



# Authored Works Award 2020

## Guidelines for Applicants

Deadline: 5.30pm, Thursday 1 October 2020

### CONTENTS

<b>1. About the Authored Works Award</b>	<b>4</b>
1.1 Objectives and priorities of the award	4
1.2 Who can apply?	4
1.3 Who is the applicant?	5
1.4 Who cannot apply?	5
1.5 What may you apply for?	5
1.6 What may you not apply for?	6
1.7 What supporting material must you submit with your application?	6
1.8 Eligibility	7
<b>2. Making your application</b>	<b>9</b>
2.1 Register with the Arts Council's Online Services	9
2.2 Fill in the application form	10
2.3 Prepare any supporting material required for the application	11
2.4 Make your application online	12
<b>3. Processing and assessment of applications</b>	<b>13</b>
3.1 Overview	13
3.2 The assessment process	13
3.3 Criteria for the assessment of applications	13
3.4 Selection panel	14
3.5 Outcome of applications	15

---

## Application checklist

Use the checklists below to make sure that your application is complete.

### Items that are mandatory for all applications (check all of these items)

---

- I/we have filled in all of the sections of the application form relevant to my/our application.
  - I/we have prepared all required supporting material (as outlined in **section 1.7** below), and have this ready to upload.
- 

### Items that are mandatory for certain applications (check those that apply to your application)

- My/our proposal involves work that is aimed at/involves the participation of children and or young people aged under eighteen. I/we understand that if my/our application is successful, as a condition of funding I/we will be required to confirm and demonstrate that I/we have suitable child-protection policies and procedures in place. (Please see [www.tusla.ie](http://www.tusla.ie) for more information.)
- My/our proposal involves working with vulnerable persons, and I/we have submitted an acknowledgement that I/we adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* (see [here](#)).
- My/our proposal involves working with animals, and I/we have submitted a copy of my/our *Animal Welfare Protection Policies and Procedures*.

### Other items that I/we consider relevant to my/our application (check those that apply to your application)

---

- My/our proposal relies on the expertise of other named people or organisations, and I/we have a document detailing those people and their expertise ready to upload.
  - My/our proposal includes other material relevant to my/our application, which I/we have ready to upload.
- 

### Second opinion (check this item)

---

- I/we have asked someone else to check over my/our application to make sure there are no errors and that nothing is missing.

## Getting help with your application

---

- 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 6180219) or by email ([adrienne.martin@artscouncil.ie](mailto:adrienne.martin@artscouncil.ie)) **at least three weeks in advance** of the deadline day.
- If you have a technical query about using the Online Services website, you can email [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
- Answers to common questions about using Online Services are available in the FAQ section of the Arts Council website at: <http://www.artscouncil.ie/en/FAQ/online-services.aspx>
- To watch our YouTube guide on making an application, go to <http://www.youtube.com/artscouncildemos>
- If you require assistance with the content of your application, call the Arts Council on 01 6180200 or email [awards@artscouncil.ie](mailto:awards@artscouncil.ie)

## 1. About the Authored Works Award

---

### 1.1 Objectives and priorities of the award

The purpose of Authored Works is to provide film artists with the creative and editorial freedom to make a feature-length authored cultural film work from a strong artistic point of view. Films must be artist-led.

One film will be supported in 2020. A total fund of up to €200,000 will be made available to the successful applicant. This includes a production budget of up to €185,000 and further exhibition support of up to €15,000, which will be made available following completion of the film and on submission of an exhibition strategy to be approved by the Arts Council. Only films that can be made within this budget will be considered. The film must be completed to premiere at the Irish Film Institute, our exhibition partner, at an agreed date in 2022. Applicants will be notified in November or December if they have been shortlisted and a selection panel will be convened. Shortlisted applicants will be invited to discuss the detail of their proposals with the selection panel before year-end 2020.

It is important for the Arts Council that films made with its support are preserved and made available to the public into the future. For this reason, recipients of film-production awards are required to deposit at least one digital cinema print (DCP) at the IFI Irish Film Archive, and budgetary provision should be made for this within the application. Details of these requirements are available on our website (<http://www.artscouncil.ie/Arts-in-Ireland/Film/Awards-and-Initiatives/>) and will be issued to successful applicants with their letter of offer.

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/>). Current film policy is aligned to the key objectives of *Making Great Art Work*, and can be viewed here: [http://www.artscouncil.ie/Film\\_Policy\\_2018](http://www.artscouncil.ie/Film_Policy_2018)

### 1.2 Who can apply?

The award is open to:

- Individual film artists
- Film-production companies applying on behalf of a named film artist who will author the work.

**Please note:** any grant offered will only be paid into a bank account held in the name of the applicant, and the applicant will be required to accept the terms and conditions of that grant. Please refer to 'Who is the applicant?' below for further details.

- To be eligible to apply, applicants must be resident 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 applicant would need to explicitly outline within the application how the outcomes of any such proposal would benefit the arts in the Republic of Ireland, and the Arts Council must be satisfied with same.
- In line with the Public Sector Equality and Human Rights Duty, the Arts Council is committed to ensuring that it takes positive policy measures to promote equality of

opportunity for all those living in Ireland, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community. Furthermore, the Arts Council notes the ground of socio-economic background as a further basis for which equality of opportunity must be guaranteed. The Arts Council therefore welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above.

### 1.3 Who is the applicant?

The applicant is the film artist or film-production company that will receive any grant offered and who 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 film artist or film-production company) – 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?

Applicants who are not eligible to apply include the following:

- 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?

You may apply for up to €185,000 for production.

In addition to the normal limits 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.

In applying for Authored Works funding, you are required to submit a detailed budget listing all items of expenditure relating to your proposed project.

Proposed expenditure should include all fees,\* wages, production costs, technical costs, administrative costs, etc.

---

**\*Note on artists' pay** The Arts Council is committed to improving the pay and conditions of artists. We have published a [policy](#) 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.

---

You are asked to indicate 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 all three.

## 1.6 What may you not apply for?

You may not apply for more than one Authored Works Award in any one round of funding.

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

- Script or project development
- Activities and costs that do not fit the purpose of the award, including:
  - Conventional film or television drama that would be more appropriate for consideration by another funding agency or broadcaster
  - Arts documentaries (please refer to the Reel Art Award)
  - Moving-image projects for exhibition in galleries – such projects are more suited to the Visual Arts Project Award
  - Activities delivered in a formal education setting
  - Activities that are focused on the business of film-making
  - Completion funding
- Major capital purchases
- Ongoing core costs
- Activities that are more suited to another award funded by the Arts Council or operated by other state agencies, including broadcasters, Screen Ireland or Culture Ireland
- Activities that have already taken place
- 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, except in cases where the Council has specifically advised you to redirect your application to this award. Please bear in mind, however, that you should not regard such advice as an indication of likely success in your application.

## 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 the Authored Works Award, you **must** submit the required supporting material as follows:

- A completed Authored Works application form
- Detailed up-to-date CVs (max. three pages) of the creative team involved in the proposal, including director, producer, writer, editor
- Treatment of the proposed work (max. 6 x A4 pages); this should be uploaded as a supporting document and should be labelled 'Treatment'
- Notes outlining intended approach
- Detailed budget (including music and subject clearances, deliverables and marketing materials); this must be in addition to the budget information provided in the application form
- Evidence of ownership of rights (copies of all option and writers agreements entered into in respect of story and script if applicable to the project)

- Written confirmation in the form of clearances and permissions of key subjects' willingness to participate
- Examples of the artist's recent work in film that are indicative of his/her film practice and inform the proposed work – these should be in the form of three ten-minute (max.) excerpts and should not be presented as a showreel. You may submit these as video files or as YouTube links included in a text document. Please note that links to material hosted on sites other than YouTube will not be viewed, **and your application will be deemed ineligible.**
- An **indicative** exhibition strategy for the proposed work; this should be uploaded as a supporting document and should be labelled 'Indicative Exhibition Strategy'.
- 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](#))
- If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

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

### **Optional supporting material**

In addition to the required supporting material listed above, you may also submit any other material you consider relevant to your application. However, we cannot guarantee that we will view supporting material beyond the supports mentioned above.

### **Format for supporting material**

All supporting material for the Authored Works Award must be submitted online, and all items should be uploaded as separate files and labelled as outlined in section 2.3 below. Please follow these guidelines for moving-image/video files.

---

<b>Moving-image/video files</b>	For any moving-image/video files you submit, you must provide relevant contextual information. This might include details of the piece, when and where it was presented, thematic/general comments, the names of artists, and how the work was financed (e.g. award, self-financed). Extracts should be no more than <b>ten minutes</b> long, and no more than three extracts should be submitted.  Include all contextual information for moving-image/video files in a clearly labelled text file.
---------------------------------	--

---

## **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 permitted to apply again with the same proposal in future funding rounds. If you do reapply, you should ensure that you meet the eligibility requirements.

## 2. Making 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 issued (via email) with a unique ARN (artist reference number) and password that you can use to sign in to Online Services.

#### Requirements for using Online Services

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

---

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

---

**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

---

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

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

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

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

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

**Note:** For mac OS 10.15 Catalina, please use OpenOffice 4.1.7.

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 well in advance of the deadline.

Upload times can be much longer than download times. It may take you longer than you think to upload your supporting materials.

### Getting technical support

If you need technical support while making an online application, you can contact the Arts Council by emailing [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie) or by phoning 01 6180200. We recommend you report any technical issues with us well in advance of the deadline. Please provide a contact phone number and make sure that you are available to receive a return call from us.

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

Please note that there is often a high volume of calls as the deadline approaches and that technical-support calls received after 2.30pm on the closing date may not be resolved before the deadline.

## 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-compatible document that you fill in offline (on your own computer). The application form includes guidance on how to fill in each of its sections.

### Making your case

Note: it is important to remember that the people assessing and making a decision on your application may not be familiar with your work. Judgement will be based primarily on the information that you provide within your application form and examples of previous work and other information in the support materials.

In order to make the very best case for why you should receive an award, you should give very careful consideration to what you include in the following sections of the application form:

---

<b>1.5 Tell us about yourself</b>	This is where you describe your work. You should mention recent achievements, but also give a general overview of your main interests and ambitions as an artist/company.
<b>2.2 Summary of your proposal</b>	Provide a one-paragraph synopsis of your proposed project. Should your application be successful, this summary will be published on the <b>Who We've Funded</b> pages of the Arts Council website – for that reason you should keep in mind that what you write may have a wider audience beyond the Arts Council assessors.
<b>2.3 Detail of your proposal</b>	What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the full scope of what you want to do and why.  It is important to cover both the artistic and practical aspects of your proposal. This might include details of your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant. It might also include practical details such as schedules, information about the creative team, and any other administrative, technical or financial details you consider relevant.

---

---

<b>2.4 Your application and the assessment criteria</b>	Describe how your application meets each of the assessment criteria for the Authored Works Award – see section <b>3.3 Criteria for the assessment of applications.</b>
---	--

---

### 2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. Typically, this includes samples of your current work – e.g. text, video, images, or sound recordings (see section **1.7 What supporting material must you submit with your application?**).

You must submit all such supporting material online. If necessary, you need to scan or save material in electronic format.

#### Acceptable file formats

The following table lists file formats that are acceptable as part of an application for a project award.

---

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

---

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

#### Submitting YouTube links

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

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

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

If you do not wish material you upload to YouTube for the purposes of your application to be publicly viewable, you can flag your video as ‘unlisted’ in its settings. Please do not flag your material as ‘private’ as it will not be accessible to Arts Council assessors.

#### Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent – e.g. 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.

---

<b>Good filenames for an applicant</b>	russelljack Authored Works application.doc russelljack performance clip.mp4
--	--

---

---

<b>called Jack Russell</b>	russelljack Authored Works budget.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.

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

To start a new application, click the **Make an application** button on your home page, and follow the prompts to choose the funding programme you wish to apply for and to give your application a unique reference by which to identify it. At this stage you can also download the application form (if you have not already done so).

### 2. Request funding amount

At this stage specify the expenditure related to your proposal, and the amount of funding you are requesting. The final figures you enter here should be the same as those you enter in section 3 of the application form and on your detailed budget.

### 3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, CVs, detailed budget and any other required supporting material (see section **1.7 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.

### 4. Submit application

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

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

You should expect to receive two emails. The first will be issued immediately your application is received by the Arts Council. The second may arrive a few minutes later, and will contain your application number, which will be used in all correspondence related to this application. **Note:** it is important that you contact [onlineservices@artscouncil.ie](mailto: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 making awards 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 about your application.

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

If you do not receive the email with your application number, contact [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)

- 
- 2 Your application is checked for eligibility. Please see section **1.8 Eligibility** above.
  - 3 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.
  - 4 Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.
  - 5 All applicants are notified in writing of the shortlist decisions. Shortlisted applicants are invited to discuss the detail of their proposals with the selection panel.
  - 6 Decisions are communicated in writing to applicants.
  - 7 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 twelve 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 application form and the supporting materials submitted. All applications are assessed in the context of the Arts Council's policy on film ([http://www.artscouncil.ie/Film\\_Policy\\_2018](http://www.artscouncil.ie/Film_Policy_2018)) 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 and on those involved in the project as well as the nature of the proposed arts activity and includes consideration of:

- The artistic quality of the project proposal.
- The track record of the applicant and the artistic personnel involved in the project as evidenced by their CVs and other supporting materials submitted
- The potential of the applicant and the artistic personnel as evidenced in the application form and the supporting materials submitted
- The ambition, originality and competency demonstrated in the proposal

### **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 Objectives and priorities of the award**).

### **Feasibility**

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

- The track record of personnel involved in managing, administering and delivering the project
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists
- The demonstrable ability of the team to complete and deliver the project with the available funds (within a total maximum budget of €185,000) and within the timeframe allowed (i.e. at an agreed date in 2021)
- The proposed budget
- The proposed timetable or schedule.

## **3.4 Selection panel**

The purpose of the selection panel is to discuss the detail of the proposals with each of the shortlisted applicants and to allow for a diversity of expert views to inform the decision-making process. The Authored Works selection panel comprises representatives from the Arts Council, the Irish Film Institute and up to two external peer assessors.

The selection panel will be chaired by an Arts Council member acting in a non-voting capacity. Panellists have access to all shortlisted applications and associated materials prior to the day of the meeting. After meeting the shortlisted applicants to discuss their proposals, the panel reviews, discusses and scores the shortlisted applications. Following this, applications are ranked by score. The Arts Council intends to fund one proposal following this competitive process.

### **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](http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx) or contact the Arts Council for a copy of the appeals-process information sheet.