

## Liam O'Flynn Award 2023

### Guidelines for Applicants

**Deadline: 5.30pm (Ireland time), Thursday 19 January 2023**

#### **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.

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## Key points to remember

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- In order to make an application, you **must** be registered for an Arts Council Online Services (OLS) account. If you do not have one, you can sign up for one [here](#). Please note that it can take up to **five working days** for a new user to be registered on OLS, so give yourself plenty of time to do this ahead of the deadline.
- 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:

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

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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 the online application process and your question is not answered in the FAQ 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 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>

## 1. About the Liam O’Flynn Award

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### 1.1 Purpose and objectives of the award

The Liam O’Flynn Award is a joint initiative of the Arts Council/An Chomhairle Ealaíon and the National Concert Hall/An Ceoláras Náisiúnta as part of their partnership for the promotion, appreciation and enjoyment of traditional arts, which also includes the *Tradition Now* festival of traditional music.

Liam O’Flynn was a virtuoso piper of international renown who brought uilleann piping and Irish music to the world stage. He had many important artistic relationships in his life, including those with master pipers such as Willie Clancy, Séamus Ennis and Leo Rowsome, and he played a crucial role in safeguarding and promoting traditional music. As a member of Planxty, which he co-founded in 1972, and also as a solo artist, he had a huge influence on the artistic life of Ireland.

In memory of Liam O’Flynn, the Liam O’Flynn Award celebrates the role of the individual creative traditional artist in the creation of new works, the inception of unique artistic collaborations and innovations, and the transmission of traditional arts for future generations to enjoy and practise.

The purpose of the Liam O’Flynn Award is to provide a traditional artist with a period of artistic reflection, inspiration and creation in residence in the National Concert Hall, and to enhance appreciation, knowledge and enjoyment of the traditional arts across the rich milieu of the National Concert Hall.

The objectives of the award are:

1. To provide an artistically supportive, stimulating and challenging environment for the selected traditional artist.
2. To provide physical workspace for their individual reflective and creative artistic work.
3. To support artistic collaboration.
4. To enable a working relationship with the National Concert Hall’s Learning and Participation team.
5. To engage audiences with the traditional arts.

The Liam O’Flynn Award comprises:

- €10,000 towards fees and living expenses during the period, enabling the artist to spend time focusing on practice-based research and creative work in the National Concert Hall
- €5,000 for fees and other expenses relating to collaboration with other artists **and** the presenting of completed work or work in progress – e.g. as part of the *Tradition Now* 2023 programme.
- Workspace in the National Concert Hall
- Professional support and career advice.

Please note that there is no living accommodation provided with this award. There will be flexibility in arranging a residency schedule in the National Concert Hall that suits the recipient as much as is possible.

The recipient may have the opportunity to present their work as part of the *Tradition Now* 2023 programme, a partnership between the Arts Council and the National Concert Hall that takes place in October.

The recipient will have full access to the Liam O’Flynn Collection, which has been donated to the Irish Traditional Music Archive. This collection consists of private recordings, rehearsal recordings, publications, compositions, notes, correspondence, poetry and assorted ephemera.

The Liam O’Flynn Award is informed by the Arts Council’s ten-year strategy (2016–25), *Making Great Art Work: Leading the Development of the Arts in Ireland* (<http://www.artscouncil.ie/arts-council-strategy/>), and the National Concert Hall’s *Strategy 2015–2020* (<https://www.nch.ie/content/Images/NCH-2018/Our%20Story/PDFs/NCH-Strategy-2015-2020-Eng-Gae.pdf>)

## 1.2 Priorities of the award

In addition to the general purpose and objectives of the award (outlined in section 1.1), priority will be given to proposals from traditional artists who:

- Have a strong artistic vision and a clear idea of the artistic work they would like to develop and present during their time in the National Concert Hall
- Demonstrate the relevance of their artistic track record to the work they propose to undertake
- Describe how they would benefit artistically from this support and what artistic outcomes they envisage
- Show how their tenure in the National Concert Hall would benefit the traditional arts.

## 1.3 Who can apply?

The Liam O’Flynn Award is open to traditional artists working in any of the following genres: instrumental music; singing; dance; oral arts such as storytelling, *agallamh beirte* or *lúibíní*. The Liam O’Flynn Award welcomes applications from senior artists, established artists in mid-career, and young and emerging artists.

To be eligible to apply, an applicant must:

- Demonstrate recent artistic achievements
- 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.
- Be a professional practising artist; although you might not earn income continuously or exclusively from your artistic practice, you must identify yourself, and be recognised by your peers, as a professional practising artist.

As part of its [Equality, Diversity and Inclusion Policy](#), the Arts Council is committed to offering **equality of access, opportunity and outcomes** to 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.

#### 1.4 Who is the applicant?

The applicant is the person who 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 – 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 Máire Barry are not acceptable.

#### 1.5 Who cannot apply?

People who are not eligible to apply include the following:

- Individuals currently in undergraduate or postgraduate education or who will be during the period for which this award is offered
- Aosdána members in receipt of a *cnuas*
- Artists who cannot demonstrate at least three years' professional artistic practice.

#### 1.6 What may you apply for?

The amount awarded to the successful applicant:

**€15,000**

The emphasis of the award is on:

- The artist 'buying time' to artistically reflect, experiment, research and create within the setting of the National Concert Hall, specifically to assist with the development of their creative practice and the exploration and development of artistic relationships. €10,000 of this award is intended to support the artist to do this, and therefore provides for fees and living costs.
- Supporting artistic collaboration. €5,000 of the award is intended for fees for other artists whom the recipient of the Liam O'Flynn Award would like to work with in their development of new work or for the purpose of presenting work in progress.

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.

### **What are your chances of receiving support?**

It is anticipated that the Liam O’Flynn Award 2023 will be highly competitive. Only one award will be made in 2023.

### **How much funding must you apply for?**

The Liam O’Flynn Award is for €15,000 and in-kind supports as described above.

The application you make to the Liam O’Flynn Award must be related to **expenditure** that you will incur in the course of your award term, and you are asked to specify your expenditure in section 3.1 of the application form. This can include a contribution to living costs, fees and other expenses relating to collaboration with other artists and presenting work or work in progress (see section **1.1 Purpose and objectives of the award**).

You are also asked to indicate on the application form any **income** that you expect to receive related to your proposal. This includes any income (other than the Liam O’Flynn Award for which you are applying) related specifically to the activities described in your proposal. Do not include any income that is not related to these activities. **If you have no related income, leave section 3.2 of the application form blank.**

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

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

Make sure that the totals are the same on both, and ensure that the amount requested equals €15,000.

#### **Access costs for artists or participants<sup>1</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.

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<sup>1</sup> The Arts Council defines participants are 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.



### **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.

**Note:** in the event that you are requesting access costs, you should include information about the costs and how you arrived at them as part of your supporting documentation (see section 1.8 below).

## **1.7 What may you not apply for?**

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

- Activities or costs that do not fit the purpose of the award
- 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 a decision is made on your application
- Activities undertaken for charity-fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council, unless you demonstrate that you have developed the proposal since previously applying **or** if the Council has specifically advised you to redirect your application to this award. Please bear in mind that such advice is not an indication of a successful outcome.
- Major capital requests for the purchase of equipment or improvements to workspace
- Academic activities.

## **1.8 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 the Liam O'Flynn Award, you **must** submit the following supporting material online:

- A detailed up-to-date CV (max. three pages)
- A separate statement of your artistic practice (max. one page). This should briefly set out your interests, influences, ambitions and motivations as an artist, and how you see your role within or relative to the tradition.
- Letters of support or reference where applicable, including evidence of any financial or in-kind support itemised within your proposal
- Examples of work demonstrating your artistic ability – e.g. images, audio-visual YouTube clips, audio recordings, still or moving images, writing samples. All still and moving images should be clearly labelled and accompanied by an image list, including a brief description of the work.

### **Additional material required in certain circumstances**

If you are seeking additional access costs to support work by individuals with access requirements or to support access to your work by audiences with disability requirements, please provide a document outlining these costs, and outlining how they have been arrived at. Please also ensure that you include this additional amount as part of your budget.

If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

### **For applications involving children and young people under the age of eighteen**

The Arts Council requires all individuals and organisations providing services (e.g. cultural, recreational, educational) to children and young people under the age of eighteen to have suitable child-protection policies and procedures in place. When making an application, you **must** indicate in section 1 of the application form whether or not your proposal is relevant to this age group.

- 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.
- If successful, you will be required to complete the Arts Council's Child Protection and Welfare Quality Assurance Self-audit at <https://childprotection.artscouncil.ie/>. Please visit [www.tusla.ie](http://www.tusla.ie) for more information on Children First.
- You will also be required to update your details in the Profile Information tab in your Online Services account (do this by going to the 'Update your account' section).

### **For applications involving vulnerable adults**

When making an application, you **must** indicate in section 1 of the application form whether or not your proposal involves work with or for vulnerable persons. If you answer 'Yes' to this question, you are indicating that you will work with, or present work to, this cohort as part of your proposal, and that you acknowledge that you have familiarised yourself with and adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* (see [here](#)).

Please note that you may be asked to provide more evidence of adherence to these policies should your application be successful.

**If you do not submit the required supporting material, your application will be deemed ineligible.**

### **Format for supporting material**

All supporting material for the Liam O'Flynn Award must be submitted online. Hard-copy supporting material will not be accepted.

- Moving images and audio material must be submitted by way of YouTube links in a separate **Microsoft Word or OpenOffice Writer document** – see **Submitting YouTube links** in section 2.3. Please note that interactive web-based artworks should be screen-recorded and uploaded to YouTube.
- All other artistic material and other supporting material (e.g. budget, CVs, etc.) must be uploaded as **separate, individual documents**.
- Include image lists and contextual information for all supporting material in a clearly labelled, separate Microsoft Word or OpenOffice Writer document. For artistic material, this should include details of the work, when and where it was presented, and thematic/general comments.

## 1.9 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 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 1.3 to 1.5 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 1.6 above.
6. You apply for an activity or purpose that you cannot apply for, as set out in section 1.7 above.
7. You fail to provide all mandatory supporting materials as set out in section 1.8 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.

## 2. How to make your application

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### 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:

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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=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 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](mailto: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 **1.8 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 for supporting material.

<b>File type</b>	<b>File extension</b>
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 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 would be 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.

### 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.

<b>Good filenames for an applicant called Jack Russell</b>	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/CVs, detailed budget and any other required supporting material (see section **1.8 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.

**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.

### 2.4.4 Submit application

When you are satisfied that you have uploaded everything you need to support your application and have 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](mailto:onlineservices@artscouncil.ie) if you **do not** receive the second confirmation email containing the application number.

## 3. Processing and assessment of applications

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### 3.1 Overview

The Arts Council and the National Concert Hall consider all applications to the Liam O’Flynn Award, make decisions and communicate these to applicants in accordance with set procedures described below. The aim is to ensure that the system for making this award is fair and transparent.

### 3.2 The assessment process

All applications received are processed by the Traditional Arts team in the Arts Council as follows:

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- 1 After you submit your application, you should receive two emails:
    1. The first will be sent immediately and will acknowledge your application.
    2. 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](mailto:onlineservices@artscouncil.ie)

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- 2 Your application is checked for eligibility. Please see section **1.9 Eligibility** above.

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- 3 Adviser(s) and/or staff make a written assessment of the application.

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- 4 A panel involving expert staff from the National Concert Hall and the Arts Council as well as external artistic experts will review all the applications and associated materials in accordance with the published criteria. They will score the applications, and make the decision.

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- 5 Decisions are communicated in writing to applicants.

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- 6 Decisions are noted by the Arts Council and by the board of the National Concert Hall.
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#### Time frame

The eligibility check and the assessment process will take place in January and February 2023, and results will be posted in March 2023.

### 3.3 Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the available resources. All applications are assessed against criteria of **a)** artistic merit, **b)** how they meet the objectives and priorities of the award, and **c)** feasibility. Each of these criteria is described in turn.

While applicants may select other artforms/arts practices as being relevant to their application, the application will be assessed by the Traditional Arts team, which may, in certain instances, ask for an assessment from another artform or arts-practice team.



### Artistic merit

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

- The practice of the artist demonstrated through the supporting materials submitted
- The track record of the artist demonstrated through the CV and other supporting materials submitted
- The potential of the artist demonstrated through the application form and other supporting materials submitted
- The proposed arts activity as outlined on the application form
- The artform/arts-practice context in which the activity is proposed
- The ambition, originality and competency demonstrated by the artist.

### Meeting the objectives and priorities of the award

Applications are assessed on how well they meet the objectives and priorities of the award – see sections 1.1 and 1.2 for details of these.

Such assessment might include, for example, consideration of the extent to which the artist's practice might benefit and be developed as a result of the proposed activity or the extent to which particular identified priorities are addressed.

While applicants may choose other artforms/arts practices that are relevant to their application, the assessment will be undertaken by the Traditional Arts team, which may, in certain instances, ask for an assessment from another artform or arts-practice team.

### Feasibility

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

- The proposed timetable or schedule
- The availability of other supports/partners identified in the application (if relevant to your proposal).

## 3.4 Panel

The purpose of a panel meeting is to allow for a diversity of expert views to inform the decision-making process. The assessment panel will include expert staff from the National Concert Hall and the Arts Council, as well as two external adjudicators with appropriate artform and arts-practice expertise.

The assessment meeting for the Liam O'Flynn Award will be led by an Arts Council member acting as non-voting chair. Arts Council staff will attend as required and to ensure panel members have access to all the applications and materials during the meeting. Panellists have access to all applications and associated materials prior to the day of the meeting, at which point they review, discuss and score applications. Following this, applications are ranked by score.

### 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 what 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 Liam O’Flynn Award is a joint initiative from the Arts Council and the National Concert Hall, and a high volume of applications is anticipated. 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.

### **Appeals**

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or deviation from, the published procedures for the operation of the Liam O’Flynn Award. If you feel that the procedures have not been followed, please avail of the Arts Council’s appeals process;

Deadline: Thursday 5.30pm, 19 January 2022

[http://www.artscouncil.ie/en/fundInfo/funding\\_appeals.aspx](http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx) or contact the Arts Council for a copy of the appeals-process information sheet.