Co-funding Award 2021
Creative Europe Co-operation Projects
for Creative Europe Co-operation Projects commencing in 2021
Guidelines for applicants
Deadline: 5.30pm, Thursday 10 December 2020

CONTENTS

Co-funding Award: application checklist

Use the checklists below to make sure that your application for a Co-fund Award is complete.

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

☐ I/we have filled all of the sections of the application form that are relevant to my/our application.

☐ I/we have prepared all required supporting material (as outlined in **section 1.7** below and have this ready to upload.

☐ I/we have included a copy of the original Co-operation Project application,(application submission number, detailed project description document, budget form (submitted to EACEA) and original EACEA offer letter (including EACEA assessment of original application)

☐ I have included a copy of the Co-funding Award excel budget template and have this ready to upload

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

☐ My/our proposal involves work that is aimed at/involves the participation of children and or young people aged seventeen and under. I/we understand that if my/our application is successful, as a condition of funding I/we will be required to confirm and demonstrate that I/we have suitable child-protection policies and procedures in place. (Please see www.tusla.ie for more information.)

☐ My/our proposal involves working with vulnerable persons, and I/we have submitted an acknowledgement that I/we adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* (see here).

☐ My proposal involves working with animals, and I/we have submitted a copy of my/our *Animal Welfare Protection Policies and Procedures*.

☐ I have cited financial support from other sources in the project budget and for each of these I have prepared evidence of such support which I have ready to upload.

Other items that I consider relevant to my application (check those that apply to your application)

☐ My proposal relies on the expertise of other named people or organisations, and I/we have a document detailing those people and their expertise ready to upload.

☐ My/our proposal includes other material relevant to my application, which I/we have ready to upload.

Second opinion (check this item)

☐ I have asked someone else to check over my application to make sure there are no errors and nothing is missing.

Getting help with your application

- The Arts Council makes every effort to provide reasonable accommodation for people with disabilities who wish to submit an application or who have difficulties in accessing Online Services. If you have a requirement in this area, please contact the Arts Council's Access Officer, Adrienne Martin, by phone (01 6180219) or by email (adrienne.martin@artscouncil.ie) **at least three weeks in advance** of the deadline day.

- If you have a technical query about using the Online Services website, you can email onlineservices@artscouncil.ie

- Answers to common questions about using Online Services are available in the FAQ section of the Arts Council website at http://www.artscouncil.ie/en/FAQ/online-services.aspx

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

- If you require assistance with the content of your application, call the Arts Council on 01 6180200 or email awards@artscouncil.ie

1. About the Co-funding Award for Creative Europe Co-operation Projects

1.1 Objectives and priorities of the award

The primary purpose of the award is to enable Irish organisations who have secured funding for artistic activities under the Co-operation Projects strand of the Creative Europe Culture Sub-Programme 2014-2020 to apply for co-funding.

Funding will be considered to support those elements of Irish arts activities that align with the objectives and priorities of this award.

The objectives and priorities of this award align with the Arts Council's strategy, ***Making Great Art Work 2016-2025*** and are:

- Projects that recognise the value of international practice and relationships for both the applicant organisation and for individual artists
- Projects that demonstrate the promotion and development of good practice in the area of audience development along with deepening and growing public engagement;
- Projects that contribute to ensuring the arts sector is skilled, resourceful and committed to its own renewal.

All awards are informed by the Arts Council's ten-year strategy (2016–2025), *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: http://www.artscouncil.ie/arts-council-strategy/).

1.2 Who is eligible to apply?

The award is only open to Irish arts organisations who have received an offer of funding, either as Lead Co-ordinator or Partner, under the Co-operation Projects strand of the Creative Europe Culture Sub-Programme in 2020. Applications from non-arts organisations will be eligible only where an Irish arts organisation has been identified as a participant in the project and where Arts Council support will be used for the benefit of the arts partner's Irish activities. Applications for a Co-funding Award for Co-operation Projects must be made in the same calendar year in which an offer of funding is received from the EACEA.

1.3 Who is not eligible to apply?

Applicants who are **not** eligible to apply include the following:

- Organisations which have *not* received funding under the Creative Europe Programme Co-operation Projects strand in 2020
- Organisations which have received funding from the Creative Europe Programme under a funding strand other than the Co-operation Projects strand

1.4 What may you apply for?

- Applicants may apply for one award per successful Creative Europe Co-operation Project
- Funding towards the Irish partner's required financial contribution to the project **(for eligible arts activities only)** in what will be a competitive context. (Example: your organisation's total budget[1] for the project is €50,000; of this, your portion of the EACEA

---

[1] The figure allocated at 'Total Costs' for your organisation in the '**Overview**' page of the project budget submitted to the EACEA

grant is €30,000, which leaves €20,000 for you to raise. In this example €20,000 is the maximum that you can apply for. However the Arts Council will expect to see a mixed funding model and does not expect to be the sole Irish co-funder)

- Costs directly related to the implementation of the Irish elements of successful Co-operation Project (as outlined in the submitted budget template) including:
    o Artists' fees*
    o Production costs
    o Travel & subsistence costs
    o Dissemination + publication costs
    o Research costs where applicable (i.ie areas of alignment with the objectives of *Making Great Art Work*)

---

*Note on artists' pay	The Arts Council is committed to improving the pay and conditions of artists. We have published a [policy](#) on the fair and equitable remuneration and contracting of artists. It is important that you read this policy in advance of making your application. You will be asked as part of the application process to set out how you will ensure proper pay and conditions for the artists that you work with. This will help us assess the feasibility of your application.

You are asked to indicate income, expenditure and amount requested at two stages during your application:

- On the detailed budget that you submit as part of your application
- Online, when you initiate the application (totals only)

Make sure that the totals are the same on both; and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

1.5   What may you not apply for?

- Costs already funded by the EACEA and national funding agencies including the Arts Council
- Non-artistic activities such as heritage costs; academic activities
- Capital costs
- Ongoing core costs
- Activities which would be more appropriate for consideration by another funding body e.g other State agencies, such as Culture Ireland; third level institutions, etc
- Activities or costs that do not fit the purpose of the award
- Activities not outlined in the budget annexed to the successful Creative Europe Co-operation Projects application (which must accompany your application for the Co-funding Award)
- Activities which are more suited to another award funded by the Arts Council
- Activities that have already taken place or which will have commenced before a decision is made on your application.
- Activities undertaken for charity fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council, except in cases where the Council has specifically advised you to redirect your application to this award. Please

bear in mind, however, that you should not regard such advice as an indication of likely success in your application

1.6 What supporting material must you submit with your application?

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

In order to be considered eligible for assessment for a Creative Europe Cooperation Project Co-fund Award, you **must** submit the following supporting material online:

- Copy of EACEA's offer letter which includes the EACEA's assessment of the proposal
- Confirmation of the EACEA issued submission number
- Copy of detailed project description annexed to the application to the EACEA
- Copy of the submitted Creative Europe Co-operation Projects budget form plus Excel copy of the original budget form
- Co-funding Award – Creative Europe Co-operation Projects excel budget sheet template
- Letters/emails of support, and/or copies of MOUs, outlining details of collaborations and/or confirming any commitments of income towards the proposal

Note: if you fail to provide all of the above, your application will be deemed **ineligible** and will not go forward for assessment.

Additional material required in certain circumstances:

- The Arts Council requires all individuals and organisations providing services (e.g. cultural, recreational, educational) to children and young people under the age of eighteen to have suitable child-protection policies and procedures in place. When making an application, you must indicate whether or not your proposal is relevant to this age group (in section 1.3 in the application form). If you answer 'Yes' to this question in the application form and your application is successful, as a condition of funding you will be required to confirm and demonstrate that you have suitable child-protection policies and procedures in place. Please see www.tusla.ie for more information.
- If your proposal involves working with vulnerable persons, you must submit an acknowledgement that you adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* (see here)
- If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*

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

1.7 Eligibility

Your application will be deemed **ineligible**, and will not go any further in the process, if any of the following is true:

1. You miss the application deadline.

2. You do not submit a completed application form through the Arts Council's Online Services (an application form attached as a supporting document will not be accepted).

3. You fail to complete all of the sections in the application form relevant to your proposal.

4. You cannot apply as set out in sections 1.2 to 1.4 above.

5. You apply for an amount of funding greater than the maximum amount allowed for within the award to which you are applying, as set out in section 1.5 above.

6. You apply for an activity or purpose that you cannot apply for as set out in section 1.6 above.

7. You fail to provide all mandatory supporting materials as set out in section 1.7 above.

8. Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case we will redirect you to the more appropriate funding opportunity).

Format for supporting material

We encourage applicants where possible to compile all supporting material into a single PDF document with a front cover page listing the contents. This assists assessors to access and review your material.

2.   Making your application

2.1   Register with the Arts Council's Online Services

All applications must be made through the Arts Council's Online Services; applications made in any other way (by post, fax or email) will not be accepted.

You must have an Online Services account to make an application. If you do not already have an Online Services account, sign up by filling out the registration form here: https://onlineservices.artscouncil.ie/register.aspx.

Within five working days you will be issued (via email) with a unique ARN (artist reference number) and password that you can use to sign in to Online Services.

Requirements for using Online Services

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

PC	Windows 7 or higher with Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher
Mac	Mac OS X v10.5 Leopard or higher *with* Safari 3.1 or higher OR Firefox 27 or higher or Chrome 32 or higher Note: if Safari 11 prevents upload of documents, use Firefox or Chrome.

Please 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 from http://www.openoffice.org.

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

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

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

Note: for MacOS 10.15 Catalina, please use OpenOffice Writer 4.1.7.

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

Give yourself enough time to complete the application
You should become familiar with the Online Services website well in advance of the deadline and in advance of preparing an application. It is likely that there will be heavy traffic on the

site on the final afternoon of the closing date. You should prepare your application and submit well in advance of the deadline.

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

Getting technical support

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

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

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

2.2 Fill in the application form

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

Making your case

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

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

2.2 Summary of your proposal	Give a summary of your proposal (up to three short points). NOTE: your proposal is specifically for the **Irish elements** of the co-operation project (**not** the broader activities of the transnational co-operation project as a whole).
2.3 Detail of your proposal	What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the full scope of what you want to do and why. It might include entries such as a practical explanation of the activities you propose, your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant.
2.4 Pay and conditions for artists	Here you should set out how you will ensure that any artists involved in your proposal will receive proper pay and conditions in accordance with the Arts Council's policy on Paying the Artist.
2.5 Your application and the assessment criteria	Describe how your application meets each of the assessment criteria for a project award (see section **3.3 Criteria for the assessment of applications**).

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

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

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

Acceptable file formats

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

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

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

Submitting YouTube links

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

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

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

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

Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent – e.g. it should be clear from the file name 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 Dance project application.doc
	russelljack performance clip.mp4
	russelljack Dance project budget.xls
	russelljack Child Protection Policy.doc
	russelljack youtube link.doc

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

2.4   Make your application online

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

1: Choose funding programme and download application form

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

2. Request funding amount

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

3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, CVs, detailed budget and any other required supporting material (see section **1.7 What supporting material must you submit with your application?**). You do not have to upload everything at the same time. You can save your application as a draft, and come back to it later.

4. Submit application

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

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

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

3.   Processing and assessment of applications

3.1   Overview

The Arts Council considers all applications, makes decisions and communicates these to applicants in accordance with set procedures. The aim is to ensure that the system for making awards is fair and transparent.

3.2   The assessment process

All applications received are processed by the Arts Council as follows:

1	The application is acknowledged.
2	The application is checked for eligibility – all eligible applications then progress to the assessment stage.
3	Adviser(s) and/or staff make a written assessment of the application.
4	Adviser(s) and/or staff recommend whether or not to support it.
5	Decisions are communicated in writing to applicants.
6	Decisions are noted by Council.

Time frame

The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process means that it will take up to twelve weeks from closing date to decision.

3.3   Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the application form and the supporting materials submitted. Given that applications will already have been through a rigorous assessment process by the EACEA, all applications will be assessed against the following criteria: a) how they meet the objectives and priorities of this award, and b) feasibility:

Meeting the objectives and priorities of the award

Applications are assessed on how well they meet the objectives and priorities of this award as outlined in section 1.3 **Objectives and priorities of the award** and below.

The objectives and priorities of this award align with the Arts Council's strategy, *Making Great Art Work 2016-25* and are:

- projects that recognise the value of international practice and relationships for both the applicant organisation and for individual artists;
- projects that demonstrate the promotion and development of good practice in the area of audience development along with deepening and growing public engagement;
- projects that contribute to ensuring the arts sector is skilled, resourceful and committed to its own renewal .

Feasibility

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

- The track record of personnel involved in managing, administering and delivering the project
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists
- The extent of involvement or commitment of identified project partners
- The proposed budget
- Other sources of income
- The availability of and access to other resources
- The proposed timetable or schedule.

Declaration of interest

In order to ensure fairness and equity in decision-making, all those involved in assessment of applications (or other aspects of the decision-making process e.g shortlisting, sign off, budget setting) must declare an interest where they have a closer personal or professional link with the applicant or are linked in any way with the application. An 'interest' is either 'pecuniary' or 'non-pecuniary' (e.g familial relationships, personal partnerships, or formal or informal business partnerships, etc.).

The interest must be declared as soon as the staff member/advisor becomes aware of it. The Arts Council will ensure the staff member/advisor is not involved in any aspect of the decision making process relating to the particular application.

3.4 Outcome of applications

All applicants are informed in writing about the outcome of their application.

If your application is successful, you will be sent a letter of offer detailing the amount of funding you have been awarded and the terms and conditions of the award. You will also be told how to go about drawing down your award.

The Arts Council receives a large volume of applications, and demand for funding always exceeds the available resources. If your application is not successful, you can request feedback from Arts Council staff. Eligibility and compliance with application procedures alone do not guarantee receipt of an award.

Unsuccessful applicants are not eligible to apply for another Arts Council award to undertake the same activity. If the Arts Council feels that the proposed activity would have been more suited to a different award programme, an exception may be made. In such circumstance you will be informed in writing.

Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or deviation from the Arts Council's published procedures. If you feel that the Arts Council's procedures have not been followed, please see the appeals process at http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx or contact the Arts Council for a copy of the appeals-process information sheet.