Invitation to Collaboration
In the Open / Faoin Spéir 2021

Guidelines for Applicants
Deadline: 5.30pm, Thursday 22 April 2021

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Key points to remember

- This document contains important information about the Invitation to Collaboration - In the Open 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 48 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.

☐ 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.

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) **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

- 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

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

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

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.

1. About Invitation to Collaboration - In the Open / Faoin Spéir

1.1   Objectives and priorities of the award

Invitation to Collaboration - In the Open / Faoin Spéir is a special-purpose funding scheme in 2021 developed in response to the COVID-19 crisis. The purpose is to generate a sustained and curated programme of multidisciplinary, inclusive arts activity in public or open spaces in towns and communities around Ireland between July 2021 and April 2022.

Evidence shows us that there is greater public confidence in attending events outdoors. As we expectantly emerge from the pandemic in the second half of 2021 and into 2022, In the Open will help to bring a renewed spirit of optimism and confidence in a fulsome return to the arts.

The award will support
   a) local-authority-identified-and-led outdoor programme in partnership with one or more arts centre/arts organisation/arts festival and/or curator **or**
   b) arts centre/arts organisation/arts festival (currently supported by the Arts Council) identified-and-led public programme in partnership with a local authority.

The scheme is rooted in the policies set out in 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/), and in *A Framework for Collaboration: An Agreement Between the Arts Council and the County and City Management Association* (FFC) http://author.artscouncil.ie/uploadedFiles/FrameworkforCollaboration.pdf.

It is also responding to *Survive Adapt Renew* and *Life Worth Living,* the economic impact and public-sentiment reports published in 2020. See here for more details on these reports http://www.artscouncil.ie/covid-19/research-and-reports/

The Arts Council has identified the following as strategic priorities for support through this award:
   o **Public space:** the importance of shared places and spaces and how these are/can be used for the engagement of the public through the arts – e.g outdoor spaces (parks, streets, town squares) and public buildings/spaces not normally used for the arts where social distancing can safely take place.
   o **Artistic excellence:** high-quality curatorial approach for excellent multidisciplinary arts activities across many artforms that can be sustained in the area over a period of time (any time between July 2021 and April 2022).
   o **Partnership:** i.e., identifying relevant arts and public partners that can support the delivery of a programme of activity in a place or region. Partners can be local, regional or national.
   o **Public engagement and inclusion:** i.e., an approach that is meaningful and inclusive of arts and health, communities of interest or place, arts and disability, cultural diversity, older people, young people and the arts, and hard-to-reach communities.
   o **Supporting artists:** ensuring best practice in payment of artists as per Paying the Artist policy.

- o **Policy development:** i.e., audience development, social impact, local-authority arts-services development, best-practice models for arts offices, festivals, arts centres and organisations, models of regional approaches to collaboration, and new investment models for supporting the arts.
- o **Financial support:** the level of cash and/or in-kind investment by the supporting partner(s). This must be a minimum of twenty-five per cent of the value of the grant requested.

1.2 Who can apply?

- The award is **open to local-authorities (including Ealaín na Gaeltachta), arts festivals, arts centres and arts organisations only** (i.e. organisations in receipt of Strategic Funding, Arts Grants Funding, Arts Centre Funding or Partnership Funding) to curate a multidisciplinary programme of events in a public space or place.

- Lead applicants must be **either:**
  a) A local-authority in partnership with one or more arts centre/arts organisations/arts festival/curator **or**
  b) An Arts Council-funded arts centre/arts organisation/arts festival in partnership with one or more local-authority arts service and other arts partners.

- In partnerships where more than one applicant qualifies to be lead applicant, the identification of the lead applicant is at the discretion of the partners.

- All applications must involve a local authority; the range of other partners can include an arts centre and arts organisation, an arts festival, a combination of a number of local authorities, artists, non-arts groups, organisations or agencies.

- Non-arts organisations could be considered partners in a project on condition that the project involves two or more arts partners. Non-arts partners could include local or national representative organisations.

- 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.

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

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

- All documentation provided must be in the name of the lead applicant.

1.3 Who cannot apply?

This scheme is only open to local-authority arts services or arts centres/arts organisations/arts festivals in the Republic of Ireland including Ealaín na Gaeltachta. Any organisation or individual who does not fall within this category is not eligible to apply as lead applicant.

1.4   What may you apply for?

The maximum award available through this scheme is €90,000.

The award will cover 75% of costs, and the remainder should be matched by the project partners. 25% of matched income can be support in kind.

The award will cover artists' fees, curatorial fees, production (this can include the hire or creation of temporary structures) and technical costs, marketing and communication costs. The award will not cover fixed capital costs or assets.

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.

How much funding should you apply for?

In applying for Invitation to Collaboration - In the Open / Faoin Spéir, you are required to submit a detailed budget listing all items of income and expenditure relating to your proposed project.

The maximum amount you may request is the difference between the **proposed expenditure** and the **proposed income** you indicate in the budget.

- Proposed expenditure should include all fees,* wages, technical costs, promotion and publicity costs, administrative costs, etc.
- Proposed income should include what you expect to receive from other funders, or any income generated from activities such as box-office receipts, etc.

It is also important to reflect all in-kind** support in both income and expenditure, so 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 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 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 all three; and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

1.5   What may you not apply for?

You may not apply for more than one project-type award (in any artform/arts practice) in any one round of funding. Activities and costs that you may not apply for include the following:

- Major capital purchases or investment into fixed capital expenditure or assets
- Ongoing core costs; however, project-management costs as they relate to the delivery of the proposal are eligible
- Activities or costs that do not fit the purpose of the award
- Activities that are more suited to another award funded by the Arts Council or operated by other state agencies, such as 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
- Proposals that have already been assessed by the Arts Council are not eligible, however elements of your proposal already in receipt of Arts Council funding, but which have not been presented, can be included for the purposes of bringing them to a wider audience.

1.6   What supporting material <u>must</u> 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 the following list of what supporting material is required 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 In the Open, you **must** submit the following supporting material online:

- A cover letter summarising what you are applying for
- Documents that outline clearly the plans for monitoring, documenting and evaluating the programme
- A statement/letter of support from each participating partner outlining their objectives, expectations and commitment in relation to the project – see 'Acceptable file formats' under section **2.3 Prepare any supporting material required for the application**
- Examples of previous work of partner organisations
- Detailed up-to-date CVs (max. three pages) for all the artists involved in the proposed project
- A separate detailed budget for the proposed activity – this must be in addition to the budget information provided in the application form
- Evidence of any financial support, including benefit in kind, or sponsorship identified in the project budget – e.g. a memorandum of understanding, a letter of offer, a statement of support, or a similar document
- Health-and-safety compliance/guidelines showing that the programme of work can safely take place within any COVID-19 restrictions at the time of the event.

Additional material required in certain circumstances

- 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 whether or not your proposal is relevant to this age group (in section 1.3 of the application form). 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. Please see www.tusla.ie for more information.
- 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.

1.7 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 1.3 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 1.4 above.

6. You apply for an activity or purpose that you cannot apply for, as set out in section 1.5 above.

7. You fail to provide all mandatory supporting materials as set out in section 1.6 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. 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. OpenOffice Writer is free software that can be downloaded from 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 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

You should become familiar with the Online Services website well in advance of the deadline and in advance of preparing an application. It is likely that there will be heavy traffic on the site on the final afternoon of the closing date. You should prepare your application and submit it well in advance of the deadline.

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

Getting technical support

If you need technical support while making an online application, you can contact the Arts Council by emailing onlineservices@artscouncil.ie or by phoning 01 6180200/01 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 2.30pm 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 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 out of 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. Typically, this might include samples of your current work – e.g. text, video, images or sound recordings. See section **1.6 What supporting material must you submit with your application?**

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

Acceptable file formats

The following table lists file formats that are acceptable as part of an application.

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

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

Submitting YouTube links

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

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

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

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

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, 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 In the Open application.doc
	russelljack performance clip.mp4
	russelljack In the Open budget.xls
	russelljack Child Protection Policy.doc
	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 and income related to your proposal, and the amount of funding you are requesting. The amount you request should equal **Total expenditure** minus **Total income**. The final figures you enter here should be the same as those you enter in section 3 of the application form and in your detailed budget.

3 Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, CVs, detailed budget and any other required supporting material (see section **1.6 What supporting material must you submit with your application?**).You do not have to upload everything at the same time. You can save your application as a draft and come back to it later.

4 Submit application

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

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

You should expect to receive two emails. The first will be issued immediately your application is received by the Arts Council. The second may arrive a few minutes later, and will contain your application number, which will be used in all correspondence related to this application. **Note**: it is important that you contact onlineservices@artscouncil.ie if you **do not** receive the second confirmation email containing the application number.

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

2   Your application is checked for eligibility. Please see section **1.7 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 recommend an application as shortlisted or not shortlisted.

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

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 may 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 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 on the nature of the proposed arts activity, and includes consideration of:

- The quality of the idea and the proposed arts activity
- The track record of the applicant and the artistic personnel involved in the project as evidenced in their CVs and other supporting material 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 as demonstrated in the proposal
- How the application demonstrates innovation, experimentation and collaboration
- The artform/arts-practice context in which the activity is proposed.

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 extent of involvement or commitment of identified 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 better suited to a different award programme, an exception may be made. In such circumstances 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.