



## ARTS COUNCIL COVID-19 CRISIS RESPONSE AWARD

### Application Deadline: 5.30pm, Thursday 16 April 2020

The Arts Council is introducing a special fund to enable Irish-based professional artists to provide access for the public to new and original art during the period of Covid-19 isolation.

The fund is called the **Arts Council Covid-19 Crisis Response Award**.

**This document provides guidance on how to apply. You are advised to read this carefully before beginning your application.**

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### 1. What is the purpose of the award?

The purpose of the award is to support the creation and dissemination of new artistic work either online, by broadcast or other virtual means, for the public benefit.

### 2. Who can apply?

The award is open to any individual who can demonstrate a track record of professional practice as an artist, regardless of whether they are currently registered with the Arts Council, or whether they have ever applied for and/or received Arts Council funding in the past.

- New applicants **must** register for an Arts Council ARN before applying:\*  
<https://onlineservices.artscouncil.ie/Register.aspx>  
*\*Please note that it can take up to five working days for a registration to be processed.*
- Applicants **must** adhere to all public-health advice and guidance laid down by the HSE and by the government and with regard to the Covid-19 pandemic.
- Applicants must be resident in the Republic of Ireland.
- The Arts Council welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the ten characteristics outlined in our published [Equality, Human Rights and Diversity](#) policy.

### 3. Who cannot apply?

The award is **not** open to the following:

- Full or part-time undergraduate or post-graduate students
- Full or part-time employees of Arts Council-funded organisations
- Members of Aosdána
- Individuals currently in receipt of:
  - Arts Grant Funding 2020
  - Bursary Round 2 2019
  - Countess Markievicz Award 2019
  - Next Generation Award 2019
  - Project Award 2020
  - Liam O'Flynn Award 2020
- Individuals who currently have an application being considered for:
  - Bursary Round 1 2020
  - Countess Markievicz Award 2020
- Applicants may not apply to this award and also to the Deis Recording & Publication Award 2020

#### 4. How much can be applied for?

The award available is **€3,000**. Applicants must request, and, if successful, will receive the full amount.

#### 5. What can be applied for?

Applicants can apply for the time to develop and disseminate their artistic work. There is no restriction on the type or form of art that can be created. Funding is primarily intended to pay for the artist's time. Requests for additional funding for equipment and/or materials will not be permitted.<sup>1</sup>

Examples of the types of work that can be applied for include but are not limited to:

- New writing
- New music
- Readings
- Music performances
- Performance of short monologues or dramas
- Visual art/painting /photography/sculpture
- Sound art
- Presentation of art films/arts documentaries
- Online collaborations

#### 6. How will applications be assessed?

Proposals will be assessed and scored based on:

- The artistic quality of the proposal
- The potential of the idea to engage with the public
- The track record of the artist

For further information, see section 9 below, **What happens after I apply?**

#### 7. What supporting documentation must I include with my application?

All applications must be accompanied by a maximum **one-page** biography or CV listing your most recent artistic accomplishments.

**Note that no other supporting material will be accepted or considered.**

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<sup>1</sup> The Arts Council is currently developing a digital platform for the dissemination of work created through this fund, and will put in place a process to assist successful applicants with this. Given this, no prior expertise or knowledge of generating content for dissemination online is required on the part of the artist.

## 8. How do I apply?

- a) Log onto the Arts Council Online Services (OLS) website<sup>2</sup>
- b) Select the artform and funding programme you are applying for – e.g. ‘Literature – Covid-19 Response Award – 2020’
- c) Download the application form
- d) Follow the instructions within the application form on how to complete it
- e) Upload the application form
- f) Attach a **one-page** bio or CV
- g) Submit your application before the deadline

For further information, see section 11 below, **Getting help with your application.**

## 9. What happens after I apply?

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.

Once received, your application will be sent to your relevant arts team for assessment.

Applications will be assessed against the criteria set out at section 6 above.

Applications will then be scored against each of the criteria as follows:

Numeric score	Word value	Explanation
6.0	‘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.
5.5		Between excellent and exceptional.
5.0	‘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		Between very good and excellent.
4.0	‘Very good’	The application addresses the criterion very well. It gives

<sup>2</sup> If you are not currently registered with the Arts Council OLS website, select ‘New user? Sign up’. Please note that it can take up to **five** working days for an Art Reference Number (ARN) to be issued.

		clear information on the evidence needed. Any concerns or areas of weakness are minor.
<b>3.5</b>		Between good and very good.
<b>3.0</b>	'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.
<b>2.5</b>		Between sufficient and good.
<b>2.0</b>	'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, which makes the proposal less compelling in a competitive context.
<b>1.5</b>		Not sufficient to merit support.
<b>1.0</b>	'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.
<b>0</b>	'Inadequate'	The application fails to address the criterion or cannot be judged due to missing or incomplete information.

Scores against criteria will then be weighted as follows to give a total percentile score:

	MAXIMUM SCORE	WEIGHTING	WEIGHTED SCORE
The artistic quality of the proposal	6.0	<b>6.67</b>	40.0%
The potential of the idea to engage with the public	6.0	<b>5.83</b>	35.0%
The track record of the artist	6.0	<b>4.17</b>	25.0%
<b>TOTAL</b>			<b>100.0 %</b>

**Note:** we expect a high volume of applications. This means that, unfortunately, applications that meet the criteria for the award may not necessarily be funded on account of budgetary limitations.

We will endeavour to announce decisions as soon as we can after the application date. However, this will depend on the number of applications we receive.

## 10. Rules of the award

- a) Only one application per individual is permitted
- b) Only one idea can be proposed per application; proposals for more than a single idea will not be assessed
- c) Proposals to develop ideas where there is no plan to disseminate work will not be assessed

- d) Your application will be deemed **ineligible** and will not be assessed, if:
- You miss the deadline or your application is incomplete
  - An application form is not submitted through the OLS website
  - You do not provide a one-page biog or CV by way of supporting material
  - You cannot apply as per section 3 above, **Who cannot apply?**
- e) No supporting documentation other than a one-page biog or CV will be considered as part of the assessment process
- f) Successful applicants must be able to provide bank-account details in their own name; variations of spelling or translations of names will not be accepted; the name on the bank account must be identical to that provided on the application
- g) Given the nature of this award and the expected volume of applications, the Arts Council's normal appeals process will not apply to this award

## 11. Getting help with your application

### Requirements for using Online Services

Please note that the Arts Council's Online Services website will **not work** with smartphones, iPads or other tablet devices.

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

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**PC** Windows 7 or higher  
with  
Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher

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**Mac** Mac OS X v10.5 Leopard or higher  
with  
Safari 3.1 or Safari 10 OR Firefox 27 or higher OR Chrome 32 or higher

**Note:** if Safari 11 prevents upload of documents, use Firefox or Chrome.

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**Note:** you will also need to have Microsoft Word or OpenOffice Writer installed to complete the application form. OpenOffice Writer is free software that can be downloaded from here: <http://openoffice.org>.

### You must use OpenOffice Writer version 4.0.1 or earlier

More recent versions of OpenOffice Writer than 4.0.1 have resulted in problems with the appearance of application forms when they are submitted through Online Services.

Please refer to the Arts Council video *Using OpenOffice to download, complete and upload the application form* at <https://www.youtube.com/user/ArtsCouncilDemos>.

Apple Mac users should take note of the section that deals with the issue of downloading version 4.0.1 on Macs that have the latest versions of Mac OS installed.

If you cannot meet, or do not understand, any of these requirements, please contact us for advice as far in advance of the deadline as possible.

### **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.

### **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 **01 618 0200**. 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 **2.30pm on the closing date** may not be resolved before the deadline.