



# New Dance Company Call for Proposals

## Guidelines for Applicants

Deadline Phase 2: 5.30pm, 19<sup>th</sup> October 2023

## About this document

This document explains:

- What you need to know about the New Dance Company
- How we assess and decide on your application
- How to make your application
- How we process your application.

This document follows up on our commitment as part of our ten-year strategy, [Making Great Art Work](#) and our dance policy, [Advancing Dance 2022–2025](#), to provide clear funding criteria to applicants. We hope that it will help you prepare and submit a strong application.

The deadline for application  
Phase 2 is

**5.30pm, Thursday 19<sup>th</sup> October 2023**

Please prepare and submit your application well before the deadline.

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## Key points to remember

- This document contains important information about the New Dance Company and how to go about making an application.
- We strongly advise that you read this document carefully before beginning the process of making your application.
- We also strongly advise that you start the process early and give yourself **plenty of time** to make your application.
- We recommend that you aim to upload your application **at least forty-eight hours** before the advertised deadline. That way, if you encounter a technical problem, you will have time to contact us so that we can assist you in resolving it.

Please read the following checklist carefully:

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- I have read and understand these guidelines.
  - In the event that I have had an issue, I have contacted the Arts Council for assistance.
  - I have filled in all of the sections of the application form relevant to my application.
  - I have prepared all required supporting material as set out in these guidelines, and have this ready to upload.
  - I have asked someone else to check over my application to make sure there are no errors and that nothing is missing.
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## Getting help with your application

If you have questions about using the Online Services website, visit the FAQ section on our website: [www.artscouncil.ie/FAQs/online-services/](http://www.artscouncil.ie/FAQs/online-services/)

If you have a technical question about the online application process and your question is not answered in the FAQ section, you can email [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie) or call the Arts Council on **01 618 0200/01 618 0243**

If you have a query about your application that is not technical in nature, you should email or phone the arts team to which you are applying for funding:  
<http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/>

To watch our YouTube guide on making an application, go to  
<http://www.youtube.com/artscouncildemos>

### **NOTE FOR PEOPLE WITH DISABILITIES**

The Arts Council makes every effort to provide reasonable accommodation for people with disabilities who wish to submit an application or who have difficulties in accessing Online Services. If you have a requirement in this area, please contact the Arts Council's Access Officer, Adrienne Martin, by phone (01 618 0219) or by email ([adrienne.martin@artscouncil.ie](mailto:adrienne.martin@artscouncil.ie)) **at least three weeks** before the deadline.

## 1. What you need to know about the New Dance Company Call for Proposals

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The deadline for applying is

**5.30pm, Thursday 19th October 2023**

Please prepare and submit your application well before the deadline.

This section gives you background information about the Dance Company Call for Proposals.

### 1.1 About the New Dance Company Call for Proposals

This is an initiative of the Arts Council of Ireland, and an outcome of the Arts Council's dance policy, *Advancing Dance 2022–2025*.

It is our ambition that the successful proposal will undertake activities that are realised on an all-island basis. In order to support this approach, it is expected that this company will seek to collaborate with Arts Council Northern Ireland and other Northern Ireland funding agencies.

The purpose of this process is to:

- (a) Identify through an open application process the most appropriate provider for the creation and management of an island-wide dance company with international reach.
- (b) Form the basis of a multi-annual Strategic Funding agreement with that provider in respect of a particular programme with the intent that any future funding will subsequently be awarded within Strategic Funding.

The scheme is informed by key goals contained within the Arts Council strategy [Making Great Art Work](#) and the Arts Council's dance policy, [Advancing Dance 2022–2025](#), which seek to support artists at all stages of their careers to create work of excellence that engages widely and deeply with the public. Potential applicants should make themselves familiar with these two important contextualising documents.

In the context of the Arts Council's strategic priorities for the artist and public engagement, the core objectives in planning and organisation of the programme of the new company's productions and related activities should be to:

- (a) Contribute appropriately to the development of dance professionals and the development of the artform in Ireland.
- (b) Secure, grow and diversify audiences for dance in the short, medium and long terms.

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

The objectives and priorities of this initiative are to establish a new, independent, flagship dance company committed to commissioning dance production across all scales and to the employment of dancers, as well as national, North/South and international touring.

The new company will promote the celebration of the art of dance as one of the island of Ireland's great contemporary strengths and assets. Equality, diversity and inclusivity will be embedded throughout the company and its work.

The company, once established, may: commission new work and revivals of existing work, produce dance work across all scales, employ dancers, build audiences for dance, tour throughout the island and internationally, support talent development and promote engagement with dance at a range of levels.

## 1.3 Who can apply?

The New Dance Company Call for Proposals is open to:

- A minimum of two applicants or collaborative entities (joint applications, one person must act as the named applicant) and if selected must be committed to constituting as a CLG.
- Legally constituted organisations, including companies limited by guarantee (CLG), and partnerships (In the understanding that should they be successful in this proposal, they will be forming a new entity/organisation/collective).<sup>1</sup>

**Note:** funded organisations currently in receipt of Arts Grant, Strategic or Arts Centre Funding may apply. In this regard, they will have to make clear how they fulfil the ambition of this call for proposals on the understanding that the successful applicants will be creating a new entity/company/collective.

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

- Based/resident in the Republic of Ireland or Northern Ireland. We will consider your application if you are based outside of Ireland, however, your application would have to convince us that your proposal would benefit the arts in the Republic of Ireland (please refer to section 1.8 of the guidelines in relation to activities in Northern Ireland).
- Professional practising choreographers, professional dancers, multidisciplinary artists rooted in movement, curators with expert knowledge of dance, or executive directors with expertise in leading dance companies.

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<sup>1</sup> Organisations and individual applicants not formally constituted as a CLG may apply on the understanding that they will commit to formally incorporating as a CLG should their application be successful.



**The successful applicant is likely to be an entity comprised of a combination of the following:**

- A new entity formed, led or supported by experienced professionals in the area of dance and/or those creating work for large-scale audiences
- Have a strong track record in creative development and dance production/curation
- A new entity formed by an existing production/presenting company or companies and/or arts centre(s) with a strong track record of dance production to a high standard.

As part of its [Equality, Human Rights & Diversity policy](#), the Arts Council is committed to offering **equality of access, opportunity and outcomes** for all potential applicants, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community, or socio-economic background. In this funding scheme the Arts Council particularly welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above, and/or initiatives that deliver equitable opportunities or outcomes for those involved.

#### **1.4 Who is the applicant?**

The applicant is the new entity/organisation/collective that will receive any grant offered and who must accept the terms and conditions of the grant.

Applicants can apply under their individual or organisation ARN for **Phase 1 only**. Shortlisted applicants who move forward to **Phase 2 will be required to create a new ARN** with the proposed name of the entity/organisation/collective.

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

#### **1.5 Who cannot apply?**

Those not eligible to apply include the following:

- A single individual applicant (this application requires at least two individuals in distinct roles – e.g. artistic director and executive director/chairperson or an arts organisation)
- Applications/proposals seeking funding to support vocational/undergraduate or postgraduate training
- Applications that do not demonstrate how this application differs from work currently funded by the Arts Council.

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

Funding is available to support activities that will take place over the 24-month period starting from first quarter of 2024 to last quarter of 2025. Funding for 2023 is intended to support set up costs and the development of activities. Details of set up costs will only be requested for shortlisted applicants in Phase 2.

The Arts Council reserves the right to offer funding for a shorter timeframe.

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

The total amount will be broken down to maximum amounts available. Note these indicative amounts are for planning purposes only and do not constitute in any way a commitment to fund.

Maximum per year across three funding years, is as follows:

<b>2023</b>	<b>€500,000</b>
<b>2024</b>	<b>€2,000,000</b>
<b>2025</b>	<b>€2,500,000</b>

### 1.8 What activities can I apply for?

The Arts Council of Ireland and the Arts Council of Northern Ireland (ACNI) will seek to work together to develop and all-island framework to support activities on an all-island basis. Currently, applicants will need to make a separate application to ACNI for activities in Northern Ireland.

The kind of activities you can apply for include those that enable you to operate and run the dance company, including.

- Employing dancers, support staff, company leadership and management
- Engaging freelance artists, creatives and professionals to research, create, produce, tour, promote and market work produced by the company
- Commissioning, producing and presenting new work and revivals for the stage, outdoors, film and other media
- Presenting productions in Ireland and internationally
- Promoting, marketing and selling the company's work
- Building audiences across the island
- Developing artists and the artform of dance
- Promoting engagement with dance
- Developing partnerships

- Strengthening the dance sector across the island
- Supporting the health and well-being of the company members.

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

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

You cannot apply for activities that:

- Do not fit the purpose of the programme
- Are focused solely on the work of a single artist (e.g. artistic director)
- Are more suited to another award funded by the Arts Council or operated by other state agencies or funding bodies, such as Culture Ireland
- Have already taken place or will have started before a decision is made on your application
- Are to raise funds for charity, to take part in a competition, or solely to make a profit
- Have already been assessed by the Arts Council, unless we specifically advised you to apply for this award. However, this advice does not guarantee that your application will be successful.

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

### 1.10 What costs can I apply for?

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

The types of costs you can apply for include:

- Wages and fees for professional performing artists, creatives and other staff essential to the delivery of the activity\*
- Overhead/administrative costs that are **appropriate and in proportion** to the activities proposed, including planning and preparation costs
- Studio or space costs
- Hire of equipment, space or venue if the hire is essential to the delivery of activities
- Purchase of equipment where this provides better value for money than hiring
- Marketing and PR costs
- Sales costs
- Fundraising costs
- Setting up, governing and managing the company.

In addition to the costs stated above, the Arts Council will also consider costs specifically relating to the making of work by artists with disabilities. If you wish to apply for additional funding on this basis, you should provide information with your application outlining what these additional costs are.

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**\* 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. We expect that you read this policy in advance of making your application and that the principles set out in the policy inform your organisation's approach to paying artists. 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.

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#### **Access costs for artists or participants<sup>3</sup> 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 or participants with disabilities and/or non-capital public-access costs (e.g. audio description, interpretation) in cases where your proposal has a public outcome.

The Arts Council takes the definition of disability from the UN Convention on the Rights of Persons with Disabilities, which states: 'Persons with disabilities include

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<sup>3</sup> The Arts Council defines participants as those who express themselves creatively by taking part in artistic activities. In broader terms, this includes anyone who engages with the arts in any way at any level – e.g. those attending an event, reading a book, watching a performance, etc.

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.’

If you wish to apply for access costs, 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 or participants 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.

- **Note:** in the event that you are requesting access costs, you should include information about the costs and how you arrived at them as part of your supporting documentation (see section 1.7 below).

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

You cannot apply for:

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

### **1.12 What supporting material is required to make an application?**

Supporting material means material that is **separate from** and **additional to** your application form. This helps the Arts Council in assessing your application and to get a clearer understanding of your proposal. In order to be considered eligible for assessment, you must submit the following supporting material online.

### **1.13 Phase 1**

The following supporting material is mandatory in **all** cases:

1. A completed **application form**.
2. A completed **Arts Activity Report (AAR)** template. This is a Microsoft Excel template that is available for **2024 and 2025**. This can be downloaded from the Available Funding page of the Arts Council website.<sup>4</sup>

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<sup>4</sup> As this is a new call-out for proposals, the programme and budget may be speculative. For shortlisted applicants in Phase 2, MOUs that demonstrate the approach to partnership and the development of the applicant’s plans will be sought.

3. **Artistic programme:** a high-level overview of the programme of activities for the years 2024–25 with supporting rationale (e.g. artistic activities, productions, engagement, touring/dissemination, co-productions/partnerships, commissions). This is intended to expand upon the information included in the application form and the AAR. Specify any key artistic partnerships and collaborations with other organisations in Ireland and abroad (max. 10 pages formatted with Arial 12 pt).
4. No less than three and no more than six **examples of previous work** demonstrating your capacity to deliver on the programme of work and activities that you propose, including photos and/or images that demonstrate production standards. This can include work that has been curated and programmed.
5. **CVs** of all confirmed key artists and personnel in delivering the proposed programme of work (max. two pages for each). Where artists are not confirmed, you should submit a document outlining how artists will be identified and/or the types of artists whose work you propose to support through the use of this funding.

## Phase 2

**Shortlisted applicants only** will move forward to Phase 2 and will be contacted by the Arts Council and requested to submit the following:

1. An **organisational plan:** clearly set-out proposed company/organisational structure, key roles including the nature of employment (full-time/part-time, pay scales/pay and conditions information, contract for services, etc., and (where possible) name individual key-role personnel. This plan should also detail your approach to the recruitment of your board of directors.
2. **Activity Budget template:** detailed budgets for **each of the individual activities within your proposal from phase 1** – this is in addition to the AAR submitted in Phase 1. Set up costs for 2023 should be included here. **Note:** these should be uploaded as Microsoft Excel or OpenOffice documents, **not** in PDF format.

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**Note on in-kind support**

If you expect to receive in-kind support, you need to put a financial value on it so that the contribution it makes to the real value of your proposal is clear. You should think of in-kind support both as expenditure and as income: whatever amount you declare on the expenditure side, you should also declare on the income side. Time contributed by directors or board members may not be reckoned as an in-kind cost.

3. **Letters/memorandums of understanding (MOUs)** confirming support from any key artistic or business partners. Inclusion of agreed MOUs with partners will strengthen your application. Where all partnerships are not yet confirmed, your application must demonstrate that your plans are feasible by providing evidence of your track record. If you are applying as a registered company, please add your company-registration number.

4. You **may** include up to three additional visualisations or charts that demonstrate essential information in support of what you write within your application – e.g. an organisational chart, a visualisation of the implementation plan, a quantitative and qualitative KPI table.
5. Following the submission of the above documentation Phase 2 applicants may be required to provide further clarifications. The Arts Council will contact Phase 2 applicants directly should this be the case, using the contact details provided for Phase 2.
6. Phase 2 applicants will be required to present their proposals to the panel.

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

1. The Arts Council requires all individuals and organisations providing services (e.g. cultural, recreational and educational) to **children and young people under the age of eighteen** to have suitable child-protection policies and procedures in place. When making an application, you must indicate in the application form whether or not your proposal is relevant to this age group.

If you answer ‘Yes’ to this question in the application form and your application is successful, as a condition of funding you will be required to confirm and demonstrate that you have suitable child-protection policies and procedures in place.

If successful, you will be required to complete the Arts Council’s Child Protection and Welfare Quality Assurance Self-audit at <https://childprotection.artscouncil.ie/>. Please visit [www.tusla.ie](http://www.tusla.ie) for more information on Children First.

You will also be required to update your details in the Profile Information tab in your Online Services account (do this by going to the ‘Update your account’ section).

2. 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](#)).
3. If your proposal involves working with animals, you must provide a copy of your animal-welfare protection policies and procedures. For guidance, see the Arts Council’s *Framework for the Welfare of Animals Presented in the Arts* [here](#).

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

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

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

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

**Note:** Links to streaming platforms may be used to provide samples of work. Standalone supporting material such as CVs and letters of support etc. must be uploaded as separate documents with your application.

#### **1.14 Application and selection process- Please refer to 4.0 for further detail.**

**Phase 1 deadline 27 July 2023** – submission of applications online.

**Phase 2 deadline 14 September 2023** – submission of further material online.

**Phase 2 presentation – October 2023, date to be confirmed.**

#### **1.15 Eligibility**

Your application will be deemed **ineligible** and will not go any further in the process if:

- You miss the application deadline.
- You fail to complete all of the sections in the application form relevant to your proposal.
- You cannot apply as set out in sections **1.3** to **1.5** above.
- You apply for an amount of funding greater than the maximum amount allowed for within the award to which you are applying, as set out in section **1.7** above (except where you are applying for an additional amount to cover access costs).
- You apply for an activity or purpose that you cannot apply for, as set out in sections **1.8–1.11** above.
- You fail to provide all mandatory supporting materials, as set out in section **1.12** above.
- Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case, we will direct you to the more appropriate funding opportunity).



## 2. How we assess and score your application

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We will base our assessment of your application on the following criteria:

1. Artistic quality and development of the arts
2. Engagement
3. Organisational capacity
4. The extent to which the proposal has the potential to be critical to the arts infrastructure
5. Equality, diversity and inclusion.

Assessors will consider applications using their professional judgement based on the information you provide within the application, their knowledge of the **previous** work of your organisation and of the wider arts landscape, and the competitive context in which all applications are evaluated.

Your application will be assessed and given a brief comment and a single score for each of the five criteria.

### 2.1 Criterion 1: Artistic quality and development of the arts

We will take account of the artform or arts-practice context for your proposal. We will assess the track record of the identified individuals and the potential for the outcomes of your proposal to achieve:

- Excellent artwork and/or events, activities or services and/or
- Excellent opportunities for artists and/or arts professionals to develop their practice and/or to create or to be engaged in high-quality work.

Where it is relevant to your proposal, we will consider the extent to which any international partnerships are contributing to artistic quality and development of the arts in Ireland.<sup>5</sup>

### 2.2 Criterion 2: Engagement

In the context of assessing applications for funding, the Arts Council intends the term 'engagement' to mean the quality of interaction that your proposal has with the individuals it works with and/or the people it serves.

We recognise that arts organisations work in different ways and attend to the needs of different groups of people, participants and collaborators, audiences, volunteers and artists or other arts practitioners. In assessing your application we will take into account:

- Your track record in engagement
- Your proposed actions and measurable outcomes to deliver engagement

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<sup>5</sup> Please see the [Arts Council's International Policy](#).

- The opportunities you provide for children and young people to participate in the arts, and how you involve them in your decision-making where children and young people are your primary target group or among the main groups you serve.

We will also assess how you plan to evaluate your activities and outcomes.

**Note:** if your proposal does not engage with the public directly, you should tell us about your engagement with artists or other arts professionals and arts organisations you collaborate with or serve.

### **Need further guidance on engagement?**

Additional guidance on completing this section of the application form is available on our website at <http://www.artscouncil.ie/public-engagement>

Organisations looking for guidance about how they can include young people in decision-making may find this framework helpful: <https://hubnanog.ie/participation-framework/>

## **2.3 Criterion 3: Organisational capacity**

- Under this criterion, we will assess the demonstrated track record of the applicant and the potential for your proposals to achieve excellent standards in governance and management in the arts
- Your approach to ensuring fair pay and conditions for artists\*
- The quality and benefits of any partnerships you describe that help you to achieve your objectives and to further the mission of your organisation
- The financial information you provide.

## **2.4 Criterion 4: The extent to which the proposal has the potential to be critical to the arts infrastructure**

Having assessed and scored applications against the criteria above, we will then score applicants based on the extent to which we consider them essential to the strategic development of the arts within their particular artform or arts practice area.

How we evaluate this will vary according to:

- The artform or arts practice context in which your entity/organisation/collective operates
- The kind of work you will do
- The community or people you will serve
- The local and/or national context in which you will operate
- The need to ensure that an appropriate range and balance of work is supported by the Arts Council.

This will be informed by the Arts Council's overall ten-year strategy, *Making Great Art Work*, and by artform and arts practice and corporate policies.

## 2.5 Criterion 5: Equality, diversity and inclusion

Under section 42 of the Irish Human Rights and Equality Act 2014, the Arts Council has a positive legal duty<sup>6</sup> to have regard to the need to eliminate discrimination, to promote equality, and to protect the human rights of staff and persons who avail of its services. In accordance with this duty, we require organisations in receipt of Strategic and Arts Centre Funding to uphold that duty and to take positive steps to ensure equality of access and opportunity in their operations and in the services they deliver. The Arts Council's Equality, Human Rights and Diversity Policy<sup>7</sup> covers ten grounds for discrimination. These are: gender, sexual orientation, civil status, family status, religion, age, disability, race, membership of the Traveller community and socio-economic status. We have produced a toolkit to help you: [Equality, Diversity and Inclusion Toolkit | The Arts Council | An Chomhairle Ealaíon](#)

**Note:** the Arts Council will consider additional access costs that are clearly related to supporting artists with disabilities and improving accessibility for audiences, participants and volunteers with disabilities.

Under this criterion, we will consider:

- How much your proposal demonstrates an awareness and understanding of equality, diversity and inclusion (EDI) issues (e.g. identified inequalities, under-representation, lack of accessibility) as they relate to your proposal
- The quality and appropriateness of any planned activities and commitments to become more inclusive
- If there is specific provision identified for ensuring accessibility to services<sup>8</sup>
- Any particular contribution that the organisation/collective makes to the wider ecology with respect to the Arts Council's ambitions for diversity, equality and inclusion.

We will expect to see evidence of your commitment to at least two EDI goals in your application. These should relate to priorities for your proposal and we suggest at least one internally focused (e.g. staff, board or volunteer development) and one externally focused (e.g. audiences or partnership development). Please ensure you provide this evidence, as your score will be determined by what is included in your application.

## 2.6 How are scores determined?

The Arts Council will use a scoring system. This system is intended to help you understand how your application has been evaluated against the assessment criteria. The scores offer an

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<sup>6</sup> Irish Human Rights and Equality Commission, 'Public Sector Equality and Human Rights Duty', <https://www.ihrec.ie/our-work/public-sector-duty/>

<sup>7</sup> Please refer to the Arts Council's [Equality, Diversity and Inclusion Policy](#).

<sup>8</sup> For example, this could include considerations or specific measures in relation to physical accessibility for artists in venues, at events, etc., or accessible websites, programmes, captioning or ISL for audiences.

indication as to how well your application has met each criterion. Assessors may award a score to the nearest 0.5.

There are ten possible scores that may be used, as follows:

Numeric score	Description	Explanation
6.0	Exceptional	The application addresses all relevant aspects of the criteria comprehensively and in an exemplary manner.
5.5		At the top end of 'Excellent'.
5.0	Excellent	The application addresses all relevant aspects of the criteria convincingly and successfully. There are no concerns or areas of weakness.
4.5		At the top end of 'Very good'.
4.0	Very good	The application addresses the criteria very well. Any concerns or areas of weakness are minor.
3.5		At the top end of 'Good'.
3.0	Good	The application addresses most of the criteria well although there are some gaps
2.5		Between 'Sufficient' and 'Good'.
2.0	Sufficient	The application addresses the criteria at a basic level but there are areas where detail is missing, or the information is unclear.
1.5 or lower	Not sufficient	The information provided in the application is not detailed enough to be able to make an assessment against the criteria.

**Note:** a score of **1.5** or lower against **any** criterion may mean that an application will **not** be recommended for funding.

The score for each criterion will then be multiplied to get a percentage rating, as follows:

	Weighting	Percentage
Artistic quality and development	(4.167)	25.0%
Engagement	(4.167)	25.0%
Organisational capacity	(3.333)	20.0%
Critical to the infrastructure	(3.333)	20.0%
Equality, diversity and inclusion	(1.667)	10.0%

<b>Total</b>	<b>100.0%</b>
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Here is an illustration of what a complete set of scores might look like in percentage terms:

	<b>Score</b>	<b>Weighting</b>	<b>Percentage %</b>
Artistic quality and development	5.5	(4.167)	22.9%
Engagement	4.5	(4.167)	18.8%
Organisational capacity	5.0	(3.333)	16.7%
Critical to the infrastructure	4.0	(3.333)	13.3%
Equality, diversity and inclusion	4.5	(1.667)	7.5%
<b>Total</b>	<b>23.5</b>		<b>79.2%</b>

## 2.7 How scores relate to funding offers

While scores will play a significant part in the making of funding offers, they are not the only factors. The amount of funding offered will reflect the overall available budget in conjunction with the criteria, as explained in this section.

## 2.8 Funding agreements, including terms and conditions of financial assistance for successful applicants

The Arts Council has different levels of reporting requirements that are set out in our Conditions of Financial Assistance. These are based on the amount of funding offered and the turnover of your organisation. If your organisation is awarded Strategic Funding, you will also have to meet monitoring requirements around audiences, public engagement, artist and artform development, and operating model, according to Arts Council strategic priorities.

If your application is successful, these reporting requirements will be included as part of your funding agreement, which will be sent to you. You will have to agree to these before you can receive funding.

### 3. Making your application

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The deadline for applications is **5.30pm, Thursday 27 July 2023**  
Please prepare and submit your application well before the deadline.

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

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

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

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

Within five working days you will receive an email containing your unique Artist Reference Number (ARN) and password, which you must use when signing in to Online Services.

#### Requirements for using Online Services

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

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

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**Mac** Mac OS X v10.5 Leopard or higher  
with  
Safari 3.1 or Safari 10 OR Firefox 27 or higher OR Chrome 32 or higher  
**Note:** if Safari 11 prevents upload of documents, upgrade Safari browser or use Firefox or Chrome

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#### OpenOffice Users

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

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

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

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

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

### Give yourself enough time to complete the application

Become familiar with the Online Services website **well before** the deadline and before you prepare your application.

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

Make sure to leave yourself enough time to upload your application. Remember that upload times can be much longer than download times, so it may take you longer than you think to upload your supporting materials.

### Technical support

If you need technical support while making an online application, contact us.

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

Please provide a contact phone number and make sure that you are available to receive a return call from us.

We deal with queries on a first-come first-served basis. We recommend you report any technical issues to us **well in advance** of the deadline.

## 3.2 Download the application form

1. Log in to Online Services (OLS).
2. On your home page within OLS, click the **'Make an application'** button.
3. On the **'Making an application'** screen, select your organisation's primary contact for this application, and click **'Next'**. The screen **'1. Making an application: Choose a funding programme'** should appear.
4. In section A, do two things.
  - a. From the **'Funding'** drop-down list, select your funding programme.
  - b. In the **'Your reference'** field, type a unique reference for your application. This will help you identify your application on your home page.
5. In section B, click the buttons to download the guidance notes and application form.

To complete your application form, you **must** have the correct software.

- Microsoft Word and Microsoft Excel, **or**
- OpenOffice Writer and OpenOffice Calc, which you can download from <http://www.openoffice.org>

Remember, you fill in the application form on your computer and then upload it through Online Services.

**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.

### 3.3 Fill in the application form

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

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<b>1. Who you are</b>	This section is intended to give us an overview of the applicants and their expertise.
<b>2. Proposal overview</b>	This section is intended to give us an overview of your proposal.
<b>2.1 Title</b>	Please provide the proposed name of the new entity/proposal.
<b>2.2 Vision statement</b>	Provide a summary of your overall vision. The vision statement states your prime objectives, what you propose to achieve, and the changes you hope to have affected over the specified time. The statements, details and key actions you provide within the rest of this application form should speak to your mission and vision statements. They provide a context for our assessment of your application.
<b>2.3 Mission statement</b>	Provide a summary of your overall mission. The mission statement is an overarching expression of your purpose and aspiration for how your proposal fulfils the ambition of this call for proposals that will develop dance as an artform in Ireland. It is a declaration of why you exist as an organisation/entity.

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<b>2.4 Summary of your proposal</b>	Summarise in no more than three short points what you propose to do, how and why.
	<b>Note:</b> should your application be successful, this summary will be published on the Who We've Funded pages of the Arts Council website.
<b>2.5 Pay and conditions for artists</b>	Give details on how you will ensure that artists will receive fair pay and conditions.
<b>2.6 Budget overview</b>	Give the totals for your expected expenditure and income over the three funding years for this programme.
<b>3. Your application and the assessment criteria</b>	<p>In this section you are asked to respond to the assessment criteria by answering a series of questions. It is <b>essential</b> that you read each question carefully.</p> <p>This section has been set out in the order that the assessment criteria are applied.</p> <p><b>Note:</b> you will give the details of your proposed programme within the Arts Activity Report template.</p>

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

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

You **must** upload supporting material with your application and financial report. If you do not upload supporting material, your application is incomplete and we will not evaluate it.

If you have supporting material that is not in an electronic format, you should scan it so that you can upload it.

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

#### Acceptable file formats

These are the acceptable file formats for your supporting material.

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

### Submitting URL links

**Note:** Links to streaming platforms may be used to provide samples of work. Standalone supporting material such as CVs and letters of support etc. must be uploaded as separate documents with your application.

Instead of uploading material directly, you may provide links to material hosted on streaming platforms that do not limit access through financial subscription. To do this, copy the URL (the full address of where your material is hosted) into a Microsoft Word/OpenOffice Writer or PDF document and upload it as a weblink-supporting document.

While not an exclusive list, examples of acceptable sharing platforms would be YouTube, Vimeo, SoundCloud, Bandcamp.

Please note that we will not accept links to file-sharing sites (e.g. Google Drive) nor links to social media platforms.

**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.

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<b>Good filenames for an applicant called Jack Russell</b>	russelljack Architecture Project application.doc
	russelljack performance clip.mp4
	russelljack Architecture Project budget template round 2.xls
	russelljack youtube link.doc

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

### 3.5 Review the application checklist

Use this checklist to review your application materials. If you have all the items on the checklist, you are ready to upload and submit your application.

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

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- I have filled in all relevant sections of the application form and have it ready to upload.
  - I have downloaded and prepared the Arts Activity Report template in Microsoft Excel/OpenOffice Calc.
  - I have prepared and gathered together all of the supporting material relevant to my application, and have this ready to upload.
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#### Second opinion (check this item)

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

### 3.6 Make your application online

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

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

## 4. How your application is processed

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

- 1** After you submit your application, you should receive two emails:
    - The first will be sent immediately and will acknowledge your application.
    - The second should arrive a few minutes later. It will contain your application number, which we will use in all correspondence about your application.
    - **Note:** these emails only mean that our online system recognises that you have submitted an application. They **do not** mean that your application is eligible to be assessed.

If you **do not** receive the email with your application number, contact [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
  - 2** Once we have received your application, we will check to make sure it is eligible.
  - 3** If we decide your application is not eligible, either because it does not meet the purpose for the award or because you have not fully satisfied the requirements, we will write to tell you that your application is ineligible and will not be assessed.
  - 4** Your application will be assessed based on the criteria in section 2.1 of these guidelines.
  - 5** We will write to all applicants notifying them as to whether or not they have been shortlisted for Phase 2 of the process.
  - 6** Shortlisted applicants will complete the application requirements for Phase 2 of this process.
  - 7** Panel comprising the Arts Council chair, international panellists, and Irish based panellists will review all Phase 2 applications and supporting material.
  - 8** Further clarification if required by the panel will be sought from Phase 2 applicants.
  - 9** Phase 2 applicants will present their proposals to the panel on presentation day (mid-October, date to be confirmed).
  - 10** The highest scoring application will be recommended by the panel to the Arts Council for this funding award.
  - 11** The Arts Council will consider the panel recommendation and make the final decision.
  - 12** All Phase 2 applicants will be informed of the outcome of their application at this point.
  - 13** The funding offer and any attached conditions will be issued to the successful applicant.
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