



Arts Council Partnership Funding 2023

January–December 2022

Guidelines for Applicants

Deadline: 5.30pm (Ireland time), Thursday 6 October 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) as early as possible before the deadline.

CONTENTS

Getting help with your application	4
1. What you need to know about Partnership Funding	5
1.1 What is the purpose of Partnership Funding?	5
1.2 What are the aims and objectives of Partnership Funding?	5
1.3 Who is eligible for the Partnership Funding programme?	5
1.4 What types of activities will be supported through Partnership Funding?	5
1.5 Is multi-annual Partnership Funding available?	6
1.6 What supporting material is required to make an application?	6
1.7 How does the Arts Council use and protect your information?	7
1.8 Freedom of Information	8
2. How we assess and score your application	9
2.1 How are criteria applied?	9
2.2 How are scores determined?	11
3. How to make your application	14
3.1 Getting help with your application	14
3.2 Register with the Arts Council's Online Services	15
3.3 Download the application form and the Arts Activity Report (AAR) template	16
3.4 Fill in the application form	18
3.5 Fill in your Arts Activity Report (AAR) template	19
3.6 Prepare any supporting material required for the application	21
3.7 Review the application checklist	23
3.8 Make your application online	24
4. How your application is processed	26

About this document

This document explains:

- What you need to know about Arts Council Partnership Funding
- How we assess and decide on your application
- How to make your application
- How we process your application.

The deadline for applications is **5.30pm, Thursday 6 October 2022**
Please prepare and submit your application well before the deadline.

Getting help with your application

- If you have never applied for grant funding through any of the Arts Council's previous grant-funding programmes, you should contact the relevant arts team before you start your application. Staff contacts are on our website: www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/
- If you have questions about using the Online Services website, visit the FAQ section on our website: www.artscouncil.ie/FAQs/online-services/
- If you have a technical question about using the Online Services website and your question is not answered in the FAQ section, you can email onlineservices@artscouncil.ie
- If you need help with your application, call the Arts Council on 01 618 0200/01 6180243 or email awards@artscouncil.ie well in advance of the deadline

1. What you need to know about Partnership Funding

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

1.1 What is the purpose of Partnership Funding?

The purpose of Partnership Funding is to invest in and support local authorities /statutory bodies to sustain and develop the arts in Ireland.

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

1.2 What are the aims and objectives of Partnership Funding?

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

- The delivery of excellent art and/or excellent arts activities, events and services
- A supportive environment for the development of the arts
- Excellent professional-development opportunities for practising artists and/or arts professionals
- That more people will enjoy high-quality arts experiences, including more diverse audiences
- Increased engagement by the public with the arts, in particular by new communities, people for whom access to the arts is difficult, and by young people and children
- Standards of excellence in governance and management in the arts.

1.3 Who is eligible for the Partnership Funding programme?

Partnership Funding is open to local authority and statutory organisations only. Organisations can make only one application each year for Partnership Funding.

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

- Be a local authority or statutory organisation.

1.4 What types of activities will be supported through Partnership Funding?

Partnership Funding is intended to support a number of strategic actions and/or strategic arts-activity costs of local authority and statutory organisations only.

1.5 Is multi-annual Partnership Funding available?

Multi-annual Partnership Funding will be developed in accordance with framework agreements with local authorities and statutory organisations.

1.6 What supporting material is required to make an application?

You **must** upload supporting material as part of your application. If you do not upload the mandatory supporting material listed below, 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**.

Mandatory supporting materials

- A completed Partnership Arts Activity Report (AAR) template for 2023
- If a local authority, the local-authority Financial Data Template for 2022, with projections to the year end (we will email this to you)
- At least one and no more than **five** recent examples of your organisation's work that most closely represents the work that you are seeking Arts Council funding to support. This can be examples of work produced for, or presented to, audiences, or work delivered in the context of offering supports to artists.
 - If you provide more than five examples of your organisation's work, we will only review and assess **the first five** examples provided.
 - In the event that you provide samples of writing, we will not consider more than **ten pages**, so be sure to only include work that you wish to be considered. If you provide more than ten pages, we will read and assess the first ten pages.
 - In the event that you provide audio or video material, we will not view more than **ten minutes** of this work, so be sure to only include work that you wish to be considered. If you provide more than ten minutes' worth of material, we will review and assess the first ten minutes.

Optional supporting materials

In the event that you have them, you may upload the following in support of your application as evidence:

- A copy of your most recent arts plan
- A copy of your most recent public engagement, audience development and/or marketing plans

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

Note: on account of the volume of applications we receive and the limited time available for assessment, we cannot guarantee that we will read all of the optional supporting material. Therefore, you should make sure to draw our attention to any key information within your optional supporting documents in the body of your application form.

We **will not** review or assess any supporting material that you upload that is not listed above.

We **will not** accept any supporting material that is not uploaded as part of your online application, or that is submitted after the application deadline has passed.

In addition to the supporting materials outlined here, we will also ask you to confirm whether or not you have particular types of welfare and other compliance documentation in place.

1.7 How does the Arts Council use and protect your information?

The Arts Council will use the information you provide in your application to understand your organisation and the activities you are seeking funding for. 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 such as 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 Partnership Funding 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.

1.8 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 consultation with, the recipient. The Arts Council will, where possible, consult with the recipient about confidential or commercially sensitive information so identified before making a decision on a request received under the Freedom of Information Act.

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

2. How we assess and score your application

The Arts Council receives a higher overall request for support each year than it has the resources to meet. This means that we have to make a judgement on the extent to which each application meets our aims and objectives subject to the budgetary context.

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

1. Artistic quality and/or artform development
2. Quality of engagement
3. Organisational capacity
4. The extent to which the organisation is critical to the arts infrastructure.

For clarity, we will use a system of scoring to determine how well we think your application has met the criteria.

Assessors will consider applications using their professional judgement based on the information provided 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.

2.1 How are criteria applied?

Assessors will consider applications against the criteria using a series of prompts. These prompts are designed to capture the range of activities that different types of applicant organisations will undertake. Given the varying nature of the way organisations work, not every prompt under a criterion will apply to every application.

Each criterion will carry a single score no matter how many prompts are relevant in each case.

Criterion 1: Artistic quality and artform development

Under this criterion, based on your organisation type and the kind of work that you do, we will evaluate your application based on:

- The quality and ambition of the artistic programme proposed and/or the quality of any arts activities, events or services proposed
- The extent to which these activities contribute to the development of the arts in Ireland.

If your work involves children and young people, in addition to the above, we will consider:

- The extent and quality of opportunities for children and young people to inform the development and evaluation of your artistic programmes

- The extent and quality of opportunities for children and young people to gain skills and experiences that enable them to contribute to the development of the arts.

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 child-safeguarding policies and procedures in place. As a condition of funding you will be required to confirm and demonstrate that you have suitable child-protection-and-welfare policies in line with legislation and national guidance. Please see www.tusla.ie for more information.

The Arts Council requires all individuals and organisations working with vulnerable persons to adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* at www.hse.ie.

Criterion 2: Quality of engagement

We recognise that arts organisations work in different kinds of ways, and attend to the needs of different kinds of publics, audiences and target groups. Because of this, based on your organisation type we will evaluate your application according to:

- The quality of your engagement with the primary target group or groups for your organisation's work
- The quality of your efforts to increase and diversify the range of people that your organisation's work impacts on
- Your demonstrated knowledge and understanding of these group(s)
- The quality of your plans to deepen and/or broaden the engagement you have with your target group(s)

Criterion 3: Organisational capacity

Under this criterion, we will evaluate your application based on:

- The track record, relevance and suitability of the skill set of your team
- The quality of strategic planning
- Your policy on the remuneration of artists
- The level and quality of approach to income generation from sources other than the Arts Council
- The quality and benefits of partnerships with other entities that help you to achieve your objectives and to further the mission of your organisation
- How you monitor your achievements and strive to improve performance
- Evidence of welfare, protection, equality and transparency policies.

As part of its [Equality, Human Rights & Diversity policy](#), the Arts Council is committed to offering **equality of access, opportunity and outcomes** for all potential applicants,

regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community, or socio-economic background. In this funding scheme the Arts Council particularly welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above, and/or initiatives that deliver equitable opportunities or outcomes for those involved.

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

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

How we evaluate this will vary according to:

- The artform or arts-practice context in which your organisation operates
- The kind of work your organisation undertakes
- The community or constituency that your organisation serves
- The local and/or national context in which your organisation operates
- The need to ensure that an appropriate range and balance of work is supported by the Arts Council’s Partnership 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.

2.2 How are scores determined?

The Arts Council will use a scoring system for Partnership Funding applications for 2023. This system is intended to provide clarity to applicants in terms of how their application has been evaluated against the assessment criteria. The scores offer an indication as to the extent to which applications are deemed to have met each criterion.

Assessors may award a score to the nearest 0.5.

There are twelve possible scores that may be used, as follows:¹

Numeric Score	Word Value	Explanation
6	‘Exceptional’	The application addresses all relevant aspects of the criterion comprehensively and in an exemplary manner. There are no shortcomings whatsoever. This score is reserved for the very best elements of applications and will be used very sparingly.

¹ These descriptors have been adapted from the EU’s *Creative Europe Cultural Projects Assessment Guide*.

5.5		At the top end of 'Excellent'.
5	'Excellent'	The application addresses all relevant aspects of the criterion convincingly and successfully. It provides all the information and evidence needed and there are no concerns or areas of weakness.
4.5		At the top end of 'Very good'.
4	'Very good'	The application addresses the criterion very well. It gives clear information on the evidence needed. Any concerns or areas of weakness are minor.
3.5		At the top end of 'Good'.
3	'Good'	The application addresses the criterion well, although some improvements could be made. It gives information on nearly all of the evidence needed, although there are some gaps.
2.5		At the bottom end of 'Good'.
2	'Sufficient'	While the application addresses the criterion to a sufficient degree, there are weaknesses. It gives relevant information, but there are areas where detail is lacking or the information is unclear.
1.5		'Not sufficient'.
1	'Poor'	The application provides very little evidence or relevant information in the context of the criterion, and is not compelling or persuasive in a competitive funding context.
0	'Inadequate'	The application fails to address the criterion or cannot be judged due to missing or incomplete information.

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

The score awarded under each criterion will then be multiplied to get a percentage rating. All criteria will be given equal weighting, so the multiplier used will give a total possible score of 25% against each criterion, as follows:

	Weighting	Percentage
Artistic quality and artform development	(4.167)	25%
Public and/or stakeholder engagement	(4.167)	25%
Organisational capacity	(4.167)	25%
Critical to the infrastructure	(4.167)	25%
Total		100%

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

	Score	Weighting	Percentage %
Artistic quality and artform development	5.5	(4.167)	22.9
Public and/or stakeholder engagement	4.5	(4.167)	18.8
Organisational capacity	5.0	(4.167)	20.8
Critical to the infrastructure	4.0	(4.167)	16.7
Total	19.0		79.2

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**. Assuming your application scores a minimum score of **2.0** against each criterion, funding amounts recommended will reflect the overall budgetary context in which the Arts Council is operating, in conjunction with the criteria and considerations 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. We do not disclose the identities of other applicants or share information with applicants about the scores achieved by other applicants, but we can offer average scores for organisations to benchmark themselves against.

3. How to make your application

The deadline for applications is **5.30pm, Thursday 6 October 2022**
Please prepare and submit your application well before the deadline.

There are **five parts** to your application for Partnership 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 we will email to you and which you will fill out offline and upload using Online Services
- If a local authority, your **Local Authority Financial Data Template**, which we will email to you and which you will fill out offline and upload using Online Services
- **Supporting material**, which you gather in electronic format offline and upload using Online Services. See section **1.6 What supporting material is required to make an application?** (above).

3.1 Getting help with your application

- If you have questions about using the Online Services website, visit the FAQ section on our website: www.artscouncil.ie/FAQs/online-services/
- If you have a technical question about using the Online Services website and your question is not answered in the FAQ section, you can email onlineservices@artscouncil.ie
- If you have a general query about your application, you can call the Arts Council on 01 618 0200/01 6180243 or email awards@artscouncil.ie
- 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 regard, please contact the Arts Council's Access Officer, by phone (01 618 0200/01 618 0243) or by email (access@artscouncil.ie) as early as possible 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.

Requirements for using Online Services

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

PC Windows 7 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.

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.

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
- 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 Arts Activity Report (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 Arts Activity Report (AAR) template.

Before you continue making your online application:

- Fill in your application form
- Fill in your AAR template

- Fill in your Financial Data 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

Include the information listed here on your application.

Section	The information you need to include
1. Your organisation	<p>In this section, provide details of your:</p> <ul style="list-style-type: none">• Organisation name and ARN• A summary of your organisation’s mission and artistic policy.
2. Your application and the assessment criteria	<p>Here you are asked to respond to the assessment criteria by answering a series of questions. It is essential that you read each question carefully.</p> <p>This section has been set out in the order that the assessment criteria are applied.</p> <p>The first part of the section contains two tables, A and B, and requires you to provide details of your activities for the current year (2022) and the year for which you are applying for funding (2023).</p>
3. Additional activities and information	<p>This is where you can provide information about your organisation’s additional plans, if you have any.</p>
4. Financial information	<p>You will provide detailed financial information in the Arts Activity Report (AAR) template and your supporting materials, not in the application form.</p> <p>In two circumstances, you will have to fill in section 5 of the application form.</p> <ul style="list-style-type: none">• If you are expecting a surplus or deficit at the end of the current year, you must explain how you plan to deal with it• If you expect to have any exceptional costs or any exceptional sources of funding in the twelve months from 1 January–31 December 2023, you will need to detail these.
5. Declaration	<p>The arts officer and director of service or senior executive must sign off on the application and declare that all the information supplied with it is true, complete and accurate.</p>

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 plan to undertake in 2023.

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.

You must upload your AAR template as an Excel or OpenOffice file. Do not convert it to a pdf file.

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

You should complete the AAR template as follows:

PART 1	CORE EXPENDITURE AND INCOME
Staff and salaries	<p>This is any salary expenditure that must be met, irrespective of the number or types of activities that your organisation plans to undertake.</p> <p>Please list the number of permanent staff providing artistic, administrative and financial services to your organisation.</p> <p>Whole-time equivalent (WTE) 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.</p>
PART 2	STRATEGIC ACTIONS
A. Activity name/short description	The name of your activity and a short description – e.g. youth arts/artists in schools and youth theatre
B. Primary target of activity	<p>Choose the primary target from the drop-down menu that most closely represents the target group for activity that you are undertaking. These are:</p> <ul style="list-style-type: none"> • 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:** i.e. those who are more likely to attend as part of a school or other organised group, or be brought by parents or guardians but for whom the work is aimed exclusively
- **Young people 16–24:** e.g. Leaving Cert students, college students, other youth groups
- **Communities of interest:** 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)
- **Practicing artists or arts professionals:** e.g. if you are a resource organisation focused on supporting professional development.

C. Total cost

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.

D. Your contribution

This is your organisation’s contribution to the activity.

E. Other income

This is any income generated through the activity – e.g. fees or grant income from sources other than the Arts Council.

F. Arts Council contribution

This 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.

G. Paid engagements

The number of people who will pay to engage with this event.

H. Free engagements

The number of people you estimate will partake free of charge.

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

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)
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.

I. Artists engaged

This is the number of artists engaged **directly** in the delivery of an activity. Give the number as a single figure, regardless of the duration of each individual's engagement. **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.

J. Non-artists engaged

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

3.6 Prepare any supporting material required for the application

See section 1.6 **What supporting material is required to make an application?** (above).

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.

File type	File extension
text files	rtf, doc, docx, txt
image files	jpg, gif, tiff, png

sound files	wav, mp3, m4a
video files	avi, mov, mp4
spreadsheets	xls, xlsx
Adobe Acrobat Reader files	pdf

How to upload weblinks

Instead of uploading material directly, you may provide links to material hosted on YouTube (www.youtube.com).

Follow these steps to provide links to YouTube.

1. In Word or OpenOffice, create a new document.
2. Copy the full address (the URL which appears in the address bar of your browser) and paste it into your document.
3. Test that the link works. Click it or copy it into your browser. Make sure it links to the correct material on YouTube.

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

We will accept **YouTube** links **only**. We will not view links to other websites or video-sharing services. This is because we cannot verify the date stamp on links other than on YouTube.

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 (check all of 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 arts activity report (AAR) template for 2023 and have it ready to upload
 - We have filled in all sections of the Financial Data Template for 2022 and have it ready to upload
 - We have our summary financial information ready to enter into the forms in Online Services
 - Declaration on the application form that we have completed the drawdown requirements for 2023
-

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

- We have a copy of our most recent arts plan and have this ready to upload
 - We have a copy of our most recent public engagement, audience development and/or marketing plan, and have this ready to upload
 - We have evidence of MOUs, financial or partnership agreements around other activities involving third parties and have this 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)

- A line manager 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

The deadline for applications is **5.30pm, Thursday 6 October 2022**
 Please prepare and submit your application well before the deadline.

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 Partnership Funding application you have already created.
3. On screen 1, click **Next**.
4. Screen 2 is named '2: Making an application: Request funding amount'. Enter your summary financial information in this screen. You should have this information in your AAR template.

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

Field	Action
Amount requested	Put the amount of funding you are requesting for 1 January–31 December 2023. This must match the figure in the second worksheet of your AAR template, 'ARTS COUNCIL REQUESTED AMOUNT 2023'.
Total income	Put your estimated total income (salary and activity contributions) for 1 January–31 December 2023 excluding the amount you are requesting from the Arts Council.
Total expenditure	Put your estimated total expenditure for 1 January–31 December 2023.
Screen 2, section B	Is on Online Services but is not required for local authorities. You can skip this screen.
Income items	Description
Income against core activities	This is the income that your organisation applies to the programme.
Income against artistic/programme activities	This is any income that your organisation receives from the artistic or programme activities in your application – e.g. workshops and seminars, membership fees.

Expenditure items	Description
Total core costs	These are staff costs associated with the ongoing, day-to-day running of the arts service.
Direct artistic/programme activity costs	These are direct costs associated with producing your programme, such as artists' fees, production, printing or exhibition costs, information provision, etc.

5. 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**.

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**.

6. 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, and it will acknowledge your application.
- 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.

You have now completed the application process.

4. How your application is processed

We use the procedure shown here to consider applications, decide on them and communicate to applicants. This procedure helps us make sure that our system for making decisions is open, fair and transparent.

- **1** We acknowledge your application by sending you an email.
- **2** We check to make sure that your application is eligible for Partnership Funding.
- **3** Our staff, and advisers where relevant, score your application and write assessments based on the criteria in section 2.1 of these guidelines.
- **4** We prepare staff recommendations for Council.
- **5** The Council reviews and discusses the staff recommendations, and makes final decisions on funding amounts based on the advice provided to them by staff and the overall arts-policy and budgetary context.
- **6** We send you a letter informing you of the Council's decision, along with a copy of the staff recommendation.
- **7** If your application has been successful, we include information about what you should do next.
