
Festival Investment Scheme 2024 Round 2 (of 2)

Presentation for applicants

Deadline for applications : Thursday 23rd November 2023 5.30pm

Round 2 – For festivals that commence between 1 July 2024 and 31 December 2024

Notification of funding results: February 2024

Festival Investment Scheme Round 2

This presentation will cover:

Guidelines

- About the award
- Scheme structure
- Choosing an application band
- Purpose of the award and its priorities
- Who can/cannot apply?
- How much funding can I apply for?
- What can I and What can I NOT apply for?
- What must I submit with my application?
- Eligibility

Application Form

- Section 1 - General
- Section 2 - Your Organisation
- Section 3 - Your Proposal
- Section 4 - Award Priorities
- Section 5 - Financial Management
- Section 6 - Project Management
- Section 7 - Supporting materials checklist

Processing and Assessment

- Processing of applications
- Criteria
- Application Scoring

Helpful Tips

- Helpful tips
- FAQs

Festival Investment Scheme

About the Award

The Arts Council's role is to advocate for and support the development of a diverse and varied arts-festival ecology, and to provide a suite of supports that encourage best-practice festival models that increase opportunities for public engagement and participation in the arts or develop the work of an artist/artform.

In this regard the Arts Council offers financial support to small-to-mid-scale festivals to deliver high-quality arts experiences for audiences, and prioritises programmes engaged with, and relevant to, local communities or communities of interest.

The Arts Council acknowledges the diversity of festival operating models and the rich variety of artform-practice areas presented by festivals and their critical role in broadening public access to the arts. In this regard the **Arts Council welcomes applications from organisations operating annual, biennial or triennial festival programmes** and supports both **multi-disciplinary arts festivals as well as those in a single artform discipline** through this award.

Important note:

The Festivals Investment Scheme is a competitive scheme that offers funding to support the staging of festivals on a **non-recurring basis**.

It is important to note that funding under this programme is offered on a once-off basis. Therefore, those offered awards in previous funding rounds of the Festival Investment Scheme should **not assume** that funding will be provided.

Festival Investment Scheme

Application Process - Scheme structure

Choosing the correct band for the Festivals Investment Scheme (Guide)

There are three funding bands in the Festivals Investment Scheme and each one is designed to support festivals at different stages of their development. You should choose the one most suitable for your festival organisation.

Those operating:

BAND A

A small festival, a new festival wanting to test new ideas, a festival that is in the early stages of development or a festival without a formal business structure should consider applying to Band A.

BAND B

A small to mid-scale festival, a festival that is seeking to build programme capacity in a particular artform/arts-practice area or which wishes to develop strategies for public engagement should consider applying to Band B.

BAND C

A mid-scale festival that is strategically led and wishes to develop its capacity in the area of artform development (e.g. co-commissioning, producing, etc.) should consider applying to Band C.

Festival Investment Scheme

Application Process - Scheme structure

Choosing the correct band for the Festivals Investment Scheme (Guide)

It is further advised that the following applicants should speak with their FIS assessment team or Head of Festivals before making an application:

- New applicants to the scheme
- Festival organisations intending to apply to Band B or Band C for the first time
- A festival previously supported through Band B wishing to apply to Band C.

Band transfers

If applying to Bands B or C, applications may be moved into a lower band (if eligible):

- If there is not sufficient evidence in the application for the band under which you applied
- The funding requested is below the financial support available in that band.

Note: applicants will be informed in writing of band transfers if applicable.

Applications do not move into higher bands under any circumstances.

Band awards

Awards that are offered may be less than the funding band minimum due to the competitive and budgetary context of the scheme.

The Arts Council also reserves the right to award less in circumstances where it considers the information provided to match a lower band of investment than the one to which your organisation applied.

Festival Investment Scheme

Application Process - Purpose & Priorities

Objectives

To ensure a diverse and varied arts-festival ecology by supporting a variety of small-to-mid-scale festival programmes and festival models to deliver high-quality and engaging arts-festival activity/programmes for audiences so as to contribute to the development of artform practices and to increase opportunities for public engagement.

Purpose

The Arts Council will achieve the objectives of the Festival Investment Scheme by supporting project proposals that:

- Express an overarching artistic vision that resonates with the nature of the proposed activities and demonstrates **artistic excellence**
- Show evidence of a commitment to the Arts Council's **artform priorities relevant to the programme proposed**
- Demonstrates sound and effective festival and financial management, a track record of excellence, and delivery to a high standard, ensuring the project proposed is **feasible**.

Priorities

Priority will be given to proposals that:

Demonstrate **public engagement** by:

- Evidence of audience-development strategies that provide opportunities for the public to attend arts events and/or to participate in arts activities
- Providing opportunities for the public to collaborate with artists.

Demonstrate **festival priorities** by:

- Producing evidence of a high level of integration with local resources and supports from a diverse range of partners
- Showing an understanding of the context/place the festival is being presented in, and evidence the value and relevance to the immediate community
- Evidencing an awareness of artists living in the region, and how the festival is working to support their development.

Demonstrate **Equality Diversity and Inclusion priorities** by:

- Showing how Equality, Diversity and Inclusion are included in the organisation's working practices.

Festival Investment Scheme

Application Process - the applicant

Who can apply?

Qualifying Dates

The Festivals Investment Scheme **Round 2** is open to organisations resident in the Republic of Ireland promoting **festivals** with a clear artistic purpose and which commence between **1 July 2024 and 31 December 2024**.

Qualifying Organisations

For applicants to Band A: No restrictions.

For applicants to Band B:

- **Organisations must have been established for a minimum of three years and executed three consecutive festival programmes for the festival project named in section 3.1 of the application form** (these do not need to be Arts Council-funded programmes).

For applicants to Band C:

- **Organisations must have been established for a minimum of five years and executed five consecutive festival programmes for the festival project named in section 3.1 of the application form** (these do not need to be Arts Council-funded programmes).

An organisation may make **only one application** under the Festivals Investment Scheme in a year (i.e. one application in one band per calendar year).

Proposals that are 'linked events' (e.g. a quarterly or monthly music or literature series), programmes primarily focused on the delivery of workshops series, summer schools, on-going classes or one-off events, etc. **will not be prioritised** for funding.

FAQ: Our organisation has operated three consecutive festival programmes between 2016-2019, are we did not produce a programme from 2020-21. Are we eligible to apply for Band B ?

A: Yes, the organisation has operated three consecutive festivals and therefore qualifies for Band B.

Festival Investment Scheme

Application Process - the applicant

Who cannot apply?

Organisations that are not eligible to apply under the scheme include the following:

1. **Individuals**
2. Organisations whose proposed activities would be better suited to another Arts Council funding scheme
3. Commercial organisations that share out profits to members
4. Organisations based abroad; however, applicants based in the Republic of Ireland may collaborate with an organisation based abroad
5. Organisations where the dominant element of the programme is competitive in nature
6. Organisations in receipt of Strategic Funding, Partnership Funding or Arts Centre Funding
7. **Organisations that have applied for or are in receipt of Arts Grant Funding 2024 to undertake a festival programme**
8. Members of the Council of National Cultural Institutions (CNCI) directly funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media
9. **Organisations directly funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media for festival programmes in 2024 (including funding offered through the Small Scale Local Festivals and Summer Schools scheme).**
10. Organisations proposing festival programmes that fall outside the qualifying dates for this application round. See section **1 About the Festivals Investment Scheme** and section **1.3 Who can apply?**

FAQ: We are an arts centre which operates an annual festival. We receive arts centre funding from the Arts Council. Can we apply to the Festival Investment Scheme?

A: No, if you are an organisation in receipt of arts centre funding from the Arts Council you may not apply to FIS to support your festival programme.

Festival Investment Scheme

Application Process - How much funding may you apply for?

The maximum amount that may be awarded to a successful applicant under Band A is:

€10,000*

The maximum amount that may be awarded to a successful applicant under Band B is:

€25,000*

The maximum amount that may be awarded to a successful applicant under Band C is:

€45,000*

You may apply for funding in relation to activity costs that your festival expects to incur. These might include:

- Artists' fees (including performance fees)
- Venue-rental costs
- Staff costs (e.g. administrative, technical and front-of-house support directly related to the festival)
- Audience development – activity carried out with the objective of developing ongoing relationships with current and new audiences
- Marketing and publicity costs
- Technical and production costs
- Travel costs and expenses for artists
- A contribution to festival-programme archiving.

Note: an individual or organisation may make **only one** application to the Festival Investment Scheme per calendar year and therefore can apply to only one of the three bands available. You should choose the band most suitable for your festival programme.

Festival Investment Scheme

Application Process - How much funding may you apply for?

In Band A:

The maximum amount of funding you may request is the difference between the **proposed expenditure** and the **proposed income** you indicate in the **budget summary** (section **5** of the application form). This figure should be no higher than the award limit of €10,000.*

In Band B:

The maximum amount of funding you may request is the difference between the **proposed expenditure** and the **proposed income** you indicate in the budget summary (section **5** of the application form). This figure should be no lower than €10,001 and no higher than the band limit of €25,000*.

*(If you are seeking funding for €10,000 or less, you should select Band A in section **1.5** of the application form and online when submitting your application.)*

In Band C:

The maximum amount of funding you may request is the difference between the **proposed expenditure** and the **proposed income** you indicate in the budget summary (section **5** of the application form). This figure should be no lower than €25,001 and no higher than the band limit of €45,000.*

Note

*(If you are seeking funding for €10,000 or less, you should select Band A in section **1.5** of the application form and online when submitting your application.)*

*If you are seeking funding between €10,001 and €25,000, you should select Band B in section **1.5** of the application form and online when submitting your application.)*

Applicable to all bands:

Proposed expenditure should include all eligible costs relevant to your application (see section **1.6: What may you apply for?**).

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

Festival Investment Scheme

Application Process - What you may **not** apply for

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

- Activities that are **not arts-related** – e.g. events relating to heritage or crafts, **those that are primarily non arts commercial, food fairs or sporting events**
- **Training programmes** for individuals or programmes taking place in a formal education setting where the activity does not engage with the local community
- **Activities that have already taken place or that will have commenced before a decision is made on your application (this excludes research, preparation and planning for your festival programme taking place on the dates outlined in section 3.1 of your application form)**
- Activities undertaken for **charity-fundraising purposes**, for participation in a competition, or for primarily profit-making purposes
- Once-off academic conferences or symposia with no wider public benefit
- **Festivals taking place outside of the Republic of Ireland**
- **Capital costs**, such as the purchasing of equipment
- Competitive events

FAQ: We are a food festival but we have developed a small arts programme, are able to apply for all our festival costs ?

A: No, you may not apply for costs that are **not arts related**. **You may however apply for the costs to support your arts programme.** In making your application budget you should clearly set out the costs of your arts programme and the amount you are requesting to support these costs.

Festival Investment Scheme

Application Process - What **must** I submit with my application?

Supporting material means material(s) **separate from** and **additional to** your application form.

In order to be considered eligible for assessment under the Festival Investment Scheme, you **must** submit mandatory supporting materials **online**.

The type of supporting materials required in addition to your application form. This will depend on the nature of your application and the funding band under which you are applying. You should refer to [Table 1 in the application guidance](#) and [Section 7 of the application form](#) - this outlines the minimum requirements for mandatory supporting materials in each funding band:

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

Supporting materials	Funding Band A	Funding Band B	Funding Band C
CVs of those managing your festival	Only mandatory for applicants proposing a new festival	Not required	Not required
Letters or agreements of support for your 2024 proposed activities (<i>*one of which must be from your local authority</i>)	Optional	Mandatory; maximum of 3 letters	Mandatory; minimum of 5 letters*
Strategic Plan, Festival Development Plan or Business Plan	Not required	Not required	Mandatory
Animal Welfare Statement	<i>If relevant to your application</i>	<i>If relevant to your application</i>	<i>If relevant to your application</i>
Disability access costs	<i>If relevant to your application</i>	<i>If relevant to your application</i>	<i>If relevant to your application</i>
Draft programme of events for your 2024 proposal	Optional	Optional	Optional

Festival Investment Scheme

Application Process - Mandatory Support Materials

CV's of those managing your festival - NEW FESTIVALS ONLY

Band A

You are **only required to provide CV's if you are making an application for a new festival**. In order for those assessing your application to gain a better understanding of how your festival will be managed, CVs of those managing the proposed project should accompany your application.

Your CV should highlight any relevant experience of managing, curating or producing festival or event programmes.

CVs should all be placed in one document and uploaded with your other application materials.

Guide - Table 2

Preparing your supporting materials	
Table 2	
CVs of those managing your festival	<p>You are only required to provide CV's if you are making an application for a new festival. In order for those assessing your application to gain a better understanding of how your festival will be managed, CVs of those managing the proposed project should accompany your application. Your CV should highlight any relevant experience of managing, curating or producing festival or event programmes.</p> <p>CVs should all be placed in one document and uploaded with your other application materials.</p>
Letters/ agreements of support for your 2024 proposed activities	<p>MANDATORY FOR BAND B & BAND C APPLICANTS</p> <p>What is a letter of support?</p> <p>A letter of support is a written statement made by an individual or organisation in support of your proposed festival programme. (This can be in the form of a letter or an email addressed to the festival, which outlines the detail of the support.) It should NOT be from the applicant about their own festival.</p> <p>The number of letters required in each funding band is outlined in table 1. You must ensure that your letters of support are for your 2024 proposed programme. We will not accept documentation that relates to a previous festival project, therefore you should make sure your letters include your proposed festival dates.</p> <p>In preparing your letters of support, you should consider providing these from a variety of stakeholders that best reflect and demonstrate the festival's range of partnerships.</p> <p>Letters of support placed in one document and uploaded with your other application materials.</p> <p>NOTE FOR BAND C APPLICANTS ONLY</p> <p>Please note that one of your letters of support must be from your local authority to be eligible for support in funding Band C. This can be from any department within the local authority. The letter should outline why the local authority endorses or supports the work of your festival. If the local authority provides in-kind or financial support this should also be included.</p>

Festival Investment Scheme

Application Process - Mandatory Support Materials

Letters/agreements of support for your **proposed 2024 activities**

Band B Band C

What is a letter of support?

A letter of support is a **written** statement made by an individual or organisation in support of your **proposed festival programme**. (This can be in the form of a letter, email or memorandum of understanding (MOU) addressed to the festival and which outlines the detail of the support.) **It should NOT be from the applicant about their own festival.**

The number of letters required in each funding band is outlined in **table 1**. You must ensure that your letters of support are for your **2024 proposed programme**. We will **not** accept documentation that relates to a **previous** festival project, therefore you should make sure your letters include your proposed festival dates.

In preparing your letters of support, you should consider providing these from a variety of stakeholders that best reflect and demonstrate the festival's range of partnerships.

Letters of support placed in one document and uploaded with your other application materials.

NOTE FOR BAND C APPLICANTS ONLY

Please note that **one** of your letters of support **must be from your local authority** to be eligible for support in funding Band C. This can be from any department within the local authority. The letter should outline why the local authority endorses or supports the work of your festival. If the local authority provides in-kind or financial support this should also be included.

Festival Investment Scheme

Application Process - Mandatory Support Materials

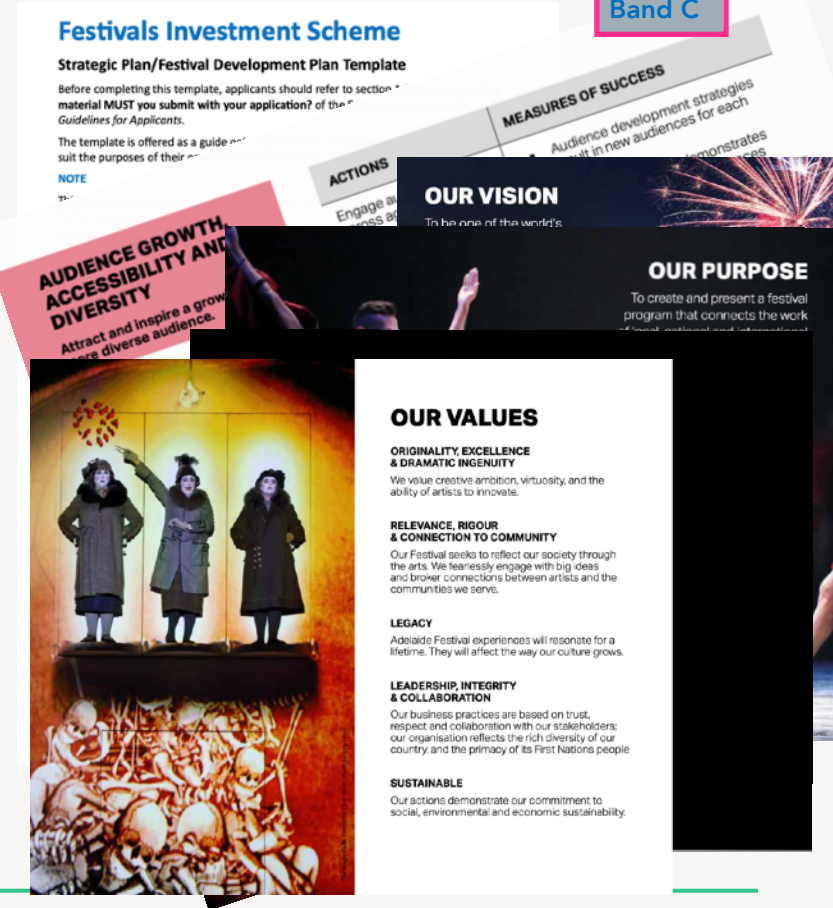
Strategic plan/Business plan or Festival Development plan

Band C applicants **must provide**: a strategic plan, business plan or festival development plan. The plan should provide a series of operational actions or a roadmap for your organisation that should be reviewed and updated on a regular basis. It should outline how your festival will be developed and the management, resources and supports required to underpin the successful delivery of this plan. It should complement and underpin the programme you have proposed in your application.

NOTE

If your organisation has an existing strategic, business or festival development plan, this **must be** uploaded with your application. If the plan is past its first year, the organisation should provide evidence that it has undertaken a review of the plan and updated it accordingly.

Organisations without a strategic, business or festival development plan **should use** the Arts Council's [Festival Development Plan Template](#), which should be completed and uploaded with your application.



Festival Investment Scheme

Application Process - Mandatory materials required in certain circumstances

Access Costs*

Band A Band B Band C

Access costs for artists or participants 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.

If you wish to apply for access costs, you **MUST** 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: If you apply for access costs with your application and do not provide the required supporting materials, your application will be deemed ineligible.

Festival Investment Scheme

Application Process - Eligibility

Your application will be deemed **ineligible**, and will not go any further in the application 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 **1.3** to **1.5** in the application guidelines
5. You apply for an activity or purpose that you cannot apply for, as set out in section **1.6** in the application guidelines
6. You fail to provide all mandatory supporting materials, as set out in section **1.8** in the application guidelines
7. 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.



Application Form

Festival Investment Scheme

Application Form - Section 1: General

Note for applicants

There are seven sections to this application form to be completed. These provide those assessing your application with information about your festival organisation, proposal and planned activities. **You should answer all questions in these sections using clear and concise language.**

You should ensure that, ahead of completing this application form, you have [read the Guidelines for Applicants for the Festival Investment Scheme 2023](#) and that you have your festival information to hand – e.g. budgets and policy information.

You should also check in advance of completing this form which **mandatory supporting materials are required in addition to your application form** (see section 1.8 in the *Guidelines for Applicants*).

An average time guide is provided below for each of the application sections. This will vary from applicant to applicant and is not definitive. **You should ensure that you leave plenty of time to complete your application and check it before submission.**

Section 1: General details (15–20 mins)

Section 2: Your organisation (30–45 mins)

Section 3: Your proposal (60–90 mins)

Section 4: Award priorities (90–120 mins)

Section 5: Financial management (90–120 mins)

Section 6: Project management (60–90 mins)

Section 7: Supporting-document checklist (5 mins)

IMPORTANT NOTE

- **Section 1.5** Please ensure you select the application Band under which you are applying.
- **Section 1.6** Please ensure that you select other artform/arts practices relevant to your application

5. Choose the funding band relevant to your application

The Festival Investment Scheme has three different funding bands. You may apply to only one of the three bands per calendar year, and you should choose the one most suitable for your festival organisation.

Important note

Before selecting your funding band below, you should:

- Ensure that your organisation satisfies the minimum requirement to apply to the chosen band (see section **1.3 Who Can Apply?** in the *Guidelines for Applicants*).
- Ensure you are including the **correct supporting materials** with your application form (see section **1.8 What supporting material must you submit with your application?** in the *Guidelines for Applicants*).

Please double click the select box to choose your funding band.

Select one box only	Select
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1.6 Artforms/arts practices relevant to your application

Indicate which **artforms/arts practices** are relevant to your application. Click your primary artform/arts practice and up to two other **artforms/arts practices** (if applicable). Each item you select should represent a significant element of the activities described in your application. If you are seeking funding for a festival that features a number of different **artforms**, please select Multidisciplinary Arts (MDA).

Note: We may request additional assessment(s) in addition to secondary **artforms** or art practices you have identified below in the tick boxes. (For information on assessment criteria, please refer to **section 3.3 of the Guidelines for Applicants.**)

Architecture	Arts in Schools	Arts Participation*
Circus	Dance	Film
Literature	Music	Opera

Festival Investment Scheme

Application Form - Section 2: Your organisation

- Section 2.1 When was your organisation established
- Section 2.2 Proof of your most recent festival programme

NOTE

Please read the guidance notes below the question very carefully; it will guide you on the appropriate and acceptable formats.

If you do not provide proof of your most recent festival programme, it may affect your assessment score.

2. Your organisation

1. When was your organisation established?

We want to know how long your festival has been in operation. Please list the year it was formed and the number of festivals that have taken place.

Year of formation: 2010 Number of festivals taken place: 13

2. Proof of your most recent festival programme

Below, please provide a URL/weblink to either your festival webpage containing written details of your most recent festival programme or to a streaming platform providing a video of your festival's most recent programme.

- Applicants should **only provide URLs to website pages and or streaming platforms.**
- **Applicants should test any website links provided** to ensure they direct the person assessing your application to the correct information.
- It is the responsibility of the applicant to maintain the website link. Links to file-sharing sites (e.g. Google Drive) and/or social-media pages (e.g. Instagram, Facebook, Twitter) are **NOT acceptable** (see section 2.3 Supporting material required for the application in the Guidelines for Applicants).
- **If you are unable to provide a URL/weblink**, you should upload a brochure of your previous programme or a document with previous-programme information. This should be separate to your application form.
- If you are applying as a **new festival**, you should answer N/A in the boxes below and upload CVs of those managing your festival as a document separate to your

	A	B
1	What year did your most recent festival programme take place:	2023
2	Website address of your most recent festival programme:	www.myfestival.com

If you do not provide proof of your most recent festival programme, it may affect your assessment score.

Festival Investment Scheme

Application Form - Section 2: Your organisation

- Section 2.3 Tell us about your organisation
- 2.4 Who is involved in your project

3. Tell us about your organisation

Briefly describe the remit of your organisation and its recent achievements (this may include a short description of the most recent festival, track record and other activities undertaken during the year to support the festival). If a new festival, please describe the track record of the people managing the project (maximum 2,000 characters including spaces/approx. 300 words).

4. Who is involved in your project?

Please list all management and administrative and artistic personnel involved in the festival, identifying the nature of their role (e.g. member of steering committee, artistic curator or programmer, fundraiser, performer or artist)

First name	Surname	Organisation	Involvement in project

Festival Investment Scheme

Application Form - Section 3: Your proposal

- Section 3.1 Title dates and location of festival
- Section 3.2 Summary of your proposal (3 summarising bullet points)
- Section 3.3 Details of your proposal (artistic merit and art form priorities)

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.

Before completing this section, you should refer to the artistic merit and artform priorities in section **3.3 Criteria for the assessment of applications** in the *Guidelines for Applicants*.

Here you should **describe your proposal in more detail**, outlining your proposed activity and what you want to achieve.

Your proposal should also include:

- Your rationale and vision for the festival and any proposed outcomes
- An outline of your festival's artistic ambition and the supports your festival will provide to help artists realise these ambitions
- How your festival fulfils the artform priorities (as outlined in the applicant guidance (**section 3.3 a) Criteria for the assessment of applications - Table 2**) in your chosen artform/arts practice.

IMPORTANT NOTE - PROPOSAL DATES

- Refer to the applicant guidance notes in relation to your commencement project dates. Proposals that commence before July 2024 or after December 31st 2024 are **not** eligible for support.

3. Your proposal

Use this section to set out the substance of your application to the Arts Council.

3.1 Title, location and dates of festival

Enter the title, locations (specify the county) and dates of your festival (max. 100 characters including spaces/approx. 16 words).

3.2 Summary of your proposal

Please summarise your festival proposal in no more than three short points. These should be up to three headlines about the proposed activity you intend to deliver (max. 300 characters including spaces/approx. 50 words).

3.3 Details of your proposal (artistic merit and artform priorities)

Before completing this section, you should refer to the artistic merit and artform priorities in section **3.3 Criteria for the assessment of applications** in the *Guidelines for Applicants*.

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. (max. 6,000 characters including spaces/approx. 1,000 words).

Here you should **describe your proposal in more detail**, outlining your proposed activity and what you want to achieve.

Your proposal should also include:

- Your rationale and vision for the festival and any proposed outcomes
- An outline of your festival's artistic ambition and the supports your festival will provide to help artists realise these ambitions
- How your festival fulfils the artform priorities (as outlined in the applicant guidance (**section 3.3 a) Criteria for the assessment of applications - Table 2**) in your chosen artform/arts practice.

Festival Investment Scheme

Application Form - Section 4: Priorities of the award

- Section 4.1 Priorities of the award
- Section 4.2 Audience targets

Priorities of the award:

Priority will be given to proposals that:

- Demonstrate **public engagement** by:
 - Evidence of audience-development strategies that provide opportunities for the public to attend arts events and/or to participate in arts activities
 - Providing opportunities for the public to collaborate with artists.
- Demonstrate **festival priorities** by:
 - Producing evidence of a high level of integration with local resources and supports from a diverse range of partners
 - Showing an understanding of the context/place the festival is being presented in, and evidence the value and relevance to the immediate community
 - Evidencing an awareness of artists living in the region, and how the festival is working to support their development.
- Demonstrate **Equality Diversity and Inclusion priorities** by:
 - Showing how Equality, Diversity and Inclusion are included in the organisation's working practices.

4. Priorities of the award

1. The priorities of the Festival Investment Scheme are divided into three areas:
 - **Public engagement**
 - **Festival priorities**
 - **Equality, diversity and inclusion**

Before completing this question, you should refer to section **1.2 Objectives, purpose and priorities of the Festival Investment Scheme** in the *Guidelines for Applicants*.

What you write here is a key part of your proposal, and should help those involved in assessing your application to understand how your proposal aligns with the three Festival Investment Scheme priorities: **Public Engagement, Festival priorities, and Equality, Diversity and Inclusion.**

For **public engagement** you may wish to include:

- What audience/public engagement research has been/will be undertaken
- The target audience/groups/public for the festival
- Strategies or actions in place to encourage the public to engage with your festival programme
- How you will build upon existing audiences and develop relationships with the public
- The goals, outcomes or targets you have set for public engagement. How will you measure these and how will you know if these have been successful?

For **festival priorities** you may wish to include:

- Information about the partnerships the festival has developed/is developing, and how these will deliver on the festival's purpose
- Information about the festival's engagement with the place and community where it is based, and how the organisation is striving to broaden and deepen these relationships
- Examples of work being undertaken with local artists, and how they are being supported to develop their practice.

For **equality, diversity and inclusion** you may wish to include:

- Details on any equality, diversity and inclusion policies your organisation is developing or has implemented
- How your organisation considers equality, diversity and inclusion in the selection of artists/personnel/staff for your festival.
- How your organisation includes equality, diversity and inclusion in your public-engagement plans

Festival Investment Scheme

5. Financial management

1. Detailed budget: expenditure related to your application

Use the following table to indicate the expenditure you expect to incur relating to your application. Before completing the detailed budget, please refer to section 1.6 **What may you apply for?** in the *Guidelines for Applicants*.

Important note

If you include benefits-in-kind in this section, you must also include the same amount in section 5.2 **Income related to your application** (below).

You should think of in-kind supports both as expenditure and as income: whatever amount you declare on the expenditure side, you should also declare on the income side.

How you break down the costs of your proposal and allocate resources gives the Arts Council assessors a good picture of the feasibility of your project and whether or not it is realistically costed.

Item of expenditure	Details	Total (€)
ARTISTIC COSTS		
Artist fees	Artist fees for festival produced work 1 artist x 500pr wk x 5 weeks	2,500
Programming costs	Presenting fees and guarantees for 28 events	28,000
Commissioning costs	1 commissioning fee	0.00
Other artistic costs (please detail)		0.00
PRODUCTION & TECHNICAL		
Venue-hire costs	1 nights hire of Bell church	1,000
Technical staffing	Production Manager and two assistants for festival week	2,000
Technical equipment costs	Equipment Hire including staging	7,000
Other production costs (please detail)		0.00
MARKETING COSTS		
Design & printing costs	Digital Brochure, Flyers and Posters Design	5,000
Advertising costs	Google and Facebook Ads	2,000
PR & promotion	PR Company for National Press	3,500
Other marketing costs (please detail)	Flyers and Poster Print and Bill board costs	4,500

ACCOMMODATION & TRAVEL		
Accommodation costs	Artist Accommodation 30 x 4 nights x 100pr night	12,000
Travel costs	Travel Stipend for artists 30 x 200	6,000
Other (please detail)	1 International flight for headline artist	1,500
ADMINISTRATION COSTS		
Administration, staffing costs	Part time Administrator 100 per day x 200 days	20,000
Stationary, postage, etc.		150.00
Other administration costs (please detail)		0.00
FINANCIAL COSTS		
Contingency	10% of festival expenditure	9,515
Other financial costs		0.00
In-kind expenditure	Volunteers 10x 22prhr x 50 hours + Venue In-Kind to value of 2k	13,000
ACCESS COSTS		
Access cost total*		0.00
TOTAL EXPENDITURE		117,665.00

Festival Investment Scheme

2. Detailed budget: Income related to your application

Use the following table to indicate income you expect to receive relating to your application. Please also indicate whether additional supports from other funders, agencies, sponsors and partners are confirmed (C) or pending (P).

Important note:

If you include benefits-in-kind in this section, you must also include the same amount in section 5.1 **Expenditure related to your application** (above).

You should think of in-kind supports both as expenditure and as income: whatever amount you declare on the expenditure side, you should also declare on the income side.]

Item of Income	Confirmed (C) or Pending (P)	Amount (€)
INCOME FROM ACTIVITIES		
Box office	P	45,000
Royalties		0.00
Other (please detail)		0.00
PUBLIC FUNDING		
Local-authority grants	P	8,000
Culture Ireland		0.00
Leader funding		0.00
Creative Ireland	C	5,000
Lottery grants		0.00
Ealaín na Gaeltachta		0.00
Embassy funding	P	2,000
Other (please detail)		0.00

INCOME NOT DIRECTLY RELATED TO ACTIVITIES

Sponsorship	P	2,000
Donations	P	1,800
Advertising & merchandising	P	1,000
Friend Schemes	C	500
OTHER INCOME		
Surplus from a previous festival programme	C	2,500
Other (please detail)		0.00
In-kind income	C	13,000

TOTAL INCOME		80,800
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Festival Investment Scheme

Application Form - Section 5: Financial Management

Expenditure

In-kind expenditure	Volunteers 10x 22prhr x 50 hours + Venue In-Kind to value of 2k	13,000
ACCESS COSTS		
Access cost total*		0.00
TOTAL EXPENDITURE		117,665.00

Income

In-kind income	C	13,000
TOTAL INCOME		80,800

- Section 5.3 Amount requested from the Arts Council
- 5.4 Pay and condition for artists
- 5.5 Managing budgets

In this application example for Band C the total festival costs is €117,685. The total income is €80,800. When the expenditure is subtracted from the income the request to the Arts Council will be €36,865. Both In-Kind figures are balanced (ie, the same figure in both expenditure and income sections)

3. How much are you requesting from the Arts Council?

The amount of funding that you apply for must equal your TOTAL EXPENDITURE minus your TOTAL INCOME (as indicated in sections 5.1 and 5.2), and **must not exceed the funding-band limit** under which you are applying, as indicated in section 1.5 of this application form.

The amount you are requesting must be within the upper limits for the award, as set out in section 1.6 **What may you apply for?** in the *Guidelines for Applicants* (except where it relates to access costs for the making of work by people with disabilities).

If you are applying for additional access costs, please include these in the amount you request in the box below.

Amount requested from the Arts Council (€) **36,865**

Festival Investment Scheme

Application Form - Section 6: Project management Section 7: Supporting documentation

- Section 6.1 Organisation and delivery
- Section 6.2 Activity plan
- Section 6.3 Evaluation

6. Project management

6.1 Organisation and delivery

Describe your organisation's management structure and give a brief outline of the project management of the festival. This may include: outline your management structure, the function of any management committees, who is responsible for which aspects of festival delivery, or how the festival is staffed (max. 600 characters including spaces/approx. 100 words).

6.2 Activity plan

To give us a clear understanding of how your project will be managed, we would like to know about your planning and preparation, and see a project plan for your proposed festival activity.

Please identify the main stages or milestone dates of any planning and preparation, including significant deadlines (max. 1,800 characters including spaces/approx. 300 words).

In this application example the applicant is applying for Band C. In section 7 there is a checklist to ensure you are providing the correct supporting materials for the band under which you are applying.

7. Supporting documentation

1. Attachments

Separate from and **additional to** your application form, you **must** provide us with mandatory supporting documents as part of your application.

You should refer to section **1.8 What supporting material must you submit with your application?** in the *Guidelines for Applicants*, which provides you with details on what documentation we will accept as supporting materials.

Please **tick below** to confirm the documents you will be uploading with your completed application form.

Supporting document categories

- **Mandatory:** you **must** upload this documentation with your application
- **Not required:** you do not need to provide these materials
- **Optional:** you may wish to provide these materials if you believe it supports your application
- **If relevant:** you need to upload this document if it is relevant to your application – e.g. if you work with vulnerable people, you need to include your Vulnerable Persons Statement.

Supporting document type	Band A	Band B	Band C	I have included with my application
CVs of those managing your festival (new festivals only)	Mandatory (if a new festival only)	Not required	Not required	
Letters or agreements of support for your 2024 proposed activities (*one of which must be from your local authority)	Optional	Mandatory Maximum of 3 letters	Mandatory Minimum of 5 letters*	✓
Strategic Plan, Festival Development Plan or Business Plan	Not required	Not required	Mandatory	✓
Animal Welfare Statement	If relevant to your application	If relevant to your application	If relevant to your application	
Disability access costs	If relevant to your application	If relevant to your application	If relevant to your application	
Draft programme of events for your 2024 proposal	Optional	Optional	Optional	





Processing and Assessment

Festival Investment Scheme

Application Process - Processing of applications

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 **1.9 Eligibility** above.

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

4 Adviser(s) and/or staff make a written assessment of the application, which is then scored by the executive.

5 Those applications which score 60% and above are shortlisted for funding consideration. Those scoring under 60% are not considered.

6 The executive reviews all shortlisted applications and recommendations, and makes funding decisions. Funding decisions are made in application score order until the available budget is allocated.

7 Funding decisions are communicated in writing to applicants.

8 Funding decisions are noted by Council.

FAQ: When will we find out if our application has been successful or not?

A: The Arts Council expects to announce Round 2 decisions for the FIS Award in February 2024

FAQ: Can we request feedback on our application ?

A: Yes, you may request a written assessment of your application after you receive notification of your application result.. You may also request informal feedback from the team assessing your application.

Festival Investment Scheme

Application Process - Assessment Criteria

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 and artform priorities

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

- The quality of the idea and the proposed programme as outlined in the application form
- The artform/arts-practice context in which the activity is proposed
- A demonstration of high artistic quality and vision (artists and programme)
- Support for the development of individual artforms/arts practices and for developing capacity among artists and practitioners
- The ambition and originality demonstrated in the proposal.

b) Meeting the priorities of the award

Applications are assessed on how well they meet the priorities of the award – see section **1.2 Objectives, purpose and priorities of this award** for details of these.

Table 3

Artform/arts-practice area	Priority
Architecture	<ul style="list-style-type: none">• Clearly articulate an understanding of mediating architecture programmes to the public, and aim to develop the public's understanding of architecture beyond the traditional architect/client relationship.
Arts Participation	<ul style="list-style-type: none">• Include the creation and/or presentation of artistically ambitious work that is developed by professional artists in collaboration with non-arts professionals (individuals or groups)• Include a clear outline of rationale and methodologies for engagement and artistic collaboration with participants• Provide opportunities for artistic collaboration between artists, individuals and groups from diverse backgrounds, in alignment with Arts Council Equality Human Rights and Diversity Policy (Cultural Diversity and the Arts; Equality, Human Rights & Diversity policy.)
Circus, Street Arts & Spectacle	<ul style="list-style-type: none">• Present high-quality elements of cross-disciplinary collaboration• Are developed in collaboration with local authorities and/or formal organisations with an established track record in the delivery of arts services and/or artistic programmes (e.g. arts centre, resource organisations, production companies, etc.).

c) Feasibility

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

- The proposed timetable or schedule and its management
- The financial information provided
- The track record of the organisation (or its management team if a new organisation)
- The availability of other supports/partners identified in the application
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists.

Festival Investment Scheme

Application Process - Scoring of applications in Festival investment

How do scores relate to funding offers?

Scores will play a significant part in the making of funding offers, **and those applications scoring 60% and above will be shortlisted and considered for funding**. Funding amounts will reflect the overall budgetary context in which the Arts Council is operating, along with the competitive nature of the scheme.

Numerical score	Word value	Explanation
6	Exceptional	The application addresses all relevant aspects of the criterion comprehensively and in an exemplary manner. There are no shortcomings whatsoever. This score is reserved for the very best elements of applications and will be used very sparingly.
5.5		At the top end of 'Excellent'.
5	Excellent	The application addresses all relevant aspects of the criterion convincingly and successfully. It provides all the information and evidence needed, and there are no concerns or areas of weakness.
4.5		At the top end of 'Very good'.
4	Very good	The application addresses the criterion very well. It gives clear information on the evidence needed. Any concerns or areas of weakness are minor.
3.5		At the top end of 'Good'.
3	Good	The application addresses the criterion well, although some improvements could be made. It gives information on nearly all of the evidence needed, although there are some gaps.

How are scores weighted?

Each score offered under each criterion will be multiplied by a weighting to get a rating. The ratings are determined by the relative importance the Arts Council places on each criterion. The final score is expressed as a percentage.

The following percentiles and weightings will be used:

	Percentile	Weighting
Artistic merit and artform priorities	35%	(5.83)
Priorities of the award	45%	(7.5)
Feasibility	20%	(3.33)
Total	100%	



Helpful Tips

Festival Investment Scheme

Helpful Tips - key points to remember!



- Pay attention to language in the applicant guidance **MUST** and **SHOULD** are instructions.
- Have guidelines to hand when filling out your application form. If any aspect of the form is confusing or you do not understand it please refer to the Festivals team at the Arts Council
- **Pay attention to the notes/prompts in the application** - they are provided to assist you in filling out the form.
- You are asked to indicate income, expenditure and amount requested at two stages during your application: Online, the application form,. Make sure that the totals are the **same** on both
- If you are making claims in your applications, **please substantiate these with evidence. Always qualify the information you provide.**
- Double check you have applied for between **for amounts allowable in the band under which you are applying.**
- That your funding request from the Arts Council is **your expenditure minus your income**
- **Do not** leave any aspect of the **application form blank**. This would render the application ineligible.
- Please be clear and concise when making your application. Your application will be viewed by a number of people therefore you should ensure that those not familiar with your work can understand the what is proposed.
- **Double check mandatory support material is included** - do this by checking the guidelines and checklist in the application form
- Specific scheme FAQ's can be found **below**

Festival Investment Scheme

Helpful Tips - FAQs

Online Enquiries

Q: I am an individual applying to the Festivals Investment Scheme but I can't see it in my dropdown menu on OLS.

A: The Festivals Investment Scheme is not open to individuals. You must register as an 'Organisation/ Group'.

Q: I cannot find the application or guidelines on the website?

A: The Festival Investment Scheme guidelines can be found on the available funding page [here](#). Guidelines are normally available when the application window opens – one month before the application deadline. The application form is available via the Arts Council's Online system (OLS)

Organisation enquiries

Q: Do I need a tax clearance certificate and/ or bank account in order to apply?

A: No. These will only be required if your application is successful.

Q: Does our organisation need to be a Company Limited by Guarantee (CLG) to apply to the Festival Investment Scheme ?

A: No, Your organisation is not required to be legally constituted to apply for the Festival Investment Scheme. If you do not have a company/ organisation name please use the name of your festival.

Q: We run a classical music/literature series which takes place every month over the course of the year. Can we apply to the Festival Investment Scheme?

A: Proposals that are linked events (e.g. a quarterly or monthly music or literature series), programmes primarily focused on the delivery of workshops series, summer schools, on-going classes or one-off events, etc. will **not** be prioritised for funding through the Festival Investment Scheme. You should speak to your relevant artform team about other types of funding for this activity including Arts Grant Funding.

Festival Investment Scheme

Helpful Tips - FAQs

Organisation enquiries

Q: We are setting up a new festival. Some sections in the application require information on track record and festival statistics. Evidence of a previous festival programme is also required in the application form. Can we still apply if we do not have this information?

A: Yes, new festivals may apply to the Festival Investment Scheme. As you will be unable to supply information and documentation on a previous festival programme you should provide us with information on the management team who are producing the festival along with their track record. You should include CVs as **mandatory support documentation**. Where statistics are required for a previous festival, please enter 'new' in the relevant boxes. Do not leave sections of the application form blank.

Eligibility enquiries

Q: Can I apply to Arts Grant Funding and also the Festival Investment Scheme?

A: . If you have applied to Arts Grant Funding 2024 for a festival programme, you may not apply to Festival Investment Scheme 2024.

You may apply to both schemes for different projects. For example you may apply to the Festival Investment Scheme for your festival activity and then apply to Arts Grant Funding for the development of a separate project (such as the commissioning of new work).

Q: If there are two rounds for the Festival Investment Scheme, when is the best time for our festival to apply?

A: If your festival commences between January 1 and June 30 2024, you should apply to Round 1, the deadline for applications is **1st June 2024 at 5.30pm**.

If your festival commences between July 1 and December 31 2024, you should apply to Round 2, the deadline for applications is **23rd November 2024 5.30pm**

Festival Investment Scheme

Helpful Tips - FAQs

Eligibility enquiries

Q: Our organisation operates two festivals in a year, once in April and the second in October. Should we apply in two separate rounds?

A: No, If your organisation produces more than one festival per year you should make one application. Festival organisations may only make one application to FIS in any calendar year.

You should apply in the round where your first activity takes place. For example, if your first festival is in April and your second in October, you should apply for both festivals in Round 2 as your first activity is in April of that year.

Q: Our festival starts on the 25th June and finishes on the 5th July. Which application Round should we apply to?

A: You should apply to Round 1 as your festival commences from 25th June. Round 1 is for festivals that commence between 1 Jan and 30th June 2024.

Q: What is the most appropriate band to apply under?

A: You may apply for whichever band you believe appropriately matches your festival's stage of development as long as you fulfil the eligibility criteria. You should expect the process to be more demanding in Band C than Band A. You should read 'Choosing the correct band for the Festivals Investment Scheme (FIS)' in the applicant guidance notes which provides more information as a guide.

Please note: you may **only apply** to one band and make only one application to FIS in any calendar year.

Q: Can I apply to all three bands?

A: No, you may only apply to one band and make only one application to the Festival Investment Scheme in any calendar year.

Festival Investment Scheme

Helpful Tips - FAQs

Eligibility enquiries

Q:What happens if I do not provide the mandatory supporting documentation outlined in the application form and application guidelines?

A:If you do not provide the required mandatory supporting documentation required under each band your application will be deemed ineligible and will not be assessed.

Q:My festival takes place in the Republic of Ireland but we have a number of international artists in our programme, is my application eligible for support?

A: Yes, as long as your festival activity takes place in the Republic of Ireland you are eligible to apply.

Q:If our organisation is in receipt of the following: Strategic Funding, Partnership Funding or Arts Centres funding from the Arts Council can we also apply for the Festival Investment Scheme?

A: No, those organisations that receive Strategic, Partnership or Arts Centres funding are NOT eligible to apply for FIS.

Q: Can I apply to the Festival Investment Scheme if I am applying to the Capacity Building Support Scheme?

A:You may apply to both these schemes as long as your applications are distinct and not for the same proposal. The Festivals Investment Scheme is to support Festival programmes and activity and the Capacity Building Support Scheme is for organisational supports and NOT arts activities.

Festival Investment Scheme

Helpful Tips - FAQs

Eligibility enquiries

Q: Can I apply to the Festival Investment Scheme if I am applying to the Commissions award?

A: You may apply to both these schemes as long as your applications are distinct and not for the same proposal. The Festival Investment Scheme is to support the presentation of Festival programmes/ activity and the Commissions Award is for the commissioning/creation of new work.

Q: Our organisation runs a festival which takes place every year. We ran programmes in 2018 and 19, missed a year due to Covid and then ran the next programme in 2021. As there was a gap between our programmes does this mean that we do not qualify for Band B as we did not run 3 consecutive programmes.

A: No, we understand that not all festival programmes were able to take place in 2020 due to the Covid pandemic. This would not affect your eligibility in applying to Bands B or C of the Festival Investment Scheme.

Application and supporting materials enquiries

Q: We are applying to Band C but we do not have a published Strategic Plan to include with our application. What should we provide?

A: If your organisation does not have a published strategic plan as a separate document you should use the Arts Council's Strategic plan template which can be found with the guidelines on the Arts Council's 'Available Funding' page. The template should be completed and uploaded with your application form. [This is for Band C applicants only.](#)

Q: What costs may I apply for as part of my application?

A: You may apply for costs that assist your organisation to deliver your festival activity. Please read the relevant section in the applicant guidelines in full before making an application.

Q: If I apply to a higher band (ie. Band B or C) and the information I have provided is insufficient for that band will my application be assessed?

A: Yes, once your application is deemed eligible it will move forward to assessment. It may be considered under a different band more appropriate to the information you have provided if there is not sufficient enough evidence for the band under which you originally applied.

Festival Investment Scheme

Helpful Tips - FAQs

Application and supporting materials enquiries

Q:If I don't have all my other income confirmed from other sources can I still make an application?

A:Yes, your application is an indication of the programme and activity you intend to present. You may indicate sources of income as either confirmed or pending. It is helpful in assessing your application to know when you will expect to hear about pending items in your application.

Q:Can applications transfer bands during assessment?

A:If applying to the higher bands (B or C), applications may be moved into a lower band:

- if there is not sufficient evidence for the stream under which you applied
- if the funding requested is below the financial support available in that band.

Applications do not move into higher bands under any circumstances.

Funding offered may be less than the band minimum limit due to the competitive context of the scheme.

The Arts Council also reserves the right to award less in circumstances where it considers the information provided to match a lower band of investment than the one in which your organisation applied.

Festival Investment Scheme

Helpful Tips - FAQs

Application and supporting materials enquiries

Q:Do I include my benefit in kind in the income/expenditure section of the application form?

A: Yes, you should include any benefit-in-kind in your financial information. You **MUST** ensure that same figure is provided in both the expenditure and income sections of your application.

Q:How much funding support can I ask for in my application?

There is a maximum amount you can apply for under each band. You should ensure that the amount you are requesting:

- in Band A is no more than €10,000
- in Band B is no less than €10,001 and no more than €25,000
- in Band C is no less than €25,001 and no more than €45,000

If funds are awarded we will only fund up to the maximum limit in each band. Funding offered may be less than the Band limits due to the competitive context of the scheme.

Q:Our programming for our 2024 festival is at the early stages and we cannot yet confirm specific artists. Should we leave this section blank in the form in relation to programme?

A: No. Whilst you may only be able to provide a pending list of artists and projects at this stage, it will be possible for you to discuss your vision of what you want to achieve with your proposed programme by referring to your artistic priorities. Your application is an indicative programme of what you intend to programme.

If your application is successful you will be asked to provide the Arts Council with a more detailed revised plan closer to the time of your festival dates

Festival Investment Scheme

Helpful Tips - FAQs

Application and supporting materials enquiries

Q: Our updated strategic plan is currently with our Board for sign off. Can this be included even though it won't have been published by the application date?

A: Yes, draft strategic plans may be submitted with your application.

Q: We are applying to Band C of the Festival Investment Scheme and have our organisation's strategic plan ready to upload. The plan covers the period 2020-2025 but a number of actions and outcomes in the plan have changed over some of this period. Is there an opportunity to provide an update with this plan?

A: Yes, you may provide an addendum to the plan which outlines any updates or changes that you believe are important to include in support of your application). Your addendum should be included in the same document as your plan.

Q: Do Letters of Support all have to be financial letters of support and do they need to provide the financial amounts?

A: A letter of support can be from an individual or organisation, who will provide either:

- A commitment to take part in your festival programme (this could be an artist, an arts organisation or a school, who will take part in a class or workshop you are planning)
- Financial support from an organisation, funding agency or individual for your festival programme
- In-kind support (this could be materials, voluntary support, venues or spaces given for free to support your festival programme).

If an organisation is providing your festival with financial support (cash or in-kind) you should provide the amount. We understand that this is not always possible. In these cases the organisation should provide a general letter of support for your proposed festival programme.

You should refer to **section 1.8 What supporting material must you submit with your application?** in the applicant guidelines which outlines more information.

Festival Investment Scheme

Helpful Tips - FAQs

Application and supporting materials enquiries

Q: We are applying under Band B and the limitation for letter of support is a maximum of three. We have more than three partners who wish to provide evidence of their support. Can we provide more than three.

A: No, three is the maximum amount of support letters you can provide with a Band B application to the FIS. You can however provide up to three MOUs (Memorandum of Understanding) instead of letters of support. MOUs can list more than one partner in each agreement.

Examples of MOU templates (which are editable) can be found below:

<https://www.arts council.ie/Funds/Open-Call/>

<https://www.arts council.ie/Funds/Touring-of-Work-Scheme/>

<https://www.arts council.ie/Funds/Touring-of-Work-Scheme---Advance-planning/>

Festival Investment Scheme

Helpful Tips - FAQs

Assessment enquiries

Q:In the Festival Investment Scheme guidelines it provides scoring information. Does my application require a minimum score to be considered for funding?

A:Yes. Applications that score a mark of 60% or over are recommended for funding consideration. Applicants should **not assume** that this will guarantee a funding offer; this depends on the budgetary and competitive context in each round. Funding is distributed in application score order (per artform area). In some cases there may not be the available budget to fund all applications that score over the 60% threshold. Applications that score under 60% will not be considered.

Award enquiries

Q:If my application is successful can I expect an award which matches the funding available in the band under which I applied?

A:If your application is successful, generally you should expect to receive an award within the limits of each band. For example, if you apply under Band B you should expect to receive an award between €10,001 and €25,000 depending on the competitive context of the scheme and the available budget. However, the Arts Council reserves the right to award less in circumstances where it considers the information provided to match a lower band of investment than the one in which your organisation applied.

Festival Investment Scheme 2024 Round 2 (of 2)

Presentation for applicants

Deadline for applications : Thursday 23rd November 2023 5.30pm

Round 2 – For festivals that commence between 1 July 2024 and 31 December 2024

Festivals Team

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Notification of funding results: February 2024