



# Arts Grant Funding 2022

## Guidelines for Applicants

Deadline: 5.30pm, Thursday 27 May 2021

## About this document

This document explains:

- What you need to know about Arts Council Arts Grant Funding
- How we assess and decide on your application
- How to make your application
- How to complete the AAR template
- How we process your application.

This document follows up on our commitment as part of our ten-year strategy, *Making Great Art Work*, to provide clear funding criteria to applicants. We hope that it will help you prepare and submit a strong application.

The deadline for applications is **5.30pm, Thursday 27 May 2021**

Please prepare and submit your application well before the deadline.

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## Getting help with your application

- If you have a disability and you have difficulty accessing our Online Services website, please contact the Arts Council's Access Officer, Adrienne Martin, by phone (01 6180219) or by email ([adrienne.martin@artscouncil.ie](mailto:adrienne.martin@artscouncil.ie)) **at least three weeks** before the deadline.
- If you have never applied for grant funding through any of the Arts Council's previous grant-funding programmes (Arts Grant Funding, Strategic Funding, Regularly Funded Organisations, Annual Funding, Annual Programming Grant, Programme Activity Fund), you should contact the arts team relevant to your area of work before you start your application. Staff contacts are on our website: [www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/](http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/)
- If you have questions about using the Online Services website, visit the FAQ section of our website: [www.artscouncil.ie/FAQs/online-services/](http://www.artscouncil.ie/FAQs/online-services/)
- If you have a technical question about using the Online Services website and your question is not answered in the FAQ section, you can call the Arts Council on 01 6180200\01 618 0243 or you can email [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
- If you need advice on the potential fit between this funding programme and your plans, or help with your application, you can contact your arts team

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

**While it is anticipated that COVID-19 will be less of an issue in 2022, in preparing your proposal, you should base it on the best public-health advice and guidance available at the time you are making your application.**

**Given this, you should ensure that what you are proposing is feasible or adaptable should social distancing and/or other public-health measures impact on all or part of the period to which this proposal applies.**

**In the event that your application is successful and you subsequently need to change or alter some or all of your proposal on the basis of changed public-health advice, you should contact your arts team in advance to discuss this.**

## 1. What you need to know about Arts Grant Funding

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The deadline for applications is

**5.30pm, Thursday 27 May 2021**

Please prepare and submit your application well before the deadline.

This section gives you background information about Arts Grant Funding. It will help you decide whether or not your organisation might qualify for Arts Grant Funding.

### 1.1 About the Arts Grant Funding programme

The purpose of Arts Grants Funding is to ensure that there is a breadth of high-quality arts activity and programmes throughout the country. It offers flexible support for a fixed period of time, and in so doing responds to the needs of those who are making, presenting and supporting work.

Arts Grant Funding is intended to:

- Support **more than one** distinct arts activity taking place within a fixed period of time, **or**
- Provide supports or facilities to artists over a fixed period of time.

### 1.2 What are the objectives of the programme?

The focus of Arts Grant Funding is to deliver outcomes that develop the arts, either through:

- Generating high-quality experiences for the public to engage with the arts, **or**
- Providing excellent services, resources or facilities that support the work of artists or the arts sector **and**
- Contributing to the ecology of the arts within your area of practice.

For example, a proposal might consist of:

- A series of distinct activities that may be related by theme, artistic vision or rationale
- A number of distinct projects and activities bound together by a particular focus (e.g. work in a particular artform or work targeted at a particular audience or community) **or**
- The provision of training, support and/or resources or facilities for artists
- Programmes that develop or nurture talent
- The provision of opportunities for diverse audiences and/or particular publics to engage with arts activity.

In these guidelines we will use the term 'activities' to cover any elements within a proposal for the provision of resources or facilities as outlined above.

### 1.3 Who can apply?

Arts Grant Funding is open to:

- Organisations, including companies limited by guarantee (CLG), designated activity companies (DAC), partnerships, etc.
- Individuals (if two or more people want to make a joint application, one of them must act as the named applicant).

**Note:** if you are applying as an individual, you **must** show that your proposal involves collaboration that includes the delivery of public outcomes or outcomes that benefit other artists.

To be eligible to apply, you must be:

- Resident in the Republic of Ireland. We may consider your application if you are based outside the Republic of Ireland. However, your application would have to convince us that your proposal would benefit the arts in the Republic of Ireland.
- Professional practising artists. Even though you might not earn income continuously or exclusively from your arts practices, you must identify yourselves and be recognised by your peers as professional practising artists.

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. In this funding scheme the Arts Council particularly welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above, and/or initiatives that deliver equitable opportunities or outcomes for those involved.

#### 1.4 Who is the applicant?

The applicant is the person or organisation who will receive any grant offered and who must accept the terms and conditions of that grant.

Any grant we offer will only be paid into a bank account held in the name of the applicant.

All the documents provided must be in the name of the applicant (either an individual artist or arts organisation) – e.g. if you apply for funding under the name Máire de Barra, then all the documents you provide, including bank and tax details, must be in that name. We will not accept variations such as Mary Barry or Barry Studios.

#### 1.5 Who cannot apply?

You cannot apply if you are an undergraduate or postgraduate student or will be during the period for which this funding is offered.

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

In this round of Arts Grant Funding, you can only apply for support for a single funding period: January–December 2022.

Activities must take place in the funding period January 2022 to December 2022.

We recognise that some activities may not be fully completed by 31s December and, subject

to written agreement with the Arts Council, there may be some flexibility on when the final payment may be drawn down.

**Note:** there are plans to launch a revised programme for 2023 and, subject to the funds being available, it is anticipated that this will permit activities that may span two calendar years (2023–24).

### 1.7 What kind of activities can I apply for?

You can apply for the following activities:

- Creation, production (including co-production), and presentation of an artwork or event for the benefit of an audience or particular community
- Provision of arts experiences involving participants or targeted communities
- Development and creation of a piece of work for future performance or distribution (e.g. artwork, script, music composition)
- Delivery of activities that support the development of the arts or the work of artists
- Provision of supports, resources or facilities for artists
- Research (as part of a wider programme of artform development)
- Development costs (e.g. talent, partnership or audience development)
- Skills development and capacity building.

Examples of activities might be:

- Production and presentation (live, broadcast, digital)
- Artistic experimentation, development and creation, including artistic laboratory or studio work
- Publishing
- Digital publishing
- Co-production
- Artistic residencies
- Creative activity enabling public engagement and participation
- Artist development or support programme
- Facilities and resources for artists (e.g. studio space, workspace, hot desks, Wi-Fi, meeting rooms, reading space, research facilities, networking and peer learning opportunities).

#### **Work in an international context**

We do not support costs directly related to the touring and dissemination of work abroad. Activities involving international exchange, collaboration or co-production are eligible

provided they show clearly the benefit to people, artists or the arts in the Republic of Ireland and that the overseas partners will contribute to the relevant activity costs.<sup>1</sup>

When completing the Arts Activity Report (AAR) template, **any** projected audience/engagement numbers for activities that are taking place abroad should be listed separately to projected audience/engagement numbers within Ireland.

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

You cannot apply for activities that:

- Do not fit the purpose of the programme
- Are by individual artists and there is no collaborative or partnership element (this is more suited to funding under the Artists' Supports category of our funding framework – e.g. bursaries)
- Are more suited to another award funded by the Arts Council or operated by other state agencies or funding bodies, such as Culture Ireland
- Have already taken place or will have started before a decision is made on your application
- Are to raise funds for charity, to take part in a competition, or solely to make a profit
- Have already been assessed by the Arts Council, unless we specifically advised you to apply for this award. However, this advice does not mean that your application will be successful.

### 1.9 What costs can I apply for?

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

The types of costs you can apply for might include:

- Wages and fees for artistic, creative and other staff essential to the delivery of the activity\* (Please see note on artists' pay following this section)
- Overhead/administrative costs that are **appropriate and in proportion** to the activities proposed, including planning and preparation costs
- Development costs
- Studio or space costs
- Rehearsal costs
- Making and physical-production costs
- Production, co-production and distribution costs
- Publishing costs
- Recording or documenting costs
- Hire of equipment, space or venue if the hire is essential to the delivery of the activity

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<sup>1</sup> For further information, please see [the Arts Council's Making Great Art Work: International Arts Policy & Strategy](#).



- Marketing, PR and public engagement costs
- Accommodation, daily expenses and travel
- Public-access costs (non-capital) e.g. audio description, interpretation.

In addition to the costs stated above, the Arts Council will also consider costs **specifically relating to the making of work by artists with disabilities**. If you wish to apply for additional funding on this basis, you should provide information with your application outlining what these additional costs are. **Note:** in the event that you are requesting these additional costs, you should list them under 'Other' within the AAR template, and give a brief description of what they are.

No upper limit has been set on the amount that you may apply for. **However, the Arts Council operates under budgetary constraints and the scheme is very competitive.**

The average grant over the previous three rounds of the programme was c. €58,000.

**This is a very competitive funding programme. Details of successful applicants under this programme in previous years is available on the Arts Council website in the Who We've Funded section.**

**\*Note on pay and conditions for artists**

The Arts Council is committed to improving the pay and conditions of artists. In this context, the Arts Council has published a [policy](#) on the fair and equitable remuneration and contracting of artists. This includes best-practice principles for all those working in the arts to aspire to.

All artists engaged on Arts Council-funded activities must be fairly paid. Anyone seeking funding from the Arts Council must tell us how they will ensure that artists will receive fair pay and conditions, and provide details in their budgets. We use this to assess applications and will not offer funding if we consider pay to be too low or below industry standards or where the terms of engagement are not appropriate. Through our reporting mechanisms we will monitor compliance.

We do not set or recommend rates of pay but we recognise the role of those organisations that are mandated to do so and will refer to these where they exist. We also commit to supporting key representative and resource organisations to review industry rates and to develop new tools that support the contracting process.

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

You cannot apply for:

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

### 1.11 What is required to make an application?

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

1. A completed application form.
2. A completed Arts Activity Report (AAR) template. This is an Excel template that is available for 2022. This can be downloaded from the [Available funding page](#) of the Arts Council website.
3. A detailed budget for **each** of the activities within your proposal. You can use the Activity Budget template for this purpose if you wish. This can be downloaded from the [Available funding page](#) of the Arts Council website.
4. CVs of all *confirmed* key artists and artistic personnel (e.g. producers, programmers, directors) in delivering the proposed programme of work (max. two pages for each). Where artists are not confirmed, you should submit a document outlining how artists will be identified, and/or the types of artists/collaborators you have worked with previously.
5. Documentary evidence of *confirmed* support outlining co-production, co-creation, partnership and financial commitments. Inclusion of an agreed memorandum of understanding with partners will strengthen your application. Where all partnerships are not yet confirmed, your application must demonstrate that your plans are feasible by providing evidence of your track record with regard to co-production and co-creation.
6. No less than one and no more than three examples of previous work of your organisation or the artists/artistic personnel involved in this application (e.g. a programme; previous writing/publications, published or unpublished; sample manuscripts; photographic evidence; reviews; extracts from evaluation or other reports). Examples of written work should be **no more** than ten pages.

Depending on the nature of your proposals, the following supporting materials will strengthen your application and it is **strongly recommended** that you include any that are relevant:

7. If your proposal involves commissioning artists/creative people, you should include a copy of your commissioning policy or a brief document setting out your approach. This will describe the steps you will take to deliver a transparent approach to commissioning, and one that ensures quality, equality and diversity.
8. If your proposal includes activities involving presenting, performing, exhibiting or publishing work for the public in more than one space/venue, you should provide distribution and/or dissemination plans. These will describe details of where, when and how the activities will be presented/curated/distributed (e.g. which arts or other venues, public spaces, shops, libraries, cinemas). Where relevant, this may cover physical and digital distribution.
9. If your proposal includes activities involving the participation of, or the active engagement by, the public or targeted groups, you should provide an outline

marketing or public-engagement plan. For guidance on this, see the [Public Engagement page](#) on the Arts Council website.

10. If your proposal involves providing workspace for artists, you should provide photographic evidence of the potential workspace/physical resources. In the event that you have no space confirmed, you should provide a description of the specifications of the type of space you are intending to use.
11. If your proposal involves working with vulnerable persons, you should submit an acknowledgement that you adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* (see [here](#)).
12. If your proposal involves working with animals, you should provide a copy of your animal-welfare protection policies and procedures. For guidance, see [this document](#) on the Arts Council website.

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

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

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

### 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](http://www.tusla.ie) for more information on Children First.
- You will also be required to update your details in the Profile Information tab in your Online Services account (do this by going to the 'Update your account' section).

## 2. How we assess your application

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### 2.1 Assessment criteria

Applications that are deemed eligible will be passed on for assessment. Assessment will be based on the following criteria:

#### 1. Artistic quality

Here we assess the quality associated with the idea, the proposed arts activity, and the artistic people involved. We will look both at what you propose to do and how you describe those activities. We will look at how you show excellence in terms of ambition, originality, experimentation, innovation, competency and collaboration in what you propose. We will also take account of the artform or arts-practice context for your proposed arts activity.

- We will take into account the quality and ambition of work that you, your organisation, or any collaborators named within your application have created, made or produced within the last three years.
- Where your ideas involve the development or creation of artistic works, we will assess how you show excellence in the process of developing and creating work.
- Where your ideas involve providing services, resources and facilities, we will assess how you show the quality of what you propose and the demand from within, and relevance to, your area of art practice.
- In all cases we will assess the artistic track record or potential of the artists and creative people involved as shown in their CVs and the other supporting materials you submit.
- We will assess how the approach you describe to selecting artists and partners will ensure quality, equality and diversity.

#### 2. Outcomes that deliver on the objectives of Arts Grants Funding

Here we assess how the outcomes of what you propose will meet the objectives of the funding programme and, in so doing, contribute to the development of the arts in Ireland.<sup>2</sup>

In all cases we will assess how you show that the outcomes of what you propose will:

- Provide a supportive environment for a range of artists to develop and create work;  
**and/or**
- Provide opportunities for the public to engage with the arts  
**and**
- Contribute to the ecology of the arts within your area of practice.

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<sup>2</sup> Please reference the policy priorities within [Making Great Art Work](#), the Arts Council's ten-year strategy.

Where your proposals involve an engagement with the public – whether at a local, national or international level – we will assess how you show excellence, ambition and innovation in your process and approach to growing and diversifying audiences.

Finally, we will assess how you plan to evaluate these outcomes at the end of the term of your proposal.

### **Responding to the question on equality, human rights and diversity**

Since launching its [Equality, Human Rights and Diversity \(EHRD\) Policy](#) in 2019, the Arts Council has committed to embedding the policy's principles in respect of **equality of access, opportunities and outcomes** into everything we do. The Arts Council is particularly keen to support work that embeds these principles in a thoughtful and proactive way.

The Arts Council's EHRD Policy covers ten grounds on which people may be excluded or discriminated against. These are: gender, sexual orientation, civil status, family status, religion, age, disability, race, membership of the Traveller community, and socio-economic status.

In the application form, we ask applicants to Arts Grant Funding to describe how the planned activities incorporate the principles of equality, human rights and diversity to deliver equitable opportunities or outcomes for those involved.

This can take many forms – e.g.

- The project applicant self-identifying as sharing one or more of the protected characteristics outlined in the Arts Council's EHRD policy;
- The lead artist(s) involved in the project sharing one or more of the protected characteristics, particularly from under-represented groups;
- The themes or focus of the project being on a specific equality issue or involving working with a particular community of interest that shares one or more of the characteristics outlined in our policy.

The Arts Council will also consider costs specifically relating to the making of work by artists with disabilities, or where a project necessitates additional resources in order to ensure access/inclusion. If you wish to apply for additional funding on this basis, you should provide information with your application outlining clearly what these additional costs are.

### **What details should you provide in the application?**

- Write 'not applicable' if you do not believe the activities proposed in this round will make a specific contribution to the policy.
- It is very unlikely that your application will reference each of the 'ten grounds' covered in the policy. Focus on the aspects that are relevant to your arts area and the activities you propose. In assessing the answer to this question, we will be looking at the potential of your activities to address inequities in the arts and the proposed approach.

- Tell us briefly why you believe your proposals have the potential to address inequalities in the arts – e.g. you may have evidence of historical inequalities or of demand; you may be working with partners that have a track record in engaging under-served communities or artists; you may be introducing new processes or ways of working to support access.
- Summarise your approach.
- Describe what the change or outcome may look like for the people involved should your project be successful.

### **3. Feasibility**

Here we assess your capacity to deliver the proposed activity. We will assess how you have shown:

- The track record of the people involved in managing, administering and delivering the proposal.
- The capacity of the entity/individual to deliver the proposed programme.
- That all participating artists will get fair pay and conditions (please see the note on pay and conditions of artists in section 1.9 above).
- That plans to engage/commission artists or other partners are transparent and realistic.
- That identified partners and/or collaborators are committed to what is proposed.
- That the proposed budget is realistic and will be managed appropriately.
- That other sources of income are secure and realistic, and that access to any required non-financial resources is in place.
- That the timetable or schedule is realistic and that technical requirements will be met.
- That audience or public-engagement targets, where relevant, are realistic and achievable, and that there are solid plans in place to achieve this.
- That any possible risks have been identified and appropriate mitigation is in place.

We will use what you say within your application, and what you show through relevant supporting material, to make this assessment.

### **2.2 Scoring**

Assessors will use their professional arts expertise and judgement to score applications against each of the criteria. Their evaluation and score will be based on:

- The information you give in the application form and supporting material
- Their knowledge of your previous work
- Their knowledge of the general arts landscape
- The artform or arts-practice context in which you are working
- The competitive context for the award.

The scores to be used are as follows:

<b>Numeric Score</b>	<b>Word Value</b>	<b>Explanation</b>
<b>6</b>	'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.
<b>5.5</b>		At the top end of 'Excellent'.
<b>5</b>	'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.
<b>4.5</b>		At the top end of 'Very good'.
<b>4</b>	'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.
<b>3.5</b>		At the top end of 'Good'.
<b>3</b>	'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.
<b>2.5</b>		At the bottom end of 'Good'.
<b>2</b>	'Sufficient'	While the application addresses the criterion to a sufficient degree, there are weaknesses. It gives relevant information, but there are areas where detail is lacking or the information is unclear.
<b>1.5</b>		'Not sufficient'.
<b>1</b>	'Poor'	The application provides very little evidence or relevant information in the context of the criterion, and is not compelling or persuasive in a competitive funding context.
<b>0</b>	'Inadequate'	The application fails to address the criterion or cannot be judged due to missing or incomplete information.

We will award funding on a competitive basis within an artform or arts-practice area. This means that we will award funding to the highest-scoring applicants until we reach the overall budget allocation within each artform or arts-practice area.

**Note:** if your proposal scores **1.5** or below against any of the criteria, it will not be offered funding.

We will try to award funding to meet the requirements of the entirety of your proposal where possible. However, in some cases we may decide to support particular activities within your proposal only. This may be because we believe that some activities are underdeveloped or not compelling within the overall competitive context of the award.

This means that, while all applicants who achieve a high-enough score to merit funding will get funding, the amount of funding will depend on the number of activities within your proposal that we believe merit support.



### 3. Making your application

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The deadline for applications is **5.30pm, Thursday 27 May 2021**

Please prepare and submit your application well before the deadline.

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

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

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

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

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

#### Requirements for using Online Services

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

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

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

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#### 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 Mac OS 10.15 Catalina please use OpenOffice 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

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

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

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

### Technical support

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

- Email: [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
- Phone: 01 6180200/01 6180243

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

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

**Note:** there is often a high volume of calls as the deadline approaches. Technical-support calls received after **2.30pm** on the closing date may not be resolved before the deadline.

## 3.2 Download the application form

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

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

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

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

### 3.3 Fill in the application form

Once you have downloaded the application form, follow the guidance within the form as to how to complete it. Please note in particular our newly published policy on artists' pay, as noted in section 1.9 above.

**A note on max. character/word count:** your answers to each question will be subject to a maximum character count (including spaces). It is fine to write shorter answers if you cover the points you need to in your response.

### 3.4 Complete the AAR template

Please see the next section, section 4 of these guidelines, on the details of how to complete the AAR template.

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

See section 1.11 **What is required to make an application?** above.

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

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

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

#### Acceptable file formats

These are the acceptable file formats for your supporting material.

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

#### How to upload weblinks

Instead of uploading material directly, you may provide links to material hosted on YouTube ([www.youtube.com](http://www.youtube.com)).

We will accept YouTube links **only**. We will not view links to other websites, including your own website or video-sharing services. This is because we cannot verify the time and date that links other than those on YouTube were uploaded.

Follow these steps to provide links to YouTube.

1. In Microsoft Word or OpenOffice Writer create a new document.
2. Copy the full web address (the URL that appears in the address bar of your browser) and paste it into your document.
3. Test that the link works. Click it or copy it into your browser. Make sure it links to the correct material on YouTube.

If you do not want the public to be able to see material you upload to YouTube for your application, change your privacy settings in YouTube. For instructions on how to do this, use the YouTube uploading instructions and troubleshooting information.

### **3.6 Review the application checklist**

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

### **3.7 Make your application online**

Once you have completed your application form, filled in the online AAR, and gathered your supporting materials, you can submit your completed application.

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

## 4. How to complete the AAR template

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The AAR template is a spreadsheet that captures your detailed financial, audience and staff figures, as well as summary information about the activities that you plan to undertake in 2022.

The AAR process has been introduced for three reasons:

- As part of our commitment to get better at monitoring the outcomes and impacts of our investments as a tool for advocacy, advice, policy development and case-making.
- As a means of assessing and tracking applicants' work in a consistent and systematic manner.
- To act as the basis for funding agreements with arts organisations.

**Note: you must upload your AAR template as a Microsoft Excel or OpenOffice Calc file. Do not convert it to a pdf file.**

You should complete the AAR template as follows:

Part 1	Overhead expenditure and income
<b>Core expenditure</b>	This is any overhead or administration costs you may have that are not directly attributable to the arts activities that you propose to undertake. <b>Note:</b> while the Arts Council will only consider contributing to overhead costs that are <b>appropriate and in proportion</b> to the activities proposed, it is nevertheless important that we have an understanding of what these are, should you have any.
<b>Income not directly related to activities proposed</b>	This is income not directly resulting from, or attributable to, specific activities. <ul style="list-style-type: none"> <li>• Examples include: local-authority grant income that is not being directly used against a specific activity; income from sponsorship/fundraising that is not directed towards a specific activity; rental income or income from fees for services provided.</li> </ul>
Part 2.1	Activity detail
<b>A. Activity name</b>	The name of your activity – this should be the same as the names you gave each activity in section 3, tables A and B of your application form.
<b>B. Artform</b>	Select the <b>primary</b> or main artform for the activity from the drop-down menu (or select 'more than one artform' if more than one artform is involved).

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**C. Activity type**

Choose the activity type from the drop-down menu that **most closely** represents the activity that you are undertaking. These are:

- **Ticketed performance or event:** a performance to which tickets are sold or distributed (this would include a free event if there is a booking process)
- **Non-ticketed performance or event:** any event (e.g. street performance, parade, outdoor show) where people do not need to purchase a ticket to attend
- **Book/publication:** a book, such as a novel or poetry collection, or a publication, such as a periodical or journal, whether physical or online
- **Production and/or distribution of artefact:** e.g. the creation of a series of prints, or other art objects that might be sold or otherwise distributed
- **Broadcast/online/digital distribution of work:** the broadcast or distribution of a work online or digitally – e.g. a musical performance, online artwork, the online publication of a magazine or journal
- **Exhibition:** a visual-art exhibition, including gallery installations of sculpture, art film, sound installations, etc.
- **Participatory, education or outreach activity:** any activity where people are involved in artistic production by making, doing or creating something, or contributing ideas to a work of art, regardless of their skill level, or *taking part* in workshops or other similar activities
- **New-work development activity:** any activity where the purpose is the development of a new piece of work – e.g. the dramaturgical process for a new play, the editing process for a new book
- **Research/archiving/digitisation:** any activity where the main purpose is research or the archiving or digitisation of materials relating to arts practices
- **Artist-focused/artform development activity:** any activity where the main focus is on supporting artists/creative people and helping to develop their practice or their work, or ancillary events such as information clinics, seminars or conferences aimed at professional artists

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**D. Primary target of**

Choose the primary target from the drop-down menu that

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**activity**

**most closely** represents the target group for the activity that you are undertaking. These are:

- **General audiences** – mainly, though not exclusively, adults who attend or engage of their own volition, not as part of a targeted group or community of interest)
- **Families** – work intended for parents/guardians and children alike
- **Children up to 15 years of age** – those who are more likely to attend as part of a school or other organised group, or to be brought by parents or guardians, but for whom the work is aimed exclusively
- **Young people 16–23 years of age** – e.g. Leaving Cert students, college students, youth groups
- **Particular communities** – where the primary target of an activity is a specific group or community of interest – e.g. older people, people with disabilities, people from particular geographic areas (urban and rural, especially remote) , members of minority communities, people who experience socio-economic disadvantage status (by social class, education, income)
- **Practising artists or arts professionals** – e.g. a resource organisation focused on supporting professional development or serving a community of artists

**Part 2.2**

**Financial detail**

**E. Total cost**

The total direct cost to your organisation of undertaking the activity.

**F. Earned income**

Any income earned from ticket sales, box-office or sales income from books or other artefacts.

**G. Income from other sources**

Any income from sources other than sales – e.g. sponsorship, fundraising or grant income from sources other than the Arts Council.

**H. Outcome/subsidy required**

This is a sum that will be calculated automatically, and is the difference between the cost of the activity and any income against it.

**Note:** it may happen that, in some cases, the total income from an activity is greater than the total cost. This is not a problem.

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The purpose is for us to get an overview of your proposed activities, and the costs and incomes relating to each.

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**Part 2.3**

**Audience/engagement/employment/event numbers**

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**J. Audience/engagement number – paying**

For the purposes of data gathering, ‘Engagement’ is taken to mean four things:

**K. Audience/engagement number – free**

1. **Audience** members, readers, listeners, viewers, attenders, visitors or others *engaging* with art and arts events (e.g. recitals, book sales, concerts, plays, dance performances, art exhibitions, literary events)
2. Members of the public *participating* in the making or creation of art or in arts-related workshops, classes or events (e.g. post-show discussions, public Q&As)
3. People *volunteering* to work on or at an event – e.g. an arts festival or as front-of-house staff at a local arts centre (**note**: this is not the same as *participants* in arts events, where they are actively involved in the creation, making or presenting of work)
4. Artists, arts professionals and/or other practitioners *taking part* in workshops, classes or other developmental activity.

In all of the above cases, individuals are either paying or not paying to attend/engage with the art. **They are not being paid.**

**Need further help compiling your engagement numbers?**

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

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**L. Artists employed: number**

The number of artists employed, contracted or commissioned directly in the delivery of an activity. Give the number as a single figure, regardless of the duration of each individual’s engagement. So, an actor employed over eight weeks or a curator engaged across six months would still be an artist-employed figure of ‘1’ each against the activity for which they are employed.

**Note:** if you are co-producing or hosting work and you do not know the number of artists directly employed, you can leave this section blank.

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**M. Others employed:**

Professionals employed, contracted or commissioned in a non-arts capacity directly to deliver an activity – e.g. administration

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<b>number</b>	or technical personnel, facilitators, marketing or finance professionals.
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<b>N. No. of performances/objects/events/days open</b>	This is to help us to understand how many opportunities the intended beneficiaries of your proposed activities have to engage with each activity – i.e. the number of individual performances of a play or dance piece; the number of books printed; the number of art objects created; or the number of workshops, classes or other events held. In the case of visual arts, it is taken to mean the <b>number of days</b> that an exhibition is open to the public.
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### Note on overhead/administration costs

Note that, as stated above, any overhead/administration costs need to be appropriate and in proportion to the activities proposed. Depending on the nature of your activities, you may prefer to include any direct administration or overhead costs directly associated with activities within the budgets for those activities. In such cases, it is important that you set these out **clearly** in your detailed budgets.

### Note on listing activities

The total number of activities allowed within the AAR template is **twenty**. If you have more than twenty individual activities, rather than providing details of **every** individual activity or event, you should **group** your proposed activities by artform or by type.

For example:

- Performing-arts activities (e.g. theatre, dance, circus)
- Visual-arts activities
- Music activities
- Literature activities
- Activities or events for children/young people
- Local-community/amateur activities
- Development activities.

## 5. How your application is processed

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

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

If you **do not** receive the email with your application number, contact [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)

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- 2 Once we have received your application, we will check to make sure it is eligible for Arts Grant Funding.
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- 3 If we decide your application is not eligible, either because it does not meet the purpose for the award or because you have not fully satisfied the requirements for Arts Grant Funding, we will write to tell you that your application is ineligible and will not be assessed.
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- 4 Your application will be scored and assessments written based on the criteria in section 2.1 of these guidelines.
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- 5 We will prepare recommendations for Council (for applications of €40,000 or above) and for the Arts Council Executive (for applications of less than €40,000).
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- 6 The Council and the Executive will review and discuss the recommendations, and make final decisions on funding amounts based on the budget and the overall arts context. **Note:** for reasons to do with meeting its overall strategic priorities, the Council (or the Executive for applications for less than €40,000) may decide to alter or to overturn the recommendation of staff. In that context it is possible that Council or the Executive may decide to award less than the recommended amount, or to not fund at all. In such cases, changes to staff recommendations will be documented and communicated.
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- 7 We will send you a letter about our decision. If your application has been successful, we will include information about what you should do next.
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