided by the Arts Council. This has tabs for each activity in the AAR template.

In-house theatre productions **must** use the [Theatre Budget template](#). You should save all activity budgets **in a single budget document**.

**The support documents listed below are required for assessment of the following sample activities:**

### 1 In-house theatre productions

- Detailed up-to-date CVs (max. three pages) of all key personnel involved in the proposed project
- A completed Theatre Project Budget template – for this you **must** use the latest version of the Arts Council’s Budget template, which you can download from the Theatre Project Award page of the Arts Council website (<http://www.artscouncil.ie/Funds/Theatre-project-award>)
- Up to three examples of previous work relevant to your application – you may provide a mix of different media (visuals, audio, text) as appropriate
- A memorandum of understanding with each of your partner organisations detailing the type and value of support, in cash and in kind, being offered
- Evidence of **all** financial support or sponsorship – including the value – identified in the project budget for which you do not have a memorandum of understanding.

### 2 Residencies by artists/arts organisations

- A detailed budget (you may use the Arts Centres [Activity Budget template](#) setting out proposed income and expenditure for the proposed residency (this is in addition to the budget information provided in the AAR template)
- Detailed up-to-date CV (max. three pages) for the proposed artist/arts organisation in residence
- A memorandum of understanding between all the applicant partners (i.e. the artist, the arts centre and any other partner). This should include the following:
  - An outline of the work programme/activities that the artist/arts organisation will undertake during the residency
  - A list of the cash, in-kind and infrastructural resources that will be made available to support the artist(s)
  - A clear breakdown of the roles and responsibilities of each partner to the residency
  - Documentary evidence of **all** financial assistance (in cash or in kind) itemised within your proposal budget.

### 3 Touring and dissemination of work

- The memorandum of understanding (MoU) you have with each of your partner organisations detailing target audiences, marketing and financial arrangements – use the memorandum template, which can be downloaded from the Touring and



Dissemination page of the Arts Council website:

<http://www.artscouncil.ie/funds/Touring-and-dissemination-of-work-scheme/>

- All MoUs for a tour should be saved in a single document
- If it is not possible to supply an MoU (e.g. where the venue is not professionally managed), a note explaining this is required.
- Evidence of any additional financial support or sponsorship
- A detailed budget for the whole tour. Please use the Arts Centres Activity Budget template provided by the Arts Council.
- **Note:** for a touring theatre production, you should use the [Theatre Touring Budget](#) template.
- Where the services of an independent producer are retained for a tour, a CV and track record of production must be provided. Where an existing staff member is fulfilling the role of producer, a CV showing evidence of skills and expertise must be provided.

### **Optional supporting materials**

If your organisation has produced any of the following and if you believe they will add background and context to the detailed responses you have provided in the application form, it is advisable to upload these (or include a link if these documents are published and available online):

- Strategic plan
- Equality and diversity plan or policy
- Artists' pay/conditions policy
- Public-engagement plan

### **Mandatory supporting materials in specific cases:**

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

- If your proposal involves working with vulnerable people, 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, you will be required to confirm and demonstrate that you have suitable child-protection policies and procedures in place as a condition of funding. Please see [www.tusla.ie](http://www.tusla.ie) for more information.

**Notes:**

- 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/included as part of your online application, or which is submitted after the application deadline.

## 2. How we assess and score your application

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For 2023, we will base our funding decisions on the following criteria:

1. Artistic quality and development of the arts
2. Engagement
3. Organisational capacity
4. Equality, diversity and inclusion
5. Strategic importance of the Arts Centre

Assessors will consider applications using their professional judgement based on the information you provide within the application, knowledge of the **previous** work of your organisation, knowledge 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 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 outcomes of your proposal:

- High-quality artwork, events, activities and services and
- High-quality opportunities for artists and/or arts professionals to develop their practice and/or to create or be engaged in high-quality work.

Where it is 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.<sup>3</sup> 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. Arts Centre 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 varying publics, artists and other arts practitioners, participants/collaborators,

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<sup>3</sup> Please see the [Arts Council's International Policy](#).

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

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

### **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 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 2023
- 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 2023
- 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.

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**\* 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.

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## 2.4 Criterion 4: Equality, diversity and inclusion

Under section 42 of the Irish Human Rights and Equality Act 2014, the Arts Council has a positive legal duty<sup>4</sup> 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 Arts Centre Funding to uphold that duty and to take positive 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<sup>5</sup> 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 how much 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.

If you are offered Arts Centre funding, we will ask you to develop an Equality, Diversity and Inclusion Policy in the first year of your funding agreement if you do not already have one. We have produced a toolkit to help you [Equality, Diversity and Inclusion Toolkit | The Arts Council | An Chomhairle Ealaíon](#)

**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 criterion, we will consider:

- How much 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 relate 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<sup>6</sup>
- If there is evidence of board (or equivalent) ownership of and commitment to your EDI plans
- How much the application demonstrates access to relevant expertise, insight or peer support to develop any planned policies or deliver planned activities

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

<sup>5</sup> Please refer to the Arts Council's [Equality, Human Rights & Diversity Policy & Strategy](#).

<sup>6</sup> 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.

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

#### **Access costs for artists or participants<sup>7</sup> with disabilities**

In addition to the maximum amount permitted, the Arts Council will also consider access costs specifically relating to the making of work by artists or participants with disabilities and/or non-capital public-access costs (e.g. audio description, interpretation) in cases where your proposal has a public outcome.

The Arts Council takes the definition of disability from the UN Convention on the Rights of Persons with Disabilities, which states: 'Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.'

If you wish to apply for access costs, please upload the following information with your application:

- A short document outlining what your additional access costs are
- An amount for access costs in the expenditure section of your application-form budget. This figure should also be included in the total amount you request.

#### **What is an access cost?**

Access costs for artists or participants with disabilities cover any requirements you may have in order to remove barriers that might stop you from completing your proposal. This may include, for example, costs towards additional time needed to complete an element of your proposal or additional assistance required to deliver your proposed activity.

We would expect to see evidence of your 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).

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<sup>7</sup> The Arts Council defines participants as those who express themselves creatively by taking part in artistic activities. In broader terms, this includes anyone who engages with the arts in any way at any level. For example, those attending an event, reading a book, watching a performance, and so on.

## 2.5 Criterion 5: The strategic importance of the Arts Centre

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.

How we evaluate this will vary according to:

- The artform or arts practice contexts in which your organisation operates
- The kind of work your organisation does
- The local and/or national context in which your organisation operates
- The strategic position of the arts centre within its local administrative area
- The need to ensure that an appropriate range and balance of work is supported by the Arts Council’s Arts Centre Funding programme.

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

## 2.6 How are scores determined?

The Arts Council will use a scoring system for Arts Centre Funding applications for 2023. This system is intended to help you understand how your application has been evaluated against the assessment criteria. The scores offer an indication as to how well your application has met each criterion.

Assessors may award a score to the nearest 0.5.

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

Numeric Score	Description	Explanation
6.0	Exceptional	The application addresses all relevant aspects of the criteria 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 criteria convincingly and successfully. There are no concerns or areas of weakness.
4.5		At the top end of ‘Very good’.
4.0	Very good	The application addresses the criteria very well. Any concerns or areas of weakness are minor.
3.5		At the top end of ‘Good’.
3.0	Good	The application addresses most of the criteria well although there are some gaps in the evidence needed.

<b>2.5</b>		Between 'Sufficient' and 'Good'.
<b>2.0</b>	Sufficient	The application addresses the criteria at a basic level but there are areas where detail is missing, or the information is unclear.
<b>1.5 or lower</b>	Not sufficient	The information provided in the application is not detailed enough 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 given for each criterion will then be multiplied to get a percentage rating, as follows:

	<b>Weighting</b>	<b>Percentage</b>
Artistic quality and development	(4.167)	25.0%
Engagement	(4.167)	25.0%
Organisational capacity	(3.333)	20.0%
Equality, diversity and inclusion	(1.667)	10.0%
Strategic Importance?	(3.333)	20.0%
<b>Total</b>		<b>100.0%</b>

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

	<b>Score</b>	<b>Weighting</b>	<b>Percentage %</b>
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%
Equality, diversity and inclusion	4.5	(1.667)	7.5%
Strategic Importance	4.0	(3.333)	13.3%
<b>Total</b>	<b>23.5</b>		<b>79.2%</b>

## 2.7 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**. The amount of funding offered will reflect the overall available budget, 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.

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

The Arts Council has different levels of reporting requirements that are set out in our Conditions of Financial Assistance. These are based on the amount of funding offered and the turnover of your organisation. If your organisation is awarded Arts Centre Funding, you will also have to meet 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

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The deadline for applications is

**5.30pm, Thursday 22 September 2022**

There are **four parts** to your application for Arts Centre Funding.

- A **summary** of your organisation and finances, which you fill out online using our Online Services website (OLS).
- Your **application form**, which you fill out offline (on your own computer) and upload using Online Services.
- Your **Arts Activity Report (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 **1.5 What supporting material is required to make an application?** (above).

#### 3.1 Getting help with your application

- If you have never previously applied for Arts Centre funding, you should contact the Arts Centres team before you start. Staff contacts are on our website:  
[www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/](http://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/](http://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](mailto: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 [val.ballance@artscouncil.ie](mailto:val.ballance@artscouncil.ie)
- If you have a disability and you have difficulty using or 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](mailto: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 Arts Centre 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:

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PC Windows 7 operating system or a newer version of Windows *with* browser versions: Microsoft Edge (v.94) or Firefox (v.27) or Chrome (v.33), or a newer version of any of these browsers.

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Mac Mac OS X v10.5 Leopard or a newer version of Mac operating system *with* browser versions: Safari (v.3.1) or Firefox (v.27) or Chrome (v.32) or Microsoft Edge (v.94), or a newer version of any of these browsers.

**Note:** if Safari 11 prevents the upload of documents, use a newer version of Safari or use a different browser such as Firefox, Chrome or Microsoft Edge.

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**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=iT9Xxgmg0Eo>

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](mailto: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<sup>8</sup>.

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.

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>

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.

### 3.4 Fill in the application form

**A note on max. characters/word count:** your answers to each question will be subject to a maximum character count (including spaces). It is okay to write shorter answers if you have covered the points you need to make.

Include the information listed here in your application.

<i>Section</i>	The information you need to include
<b>1. Your organisation</b>	<p>In this section, provide details of your:</p> <ul style="list-style-type: none"> <li>• Organisation’s name and ARN</li> <li>• Legal status</li> <li>• A summary of your organisation’s mission and artistic policy. This should be your mission statement and artistic policy as approved by your board of directors/local authority/Education Training Board.</li> </ul>
<b>2. Your application and the assessment criteria</b>	<p>In this section you are asked to respond to the assessment criteria by answering a series of questions.</p> <p>Note – you will give the details of your proposed programme within the Arts Activity Report Template, <b>or in the supporting text document that you submit.</b></p> <p><b>2.1 Criterion 1: Artistic quality and development of the arts</b></p> <p>2.1.1 For ensuring artistic quality, you might refer to how you choose work, partnerships that you maintain, networks, focusing resources on individual areas, etc.</p> <p>2.1.2 This refers to activities that support artists and have a role in the making of work by artists – e.g. commissions, residencies, co-</p>

production, production support, master-classes, resource sharing, young ensembles, etc.

2.1.3 Please provide information on any plans your organisation has to undertake national touring or dissemination of work for 2023. If you do not plan on undertaking touring activities, write N/A.

## **2.2 Criterion 2: Engagement**

2.2.1 a) Give brief details on programming targeted at specific audiences, activities for participants, volunteer programmes, etc. Refer to your audience plan if you have one.

2.2.1 b) Describe ideas you are putting into practice to reach new audiences, improving quality of experience, extend diversity of stakeholders, developing digital sales

2.2.1.c) You could describe criteria for measurement, such as sales figures, feedback from audiences, or the artists you work with, research)

### **Children and young people**

2.2.3 This is only relevant to arts centres for which participatory work with children and young people is a particular focus. Give details of the type of skills and experiences envisaged in the activities, and the resources you currently offer – artists employed, available spaces for making art, etc. Will there be anything different about your approach in 2023?

2.2.4 For those arts centres for which work for, by and/or with children and young people is a particular focus, give details of the systems/activities you currently offer to give children and young people a voice in the development of your programme – e.g. ‘takeover days’, young-critics forum, online feedback tools, etc. Will there be anything different about your approach in 2023?

## **2.3 Organisational capacity**

2.3.1 List the members of your board of directors or governing body, their areas of expertise, when they were first appointed, and their current terms of office. Typical **areas of expertise** might include marketing, finance, administration or a particular arts practice.

2.3.2 In this section you provide details about your staff.

**Core staff** are salaried staff members who work in administration/management and in the presentation of arts activities.

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**Note:** the maximum number of staff permitted within the form is ten. For larger organisations, if you have more than ten staff you can group categories of staff together – e.g. administration, finance, marketing, front-of-house, etc. In such cases, give the total value of the salaries for that group.

2.3.3 What is your policy and approach to the remuneration of, and terms of engagement for, artists and other freelance professionals? Include details of how you determine pay and conditions, and how you liaise with artists on the terms of engagement. If you have made any recent changes to your practices or if you intend to implement new practices in 2023, tell us here.

2.3.4 This is where you give details of your strategies for managing finances – accounting and payroll system, financial-control procedures, processes with your board/governing body around annual budgeting and reporting, etc.

2.3.5a Here you should list any spaces – apart from those in your own building(s) – that you use regularly for the creation, development and/or presentation of artistic work, and the arrangement under which you have access. These arrangements may include:

- Commercial rental
- Subsidised/local-authority rental
- Spaces managed by you
- Spaces curated by you

2.3.5b Describe the physical resources available to artists for the creation, development and presentation of artistic work – e.g. workshop spaces, studios, hot desks, etc. Include facilities in your own building, as well as those off-site.

2.4 Please describe the active steps you are undertaking to ensure equality of access, opportunity and outcomes for those you work with and in the services you deliver. Provide brief details of any current or future policies and plans you have in this area

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### 3. Significant changes

Where relevant, give information on any significant changes anticipated for the period 1 January–31 December 2023.

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### 4. Declaration

The chairperson and one other board member or senior executive **must** sign off on the application and declare that all

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the information supplied with it is true, complete and accurate.

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### 3.5 Fill in your Arts Activity Report (AAR) template

The 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/will have undertaken in 2022, and the work you plan to undertake in 2023 (and for multiannual funding also 2024 and 2025).

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 four worksheets within the document. You **must** complete **both** the 2022 and the 2023 worksheets for single year funding and all 4 sheets for multiannual funding applicants.

**You must upload your AAR template as a Microsoft Excel or OpenOffice Calc document. Do not convert it to a pdf.**

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:**

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<b>PART 1</b>	<b>CORE EXPENDITURE AND INCOME</b>
<b>Core expenditure (also known as overhead costs, fixed costs, operating costs, indirect costs)</b>	<p>This is any expenditure that <b>must</b> be met, irrespective of the number or types of activities that your organisation plans to undertake.</p> <ul style="list-style-type: none"><li>• Examples would be permanent salary costs (whether full or part-time), rent, mortgage, utilities, maintenance and repairs, office administration, post, phone, bank charges, accountancy, insurance, etc.</li><li>• It <b>may</b> also include: fundraising or development costs where such income is being sought for general purposes and not against a specific activity; general marketing/PR costs (again, not for a specific activity); ongoing costs of sales such as bar/merchandising sales, etc.</li></ul>
<b>Income not directly related to activity</b>	<p>This is income not directly resulting from, or attributable to, specific activities.</p>

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- Examples would be local-authority grant income that is not being directly used against a specific activity; income from sponsorship/fundraising that is not directed towards a specific activity; rental income (not including income from commercial arts activities) or income from fees for services provided.

**Whole-time equivalent (WTE) – artists**

This is permanent staff whose primary role is artistic. Whole-time equivalent means whether the employee is full-time or part-time. A person employed full-time, or 5-day week, would give a WTE figure of 1, while a half-time, or 2.5-day week, would give a WTE figure of 0.5. A person working 2 days per week would be 0.4.

**Whole-time equivalent (WTE) – non-artists**

This is permanent staff whose main role is non-artistic – e.g. management, administration, finance, etc.

**Community Employment Scheme numbers**

The number of individuals employed through the Community Employment Scheme or other scheme.

**PART 2**

**ACTIVITY DATA**

Here you provide details of your activities for 2022 and 2023.

**Note:** the maximum number of activities on the AAR template is twenty. As details for each single event is not required, you should group your proposed activities by programme type or in a way that reflects the work of your organisation.

Examples might include:

- Received programme – theatre
- Received programme – music
- In-house productions
- Exhibitions
- Co-productions
- Touring activities
- Artist residencies
- Commissions
- Professional development activities/supports
- Creative learning programme/arts participation
- Commercial, local arts, comedy, etc. can all go on one line

**Note re: 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	Please name activities along the lines of the format given in the example above.
B. Description	<p>You <b>must</b> provide this information in a <b>supporting text document</b>. In your supporting document please list the activities using the same line number in the AAR for reference.</p> <p>You should provide enough detail to allow an assessment of what you are doing. However, please be as concise as possible. Please limit descriptions in your supporting document to c. 200 words per activity.</p> <p>For example:</p> <ol style="list-style-type: none"> <li>a. Our received music programme comprised/will comprise twelve concerts including xx Orchestra, xx Band and others of a similar standard.</li> <li>b. An in-house production of XX Play – see additional budget and description in supporting documentation.</li> <li>c. A commission for XX artist in dance – see supporting documentation and budget.</li> <li>d. Artists residencies offered as an outcome of an open call for which we provide stipend/space/other resources.</li> </ol> <p><b>You are encouraged to seek advice on the layout and content of this section from the Arts Council, and attend any funding clinics that will be offered nearer the time.</b></p>
C. Main artform of activity	Select the <b>primary</b> or main artform of the activity from the drop-down menu (or select ‘More than one artform’ if more than one artform is involved).
D. Activity type	<p>Choose the activity type from the drop-down menu that <b>most closely</b> represents the activity that you are undertaking. These are:</p> <ul style="list-style-type: none"> <li>• <b>Ticketed performance or event:</b> a performance to which tickets are sold or distributed (this would include a free event if there is a booking process)</li> <li>• <b>Non-ticketed performance or event:</b> a performance or event where no tickets or sold, or there is no booking process – e.g. a street performance or other outdoor event</li> </ul>

- **Exhibition:** the exhibition of artworks, usually in the context of a visual-arts gallery, but also possibly as part of the documentation of work – e.g. an exhibition of dance photography
- **Book/publication:** a book – e.g. a novel or poetry collection – or a publication – e.g. a periodical or journal, whether physical or online
- **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
- **Production/distribution of other artefact:** e.g. the creation of a series of prints, or other art objects that might be sold or otherwise distributed
- **Participatory or outreach activity:** this is 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 activity:** any activity, such as a development initiative, resource-sharing activity, training, mentoring, service provision or other activity aimed at artists and/or arts professionals

**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** (mainly, though not exclusively, adults who attend or engage of their own volition, not as part of a targeted group or community of interest)
- **Families** (work intended for parents/guardians and children alike)
- **Children up to 15** (those who are more likely to attend as part of a school or other organised group, or be brought by parents or guardians but to whom the work is exclusively aimed)
- **Young people 16–24** (e.g. Leaving Cert students, college students, other youth groups)
- **Particular communities** (groups or communities distinguished by a particular demographic characteristic) – e.g.
  - People with disabilities
  - Older people
  - Members of minority communities
  - Isolated rural communities
  - People of lower socio-economic status (by social class, education, income)
- **Practising artists or arts professionals** (e.g. if you are a resource organisation focused on supporting professional development).

**PART 2.2**

**FINANCIAL DETAIL**

**F. Total cost of activity**

This is 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**

This is any income earned from ticket sales, box-office, or sales income from books or other artefacts.

**H. Income from other sources**

This is 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 calculate 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 number – paying**

For the purposes of data gathering, ‘Engagement’ is taken to mean four things:

**K. Audience/ engagement number – free**

1. **Audience** members, readers, listeners, viewers, attenders, visitors, or others *engaging* with art and arts events (e.g. recitals, concerts, plays, dance performances, art exhibitions, literature, etc.)
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). If a programme of classes occurs regularly, give the average number of people attending each class.
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.**

For further detail on how to collate and report on audience numbers, see <http://www.artscouncil.ie/public-engagement/>

**L. Artists employed number**

This is the number of artists employed, contracted or commissioned **directly** in the delivery of an activity – this does not include artists who are paid by a co-producer. Give the number as a single figure, regardless of the duration of each individual’s engagement. So, an actor employed over eight weeks or a curator engaged across six months would still be an artist-employed figure of ‘1’ each against the activity on which they are employed.

**Note:** if you are co-producing or hosting work, and you do not know the number of artists directly employed, you can leave this section blank.

**M. Others employed number**

This is professionals engaged in a non-arts capacity directly to deliver an activity – e.g. administration or technical personnel, facilitators, marketing or finance professionals.

**N. No. 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 separate exhibitions during the year

**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 – e.g. 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.

You may apportion costs to an activity where they are exceptionally related to the activity – e.g. a poster campaign that is undertaken only for a specific event.

**3.6 Prepare any supporting material required for the application**

See section 1.5 *What supporting material is required to make an application?*

You **must** upload required supporting material as part of your application. If you do not upload supporting material, your application is incomplete and we will not evaluate it.

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.

<b>File type</b>	<b>File extension</b>
<b>text files</b>	rtf, doc, docx, txt
<b>image files</b>	jpg, gif, tiff, png
<b>sound files</b>	wav, mp3, m4a
<b>video files</b>	avi, mov, mp4
<b>spreadsheets</b>	xls, xlsx

**Note:** if you have completed your application form as a **.docx** file and you are confident that your application form is filled in correctly (including typing inside the grey fields) but online services displays a message saying ‘Cannot upload form’, please try saving it as a **.doc** file and uploading it again.

### Submitting URL links

Instead of uploading material directly, you may provide links to material hosted on streaming platforms that do not limit access through financial subscription. To do this, copy the URL (the full address of where your material is hosted) into a Microsoft Word/OpenOffice Writer or PDF document and upload it as a weblink-supporting document.

While not an exclusive list, examples of acceptable sharing platforms are YouTube, Vimeo, SoundCloud, Bandcamp.

Please note that we will not accept links to file-sharing sites (e.g. Google Drive).

**Note:** assessors will only view materials as submitted by you according to the URL link that you provide. Check that the link works from within the document you upload – i.e. that it links correctly to your material.

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.

### 3.7 Review the application checklist

Use this checklist to review your application materials. If you have all the items on the checklist, you are ready to upload and submit your application.

#### Items that are mandatory for all applications.

If you are currently in receipt of Arts Centre Funding you should already have submitted your completed A-AAR template for 2021 and complete set of accounts for 2021, and are not required to do so again. **(Check these items)**

- 
- We have filled in all relevant sections of the application form and have it ready to upload.
  - We have filled in all relevant sections of the AAR template for the years 2022 and 2023 (or 2022-2025 if applying for multi-annual funding) and have it ready to upload.
  - We have already submitted our A-AAR template for 2021.
  - We have our summary financial information ready to enter into the forms in Online Services.
-

- 
- We have already submitted a complete set of accounts prepared by a person qualified for appointment as a statutory auditor in accordance with the Companies Act 2014.
  - We have budgets relating to our **significant** activities, which are in addition to the information in the AAR template, ready to upload.
  - We have all relevant materials in support of additional activities ready to upload.
  - We have at least one, and no more than three, example(s) of our work ready to upload.
- 

**Items that are optional (check those that apply to your application)**

- 
- We have evidence of financial support, sponsorship or partnership from other organisations or entities ready to upload.
  - We have our most recent strategic and/or public engagement plan ready to upload.
  - We have a copy of recent marketing/communications reports ready to upload.
- 

**Second opinion (check this item)**

- 
- At least two people in our organisation have checked our application to make sure there are no errors and that nothing is missing.
- 

**Governance (check this item)**

- 
- The chair of our board has reviewed this application and is satisfied that its contents reflect the mission, vision and policies of our organisation.
- 

**3.8 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 Arts Centre 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**.

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**Field**

**Action**

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<b>Amount requested</b>	Put the amount of funding you are requesting for 1 January–31 December 2023. This <b>must</b> match the figure in the second worksheet of your AAR template, <b>cell D75</b> : ‘ARTS COUNCIL REQUESTED AMOUNT 2023’.
<b>Total income</b>	Put your estimated total income for 1 January–31 December 2023 <b>excluding</b> the amount you are requesting from the Arts Council.
<b>Total expenditure</b>	Put your estimated total expenditure for 1 January–31 December 2023.

5. On screen 2, section B, put your income information for 2021, 2022 and 2023, and click **Save draft** and **Next**. Use these figures.

- **Actual figures for 2021** from your 2021 audited accounts
- **Expected figures for 2022** from your most recent management accounts
- **Forecast figures for 2023** from your AAR template

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

<b>Income items</b>	<b>Description</b>
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
<b>Expenditure items</b>	<b>Description</b>
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, such as 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 about your application. **If you do not receive the email with your application number**, contact [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie).

You have now completed the application process.

## 4. How your application is processed

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This section tells you how the Arts Council assesses and makes a decision on your application. This is 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](mailto:onlineservices@artscouncil.ie)

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- 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:** If 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

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- 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.
-

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

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### 5.1 Data protection

The Arts Council will use the information you provide in your application to understand your organisation and the activities 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](mailto:dataprotection@artscouncil.ie).

### 5.2 Freedom of Information

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

- To familiarise yourself with the provisions of the Act, see [www.foi.gov.ie](http://www.foi.gov.ie)
- To view the Arts Council's freedom-of-information policies, see [www.artscouncil.ie/Contact-us/Freedom-of-information](http://www.artscouncil.ie/Contact-us/Freedom-of-information)