



# Creative Production Supports

## A Performing Arts Resource Sharing Scheme

### Guidelines for Applicants

Deadline: 5.30pm, Thursday 3 June 2021

## About this document

This document explains:

- What you need to know about Creative Production Supports
- How we assess and decide on your application
- How to make your application
- How we process your application.

This document follows up on our commitment as part of our ten-year strategy, [Making Great Art Work](#), to provide clear funding criteria to applicants. We hope that it will help you prepare and submit a strong application.

The deadline for application is **5.30pm, Thursday 3 June 2021**  
Please prepare and submit your application well before the deadline.

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## Key points to remember

- This document contains important information about the Creative Production Supports 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/](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>

### **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](mailto:adrienne.martin@artscouncil.ie)) **at least three weeks** before the deadline.

## **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.**

## 1. What you need to know about Creative Production Supports

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The deadline for application is **5.30pm, Thursday 3 June 2021**  
Please prepare and submit your application well before the deadline.

This section gives you background information about Creative Production Supports. It will help you decide whether or not you and/or your organisation might qualify for Creative Production Supports.

### 1.1 About Creative Production Supports

This initiative is informed by key goals contained within the Arts Council strategy, [Making Great Art Work](#), and the Arts Council's current performing-arts policies, which seek to support artists at all stages of their careers to create work of excellence that engages widely and deeply with the public. Informed by this, and following a process of consultation, the Arts Council seeks proposals that collaborate with the existing infrastructure to provide additional, arts-led production supports for the independent performing-arts sector, particularly those in receipt of Arts Council Project Awards and Arts Grant Funding. In particular, this pilot seeks to support the artforms of theatre and dance, and work that focuses on children and young people's engagement with the arts from birth to early adulthood.

We understand that the skills needed to create excellent productions are many and varied and, while underpinned by a creative vision, achieving excellence requires sustained, collaborative support. This pilot project seeks a fresh and dynamic approach to developing and creating the context for relevant and excellent work to thrive. As a pilot project, the successful applicant will be asked to work alongside the Arts Council in creating and evaluating a collaborative infrastructure that optimises existing resources and promotes best-practice in the development, production and dissemination of artists' work and practice across Ireland.

Applications will be considered from professional artists<sup>11</sup> who can demonstrate a proven track record in theatre and/or dance and/or in the creation of work for young people and children, and who can demonstrate partnerships of expertise with at least one organisation in receipt of Arts Council Strategic, Partnership or Arts Centre Funding and with a significant track record in the production and presentation of theatre and/or dance and/or work for young people and children – e.g. production companies, festivals, arts centres.

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<sup>11</sup> For the purpose of this scheme, a **professional artist** is defined as any individual who works as a professional artist in a creative capacity in a performing-arts context, and is recognised as such by their peers – e.g. a director, theatre-maker, actor, playwright, dancer, choreographer, circus artist, musician, designer, creative producer or a producing entity that is not in receipt of Strategic, Partnership or Arts Centre Funding.

### **Time frame**

The decision-making process for this programme will be in two phases. Phase 1 will be the assessment and evaluation of applications. Based on the outcome of this phase, in phase 2 shortlisted applicants will be invited to the Arts Council to make a presentation on their proposal.

### **1.2 What are the objectives and priorities of the award?**

The objective of the initiative is to provide high-quality, art-led production supports for the independent performing-arts sector, on a pilot basis over two years, developing an articulation of best practice and optimising existing resources and networks in the development, production, co-production, presentation, co-presentation and touring of performing-arts work.

For example, a proposal could consist of:

- The provision of, or access to, expert dramaturgical and other development support
- Provision of excellent mentorship, training and developmental opportunities for independent performing artists, particularly in the artforms of theatre and dance and those supporting children and young people's engagement with the arts from birth to early adulthood
- Support and/or engagement of creative producers who support the work of multiple artists and art-makers
- The provision of, or access to, practical resources – administrative and infrastructural
- Promoting and providing additional developmental programmes – e.g. residencies
- Administrative and management resources to assist professional artists in the development of their practice
- Administrative and management resources to assist professional artists in the development, production and dissemination of work according to industry standards
- Assistance and resources to assist professional artists in the creation of a public-engagement strategy, with clear objectives and measurable outcomes
- Expertise or access to expertise in strategic planning and sustainability in the context of professional performing-arts practice
- Access to support for collaborative projects between networks of funded performing-arts organisations, festivals and other platforms
- Understanding of the international context and access to international opportunities.

#### **Priority will be given to proposals based on:**

- Their potential for a sustained impact on the performing-arts sector, particularly in the artforms of theatre and dance and those supporting children and young people's engagement with the arts from birth to early adulthood.
- The track record and relevant experience of the applicant and key personnel, and that of the partner organisations, to the content of the proposal
- The clarity, coherence and feasibility of the proposal



- The extent and quality of the engagement, collaboration and reciprocal support proposed between all parties of the proposal
- The suitability of the artistic and administrative structures and resources that will be available to support the proposal
- The extent to which the supporting partners have committed their own resources (either in cash and/or in kind) to the proposal
- The extent to which the proposal provides excellent supports, resources or facilities to the work of theatre artists and/or dance artists and/or artists who create work with and for young people and children to present work to audiences.
- The extent to which the proposal is well planned, realistically costed, and economically advantageous.

### 1.3 Who can apply?

Creative Production Supports is open to:

- Individuals or collaborative entities (if two or more people want to make a joint application, one of them must act as the named applicant)
- Organisations, including companies limited by guarantee (CLG), designated activity companies (DAC), partnerships, etc., **not** in receipt of Arts Council Strategic, Partnership or Arts Centre Funding.

**Note:** funded organisations in receipt of Strategic, Partnership or Arts Centre Funding may not be the lead applicant. However, to be eligible, applications under this programme **must** be supported by at least one organisation in receipt of Arts Council Strategic, Partnership or Arts Centre Funding with a significant track record in the production and presentation of theatre, dance and/or work for young people and children to audiences. While the involvement of the funded organisation should be distinct from, and separate to, their own funded activities, the applicant will need to demonstrate that the support offered and the proposed role of the funded organisation are central to the Creative Production Supports proposal. Strategically funded theatre-resource and dance-resource organisations, and resource organisations for work for young people and children, are not eligible to apply or to support individual applications.

To be eligible to apply, you **must** be:

- Resident in the Republic of Ireland. We may consider your application if you are based outside the Republic of Ireland. However, your application would have to convince us that your proposal would benefit the arts in the Republic of Ireland.
- Professional practising artists and/or theatre, dance and/or practitioners in the practices that involve work for young people and children. Even though you might not earn income continuously or exclusively from your arts practices, you must identify yourselves and be recognised by your peers as professional practising artists and/or theatre, dance and/or those creating work for and/or with young people and children.

The successful applicant is likely to be one of the following:

- A new entity formed, led or supported by an experienced professional in the area of theatre and/or dance and/or those creating work for and/or with young people and children
- With a strong track record in creative development, theatre production and/or dance and/or those creating work for and/or with young people and children for presentation and dissemination.
- A new entity formed by an existing production company or companies and/or arts centre(s) with a strong track record of theatre production to a high standard
- An existing production company and/or arts centre, not in receipt of Strategic, Partnership or Arts Centre Funding, with a strong track record in theatre production and/or dance and/or creating work for and/or with young people and children to a high standard.

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.

#### 1.4 Who is the applicant?

The applicant is the person or organisation who will receive any grant offered and who must accept the terms and conditions of that grant.

Any grant we offer will only be paid into a bank account held in the name of the applicant.

All the documents provided must be in the name of the applicant (either an individual artist or arts organisation) – e.g. if you apply for funding under the name Newtown Theatre, then all the documents you provide, including bank and tax details, must be in that name. We will not accept variations such as Baile Nua Arts Centre Ltd.

#### 1.5 Who cannot apply?

Those who are not eligible to apply include the following:

- Organisations in receipt of Strategic, Partnership or Arts Centre Funding are not eligible to apply. However, if you are such an organisation, you can support proposals by individuals or organisations for the scheme. You will need to certify that any activities you intend to support are distinct from, and separate to, your own funded activities.
- Organisations or entities without a track record in the development, production and dissemination of the performing arts.

- Applications intended to benefit theatre, and/or dance and/or those creating work for and/or with young people and children and who are already employed on a full or part-time basis by organisations in receipt of Strategic Funding.
- Organisations seeking funding to support vocational/undergraduate or postgraduate training.
- Strategically funded resource organisations are not eligible to apply or to support individual applications.

### 1.6 What is the funding period to which the programme applies?

Funding is available to support activities that will take place over the 24-month period starting from the third quarter of 2021 to the second quarter of 2023.

- The Arts Council will only consider 24-month funding where applicants provide **significant detail** of their activities/programmes over this period.
- The Arts Council reserves the right to offer 12-month funding in response to a 24-month application for funding.

### 1.7 What is the maximum amount of funding that can be applied for?

The total maximum amount of the award is:

**€480,000**

**Note:** this total amount will be broken down to maximum amounts available per year across three funding years, as follows

**2021**

**€120,000**

**2022**

**€240,000**

**2023**

**€120,000**

### 1.8 What kind of activities can I apply for?

The kind of activities you can apply for include those that enable you to support independent performing artists (i.e. those not in receipt of Arts Council Strategic, Partnership of Arts Centre Funding) to reflect on their practice, develop their ideas, create productions and co-productions, and to present their work to as engaged and as wide a public as possible.

Activities involving international exchange, collaboration or co-production are eligible provided they show clearly the benefit to people, artists or the arts in the Republic of Ireland and how the overseas partners will contribute to the relevant activity costs.<sup>2</sup>

### 1.9 What activities can I not apply for?

You cannot apply for activities that:

- Do not fit the purpose of the programme
- Are focused solely on the work of a single artist (e.g. an artistic director)

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<sup>2</sup> For further information, see the Arts Council's [Making Great Art Work: International Arts Policy & Strategy](#).

- Are more suited to another award funded by the Arts Council or operated by other state agencies or funding bodies, such as Culture Ireland
- Have already taken place or will have started before a decision is made on your application
- Are to raise funds for charity, to take part in a competition, or solely to make a profit
- Have already been assessed by the Arts Council, unless we specifically advised you to apply for this award. However, this advice does not mean that your application will be successful.

### 1.10 What costs can I apply for?

Proposals can be made for funding up to a maximum of **€240,000** per year over 24 months.<sup>3</sup> The Arts Council may decide to offer more than one award on the basis of the quality of submissions received.

All costs must relate directly to the activities within your proposal.

The types of costs you can apply for might include:

- Wages and fees for professional performing artists, creatives and other staff essential to the delivery of the activity\*
- Overhead/administrative costs that are **appropriate and in proportion** to the activities proposed, including planning and preparation costs
- Development costs (e.g. dramaturgical support, play readings, workshops)
- Studio or space costs
- Rehearsal costs
- In certain cases, costs that augment and enhance already funded activities in the independent sector – e.g. mentorship, production or co-production activities already in receipt of Arts Council funding
- Recording, documentation, evaluation, consultation costs
- Hire of equipment, space or venue if the hire is essential to the delivery of activities
- Publishing costs of your activities (e.g. programmes, publicity brochures, marketing material)
- Marketing and PR costs.

In addition to the costs 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.

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<sup>3</sup> The offered amount will be apportioned over three calendar years (see section 1.7 above).

**\*Note on pay and conditions for artists**

The Arts Council is committed to improving the pay and conditions of artists. In this context, the Arts Council has published a [policy](#) on the fair and equitable remuneration and contracting of artists. This includes best-practice principles for all those working in the arts to aspire to.

All artists engaged in Arts Council-funded activities must be fairly paid. Anyone seeking funding from the Arts Council must tell us how they will ensure that artists will receive fair pay and conditions, and provide details of this in their budgets. We will use this as part of the application-assessment process, and will not offer funding if we consider pay to be too low or below industry standards, or where the terms of engagement are not appropriate. Through our reporting mechanisms we will monitor compliance.

We do not set or recommend rates of pay, but we recognise the role of those organisations that are mandated to do so, and will refer to these where they exist. We also commit to supporting key representative and resource organisations to review industry rates and develop new tools that support the contracting process.

**1.11 What costs can I not apply for?**

You cannot apply for:

- Costs that do not fit the purpose of the programme
- On-going overhead or administrative costs where the relationship with the arts activities proposed is unclear
- Capital costs.

**1.12 What is required to make an application?**

The following supporting material is mandatory in **all** cases (please note that – with the exception of budgets as outlined in section 2 below, which should be provided separately – all other supporting material **should be provided within a single document and include a contents page**):

1. A completed application form.
2. A budget provided in a Microsoft Excel or OpenOffice Calc document, incorporating:
  - a) A high-level summary budget showing the proposed overall income and expenditure against the two years of your proposal.
  - b) Detailed budgets for **each of the individual activities within your proposal** – this is in addition to the summary budget above.

**Note:** these should be uploaded as Microsoft Excel or OpenOffice Calc documents, **not** in PDF format.

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**Note on in-kind support** If you expect to receive in-kind support, you need to put a financial value on it so that the contribution it makes to the real value of your proposal is clear. You should think of in-kind support both as expenditure and as income: whatever amount you declare on the expenditure side, you should also declare on the income side. Time

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contributed by directors or board members may not be reckoned as an in-kind cost.

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3. CVs of all **confirmed** key artists and personnel in delivering the proposed programme of work (max. two pages for each). Where artists are not confirmed, you should submit a document outlining how artists will be identified, and/or the types of artists whose work you propose to support through the use of this funding.
4. Documentary evidence of **confirmed** support outlining co-production, co-creation, partnership and financial commitments. Inclusion of an agreed memorandum of understanding with partners will strengthen your application. Where all partnerships are not yet confirmed, your application must demonstrate that your plans are feasible by providing evidence of your track record with regard to co-production and co-creation.
5. No less than **three** and no more than **six** examples of previous work demonstrating your capacity to deliver on the programme of work and activities that you propose, including photos and/or images that demonstrate production standards.
6. You **may** include up to three additional visualisations or charts that demonstrate essential information in support of what you write within your application – e.g. an organisational chart, a visualisation of the implementation plan, a quantitative and qualitative KPI table.

Please reference all supporting material within the application form, and list them clearly in the table of contents of your supporting material.

The following supporting material is required in **certain** circumstances:

7. If your proposal involves commissioning professional performing artists, you must include a copy of your commissioning policy setting out your approach.
8. If your proposal involves providing workspace for artists, you must provide evidence and specifications of the space, the costs and any additional support you may be receiving – e.g. from a local authority.
9. 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 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).

10. If your proposal involves working with vulnerable persons, you must submit an acknowledgement that you adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* (see [here](#)).
11. If your proposal involves working with animals, you must provide a copy of your animal-welfare protection policies and procedures. For guidance, see the Arts Council's *Framework for the Welfare of Animals Presented in the Arts* [here](#).

**Note:** we request you restrict supporting material to the required documents and those you feel are essential in the support of your application. Providing excessive support material may result in optional supporting material remaining unread. Therefore, you should ensure any key information is included within the narrative of your application, and referenced via the contents page and page numbers of the appropriate supporting material.

We **will not** accept as part of your application:

- Any supporting material you provide that is not listed above
- Any supporting material that is not uploaded as part of your online application
- Any supporting material submitted after the application deadline.

**Note:** if you do not provide a completed application form and all the documents listed above that are relevant to your application, we will consider your application **ineligible**, and we will write and tell you that your application has not made it to the assessment stage.

### 1.13 Eligibility

Your application will be deemed **ineligible**, and will not go any further in the process, if any of the following is true:

- You miss the application deadline.
- You fail to complete all of the sections in the application form relevant to your proposal.
- You cannot apply as set out in sections **1.3** to **1.5** above.
- 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 **1.7** above.
- You apply for an activity or purpose that you cannot apply for as set out in sections **1.8** to **1.11** above.
- You fail to provide all mandatory supporting materials as set out in section **1.12** above.

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- Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case, we will direct 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 able to apply again with the same proposal in future funding rounds.



## 2. How we assess your application

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### 2.1 Assessment criteria

Applications that are deemed eligible will be passed on for assessment. Assessment will be based on the following criteria:

#### 1. Artistic quality

Here we assess the quality associated with the idea, the proposed activities, and the artistic people involved. We will look both at what you propose to do and how you describe those activities. We will look at how you show excellence in terms of ambition, originality, experimentation, innovation, competency and collaboration in what you propose. We will also take into account the artform or arts-practice context for your proposed arts activity.

Under this criterion, we will assess your proposal based on:

- The quality of how you describe your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant
- The extent to which your proposal demonstrates that it will offer excellent support services to a range of performing artists including, but not restricted to, career advice and facilitation, networking advice and facilitation, application advice and facilitation, dramaturgical support, mentorship support, production support, and co-production/co-presentation support
- The extent to which you show excellence in the process of developing and creating work and extending the exposure of the work
- The extent to which you show excellence in the process of developing public-engagement strategies that demonstrate how you will identify and engage with specific and diverse audience groups
- How you demonstrate the demand and relevance of what you propose to the production of independent performing arts in Ireland
- The quality of detail you provide on how the partnership/networks (e.g. artist, local authority and arts centres) will contribute and work together
- The quality and ambition of work that you, your organisation or any collaborators named within your application have created, made or produced within the last three years
- How the approach you describe to selecting artists and partners will ensure quality, fairness, transparency, equality and diversity.

In all cases we will assess the artistic track record or potential of the artists and creative people involved as shown in their CVs and other supporting materials submitted.

## **2. Outcomes that deliver on the objectives and priorities of Creative Production Supports funding**

Here we assess how the outcomes of what you propose will meet the objectives and priorities of the funding programme and, in so doing, contribute to the development of performing arts in Ireland.<sup>4</sup>

Please see the objectives and priorities for this award as set out in section **1.2** above.

## **3. Feasibility**

Here we assess your capacity to deliver the proposed activity. We will assess how you have shown:

- The extent to which your proposal utilises and augments existing resources to provide cohesive partnerships of expertise for the provision of art-led production supports for independent theatre, dance and work for and with young people and children in Ireland
- The track record and relevant experience of the applicant and key personnel and that of the partner organisations to the content and delivery of the proposal
- The potential of the proposal for a sustained impact on the theatre, dance and young-people-and-children sectors
- That all participating artists will get fair pay and conditions (see the note on pay and conditions of artists in section **1.10** above)
- The clarity, coherence and feasibility of the proposal
- The extent and quality of the engagement, collaboration and reciprocal support proposed between all parties of the proposal
- The suitability of the artistic and administrative structures and resources that will be available to support the proposal
- The extent to which the supporting partners have committed their own resources (either in cash or in kind) to the proposal
- The extent to which the proposal provides excellent services, resources or facilities that support the work of theatre artists and/or dance artists and/or those artists working with and producing work for and with children and young people, and enhances the infrastructure for theatre and/or dance and/or work for and/or with young people and children in Ireland
- The extent to which your approach demonstrates clear understanding of good-governance structures.

We will use what you say within your application, and what you show through relevant supporting material, to make this assessment.

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<sup>4</sup> Please reference the policy priorities within the Arts Council's ten-year strategy [Making Great Art Work](#).

## 2.2 Scoring

Applications will be assessed and scored based on the quality of information provided within the application form and against the Implementation Plan and the Monitoring and Evaluation Plan. The listed supporting material will also be taken into consideration. Assessors and the selection panel will use their professional arts expertise and judgement to assess and score applications against each of the criteria. The evaluation and scores will be based on:

- The information you give in the application form and supporting material
- Their knowledge of your previous work and that of your partners
- Their knowledge of the general arts landscape
- The artform or arts-practice context in which you are working
- The competitive context for the award.

The scores will be applied as follows:

<b>Numeric score</b>	<b>Word value</b>	<b>Explanation</b>
<b>6</b>	'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.
<b>5.5</b>		At the top end of 'Excellent'.
<b>5</b>	'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.
<b>4.5</b>		At the top end of 'Very good'.
<b>4</b>	'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.
<b>3.5</b>		At the top end of 'Good'.
<b>3</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>		At the bottom end of 'Good'.
<b>2</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.
<b>1.5</b>		'Not sufficient'.
<b>1</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.

**Note:** if your proposal scores **1.5** or below against any of the criteria, it will not be offered funding.

Assessments will be presented to a selection panel as part of the deliberation and decision-making process. The selection panel will score each assessment, with the highest-scoring applicants invited to the next phase. See section 6 below.

### Weighting

The following weightings will be applied to give an overall percentage score.

Heading	Max. score	Weighting	Percentage
<b>Artistic quality</b>	6.0	4.17	25
<b>Meeting priorities</b>	6.0	4.17	25
<b>Feasibility</b>	6.0	4.17	25
<b>Implementation plan</b>	6.0	2.50	15
<b>Monitoring and evaluation</b>	6.0	1.67	10
<b>TOTAL</b>	30.0		100

Here is an example of what a scored application might look like:

Heading	Score	Weighting	Percentage
<b>Artistic quality</b>	4.5	4.17	19
<b>Meeting priorities</b>	5.0	4.17	21
<b>Feasibility</b>	4.0	4.17	17
<b>Implementation plan</b>	3.5	2.50	9
<b>Monitoring and evaluation</b>	4.5	1.67	8
<b>TOTAL</b>	21.5		74

### 3. Making your application

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The deadline for applications is **5.30pm, Thursday 3 June 2021**  
Please prepare and submit your application well before the deadline.

#### 3.1 Register with the Arts Council's Online Services

You must apply through our Online Services. We will **not** accept applications submitted by post, fax, email or delivered by hand.

You **must** have an Online Services account to apply for funding. 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 get an email containing your unique Artist Reference Number (ARN) and password, which you must use when signing 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 or higher  
with  
**Internet Explorer 8.0** or higher, **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, upgrade Safari browser or use Firefox or Chrome

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#### OpenOffice Users

#### 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 version of Mac OS installed.

**Note:** Mac OS X 10.15 Catalina or later requires OpenOffice 4.1.7 or later.

**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.

Remember that on the afternoon of the closing date it is likely that there will be heavy traffic on the website. You should prepare and submit your application **well before the deadline**.

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](mailto:onlineservices@artscouncil.ie)
- Phone: 01 618 0200/01 618 0243

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 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 **2.30pm** on the closing date may not be resolved before the deadline.

## **3.2 Download the application form**

1. Log in to Online Services (OLS).
2. On your home page within OLS, 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 and application form.

To complete your application form, 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 on your computer and then upload it through Online Services.

### 3.3 Fill in the application form

Once you have downloaded the application form, follow the guidance here as to how to complete it (please note the maximum word count in the application form under each heading):

<b>1. Your organisation</b>	This section is intended to give us an overview of your organisation.
<b>2. Proposal overview</b>	This section is intended to give us an overview of your proposal.
<b>2.1 Title</b>	Give your proposal a title for reference purposes.
<b>2.2 Vision statement</b>	Provide a summary of your overall vision ( <b>max. 1,800 characters including spaces/approx. 250 words</b> ). The vision statement states your prime objectives, what you propose to achieve, and the changes you hope to have affected over the specified time. These statements, details and key actions you provide within the rest of this application form should speak to your mission and vision statements. They provide a context for our assessment of your application.
<b>2.3 Mission statement</b>	Provide a summary of your overall mission ( <b>max. 1,800 characters including spaces/approx. 250 words</b> ). The mission statement is an overarching expression of your purpose and aspiration for how your organisation will provide Creative Production Supports that will develop theatre and/or dance and/or work for and/or with young people and children as an artform in Ireland. It is a declaration of why you exist as an organisation.
<b>2.4 Summary of your proposal</b>	Summarise in no more than three short points what you propose to do, how and why ( <b>max. 600 characters including spaces/approx. 100 words</b> ). <b>Note:</b> should your application be successful, this summary will be published on the Who We've Funded pages of the Arts Council website.
<b>2.5 Budget overview</b>	Give the totals for your expected expenditure and income over the three funding years for this programme.

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<b>3. Your application and the assessment criteria</b>	What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the extent to which your application meets the assessment criteria. These statements, details and key actions provided within your application form should speak to your mission and vision statements.
<b>3.1 Artistic quality</b>	You should set out what you are going to do and how you will support artists to achieve artistic and technical excellence. You should set out a clear rationale for your artistic choices, demonstrating how decisions are made. You should set out a clear policy and process for the identification of the types of artists and types of work that will be supported <b>(max. 3,600 characters including spaces/approx. 600 words).</b>
<b>3.2 Meeting the objectives and priorities of the award</b>	See section 1.2 above on the objectives and priorities for the programme. You should set out clearly why you believe that what you are proposing will meet these <b>(max. 3,600 characters including spaces/approx. 600 words).</b>
<b>3.3 Feasibility</b>	Use this section to demonstrate the overall feasibility of your proposal. Feasibility refers to how you demonstrate the experience and expertise of key personnel and demonstrable support of networks and organisations that are supporting you; it refers to your financial planning, your organisational structure, your management of the proposal, and ability to source additional income, both in kind and actual <b>(max. 3,600 characters including spaces/approx. 600 words).</b>
<b>3.3.1 Financial plan</b>	Set out your proposed approach to financial planning here. This should be evidenced through the budgetary information that you provide with your supporting documentation. Reference key information/page numbers within supporting documentation here.
<b>3.3.2 Organisational plan</b>	Clearly set out proposed company/organisation structure, key roles including the nature of employment (full-time/part-time, contract for services, etc.), and, where possible, name individual key-role personnel. You <b>may</b> upload a diagram of this plan in supporting material.
<b>3.3.3 Track record, experience and expertise</b>	Set out the track records of the individuals and organisations involved in your proposal, and how those track records are relevant to what is being proposed under feasibility. Clearly reference relevant supporting documentation and CVs.

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<p><b>3.3.4 Fair and equitable remuneration and employment conditions for artists</b></p>	<p>See section <b>1.10</b> above. Please set out here how you will ensure appropriate employment conditions for any artists that you will engage as part of the programme of work that you propose.</p>
<p><b>4. Implementation plan</b></p>	<p>Use this section to set out who, how and when you will achieve the key activities of your plan. You <b>may</b> upload a diagram of this plan in supporting material.</p> <p>Use the first table to list all <b>key collaborators</b> – i.e. artists, individuals, groups or organisations involved in your proposal. You should include details of the arts centres/local-authority/strategic organisations hosting your proposed activity, the main artists involved, key partners, key administrative personnel, etc.</p> <p>In the second table, list any <b>key activities</b> related to your application/proposal, and in each case indicate the location and dates.</p>
<p><b>4.1 How you will implement your proposal</b></p>	<p>Set out your overall approach to implementing the actions and activities outlined above, explaining how this will enable you to achieve your objectives (<b>max. 1,800 characters including spaces/approx. 300 words</b>).</p>
<p><b>4.2 Key collaborators</b></p>	<p>List all artists, individuals, groups or organisations involved in your proposal. You should include details of the arts centres, local authority, etc. hosting your proposed activity, the main artists involved, key partners, key administrative personnel, etc.</p>
<p><b>4.3 Key activities</b></p>	<p>List all key activities related to your application/proposal, and in each case indicate the location and dates.</p>
<p><b>5. Evaluation and monitoring</b></p>	<p>Use this section to set how you will monitor and evaluate your achievements and goals. As this is a pilot project, you will be asked to work with, and report on a regular basis to, the Arts Council theatre and the dance and/or young people and children team as relevant. Together we will monitor and evaluate the achievements of your organisation. The framework for this self-evaluation is to be demonstrated here. It is anticipated that this will be amended and augmented over time. You <b>may</b> also submit a visualisation or chart in your supporting materials.</p>
<p><b>5.1</b></p>	<p>Describe your overall approach to monitoring your achievements (<b>max. 3,000 characters including spaces/approx. 500 words</b>).</p>

**5.2**

Use this section to create an itemised list of the above. We want you to articulate your **goals** and specific objectives. The **measures** should be quality and quantity-based. The **outcomes** should reflect the expected results at the end of your proposal

**3.4 Prepare the supporting material required for the application**

See section **1.12 What is required to make an application?** above.

You **must** upload supporting material with your application and financial report. 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, you should scan it so that 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.

<b>File type</b>	<b>File extension</b>
<b>text files</b>	rtf, doc, docx, txt
<b>image files</b>	jpg, gif, tiff, png
<b>sound files</b>	wav, mp3, m4a
<b>video files</b>	avi, mov, mp4
<b>spreadsheets</b>	xls, xlsx
<b>Adobe Acrobat Reader files</b>	pdf

**How to upload weblinks**

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

We will accept YouTube links **only**. We will not view links to other websites, including your own website or video-sharing services. This is because we cannot verify the time and date that links other than those on YouTube were uploaded.

Follow these steps to provide links to YouTube.

1. In Microsoft Word or OpenOffice Writer, create a new document.
2. Copy the full web address (the URL that 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, see the YouTube uploading instructions and troubleshooting information.

### 3.5 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)

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- I have filled in all relevant sections of the application form and have it ready to upload.
  - I have prepared a summary budget and detailed activities budgets in Microsoft Excel/OpenOffice Calc.
  - I have prepared and gathered together all of the supporting material relevant to my application, and have this ready to upload.
- 

#### Second opinion (check this item)

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- I have asked another person to check my application to make sure there are no errors and that nothing is missing.

### 3.6 Make your application online

Once you have completed your application form, a summary budget and detailed activities budgets, and gathered your supporting materials, you can submit your completed application.

To do this, log in to Online Services and follow the instructions on screen to complete your application online.

## 4. How your application is processed

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We follow the steps below to consider applications, decide on them, and contact applicants. This helps us make sure that our system for making decisions is open, fair and transparent.

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- 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, contact [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)

- 
- 2 Once we have received your application, we will check to make sure it is eligible for Creative Production Supports.

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- 3 If we decide your application is not eligible, either because it does not meet the purpose for the award or because you have not fully satisfied the requirements for Creative Production Supports, we will write to tell you that your application is ineligible and will not be assessed.

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- 4 Your application will be assessed based on the criteria in section 2.1 of these guidelines.

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- 5 Assessments will be prepared for a selection panel, which will then score the applications and determine which applicants will be called forward to the next phase of the process.

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- 6 We will write to all applicants notifying them as to whether or not they have been called forward to the next phase.

- 
- 7 Applicants called forward to the next phase of the process will be invited to make a presentation and speak about the details of their proposal in front of the selection panel.

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- 8 The selection panel will make a final decision about which proposal(s) to offer funding to.

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- 9 We will write to the successful applicant(s) confirming the offer of funding.

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- 10 There will then be a meeting with the successful applicant to agree the next steps and set out timelines, review budgets, and agree monitoring and evaluation targets.
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