



Late-Night Events (Pilot Programme) 2023

This project is a partnership between the Department of Tourism, Culture, Arts, Gaeltacht, Sports and Media and the Arts Council.

Guidelines for Applicants

Deadline: 5.30pm (Ireland time), Thursday 24 August 2023

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.

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Getting help with your application

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

If you have a technical question about the online application process and your question is not answered in the FAQ section, you can email onlineservices@artscouncil.ie or call the Arts Council on

- **01 618 0200**
- **01 618 0243**

If you have a query about your application that is not technical in nature, you should email or phone the arts team to which you are applying for funding.

<http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/>

To watch our video guide to making an application on YouTube, go to

<http://www.youtube.com/artscouncildemos>

Key points to remember

- In order to make an application, you **must** be registered for an Arts Council Online Services (OLS) account. If you do not have one, you can sign up for one [here](#). Please note that it can take up to **five working days** for a new user to be registered on OLS, so give yourself plenty of time to do this ahead of the deadline.
- We strongly advise that you read this document carefully before beginning the process of making your application.
- We also strongly advise that you start the process early, and give yourself **plenty of time** to make your application.
- We recommend that you aim to upload your application **at least forty-eight hours** before the advertised deadline. That way, if you encounter a technical problem you will have time to contact us so that we can assist you in resolving it.
- Please note that, on account of the large volume of applicants using the online system on the last day of the deadline, we cannot guarantee that we can resolve any technical issues you may have if you contact us **after 2.00pm on the day of the deadline**.
- Please read the following checklist carefully:

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- I have read and understand these guidelines.
 - In the event that I have had an issue, I have contacted the Arts Council for assistance well in advance of the deadline.
 - I have filled in all of the sections of the application form relevant to my application.
 - I have prepared all required supporting material as set out in these guidelines, and have this ready to upload.
 - I have asked someone else to check over my application to make sure there are no errors and that nothing is missing.
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1. About the Late-Night Events (Pilot Programme) 2023

1.1 Objectives and priorities of the award

Arising from Action 2 (b) of the Night-Time Economy (NTE) Taskforce, this is a pilot scheme to help existing arts and cultural spaces assess the viability of staying open late. The project is a partnership between the Department of Tourism, Culture, Arts, Gaeltacht, Sports and Media and the Arts Council.

The Late-Night Events (Pilot Programme) 2023 intends to further extend and diversify the offering for late-night activity and provide opportunities for new and exciting work, encouraging new audiences into existing cultural facilities. It will also seek to identify and address any challenges venues may associate with staying open late.

In addition, [nine local authorities](#) are currently appointing NTE advisers: in Dublin city, Cork city, Limerick city, Galway city, Kilkenny, Drogheda, Sligo, Buncrana and Longford town. The Late-Night Events (Pilot Programme) 2023 should support the work of these initiatives. Pending the appointment of these advisers, the Arts Council will ensure that arts officers are fully informed of this pilot programme.

The pilot will:

- Encourage new partnerships between local authorities, arts centres, festivals, producers, other commercial and non-commercial venues and artists, particularly those operating later into the evening
- Support innovative and additional approaches to night-time arts activities
- Enhance, diversify and expand audience engagement
- Seek to identify and overcome challenges to venues and cultural spaces associated with opening late
- Advocate for a place-based approach that will build on the existing arts sector in each town or city
- Support any additional NTE interventions that may be in place (i.e. pilot NTE advisors)
- Support events promoted at reasonable cost to audiences
- Support events that pay artists and creative workers fairly.

Examples of possible models:

- An arts centre establishing a series of events in conjunction with local creatives/event organisers where an earlier event in the evening in the

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arts centre is linked to a later event in another venue. The pilot runs for a set number of weeks.

- A gallery promoting a series of visual arts/music events from 23:00 onwards
- An arts centre providing admin and overhead support to a local promoter staging late-night music events in formal or informal venues
- A series of electronic/folk/contemporary arts events in different venues in conjunction with the NTE adviser and local promoters.

1.2 Who can apply?

The lead partner must be an arts centre that has been in receipt of Arts Council Art Centre Funding or Arts Grant Funding (arts centres) within the last five years. Events may or may not take place in the arts centres: the arts centre may be centrally involved or simply act as the administrator for the pilot.

Partners might include local promoters, local-authority night-time advisers, operators of pop-up venues, other arts centres, other commercial and non-commercial venues festivals, producers and artists.

As part of its [Equality, Diversity and Inclusion 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.

1.3 Who is the applicant?

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

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

All documentation provided must be in the name of the applicant (individual artist or arts organisation) – e.g. if you apply to the Arts Council for funding under the name Máire de Barra, then all documentation, including bank and tax details, must be in that name. Variations such as Mary Barry or Barry Studios are not acceptable.

1.4 Who cannot apply?

Any organisation or individual not complying with 'Who can apply?' as defined in section 1.2.

1.5 What may you apply for?

The costs of promoting and staging late-night events in any artform (late-night events are those programmed after c. 22:00 and continue after midnight).

The application requires a full listing of costs and income, which will be assessed for feasibility, affordability for audiences, fair fees to artists and creative personnel, etc.

Up to €60k will be available for the lead arts centre for programming.

Access costs for artists or participants¹ 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 access costs in the expenditure section of your application-form budget. This figure should also be included in the total amount you request.

What is an access cost?

Access costs for artists or participants with disabilities cover any requirements you may have in order to remove barriers that might stop you from completing your proposal. This may include, for example, costs towards additional time needed to complete an element of your proposal or additional assistance required to deliver your proposed activity.

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

1.6 What may you not apply for?

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

- Major capital purchases

¹ The Arts Council defines participants as those who express themselves creatively by taking part in artistic activities. In broader terms, this includes anyone who engages with the arts in any way at any level – e.g. those attending an event, reading a book, watching a performance, etc.

- Ongoing core costs
- Activities or costs that do not fit the purpose of the award
- Activities that are more suited to another award funded by the Arts Council or operated by other state agencies, such as Culture Ireland
- Activities that have already taken place or which will have commenced before 1 September 2023
- Activities undertaken for charity-fundraising purposes or for participation in a competition.

1.7 What supporting material must you submit with your application?

In order to be considered eligible for assessment for a Late-Night Events (Pilot Programme) 2023 award, you **must** submit the following supporting material online:

- Up-to-date CVs or biographies (max. three pages) for each of the key artists involved in the proposed project

Additional material required in certain circumstances:

- If you are seeking additional access costs to support work by individuals with access requirements or to support access to your work by audiences with disability requirements, please provide a document outlining these costs, and outlining how they have been arrived at. Please also ensure that you include this additional amount as part of your budget.
- If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

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 adults

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.

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

Format for supporting material

All supporting material for this funding programme must be submitted online. Please follow the guidelines for video files under the heading **Acceptable file formats** in section 2.3.

Include all contextual information for sound and video files in a clearly labelled text file.

Video files	For any video files you submit, you must provide relevant contextual information. This might include details of the piece, when and where it was performed, thematic/general comments, the names of performers, how the work was financed (e.g. award, self-financed). Extracts should be no more than three minutes long, and no more than three extracts should be submitted.
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For further information on the formats you may use for supporting material you wish to upload as part of your application, see section **2.3 Prepare any supporting material required for the application**

Note: links to streaming platforms may be used to provide samples of work. Stand-alone supporting material such as CVs and letters of support, etc. must be uploaded as separate documents with your application.

1.8 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 (except where you are applying for an additional amount to cover access costs).
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).

Note: in the event that your application is ruled ineligible, it will not be assessed, and you will be able to apply again with the same proposal in future funding rounds.

2. How to make your application

2.1 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 **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 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

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

Submitting URL links

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

Instead of uploading material directly, you may provide links to material hosted on streaming platforms that do not limit access through financial subscription. To do this, copy the URL (the full address of where your material is hosted) into a Microsoft Word/OpenOffice Writer or 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 links to social-media platforms nor to individual applicants' websites.

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**.

2.2 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.

2.3.1 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).

2.3.2 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 requested** should equal the **Total expenditure** minus the **Total income**. The final figures you enter here should be the same as those you enter in section 3 of the application form and in your detailed budget.

2.3.3 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 **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.

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.

2.3.4 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.

3. How we assess your application

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

Once received, your application will be processed by the Arts Council as follows:

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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 be assessed.

If you do not receive the email with your application number, contact onlineservices@artscouncil.ie

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- 2 Your application is checked for eligibility. Please see section **1.8 Eligibility** above.
 - 3 In some cases, the arts area to which you have applied may not be the best fit for your proposal. In such a case, we will contact you and ask you if you are happy for us to move your application to a more appropriate arts team. You will then have a choice to have your application moved, or for it to remain under the arts area to which you applied.
 - 4 Adviser(s) and/or staff make a written assessment of the application based on the criteria for assessment set out in section 3.3 below.
 - 5 Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.
 - 6 A peer panel reviews all shortlisted applications and associated materials, then scores and makes decisions.
 - 7 Decisions are communicated in writing to applicants.
 - 8 Decisions are noted by Council.
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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. All applications are assessed against criteria of **a)** artistic merit, **b)** how they meet the objectives and priorities of the award, and **c)** feasibility. Each of these criteria is described in turn.

A. Artistic merit

The assessment of artistic merit focuses on the applicant and on those involved in the project, as well as on the nature of the proposed arts activity, and includes consideration of:

- The quality of the idea and the proposed arts activity
- The track record of the applicant and the artistic personnel involved in the project as evidenced in their CVs and other supporting materials submitted
- The potential of the applicant and the artistic personnel as evidenced in the application form and the supporting materials submitted

B. Meeting the objectives and priorities of the award

Applications are assessed on how well they meet the objectives and priorities of the award (see section **1.1 Objectives and priorities of the award**).

C. Feasibility

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

- The 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.

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.

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.

3.5 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.