

Capacity Building Support Scheme 2021

Guidelines for Applicants

Deadline: 5.30pm, Thursday 12 August 2021

A NOTE ON COVID-19-RELATED PUBLIC-HEALTH GUIDANCE

In preparing your proposal, you should base it on the best public-health advice and guidance available at the time you are making your application.

You should ensure that what you are proposing is feasible or adaptable should social distancing and/or other public-health measures impact on all or part of the period to which this proposal applies.

In the event that your application is successful and you subsequently need to change or alter some or all of your proposal on the basis of changed public-health advice, you should contact your arts team in advance to discuss this.

This document sets out the process for applying to the Arts Council’s Capacity Building Support Scheme. You are advised to read these guidelines carefully before beginning your application.

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Key points to remember

- This document contains important information about the Capacity Building Support Scheme and how to go about making an application.
- 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.
 - 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

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 the online application process and your question is not answered in the FAQ section, you can email 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>

NOTE FOR PEOPLE WITH DISABILITIES

The Arts Council makes every effort to provide reasonable accommodation for people with disabilities 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, Adrienne Martin, by phone (01 618 0219) or by email (adrienne.martin@artscouncil.ie) **at least three weeks** before the deadline.

1. What you need to know about the Capacity Building Support Scheme

This section gives you background information about the Capacity Building Support Scheme. It will help you decide whether or not your organisation might benefit from this scheme.

1.1 What is the purpose of the Capacity Building Support Scheme?

In light of the unique circumstances presented by COVID-19, the Capacity Building Support Scheme has been developed to support arts organisations to gain support, skills and expertise to review and adapt their artistic and/or business models and support their strategic development in the medium to long term. It supports activities that will assist in building capacity, in developing inclusivity, and/or in growing peer support and collaborations.

All awards and schemes are informed by the Arts Council's ten-year strategy (2016–25), *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: <http://www.artscouncil.ie/arts-council-strategy/>).

All awards and schemes are also informed by the [Arts Council Equality, Human Rights & Diversity Policy & Strategy](#) and [Paying the Artist](#).

1.2 Who is eligible for the Capacity Building Support Scheme?¹

- Arts organisations who have been funded by the Arts Council previously
- Groups of arts organisations who have been funded by the Arts Council previously (in these cases one organisation must act as the named applicant)
- In the case of arts organisations that do not have a historical funding relationship with the Arts Council, we will accept applications from arts organisations that are not for profit and/or formally constituted as CLGs, DACs or charities.

Organisations may be awarded funding only once in a calendar year as the named (lead) applicant. However, they may subsequently apply to future rounds of the scheme as part of a consortium.

It is possible that organisations may be part of one or more group/consortia applications while also applying as a single organisation, **however they can only be the named (lead) applicant in one application**. In these cases there must not be a duplication of purpose or activity across applications – e.g. an organisation may be part of a group/consortium that applies to the scheme to develop digital capacity, and then the organisation may make a separate application for costs of professional development for staff.

¹ **Note:** Members of the Council of National Cultural Institutions (CNCI) directly funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media cannot apply for this scheme.

Who is the applicant?

The applicant is the organisation that will receive any funding offered and that will be required to accept the terms and conditions of that funding.

Any funding offered will be paid only into a bank account held in the name of the applicant organisation.

All documentation provided must be in the name of the applicant organisation – e.g. if you apply to the Arts Council for funding under the name Ballyfermot Arts Centre, then all documentation, including bank and tax details, **must** be in that name.

1.3 How much can be applied for per application?

Single applications can be made up to a maximum of

€20,000
€30,000

Group/Consortia applications can be made up to a maximum of

1.4 What can be applied for?

This is an open and flexible award, and we are open to proposals for any activities that will help build capacity, foster cooperation, and enable organisations to develop new ways of working. We are also open to proposals for activities that will build organisations' capacity in relation to reaching new and diverse artists, communities and audiences.

Proposals that address policy priorities of the Arts Council – EHRD and Paying the Artist - are particularly encouraged (see section 1.1 above).

We also welcome applications that seek to develop organisations governance capacity.

Activities supported might include, but are not limited to, the following:

- **Digital capability:** expenses to strengthen digital infrastructure; accessing the appropriate expertise, equipment, infrastructure, software, tools and advice; making content accessible to diverse and underrepresented audiences, artists and arts practitioners; coaching fees; advisor fees; subscriptions.
- **Business and practice development:** costs for seeking outside expertise to assist in adapting existing practice and operations; accessing expertise to develop new business, human resource, well being and/or workforce plans; exploring alternative models and platforms for creation, collaboration, mobility or distribution; advisor fees; coordinator and collaborator fees; coaching; other expenses to research and develop new markets and income streams.
- **Professional development:** costs for remote/digital professional development, well being and support programmes for staff, coaching and training, courses, online learning.

- **Developing collaborations and connections:** funding towards knowledge exchange; other expenses to explore and develop collaborative networks; coaching fees; advisor fees; coordinator and collaborator fees.
- **Developing capacity for inclusion:** funding to avail of expertise, training or advice that develops the organisation's capacity for inclusion and relevance across the diversity of Irish society. This may include improving the organisation's planning and practices in areas such as youth voice, disability, cultural diversity, or other areas.

Applicants may apply for one distinct activity, or for a combination of activities.

The Arts Council encourages organisations to consider applying for these activities as part of a group and/or consortia, in an effort to ensure that expertise and support is shared across the sector. In the case of collaborative, consortia-based applications, a higher maximum award can be applied for.

1.5 What cannot be applied for?

- Activities that have already taken place or will have commenced before a decision is made on your application
- Activities that could be supported by other government/public-agency supports (e.g. supports offered by Local Enterprise offices, other government agencies)
- Major building/capital costs
- Creation of artworks or arts activities
- Activities that have already received Arts Council support, either financially or through Arts Council capacity-building programmes (e.g. activities supported already by RAISE)
- You cannot make an application for work that has already received support either through this or any other funding programme offered by the Arts Council.

1.6 What supporting material must you submit with your application?

Supporting material is information that must be provided **separate from, and in addition to**, your application form. This is essential to help assessors get a better understanding of your proposal.

Mandatory supporting material is as follows:

- Financial quotes/source of financial quotes for work to be undertaken. Please note that organisations should adhere to best-practice procurement processes.
- A separate detailed budget
- A CV or brief biography/overview for each of the key people and/or organisations involved in your proposal
- In the event that you are an applicant who does not have a historical funding relationship with the Arts Council, you must provide evidence that your arts organisation is not for profit or formally constituted as a CLG, DAC or charity. Depending on the nature of the organisation, evidence could be a copy of the

organisation's constitution or (if formally constituted as a CLG, DAC or a charity) a copy of your certificate of incorporation.

In the case of group/consortium applications, the following is also required:

- MoUs or letters of support from partner organisations.

Please note that we will **not** accept any supporting material that is not uploaded as part of your online application.

We will **not** review as part of your proposal any supporting material that is not listed above.

2. How we assess your application

2.1 The assessment process

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

- 1 After you submit your application, you should receive two emails:
 - The first will be sent immediately and will acknowledge your application.
 - The second should arrive a few minutes later. It will contain your application number, which we will use in all correspondence about your application.

Note: these emails only mean that our online system recognises that you have submitted an application. They do not mean that your application is eligible to be assessed.

If you do not receive the email with your application number, please contact onlineservices@artscouncil.ie

- 2 The application is checked for eligibility – all eligible applications then progress to the assessment stage.
 - 3 Adviser(s) and/or staff review the application and award a score against each of the assessment criteria. A brief comment on the application will be given.
 - 4 Taking into account the competitive context and the available budget, the executive recommends whether an application is funded based on the score.
 - 5 Decisions are communicated in writing to applicants.
 - 6 Decisions are noted by Council.
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Time frame

The length of time it takes to process applications will depend on the number that we receive, but we hope to be in a position to communicate decisions to applicants within eight to ten weeks of receipt of applications.

2.2 Criteria for the assessment of applications

Application forms and supporting material will be assessed and scored against the following three criteria:

a) The quality and suitability of the proposal

- Track record of personnel involved
- Quality of proposal
- Clarity of purpose and intention

b) The extent to which the proposal meets the purpose of the award

- Degree to which activities:

- Have potential to change/adapt models, and/or
 - Will enable active engagement with new and diverse artists, communities and audiences, and/or
 - Will build on new opportunities, and/or
 - Demonstrate partnership, collaboration and peer support
- Likely impact in the short term, medium term and long term.

c) The feasibility of the proposal

- Track record of personnel in delivering change/adaptation
- Capacity to deliver on proposal
- The financial information provided.

2.3 Scoring process

The Arts Council scoring system for the Capacity Building Support Scheme 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 will consider applications using their professional judgement based on the information provided within the application, their knowledge of the work of your organisation in the public domain, their knowledge of the wider arts landscape, and the competitive context in which all applications are evaluated.

Assessors may award a score to the nearest 0.5.

The scores to be used are as follows:²

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		At the top end of 'Excellent'.
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

² These explanations have been adapted from the EU's Creative Europe Cultural Projects Assessment Guide.

		weakness.
4.5		At the top end of 'Very good'.
4.0	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'.
3.0	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		Between 'Sufficient' and 'Good'.
2.0	Sufficient	The application broadly addresses the criterion, but there are weaknesses. It gives relevant information, but there are several areas where detail is lacking or the information is unclear.
1.5		At the bottom end of 'Sufficient'.
1.0	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 considered for funding.³

The score awarded under each criterion will then be multiplied to get a percentage rating, as follows:

	Weighting	Percentage
Quality and suitability of proposal	(5.55)	33.3%
Meeting the purpose of the scheme	(5.55)	33.3%
Feasibility	(5.55)	33.3%
Total		100.0%

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

³ This means that while an application may achieve an overall score higher than another application, it will not be funded if any one criterion receives a score of 1.5 or less.

	Score	Weighting	Percentage %
Quality and suitability of proposal	5.0	(5.55)	27.8%
Meeting the purpose of the scheme	3.5	(5.55)	19.4%
Feasibility	4.5	(5.55)	25.0%
Total	13.0		72.2%

In addition to the scores against the criteria, assessors will offer a brief summary comment to contextualise their view of the application.

Once the scoring process is complete, funding will be awarded to the highest-scoring applications in descending order until the available budget is allocated.

3. How to make your application

3.1 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 issued (via email) with 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:

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 <i>with</i> 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 itself. OpenOffice Writer is free software that can be downloaded here: <http://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 Mac OS Catalina operating system. 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 you 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 or by phoning 01 6180200/6180243. 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.

3.2 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-compatible 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 so, the form will not upload properly.

3.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. Typically, this includes samples of your current work – e.g. text, video, images, or sound recordings (see section **1.6 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 that are acceptable as part of an application for a project award.

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

For convenience, gather together all the files you need in an accessible location on your computer.

Submitting YouTube links

You may provide links to material hosted on YouTube (www.youtube.com) instead of uploading the material directly. To do this, copy the URL (the full address of where your material is hosted on YouTube) into a Microsoft Word/OpenOffice Writer-compatible document or equivalent and upload it as a weblink-supporting document.

Note: any links you provide must be for YouTube. Links to other hosting sites will not be viewed.

Check that the link works from within the document you upload – i.e. that it links correctly to your material on YouTube.

If you do not wish material you upload to YouTube for the purposes of your application to be publicly viewable, you can flag your video as ‘unlisted’ in its 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.

Good filenames for an applicant called Jack Russell	russelljack Capacity Building Support Scheme application.doc
	russelljack performance clip.mp4
	russelljack Capacity Building Support Scheme budget template round 2.xls
	russelljack youtube link.doc

The total combined limit for all supporting material uploaded with a single application is **40MB**.

3.4 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.

1. Choose 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. 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 you request should equal **Total expenditure** minus **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.

3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, CVs, detailed budget and any other required supporting material (see section **1.6 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.

4. Submit application

When you are satisfied that you have uploaded everything you need to support your application, click **Submit**.

Once submitted, your application cannot be amended. Do not submit your application until you are completely satisfied.

You should expect to 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 related to this application. **Note:** it is important that you contact onlineservices@artscouncil.ie if you **do not** receive the second confirmation email containing the application number.