

INFORMATION SHEET FOR ARTISTS / ARTS ORGANISATIONS

RESIDENCIES - YOUNG PEOPLE, CHILDREN AND EDUCATION (YPCE)

Would you like to be an artist-in-residence with a higher education institution that provides initial teacher education or a qualification in early learning and care?

YPCE Residencies are a great opportunity for artists and for staff and students at participating institutions to collaborate for a set period of time. Residencies support artists to develop their practice, to engage with staff and other supports from the institution, and to engage with students in a creative process to support and enhance children's engagement with the arts. Below are some tips for artists and arts organisations who are interested in this opportunity.

Step 1 – Research!

Review the **Guidelines for Applicants** to learn more about the purpose and priorities of the YPCE Residencies and whether this opportunity is a good fit for your practice and what you want to do.

Only certain institutions are eligible to apply to host a resident artist through this scheme, and they must apply in partnership with an artist or arts organisation.

Please see [here](#) for a list of higher-education institutions that provide initial teacher education and which may apply.

Please see [here](#) for a list of higher-education institutions that provide courses leading to a level-7 or 8 degree in early childhood education and care and which may apply.

Research the eligible institutions online, and consider which would be a good match for your ambitions and practice. Consider the departments within institutions you would like to work with, and the age-groups they focus on (i.e. early learning, primary, post-primary or further education). What experience and ideas could you bring to a collaboration with the staff and students? What could you learn?

You can let the Arts Council know you are interested in taking part in a residency, by emailing ypce@artscouncil.ie. We will share any information we have with you regarding institutions we are aware of that are seeking artists/arts organisations as partners, and that may have notified us of a relevant contact person.

Keep an eye out on social media for calls from potential host institutions for **expressions of interest** which may be suited to your practice.

Step 2 – Contact host institutions and express your interest in partnering with them

Once you have identified which institution(s) you would like to partner with, you should **contact the host institution directly** and express your interest in taking part in a residency with them.

If you are not sure where to begin, consider connecting with course directors or department staff that run programmes in Initial Teacher Education or Early Childhood Education and Care. Ask if they have a contact person you should follow up with, or look out for this information on the host institution website.

When contacting Higher Education Institutions, check if they have a process in place to consider expressions of interest from artists. If they have, follow the instructions they have in place.

If they have not yet developed a process, but are interested in the opportunity to host a resident artist, propose a meeting to discuss the opportunity, and to share your ideas.

Step 3 - Collaborate

Once a host institution has confirmed that they wish to collaborate with you in developing a joint proposal, agree the next steps.

This should involve meeting with representatives of the institution and working together to prepare the application.

If you usually collaborate with other artists as part of your practice, and intend to involve them as part of your residency, make sure you are aware of your responsibilities as lead artist, and that you will need to plan your budget in a way that ensures any collaborating artists will be paid fairly for their participation in the residency.

Make sure the host institution with whom you decide to collaborate on a proposal has registered for an **ARN with the Arts Council**.

You will also need to register for your own ARN (Artistic Reference Number) through the [Arts Council Online Services](#) (if you don't already have this). While the host institution must submit the application, they must also include the ARN of the artist or arts organisation they are proposing to host. If successful, payments will be made directly by the Arts Council to the resident artist or arts organisation.

Work together with the host institution on the proposal, (ideally including staff and students) paying particular attention to ensure you are agreed on your answers in the application form, the MOU template, and the budget.

Step 4 – Cross-check and submit no later than 7 April

Work with the host institution to ensure you have completed every section of the application form correctly, and that the host institution has your ARN in addition their own.

Agree a date to upload the application form, so that everyone has time to review and sign off. Make sure all of the required supporting material is ready to upload.

Submit as far ahead of the deadline as you can to avoid any technical mishaps.

Step 5 – Await decision

The assessment process for applications is outlined in the Guidelines for Applicants.

The host institution should receive a decision on the proposal by June.

The decision will be sent to the contact email provided when making the application.

If you haven't heard back from the host institution on your application by the end of June, follow up with them to check the status of your application.

If you have any questions about the decision and/or need advice on next steps, contact ypce@artscouncil.ie