

CALL FOR APPLICATIONS

Arts in Early Learning and Care (ELC) and School Age Childcare (SAC) – Pilot

If you need help with your application, or have any questions, please contact a member of the Young People, Children and Education team at ypce@artscouncil.ie

Deadline for applications: 5:30pm, Thursday 2 March 2023

1. About the Arts Council

The Arts Council /An Chomhairle Ealaíon is the Irish government agency for developing the arts. We work in partnership with artists, arts organisations, public policy makers and others to build a central place for the arts in Irish life.

The Arts Council is guided by its Strategy [Making Great Art Work 2016 – 2025](#). This sets out the Arts Council plans to lead the development of the arts in the decade 2016–2025, prioritising the artist and public engagement, and outlining a range of actions which the agency will take to deliver on its vision.

The Arts Council sets policy to ensure that all of our funding is spent strategically, that all of our actions reflect the long-term interests of the public and that all of our decisions are transparent and fair. We aim to have policies which are current and relevant and which reflect our role as an expert agency in the arts. Further information on the Arts Council is available at www.artscouncil.ie

As part of its [Equality, Human Rights and Diversity Policy](#), the Arts Council is committed to offering equality of access, opportunity and outcomes to all potential applicants regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller community, or socio-economic background. 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.

2. About the Arts in Early Learning and Care / School Age Childcare Pilot

The Arts Council is partnering with the Department of Children, Equality, Disability and Youth (DCEDIY) to pilot an *Arts in Early Learning & Care (ELC) and School Age Childcare (SAC)* scheme. The pilot will be overseen by a steering group made up of representatives from the DCEDIY Early Learning and Care and School Age Childcare Division, the Department of Education Early Years Inspectorate, the National Council for Curriculum and Assessment (NCCA), the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media (DTCAGSM), and the Arts Council.

The pilot scheme aims to support professional artists and arts organisations to work with Early Learning & Care (ELC) and School Age Childcare (SAC) settings¹ and will incorporate the exploration and development of [Draft Principles for Engaging with the Arts in Early Learning and Care](#) recently published by the DCEDIY. It aims to include children aged Birth-3, 4-6 and 7+ across a variety of settings in different parts of the country.

The Arts Council is currently seeking proposals from suitably qualified artists or arts organisations to participate in and inform the development of the pilot scheme. The pilot will take place across three geographical regions in Ireland. Artists and arts organisations who wish to express their interest to participate, should indicate the region or regions in which they are available to participate. We wish to ensure the participation of a diverse group of artists across the pilot and to include a range of art forms, perspectives and insights.

3. Who Can Apply?

Artists and arts organisations with a track record of delivering high quality arts in early learning and care may apply.

Artists and arts organisations must have received Arts Council funding in the past five years and/or must apply with a letter of recommendation from one of the following: a local authority arts officer; or relevant staff member of an organisation in receipt of Strategic or Arts Centre Funding from the Arts Council.

Applicants must be available to work in at least one of the regions identified below and in the Application Form, and must have experience working with the age-groups identified as relevant to your proposal.

4. Role of artists/arts organisations in the pilot

Each artist/arts organisation will be expected to work with a minimum of two settings to develop, implement and document a creative project. At least one setting should be in Early Learning and Care, and the other may be an Early Learning and Care or School Age Childcare setting. Participating artists will form part of a research group with other participants in the pilot scheme. In collaboration with their partner settings, and with the wider research group, they will explore and inform the development of [draft principles for engaging with the arts in early learning and care](#) in relevant settings. They will be expected to document and reflect on their projects with a view to contributing to the development of resources or guides for artists, early years educators, school-age practitioners, parents and others who play a key role in facilitating children's experience of the arts.

Participating artists/arts organisations will be expected to provide insights (drawing on their participation in the pilot and their wider experience) regarding how any future scheme to promote quality engagement with the arts in early learning and care and in school age childcare might be developed.

¹ For the purpose of this pilot, settings refer to any Tusla registered Early Learning and Care (ELC) and/or School Age Childcare (SAC) Setting, to include both community and private services, ELC services, ELC and SAC combined services, and standalone SAC services.

Participating artists/arts organisations will:

- Work with the children and early years educators/school-age practitioners in two or more ELC/SAC settings to develop, deliver and document a creative project;
- Assist in identifying and communicating with proposed settings for the pilot;
- Coordinate consent forms for children and their guardians participating in the project, and with regard to the taking of any images in connection with the project;
- Throughout the project, consider and explore the [draft principles for engaging with the arts in early learning and care](#) and report on these to the research group;
- Communicate with other artists involved in the research group and project management team to share ideas and experiences;
- Contribute to the development of resources or guides for artists, early years educators /school-age practitioners, parents and others who play a key role in facilitating children's experience of the arts.

In addition to regular visits to partner settings to develop and deliver a creative project, members of the research group are expected to attend meetings with other participants in the pilot scheme (it is anticipated that these will include a combination of online and in-person meetings). Participants will be expected to provide regular updates to the coordinator for the pilot.

Participating artists/arts organisations prior experience

Proposals should provide evidence of the artist or organisation's expertise and knowledge-base including:

- Experience of developing and delivering high quality artistic projects in ELC and/or SAC settings;
- Experience of listening to children and ensuring they have a voice in the development of programmes and policies designed for them (please see the [National Framework for Children and Young People's Participation in Decision-Making](#));
- Experience of collaborating with other professionals in the development and delivery of artistic projects;
- Knowledge of the policy context and curriculum frameworks in which this pilot scheme is being developed;
- Experience of documenting projects and developing resources for others;
- Experience liaising and planning with ELC and/or SAC settings and active relationships with one or more settings who could potentially form part of the pilot.

5. Geographic regions

The pilot will run across three geographic regions, incorporating a minimum of one ELC setting and one other ELC or SAC setting in each.

Northern and Western Region

ELC/SAC settings in one or more of the following counties: Cavan, Donegal, Leitrim, Monaghan, Sligo, Mayo, Roscommon, Galway and Galway City

Southern Region

ELC/SAC settings in one or more of the following counties: Clare, Tipperary, Limerick City and County, Carlow, Kilkenny, Wexford, Waterford City and County, Kerry, Cork and Cork City.

Eastern and Midland Region

ELC/SAC settings in one or more of the following counties: Dublin, Kildare, Louth, Meath, Wicklow, Laois, Longford, Offaly, Westmeath

6. Budget / What Can I Apply For?

You may apply for €20k, or for multiples of €20k up to a maximum of €80k if you wish to deliver the pilot across multiple regions and settings.

For each amount of €20k, selected artists/arts organisations are expected to partner with a minimum of two settings in a proposed region.

As a guide, the available €20k budget may be used as follows:

- €12k-€16k may be allocated to artist fees, including related time and expenses (travel, preparation, delivery, participation in meetings, reporting)
- €4k-€8k may be allocated to additional artistic materials/documentation/administration costs required to deliver and report on projects.

When submitting an application artists/arts organisations should complete a projected Income and Expenditure form, using the template available [here](#).

Please see the Arts Council's [Paying the Artist](#) policy and our statement of practice (available to download from the same page) for guidance when determining artist fees.

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.

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 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 additional 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 material.

7. Supporting Material

What supporting material must you submit with your application?

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

You must submit the following supporting material online:

- A completed Application Form
- A completed Projected Income and Expenditure Form available [here](#).
- CVs of all participating artists
- A pdf or links to up to three relevant examples of work
- Letter of recommendation to confirm eligibility, if required
- Letter of support from at least one partner setting, including their Service Reference Number.

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

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

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

- If successful, you will be required to complete the Arts Council’s Child Protection and Welfare Quality Assurance Self-audit at <https://childprotection.artscouncil.ie/>. Please visit www.tusla.ie for more information on Children First
- You will also be required to update your details in the Profile Information tab in your Online Services account (do this by going to the ‘Update your account’ section).

For applications involving vulnerable persons

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

* **Note:** you may be asked to provide more evidence of adherence to these policies should your application be successful.

8. Schedule

The anticipated timeline for the delivery of the pilot is set out below. It is important that artists or arts organisations who wish to participate in the pilot scheme are available to participate in the pilot as set out below. Please note that dates are provisional and for guidance only.

Dates:

24 January 2023	<ul style="list-style-type: none"> • Window for applications from artists/arts organisations opens
2 March 2023	<ul style="list-style-type: none"> • Deadline for applications
March 2023	<ul style="list-style-type: none"> • Selection of artists and arts organisations • Letters of offer issued
April 2023	<ul style="list-style-type: none"> • Artists/organisations confirm and agree partner ELC/SAC settings • Planning with ELC/SAC settings • Planning meetings with project coordinator/ other participants on the pilot scheme
April- June/July 2023	<ul style="list-style-type: none"> • Development, delivery and documentation of projects
July-Nov 2023	<ul style="list-style-type: none"> • Reflection meetings with project coordinator and other participants on the pilot scheme • Contribute to development of report on the pilot scheme • Share recommendations regarding how future supports to promote quality engagement with the arts in early learning and care and in school-age childcare might be structured

	<ul style="list-style-type: none"> • Contribute to development of cpd and resource materials drawing on learning and documentation from the pilot • Contribute to sharing/presentation of findings and recommendations at an event with key stakeholders
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9. Selection process

Proposals will be evaluated by a panel of three or more individuals, including representatives from the steering group for this project (which includes the DCEDIY Early Learning and Care and School-Age Childcare Division, DE Early Years Inspectorate, DTCAGSM, the NCCA and the Arts Council); and/or artists/practitioners from the Arts Council's peer panel list.

The final budget allocation for proposals received through this initiative will be approved by the Arts Council.

Diversity

Across the pilot scheme we aim to achieve a diversity of ages, settings and art forms. As part of our selection process, and based on the applications provided, we will aim to ensure the pilot includes:

- Partners settings across all three geographic regions
- A diverse range of artists and art forms
- Participation of two or more groups of birth-3 year olds; two or more groups of 4- 6 year olds, and one or more groups of 7+ year olds.
- At least one artist/organisation and partner setting where the work will take place through Irish
- A mix of urban, rural, and small town settings
- A mix of private and community based settings
- Priority will be given to settings serving children experiencing disadvantage, and that have a focus on inclusion.

In addition, proposals will be assessed according to the following criteria:

Quality of arts in early years practice

- Experience of developing and delivering high quality artistic projects in ELC and/or SAC settings;
- Experience of listening to children and ensuring they have a voice in the development of programmes and policies designed for them (please see the [National Framework for Children and Young People's Participation in Decision-Making](#));
- Experience of collaborating with other professionals in the development of and delivery of artistic projects.

Capacity to inform policy

- Knowledge of the policy and regulatory context and curriculum frameworks in which this pilot scheme is being developed;
- Experience of documenting projects and developing resources for others.

Feasibility

- Experience liaising and planning with ELC and/or SAC settings and active relationships with one or more settings who could potentially form part of the pilot;
- Clear and feasible projected income and expenditure form, application form, and supporting material.

10. Decisions and Payment schedule

Decisions will be communicated in March.

Please note for artists/organisations selected to participate in the pilot scheme, payments will be made as follows:

- 80% on accepting letter of offer, and providing a signed Memorandum of Understanding with each partner setting;
- 20% on completion of the pilot, and submission of all relevant reports and documentation.

11. How to make your application

Applications to the EAC/SAC pilot scheme must be made through the Arts Council's Online Services; applications made in any other way (by post, fax or email) will not be accepted.

Register with the Arts Council's Online Services

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

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

Within five working days you will be emailed a unique ARN (Artist Reference Number) and password that you can use to sign in to Online Services.

Requirements for using Online Services

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

PC

Windows 7 operating system or a newer version of Windows with browser versions: Microsoft Edge (v.94) or Firefox (v.27) or Chrome (v.33), or a newer version of any of these browsers.

Mac

Mac OS X v10.5 Leopard or a newer version of Mac operating system with browser versions: Safari (v.3.1) or Firefox (v.27) or Chrome (v.32) or Microsoft Edge (v.94), or a newer version of any of these browsers.

Note: if Safari 11 prevents the upload of documents, use a newer version of Safari or use a different browser such as Firefox, Chrome or Microsoft Edge.

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

Open Office Users

Please refer to our video Using OpenOffice to download, complete and upload the application form at <https://www.youtube.com/watch?v=iT9XxgmgoEo>

You must use OpenOffice Writer version 4.0.1 or earlier. More recent versions of OpenOffice Writer than 4.0.1 have changed how our application forms appear when they are submitted through Online Services.

Important notes for Apple Mac users

- Note the section in the YouTube video (at 1 min. 20 secs; link provided above) that deals with the issue of downloading version 4.0.1 on Macs with the operating system Mac OS Mojave or an earlier version installed.
- You cannot download OpenOffice 4.0.1 onto a Mac with the operating system Mac OS Catalina. If your Mac has this operating system or a newer version installed, you will have to download and use OpenOffice version 4.1.9 or newer.

If you cannot meet, or do not understand, any of these requirements, please contact ypce@artscouncil.ie for advice as far as possible in advance of the deadline.

Give yourself enough time to complete the application

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

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

Getting technical support

If you need technical support while making an online application, you can contact the Arts Council by emailing onlineservices@artscouncil.ie or by phoning 01 6180200/01 6180243. We recommend you report any technical issues with us well in advance of the deadline. Please provide a contact phone number and make sure that you are available to receive a return call from us.

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

Please note that there is often a high volume of calls as the deadline approaches and that technical-support calls received after 2.00pm on the closing date may not be resolved before the deadline.

Fill in the application form

If you have not already done so, download the application form for the award you wish to apply for. The application form is a Microsoft Word/OpenOffice Writer document that you fill in offline (on your own computer). The application form includes guidance on how to fill in each of its sections.

Note: the application form is formatted in such a way that the Arts Council can extract information from the form for assessment purposes. It is very important that you type inside the grey boxes in the form, and that you do not delete them and/or type outside them. If you do this, the form will not upload properly.

Prepare any supporting material required for the application

You are required to include supporting material with your application. For example, this might include a CV, or samples of your current work – e.g. text, video, images or sound recordings (see section above: *What supporting material must you submit with your application?*).

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

Acceptable file formats

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

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

Submitting URL links

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 a PDF document and upload it as a weblink-supporting document.

While not an exclusive list, examples of acceptable sharing platforms include YouTube, Vimeo, Soundcloud and Bandcamp.

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

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

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

Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent – i.e. it should be clear from the filename whether the document is a CV, a sample text, or a review of previous work.

Please submit supporting documents in separate, appropriately named files.

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

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

Make your application online

To make your application online, you go through four main stages. Click Save draft at the end of each stage. You can come back to your application and revise it at any time before you finally submit it.

Choose a funding programme and download application form

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

Request funding amount

At this stage specify the expenditure and income related to your proposal, and the amount of funding you are requesting. The Amount requested should be the grand total of the amounts you enter in section 4 of the application form and the same as the total Arts Council request in your Projected Income and Expenditure Form.

Upload application form and supporting material

Follow the prompts to upload your completed application form, CV/CVs, detailed budget and any other required supporting material (see section 7 What supporting material must you submit with your application?). You do not have to upload everything at the same time. You can save your application as a draft and come back to it later.

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

Submit application

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

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

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

Note for people with disabilities or access requirements

The Arts Council makes every effort to provide reasonable accommodation for people with disabilities or access requirements who wish to submit an application or who have difficulties in accessing Online

Services. If you have a requirement in this area, please contact the Arts Council's Access Officer, by phone (01 618 0200/01 618 0243) or by email (access@artscouncil.ie) as early as possible before the deadline.

Queries

Please email your queries to ypce@artscouncil.ie