Engaging with Architecture Scheme 2022

Guidelines for Applicants

Deadline: 5.30pm, Thursday 9 June 2022

Note for people with disabilities or access requirements

The Arts Council makes every effort to provide reasonable accommodation for people with disabilities or access requirements 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, by phone (01 618 0200/01 618 0243) or by email (**access@artscouncil.ie**) as early as possible before the deadline.

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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 ON COVID-19-RELATED PUBLIC-HEALTH GUIDANCE

While it is anticipated that COVID-19 will be less of an issue later in 2022, in preparing your proposal, you should be aware of the possibility that it may still have an impact on the delivery of arts activities.

Given this, 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.

Key points to remember

- In order to make an application, you **must** be registered for an Arts Council Online Services (OLS) account. If you do not have one, you can sign up for one [here](#). Please note that it can take up to **five working days** for a new user to be registered on OLS, so give yourself plenty of time to do this ahead of the deadline.

- 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:

☐ I have read and understand these guidelines.

☐ In the event that I have had an issue, I have contacted the Arts Council for assistance well in advance of the deadline.

☐ 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.

1. About the Engaging with Architecture Scheme

1.1 Objectives and priorities of the scheme

The purpose of the Engaging with Architecture Scheme is to support ambitious, innovative and creative, high-quality projects – e.g. exhibitions, events, festivals and programmes. Its aim is specifically to enhance and extend the public's experience of, and involvement with, architecture. The scheme is developmental and also seeks to build a network of architects, curators, arts programmers, festivals and arts centres in this area of practice in architecture.

There are two strands to the scheme:

Strand 1: Idea research and development

The purpose of this strand is to offer applicants an opportunity to explore, test and develop ideas that relate to the objectives and priorities of the scheme. This can be done individually, or in collaboration with others (e.g. architects, artists, organisations, community groups, local authorities, venues or festivals). The applicant is strongly encouraged to identify and work with a suitable mentor* (Irish or international) in order to assist with the development of the idea.

As Strand 1 is developmental and intended to test and research ideas, it is not necessary that work undertaken in Strand 1 _leads_ to a project as described in Strand 2. However, ideas for projects developed under Strand 1 are eligible to apply for Strand 2 funding in a subsequent year.

While applicants are required to offer a context for the application, in terms of their work to date and motivations for developing their work, they are not required to demonstrate a track record in this area of practice.

*In this context, a mentor is defined as an individual/organisation with experience in curating, programming or developing projects in architecture for the public, nationally or internationally. This individual/organisation may or may not be an architect/architectural practice.

Potential proposals under this strand could be:

- Ideas that require time, research and initial exploration or testing
- Ideas that require development in collaboration with others – e.g. a specific audience/community and/or collaborative partner
- Ideas that would benefit from the knowledge and experience of a mentor
- Made by architects or architecture graduates, arts practitioners or curators who wish to gain experience in this specific area of practice.

Strand 2: Project realisation and delivery

The purpose of this strand is to support the delivery of innovative, ambitious and idea-led projects that specifically aim to enhance and extend the public's experience of architecture. It is a requirement of this strand that an architect or architecture graduate is a core member of the team.

Potential proposals under this strand could be those that:

- Will deliver a clearly devised project/programme, with the central objective of engaging a public with architecture
- Will be innovative and ambitious in the ways in which the architecture is exhibited, mediated, communicated, debated and presented.

All awards 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/).

1.2 Who can apply?

- The Engaging with Architecture Scheme is open to individuals, local authorities and organisations.
- Organisations in receipt of funding through other Arts Council grant programmes are eligible to apply.
- The award is open to individuals resident in, and organisations based in, the Republic of Ireland. There are certain exceptions where the Arts Council may deem eligible applications made by those based outside the Republic of Ireland. However, before admitting as eligible any such application, the Arts Council would need to be satisfied that the outcomes of any such proposal would benefit the arts in the Republic of Ireland.

> As part of its [Equality, Human Rights and Diversity Policy](#), the Arts Council is committed to offering **equality of access, opportunity and outcomes** to 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.

1.3 Who is the applicant?

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

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

All documentation provided must be in the name of the applicant (individual artist or organisation) – e.g. if you apply to the Arts Council for funding under the name Máire de Barra, then all documentation, including bank and tax details, must be in that name. Variations such as Mary Barry or Barry Studios are not acceptable.

1.4 Who cannot apply?

Individuals currently in undergraduate or postgraduate education or who will be during the period for which this award is offered.

1.5 What may you apply for?

Strand 1:

The maximum amount that may be awarded to each successful application is:

Strand 2:

The maximum amount that may be awarded to each successful application is:

€5,000
€25,000

Under **Strand 1** you may apply for funding to meet the costs associated with ideas, research and development towards a project that has public engagement at its core – e.g. architects'/artists' fees, mentors' fees, travel costs, developmental and research costs. Public presentation of this work is not a requirement in this strand.

Under **Strand 2** you may apply for funding to meet the costs associated with the implementation of programmes/projects relating to engaging the public with architecture – e.g. architects'/artists' fees, venue rental, installation and presentation costs, the cost of audience-development initiatives, outreach and education, marketing and publicity costs, travel costs, and artists' expenses.

Funded activities must take place within one year of notification of an offer of funding.

Details of the proposed expenditure and income will be provided by you in section 3 of the application form. In addition, you must submit a separate budget document outlining proposed expenditure and income in appropriate detail – this should be in a text or spreadsheet document.

In addition to the limit 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 these additional costs.

The following are some examples of projects that have been funded under the Engaging with Architecture Scheme:

- An architecture graduate researched and developed her interest in how a specific group of women use space in their everyday lives. She worked in collaboration with a resource organisation and an arts venue (Strand 1).
- An architect collaborated with a film-maker towards making a documentary film which will tell the story of a community and their connection to place (Strand 1).
- An artist collaborated with an architect towards the development of a large-scale project that will examine aspects of sound in an urban context (Strand 1).
- An architect curated an exhibition with a specific programme devised to encourage meaningful public engagement with the concept, content and themes presented (Strand 2).
- A youth group based in an arts centre worked with an architect to make a travelling, interactive device that enabled the public to engage with their local environment in an innovative way (Strand 2).
- A local authority partnered with architects, organisations and artists to deliver a sustained programme of activity dedicated to architecture (Strand 2).
- A network of multidisciplinary venues worked together to deliver a programme of events based on a specific work made by an artist in collaboration with architecture graduates (Strand 2).

How much funding may you apply for?

The maximum amount you may request is the difference between the **proposed expenditure** and the **proposed income** you indicate in section 3 of the application form.

- Proposed expenditure should include all artists' and/or mentors' fees,* performance costs, venue-hire costs, technical costs, promotion and publicity costs, administrative costs, etc. How you break down the costs of your proposal and allocate resources gives Arts Council assessors a good picture of the feasibility of your project and whether or not it is realistically costed.

- Proposed income should include what you expect to receive from other funders, box-office receipts, sales, commercial sponsorship, etc.

It is also important to reflect all in-kind support** in both income and expenditure, thereby reflecting the full and true value of your proposal.

*Note on artists' pay	The Arts Council is committed to improving the pay and conditions of artists. We have published a <u>policy</u> on the fair and equitable remuneration and contracting of artists. It is important that you read this policy in advance of making your application. You will be asked as part of the application process to set out how you will ensure proper pay and conditions for the artists that you work with. This will help us assess the feasibility of your application.
**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 contributed by directors or board members may not be reckoned as an in-kind cost.

You are asked to indicate income, expenditure and amount requested at three stages during your application:

- On the detailed budget that you submit as part of your application
- Online, when you initiate the application (totals only)
- In section 3 of the application form.

Make sure that the totals are the same on both. Make sure also that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

Access costs for artists with disabilities

In addition to the maximum amount permitted, the Arts Council will also consider access costs specifically relating to the making of work by artists with disabilities, and/or non-capital public-access costs (e.g. audio description, interpretation) in cases where your proposal has a public outcome.

If you wish to apply for additional funding on this basis, please upload the following information with your application:

- A short document outlining what your additional access costs are
- An amount for access costs in the expenditure section of your application-form budget. This figure should also be included in the total amount you request.

What is an access cost?

Access costs for artists with disabilities cover any requirements you may have in order to remove barriers that might stop you from completing your proposal. This may include, for example, costs towards additional time needed to complete an element of your proposal or additional assistance required to deliver your proposed activity.

We take the definition of disability from the UN Convention on the Rights of Persons with Disabilities, which states: 'Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.'

1.6 What may you not apply for?

Activities and costs that you may not apply for include the following:

- Major capital purchases
- Ongoing core costs
- Activities or costs that do not comply with the purpose of the scheme
- Activities that are more suited to another scheme or award funded by the Arts Council or operated by other state agencies, such as Culture Ireland
- Activities that have already taken place or that will have commenced before a decision is made on your application
- Activities undertaken for charity-fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council, unless you demonstrate that you have developed the proposal since previously applying **or** if the Council has specifically advised you to redirect your application to this award. Please bear in mind that such advice is not an indication of a successful outcome.
- Activities that take place in a formal education setting – e.g. an architect resident in a school; such activities are catered for by the *National Architects in Schools Initiative*, which is run by the Irish Architecture Foundation and co-funded by the Arts Council (see here for further information: http://www.architecturefoundation.ie).

- Projects that rely on a publication(s) as a means to engage the public with architecture unless it can be demonstrated that the publication is an effective and certain means to engage an audience – e.g through appropriate, confirmed distribution channels.

1.7 What supporting material must you submit with your application?

Supporting material means material that is **separate from** and **additional to** your application form. This helps the person assessing your application to get a clearer understanding of your proposal. Please read what supporting material is required below very carefully, as failure to comply with this is the most common reason for applications being deemed ineligible.

In order to be considered eligible for assessment for funding under the Engaging with Architecture Scheme, you **must** submit the following supporting material online:

Note: all material listed below should be submitted as individual documents and clearly labelled.

Strand 1: Ideas research and development

- Detailed up-to-date CVs (max. two pages) for each of the personnel involved in the proposal, including the mentor where relevant
- A document (max. one page) outlining the motivations for applying for Strand 1 in the context of the development of your individual work practices and experience
- A document (max. two pages) clearly outlining the concept and context of the project to be researched and developed, and also outlining a work plan, time frame and the intended outcomes for this activity
- A document (max. one page) outlining the agreement between the applicant and any proposed partners – any such document should include a clear breakdown of roles and responsibilities
- Where a mentor is proposed, a schedule of meetings and work committed to by both mentor and applicant. This must include evidence that the proposed mentor has agreed to participate in the project.

Strand 2: Project realisation and delivery

- Detailed up-to-date CVs (max. two pages) for each of the personnel involved in the proposal
- A separate detailed budget setting out proposed income and expenditure for the project (this must be in addition to the budget information provided in the application form)
- Documents outlining the agreement between the applicant and any proposed partners – any such document should include a clear breakdown of roles and responsibilities
- Evidence of appropriate and relevant previous work – e.g. examples of programmes, events, workshops or exhibitions in which you or team members were involved
- A written description (max. two pages) of the *Engagement and Mediation Plan* for your project. This should include strategies relating to your idea, rationale and methodology in this area. This document should outline how you intend to ensure the public's engagement with architecture as a result of your initiative. This document is not simply a marketing plan.

Additional material required in certain circumstances

If you are seeking additional access costs to support work by individuals with access requirements, or to support access to your work by audiences with disability requirements,

please provide a document outlining these costs, and outlining how they have been arrived at. Please also ensure that you include this additional amount as part of your budget.

If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

For applications involving children and young people under the age of eighteen

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 section 1 of 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 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).

For applications involving vulnerable adults

When making an application, you **must** indicate in section 1 of the application form whether or not your proposal involves work with or for vulnerable persons. If you answer 'Yes' to this question, you are indicating that you will work with, or present work to, this cohort as part of your proposal, and that you acknowledge that you have familiarised yourself with and adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse** (see here).

*Please note that you may be asked to provide more evidence of adherence to these policies should your application be successful.

If you do not submit the required supporting material your application will be deemed ineligible.

Format for supporting material
All supporting material for this funding programme must be submitted online. Hard-copy supporting material will not be accepted.

For information on the formats you may use for supporting material you wish to upload as part of your application, see section **2.3 Prepare any supporting material required for the application**

1.8 Eligibility

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

1. You miss the application deadline.

2. You do not submit a completed application form through Online Services (an application form attached as a supporting document will not be accepted).

3. You fail to complete all of the sections in the application form relevant to your proposal.

4. You cannot apply as set out in sections 1.2 to 1.4 above.

5. 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 1.5 above.

6. You apply for an activity or purpose that you cannot apply for as set out in section 1.6 above.

7. You fail to provide all mandatory supporting materials as set out in section 1.7 above.

8. Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case we will redirect 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 to make your application

2.1 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 emailed 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 operating system or a newer version of Windows *with* browser versions: Microsoft Edge (v.94) or Firefox (v.27) or Chrome (v.33), or a newer version of any of these browsers.
Mac	Mac OS X v10.5 Leopard or a newer version of Mac operating system *with* browser versions: Safari (v.3.1) or Firefox (v.27) or Chrome (v.32) or Microsoft Edge (v.94), or a newer version of any of these browsers. **Note:** if Safari 11 prevents the upload of documents, use a newer version of Safari or use a different browser such as Firefox, Chrome or Microsoft Edge.

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: https://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=iT9XxgmgoEo

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 operating system Mac OS Catalina. 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 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 6180200/01 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.

2.2 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 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 this, the form will not upload properly.

2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. For example, this might include a CV or samples of your current work – e.g. text, video, images or sound recordings (see section **1.7 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 for supporting material.

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 URL links

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

Note: assessors will only view materials as submitted by you according to the URL link that you provide. Check that the link works from within the document you upload – i.e. that it links correctly to your material.

If you do not wish material you upload to YouTube for your application to be publicly viewable, you can flag your video as 'unlisted' in the 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 Architecture Project application.doc
	russelljack performance clip.mp4
	russelljack Architecture Project budget template round 2.xls
	russelljack youtube link.doc

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

2.4   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.

2.4.1   Choose a 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).

2.4.2   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 requested** should equal the **Total expenditure** minus the **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.

2.4.3   Upload application form and supporting material

Follow the prompts to upload your completed application form, CV or CVs, detailed budget and any other required supporting material (see section **1.7 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.

Note: if you have completed your application form as a **.docx** file, and you are confident that your application form is filled in correctly (including typing inside the grey fields), but online services displays a message saying 'Cannot upload form', please try saving it as a **.doc** file and uploading it again.

2.4.4   Submit application

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

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

You should 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 relating 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.

3. Processing and assessment of applications

3.1 Overview

The Arts Council considers all applications, makes decisions and communicates these to applicants in accordance with set procedures. The aim is to ensure that the system for awarding funding is fair and transparent.

3.2 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 related to your application.

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

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

2 Your application is checked for eligibility. Please see section 1.8 'Eligibility' above.

3 In some cases, the arts area to which you have applied may not be the best fit for your proposal. In such a case, we will contact you and ask you if you are happy for us to move your application to a more appropriate arts team. You will then have a choice to have your application moved, or for it to remain under the arts area to which you applied.

4 Adviser(s) and/or staff make a written assessment of the application based on the criteria for assessment set out in section 3.3 below.

5 Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.

6 A peer panel reviews all shortlisted applications and associated materials, then scores and makes decisions.

7 Decisions are communicated in writing to applicants.

8 Decisions are noted by Council.

Time frame

The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process means that it will take up to ten weeks from closing date to decision.

3.3 Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the available resources. All applications are assessed against criteria of **a)** artistic merit, **b)** how they meet the objectives and priorities of the award, and **c)** feasibility. Each of these criteria is described in turn.

While applicants may select other artforms/arts practices as being relevant to their application, the application will be assessed by the team responsible for the chosen primary artform, and which may, in certain instances, ask for a secondary assessment from another team.

Artistic merit

The assessment of artistic merit focuses on the applicant's previous practice as well as on the nature of the proposed activity, and includes:

- The quality of the idea and the proposed arts activity as outlined on the application form and in the supporting materials submitted
- The track record of the applicant demonstrated through CV(s) and other supporting materials submitted
- The potential of the applicant demonstrated through the application form and other supporting materials submitted
- The artform/arts-practice context in which the activity is proposed
- The ambition, originality and competency demonstrated by the artist.

Meeting the objectives and priorities of the award

Applications are assessed on how well they meet the objectives and priorities of the award; see section 1.1 for details.

Feasibility

The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity. This includes an assessment of:

- The personnel involved in managing, administering, delivering the project
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists
- The involvement of project partners
- The proposed budget
- Other sources of income
- The availability of, and access to, other resources
- The proposed timetable or schedule.

3.4 Peer panels

The purpose of peer-panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally consist of at least three external adjudicators with relevant artform and/or arts practice expertise.

Each meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information as required. Panellists have access to all shortlisted applications and associated materials prior to the day of the meeting, at which point they review, discuss and score shortlisted applications. Following this, applications are

ranked by score. In light of the competitive context and the available budget, it is likely that the Arts Council will be able to fund only a proportion of the applications received.

Scoring Process

The panel is asked to score applications according to the following system:

- A – Must Fund (10 points): this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.
- B – Should Fund (8 points): this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.
- C – Could Fund (5 points): this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.
- D – Not a Priority (2 points): this means that, in the view of the panel member, the application is deemed to have not met the criteria to an extent sufficient to merit funding.

Declaration of interest

In order to ensure fairness and equity in decision-making, a panel member must declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An 'interest' is either 'pecuniary' or 'non-pecuniary' (e.g. familial relationships, personal partnerships, or formal or informal business partnerships, etc.).

The interest must be declared as soon as the panellist becomes aware of it. This may be at the point when s/he is approached to sit on the panel (if the 'interest' is known at that stage) or following receipt of the list of applicants. Where an interest is declared, the panellist will not receive papers relating to that applicant and will be required to leave the room when the specific application is being reviewed. Where this situation arises, the chair will vote in lieu of the panellist.

In some instances a panellist may not realise that a conflict of interest exists until s/he receives and reviews the panel papers. In such instances the panellist must alert an Arts Council staff member or the panel chair as soon as they become aware that a conflict may exist.

In the event of two panellists declaring a conflict of interest for the same application, the chair will be part of the decision-making process for that specific application.

If the nominated panel chair has a conflict of interest s/he must declare it in writing in advance of the meeting as soon as s/he becomes aware of it. In this instance the head of team will chair the discussion on the conflicted application.

3.5 Outcome of applications

All applicants are informed in writing about the outcome of their application.

If your application is successful, you will be sent a letter of offer detailing the amount of funding you have been awarded and the terms and conditions of the award. You will also be told how to go about drawing down your award.

The Arts Council receives a large volume of applications, and demand for funding always exceeds the available resources. If your application is not successful, you can request

feedback from Arts Council staff. Eligibility and compliance with application procedures alone do not guarantee receipt of an award.

Unsuccessful applicants are not eligible to apply for another Arts Council award to undertake the same activity. If the Arts Council feels that the proposed activity would have been more suited to a different award programme, an exception may be made. In such circumstance you will be informed in writing.

Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or deviation from, the Arts Council's published procedures. If you feel that the Arts Council's procedures have not been followed, please see the appeals process at http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx or contact the Arts Council for a copy of the appeals-process information sheet.