

# Agility Award

## 2021 Round 2

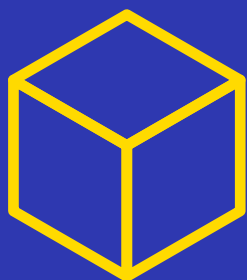
For individual freelance artists  
and art workers at any stage of  
their careers

Funding of €1,500 – €5,000

# 3

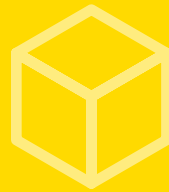
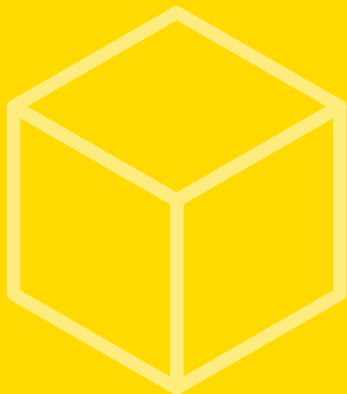
## How to apply

Deadline for receipt of all applications:  
5.30pm, Thursday 8 July 2021



# Important

- You must register on our **Online Services** at least five days before you apply.
- If you would like support with your application due to **accessibility requirements**, please contact our accessibility officer at least three weeks before the deadline or as early as possible.



# Contents

|                                     |    |
|-------------------------------------|----|
| 3. How to apply                     | 4  |
| 3.1 Register with Online Services   | 5  |
| 3.2 Fill in application form        | 7  |
| 3.3 Prepare any supporting material | 8  |
| 3.4 Apply online                    | 10 |



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### 3. How to apply

This document tells you about:

- How to register on our Online Services and when
- Technical requirements for using our Online Services, and how to get help
- How to fill in your application form (a brief overview)
- How to prepare and name supporting material to suit our Online Services
- How to apply online (four stages).



### 3.1 Register with Online Services

You must submit your application through our Online Services.

This means that you **must** have an Online Services account to apply. If you do not already have an Online Services account, sign up by filling out the registration form here:

[onlineservices.artscouncil.ie/register.aspx](https://onlineservices.artscouncil.ie/register.aspx).

Within **five** working days, we will send you:

- An email with a unique Artist Reference Number – an ARN
- A password that you use for signing into our Online Services.

#### Technical requirements for using our Online Services, and how to get help

You will need to use a computer to submit your application. Our Online Services website does not work on phones or tablets.

Your computer and internet browser will need to meet certain requirements to use our Online Services website. Most computers meet these, but it helps to know the following minimum requirements:

|            |  |
|------------|--|
| <b>PC</b>  | Windows 7 or newer version <b>with</b> Internet Explorer 8.0 or newer <b>or</b> Firefox 27 or newer <b>or</b> Chrome 33 or newer   |
| <b>Mac</b> | Mac OS X v10.5 Leopard or newer version <b>with</b> Safari 3.1 or Safari 10 <b>or</b> Firefox 27 or newer <b>or</b> Chrome 32 or newer. If Safari 11 won't let you upload documents, use Firefox or Chrome |

You will also need to have Microsoft Word **or** OpenOffice Writer installed to complete the application form. OpenOffice Writer is free software. You can download it from:

<https://www.openoffice.org/>

#### OpenOffice users

You **must** use OpenOffice Writer version 4.0.1 or earlier. Versions of OpenOffice Writer more recent than 4.0.1 have changed how our application forms appear when they are submitted through Online Services, so must not be used.

#### Important note for Apple Mac users

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 need to download and use OpenOffice version 4.1.9.

Please refer to our video *Using OpenOffice to Download, Complete and Upload the Application Form* at

<https://www.youtube.com/watch?v=iT9Xxgmg0Eo>

If you use an Apple Mac, note the section (at 1 minute 20 seconds) 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.

If you cannot meet or do not understand any of these requirements, please contact us for advice as soon as possible and well before the deadline. Our contact details are below.



### Give yourself enough time to complete the application

Make sure you are familiar with the Online Services website before you prepare an application. There will be a large volume of applicants on the site on the final day of the closing date, so please try and send in your application well before then.

It may take you longer than you think to upload your application form and supporting materials.

### Get technical support if you need it

If you need technical support while making an online application, you can contact us by:

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

We recommend you report any technical issues to us well before the deadline. Please give us a phone number so we can call you back if we need to.

We deal with queries on a first-come first-served basis.

We cannot promise to provide technical support to calls received after 2pm on the closing date as this is a particularly busy time.

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## 3.2 Fill in the application form

Download the application form and save it to your computer. The application form is a Microsoft Word/OpenOffice Writer document that you fill in offline. The application form tells you how to fill in each part.

### Important note

The application form is formatted in a way that allows us to extract information from it for assessment purposes. It is very important that you **type inside** the grey boxes in the form, and that you do not delete them or type outside them. If you do this, the form will not upload properly.

### 3.3 Prepare any supporting material required

You must include supporting material we require with your application. See section **1.8 What supporting material must I upload with my application form?** in **Document 1: Guidelines for Applicants**.

You must submit all supporting material online. If necessary, you should scan and save any hard-copy material you wish to include with your application, such as a letter of support.

#### Acceptable file formats

The following table lists file formats that our system can accept as part of an application.

| File type                  | File extension             |
|----------------------------|----------------------------|
| text files                 | .rtf/.doc/.docx/.txt       |
| images files               | .jpg/.jpeg/.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 one place on your computer.



### Submitting YouTube links – no other hosting sites acceptable

You may provide links to material hosted on YouTube ([youtube.com](https://www.youtube.com)) instead of uploading the material directly. To do this:

1. Copy the URL (the full web address of where your material is hosted on YouTube) into a Microsoft Word/OpenOffice Writer document
2. Upload it as a supporting document.

We will **not** view links to other hosting sites.

Check that the link works from within the document you upload. This means it must link correctly to your material on YouTube.

### Don't want your listing to be viewed by the public?

If you do not wish application material you upload to YouTube to be publicly viewable:

- Mark your video as 'unlisted' in its settings
- Do **not** mark your material as 'private' as our assessors won't be able to open it.

### Naming files appropriately

Give all files that you plan to upload clear and logical filenames. For example, if you are uploading your CV, call it [Your name] CV.

Please submit supporting documents in separate, appropriately named files.

|   |                                  |
|---|----------------------------------|
| <b>Good file names for an applicant called Jack Russell</b> | russelljack application.doc      |
|   | russelljack performance clip.mp4 |
|   | russelljack youtube link.doc     |

### File size limit

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

## 3.4 Apply online

To begin, log on to your Online Services account using your ARN (Artist Reference Number) and password here:

<https://onlineservices.artscouncil.ie/>

You go through the four stages explained below when applying online. If you click **Save draft** at the end of each stage, you can come back to your application and revise it at any time before you submit it.

1

### Stage 1: Choose funding programme and download application form

Click the **Make an application** button at the bottom of your account's home page, and follow the prompts to choose the funding programme you wish to apply for. You must give your application a name for your own future reference.

Here you can download the application form.

2

### Stage 2: Request funding amount

Specify the amount of funding you want to request, as well as expenditure and income related to your proposal. The amount you request should equal **Total expenditure** minus **Total income**. The figures you enter here should be the same as those you enter in section 3 of the application form.

If applying for additional access costs for work by artists or arts workers with disabilities, include this figure in the total amount you request.

3

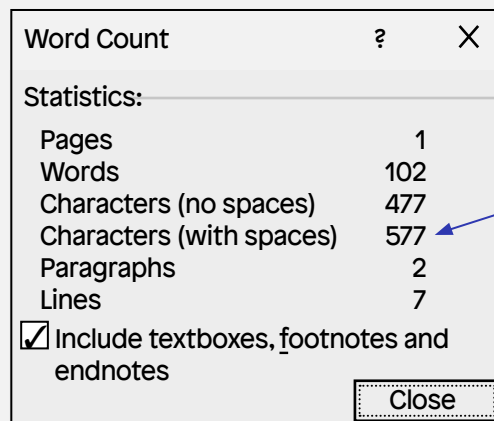
### Stage 3: Upload application form and supporting material

Follow the prompts to upload your form and other documents (see section 1.8 **What supporting material must I upload with my application form?** in **Document 1: Guidelines for Applicants**).



### Top tip

It is really important to know that there is a **character count** for many answers on the application form and to follow the instructions exactly. That is why we recommend that you note the maximum character count for the question you want to answer and stay within that. **Tip:** in Microsoft Word documents, you can find the character count by selecting the text you want to check and then clicking the word count on the bottom left corner of your screen. This will open the following window showing the character count with spaces (as shown below: for this paragraph with 102 words):



Character count includes spaces, so factor that in when answering questions.

### Another tip

You must type your answers in the application form **within** the grey boxes provided or the application won't upload. To avoid any difficulties with this, please follow the instructions carefully.

You can upload your form and documents at one time, or you can upload some, save your application, then upload the rest of the documents later.

4

#### Stage 4: Submit application

When you are satisfied that you have uploaded everything you need to support your application, click **Submit**. (After this, you cannot change your application.)

You should receive two emails. You should get the first email once we receive your application. The second email should arrive a few minutes later, and will contain your application number. Use this in all correspondence related to this application.

#### If you don't get the second email

If you don't get the second email, check your email's junk or spam folder. If you still haven't received it, contact: [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie) immediately.

We wish you the best with your application.

We used Plain English guidelines to update the Agility Award documents. The National Adult Literacy Agency (NALA) assisted us with this.

