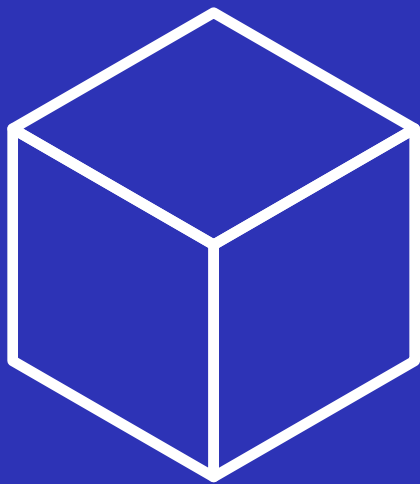




# Agility Award 2024



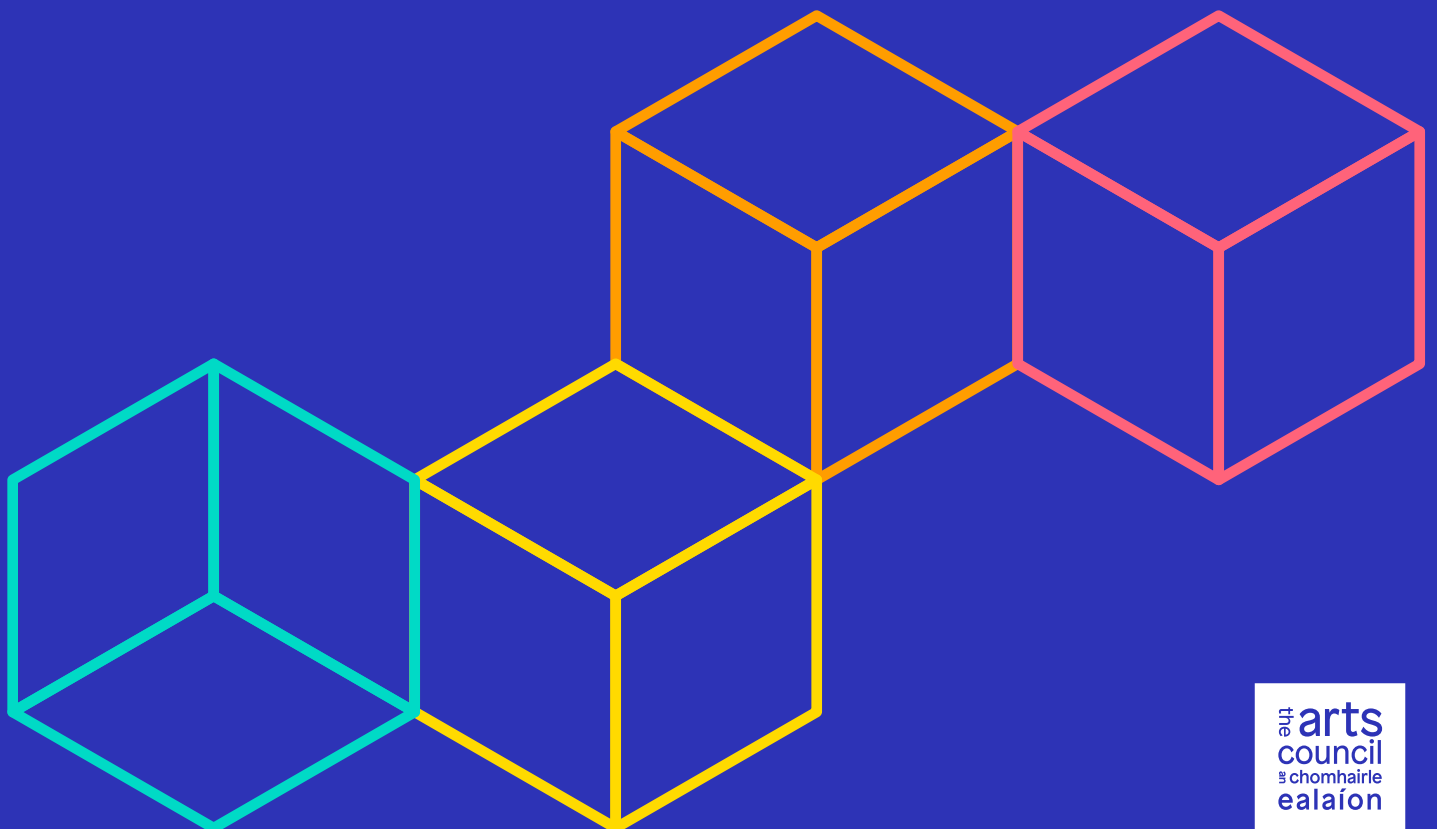
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For individual freelance artists  
and art practitioners at any stage  
of their careers

Funding of €1,500 – €5,000

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**Deadline for receipt of all applications:**  
5.30pm (*Ireland time*),  
Thursday 25 April 2024



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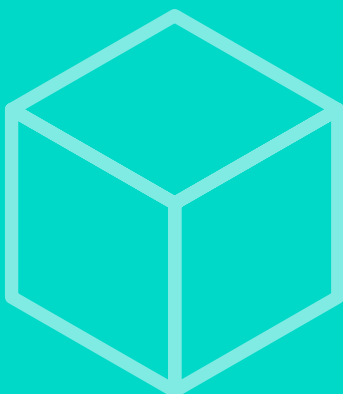
# Important

- You need an Arts Council Online Services (OLS) account to apply for the Agility Award. It can take up to five working days for us to process your registration.
- Your registration must be in your name – e.g. if you register and apply for funding under the name Máire de Barra, then all documentation, including your bank and tax details, must be in that name. Variations such as Mary Barry or Máire Barry will not be accepted. If you are successful in your application, we will pay any funding offered only into a bank account held in your name.

You must register for an OLS account **at least five working days** before you want to apply.

If you need support with your application due to a disability, contact us as soon as possible by emailing [access@artscouncil.ie](mailto:access@artscouncil.ie)

Learn more about [supports for applications with disabilities](#).

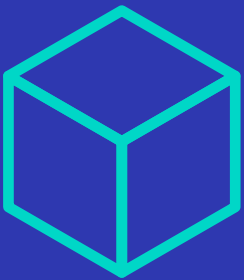


# Agility Award 2024

1

## About the Agility Award

Deadline for receipt of all applications:  
5.30 pm, (*Ireland time*),  
Thursday 25 April 2024



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## 1. About the Agility Award 2024

The Agility Award is an Arts Council funding scheme for individual professional artists, freelance artists and arts practitioners. The Agility Award 2024 seeks to support those who have not been previously funded as an individual by the Arts Council, as well as continuing to support artists who have previously been funded by the Arts Council.

You can apply for the Agility Award if you want to:

- Develop your practice
- Develop your work
- Develop your skills

We support applications that explain how developing your practice or skills will benefit your work.

This document tells you about:

- Who can apply
- The amount of funding you can apply for
- The types of work and activities you can apply for

---

### 1.1 What's changed for 2024?

We've made some changes to the Agility Award for 2024. Check the list below carefully for any changes that are relevant to you.

- There is only one round of the Agility Award in 2024.
- The Agility Award 2024 seeks to support a higher number of applicants who have not been previously funded as an individual artist or arts practitioner by the Arts Council. See section [5.4 Additional score for applicants not previously funded](#) to learn more.
- We're reducing the number of mandatory documents that you need to give us in your application.
- You can now apply for the Agility Award and one round of the Bursary Award in 2024.

Email [agilityaward@artscouncil.ie](mailto:agilityaward@artscouncil.ie) as soon as possible if you have any questions about these changes.

## 1.2 Who can apply?

The Agility Award is open to professional artists, professional freelance artists and professional arts practitioners who are resident in the Republic of Ireland.

However, we may accept applications from outside the Republic of Ireland. In this case, you must detail in your application form how your proposal would benefit the arts in the Republic of Ireland. We would need to be satisfied with your explanation.

- You need a PPS number to be able to apply.
- You can apply for the Agility Award if you are a professional artist, a professional freelance artist or an arts practitioner (as defined below).

### A professional artist

You are a person who:

- Is actively pursuing a career as an artist in any artform.
- Considers their arts practice to be their main profession or career. This applies even if their work in the arts is not their main source of income or they have other employment.

### A professional freelance artist

You are a person who is not employed or contracted on a full-time basis by:

- An arts organisation funded through Arts Council programmes
- An arts organisation funded through direct state subsidies
- A commercial arts entity

### A professional arts practitioner

- You are a person whose work contributes to the development of the arts in Ireland.





## **Note on new applicants or applicants who were not previously funded by the Arts Council**

The Agility Award 2024 seeks to support a higher number of new applicants and returning applicants who have not been funded as an individual artist or arts practitioner by the Arts Council before. See section [5.4 Additional score for applicants not previously funded](#) to learn more.

## **Note about Equality, Diversity and Inclusion**

We encourage applications from all areas of the community, including people of any:

- Age
- Civil status
- Disability
- Gender
- Family status
- Membership of the Traveller community
- Race
- Religion
- Sexual orientation
- Socio-economic status

Learn more about the Arts Council's [Equality, Diversity and Inclusion \(EDI\) policy](#).

---

### 1.3 Who can't apply?

We won't be able to accept your application if you are:

- ✗ An organisation
- ✗ A full-time undergraduate student (including foundation courses)
- ✗ Looking for support towards fees for postgraduate/higher education or study (including unaccredited courses)
- ✗ A person who wants support towards work they're doing as part of a formal course of study, internship or volunteer work
- ✗ A non-professional artist or arts practitioner – e.g. someone who isn't actively pursuing a career in the arts
- ✗ A person who is employed on a fixed-term contract of more than two years on a full-time basis with an arts organisation funded through Arts Council programmes, through direct state subsidy, or by a commercial arts entity.
- ✗ A person who is not resident in the Republic of Ireland. See [section 1.2](#) for the exception to this.

---

### 1.4 How much can you apply for?

- You can apply for any amount between €1,500 to €5,000.
- You can't apply for any amounts below €1,500 or above €5,000.
- However, artists or arts practitioners with disabilities can include additional access costs in their application. This is separate from the amount that you request for your proposal.
- Learn more about [support for applicants with disabilities](#).



---

## 1.5 What artforms or arts practices can you apply for?

You can apply for Agility Award funding for the following artforms and art practices:

- Architecture
- Arts Participation (an arts practice focused on collaborations with communities to make or interpret art in a mutually beneficial way)
- Circus
- Dance
- Festivals
- Film
- Literature
- Music
- Opera
- Street Arts and Spectacle
- Traditional Arts
- Theatre
- Visual Arts
- Young People, Children and Education (YPCE)

We are also open to applications from professionals who work in multiple creative or interpretative expressions. This includes multidisciplinary practices and digital practices. You may apply for funding under your primary artform or arts practice.

Some artforms also have their own specific definitions or focus for the Agility Award. Check the table below for more details.

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**Architecture** - You must be an **architect** or **architecture graduate**.

---

**Arts Participation** - You must want to:

- Collaborate with people that are not arts professionals to co-create artwork
- Develop your artistic practice in Arts Participation through professional-development opportunities

---

## **Circus** - You must be:

- A classical circus or contemporary circus artist who wants to develop their skills and artistic practice
- A producer, director, rigger or technician working specifically in the field of circus

Youth circus practitioners may want to apply under Young People, Children and Education (YPCE). Social circus practitioners may want to apply under Arts Participation to develop their practice in these areas.

---

**Dance** - Your proposal must have clear artistic or professional-development goals.

You should also include any aims of your activity, such as inclusion, health, well-being or community development.

---

**Festivals** - You must be a person who wants to develop their skills and practice as:

- A festival maker
- A festival curator
- A festival programmer

Your proposal must have clear professional-development goals, such as mentorship from other festival practitioners, curatorial development or producing.

Note: this is not for artists who want to present their own work at a festival. If this is what you want to do, you should apply under the relevant artform instead (e.g. theatre).

---

**Film** - You can apply if you are a film artist who makes **experimental and/or non-narrative films** for **cinema exhibition**.

You will need to demonstrate your practice in this area

We don't support applications for conventional/mainstream screenwriting, filmmaking or broadcast television.

---

**Literature** - You can apply for the following types of literary writing:

- Fiction, poetry and creative non-fiction (memoir and essays)
- Graphic novels
- Children's fiction and poetry
- Illustrated picture books



You can apply for both English-language and Irish-language writing.

You **can't** apply for:

- Screenwriting
- Journalism
- Religious writing
- Professional, instructional or academic writing

If you're a playwright, you should apply under Theatre.

---

**Music** - You must apply as an **individual** artist or arts practitioner.

We do not support applications from groups, bands or ensembles.

You should apply for **developmental activities** to develop your arts practice.

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**Opera** - No specific priorities.

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**Street Arts and Spectacle** - You must be an individual artist or arts practitioner who wants to upskill and develop their practice in the areas of Street Arts and Spectacle. Please see artform definitions below.

**Street Arts** refers to live, outdoor performance typically in a street, public space or site-responsive context. Street Arts are usually presented free of cost and often within a festival context. It can include circus, spectacle, street theatre, magic, comedy, puppetry or dance. Presentation can take the form of a walkabout act, a circle show or a pop-up intervention that engages audiences unexpectedly as they go about their daily lives.

**Spectacle** refers to high-impact performance, typically occurring in an outdoor setting and presented free to the public in a festival or parade context. Spectacle usually involves floats, pageants, large-scale structures, puppetry, processional performance and group ensembles that integrate costume, dance, theatre and music through a theme.

This does not apply to mural artists (who should apply under Visual Arts) or busking musicians (who should apply under Music).

---

**Traditional Arts** - You can apply for:

- Traditional music, song and dance
- Oral arts such as storytelling, agallamh beirte and lúibíní

If your main activity is recording or publishing work, you should apply to the [Deis Recording & Publication Award](#) instead.

---

**Theatre** - In Theatre, the Agility Award is for professional development only. Applicants cannot apply to present work to audiences.

- The Arts Council's definition of Theatre is either dramatic or post-dramatic work performed by actors in front of a live audience in the same space or location (which may or may not be a formal theatre space).

It should include the essential elements of theatre, such as performance, narrative momentum and dramatic tension. This does not mean there has to be a discernible story per se, but the work must adhere to the broad structures of what is generally understood to be live theatre.

This definition specifically excludes proposals to develop:

- Audio-drama/radio plays
- Recording of podcasts
- Performance art or durational live art
- Art installations
- Stand-up comedy
- Events such as public interviews, talks or lectures that are not linked and intrinsic to the theatrical work itself in a pre- or post-show context
- Any type of filmed/videoed performance, except where a performance in front of a live audience is being captured for live broadcast and/or future dissemination, and/or where public-health guidance prohibits the attendance of audiences at live events.

Please note also that theatre events where the primary artform is not theatre (e.g. dance, music) and/or the main performers are not theatre practitioners (e.g. dancers, musicians) and/or where the primary focus of the work is participatory practice will not be prioritised for Theatre funding, and you should apply to the relevant artform team's available awards. Further information available on [www.artscouncil.ie](http://www.artscouncil.ie).

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**Visual Arts** - You must be a **practising** artist or arts practitioner who wants to undertake **developmental** activities.

Your proposal should demonstrate **clear artistic and/or professional-development goals**.



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**Young People, Children and Education (YPCE)** - No specific focus.

Contact [agilityaward@artscouncil.ie](mailto:agilityaward@artscouncil.ie) if you have any questions about the artform or arts practice under which you need to apply.

---

## 1.6 What activities can you get funding for?

You can apply for activities that support your development as an artist. Here is a list of some possible examples of activities:

- Developing your practice
- Developing and/or acquiring technical skills
- Learning new skills related to your practice
- Researching or developing a new idea for future presentation
- Working with mentors or collaborators to develop your skills or an idea
- Developing an idea in collaboration with a potential production partner

We also consider proposals that are a combination of activities.

---

## 1.7 What costs can you apply for?

You can apply for costs that cover:

- ✓ Your own time as an artist or arts practitioner
- ✓ Payments to any mentor who helps you achieve the aims of your proposal
- ✓ Payments to any individual, organisation or group collaborating with you on your proposal
- ✓ National or international professional training opportunities (e.g. a workshop or a master class) that are not part of a formal education programme (e.g. a degree or a master's degree)
- ✓ Equipment and materials (including software and musical instruments) to help you develop your practice – but this cannot be **more than 15%** of the overall amount you ask for
- ✓ Additional access costs for work by artists or arts practitioners with disabilities

The Arts Council is committed to improving the living and working conditions of artists. Our [Paying the Artist](#) policy outlines this commitment to the fair and equitable remuneration and contracting of artists.

When you're considering an appropriate fee to pay yourself or to pay a collaborator or mentor, we recommend contacting resource organisations that are specific to your artform.

On our Paying the Artist webpage, you can find a list of [representative and resource organisations](#) in the different art sectors. You can also find links to the resources they provide.

Do not ask for less than you feel you need to achieve your objectives. The amount that you request should include the amount you will pay yourself for the time you will spend developing your practice as an artist or arts practitioner. It should also include fees or wages for any individual, organisation or group that you intend to collaborate with.

The amount you propose to pay yourself and any individual, organisation or group should correspond to your/their career stage, the nature of your/their practice, and the duration of your proposal. It should also be appropriate for the industry standards within your arts practice.

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## 1.8 What activities and costs can't you apply for?

You can't apply for activities that:

- X** Do not develop your practice, skills or work
- X** Are better suited to other awards offered by the Arts Council
- X** Have been assessed before by the Arts Council, unless you can show you have developed your proposal substantively
- X** Could be supported by other government or public-agency supports such as Culture Ireland, Creative Ireland, Screen Ireland, Fáilte Ireland, the Broadcasting Authority of Ireland or Design & Crafts Council Ireland
- X** Have already taken place



You can't apply for costs towards:

- X Formal education, such as degree programmes (including unaccredited higher education or study)
- X Fees for higher education or study
- X Professional membership fees or annual subscriptions, such as the Royal Institute of the Architects of Ireland or Visual Artists Ireland
- X Major capital costs, such as building improvement or renovation works

---

## 1.9 Mandatory supporting documents

You must provide:

- Your full CV or biography (uploaded as a separate document)
- One to three examples/samples of your work that are relevant to your proposal

In some circumstances, you may also need to submit some other material as set out in the list below:

- If you're applying for additional access costs, you should upload a short document detailing your access costs. Learn more about support for applicants with disabilities.
- If you provide cultural, recreational, educational or other services to children or young people under the age of eighteen, you must have suitable child-protection policies and procedures in place
  - You must indicate whether or not your proposal is relevant to this age group in section 1.3 of the application form.
  - If you answer 'Yes' and your application is successful, you will need to confirm and demonstrate that you have suitable child-protection policies and procedures in place in order to receive funding.
  - You will also need to complete our child-protection self-audit form to receive funding.
  - For more information on child safeguarding and Children First, you can refer to the [Tusla \(Child and Family Agency\) website](#).

- 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.
- If your proposal involves working with animals, you must provide a copy of your Animal Welfare Protection Policies and Procedures.

---

## 1.10 Eligibility – applications we won't accept

We won't be able to accept your application in the following situations.

1. You missed the deadline.
2. You did not complete all the indicated parts of the application form.
3. You did not upload your application form and supporting material through our Online Services website.
4. You did not meet the criteria for who can apply in section 1.2 [Who can apply?](#)
5. You did not provide your mandatory supporting material. You must provide your full CV or biography and one to three examples/samples of your work. See section 1.9 [Mandatory supporting documents](#).
6. You did not provide your supporting material in the specified format. See section 2.5 [Prepare supporting materials](#).
7. You asked for more or less than the allowed amounts. However, if you are an artist or arts practitioner with a disability, you can ask for additional access costs. See section 1.11 [Support for applicants with disabilities](#).
8. You applied for activities or costs that are not covered by this award. See section 1.8 [What activities and costs can't you apply for?](#)
9. Your application is better suited to another Arts Council award. If this happens, we will direct you to the other award. See section 1.8 [What activities and costs can't you apply for?](#)

---

## 1.11 Support for applicants with disabilities

The Arts Council is committed to making our funding programmes and the work that we fund accessible to everyone.

If you have a disability or disabilities, you can include additional costs to help you complete the goals of your application.

These are known as access costs.

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.'*

The aim of our access-costs support is to remove some of the barriers that you experience due to your disability/disabilities.

Here are some possible examples of supports for your activities that you can apply for if you need them:

- An Irish Sign Language (ISL) interpreter
- A typist or scribe you can dictate your ideas to
- Transport costs if you have a mobility impairment

**Note:** you **cannot** apply for access costs towards **completing your application**.

### What information to provide

Provide the following information with your application:

1. Create a short document detailing your additional access costs.
2. Add your total access costs to the amount of funding you need for your project to get the total amount of funding you need.
3. Include the total amount of funding in the budget section of your application form.

You can find out more about what accessibility help you can get by contacting us.

- Email: [access@artscouncil.ie](mailto:access@artscouncil.ie)
- Phone: [01 618 0200](tel:016180200)

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## 1.12 Getting technical help when applying

### Technical Help

If you have questions about using the Online Services website, please visit the Frequently Asked Questions (FAQ) section on our website: [www.artscouncil.ie/FAQs/online-services/](http://www.artscouncil.ie/FAQs/online-services/)

### Video about making an application

To watch our YouTube guide on making an application (11 minutes), go to this link:

- [How to Download, Complete and Upload the Application Form \(YouTube\)](#)

If you need technical support while you're making your application, you can contact the Arts Council in the following ways:

- Email: [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
- Phone: [01 618 0200](tel:016180200) or [01 618 0243](tel:016180243)

Report any technical issues to us as soon as possible ahead of the deadline (e.g. not being able to upload your documents).

- Make sure that you give us a contact phone number.
- We deal with queries on a first-come first-served basis.

**Note:** there is often a high volume of calls as the deadline approaches. We may not be able to resolve technical-support calls that we receive after 2.00pm on the deadline date.

---

## 1.13 Getting help from the Agility Team

- You can find out more about applying for a specific artform or arts practice.
- Email your question to [agilityaward@artscouncil.ie](mailto:agilityaward@artscouncil.ie) as soon as possible.

**Note:** if you don't send it to us as early as possible before the deadline, we may not have enough time to respond to you.

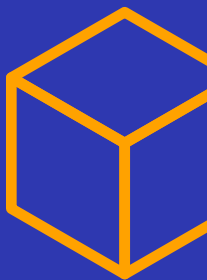
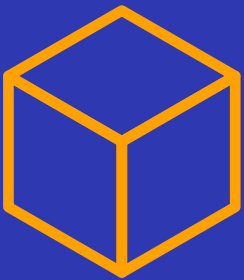


# Agility Award 2024

2

Before you  
Apply

Deadline for receipt of all applications:  
5.30 pm, (*Ireland time*),  
Thursday 25 April 2024



---

## 2 Before you apply

You should read this section before you start your application.

It contains lots of good advice to help you create your application on time and in the correct way.

---

### 2.1 Break the application process into steps

We recommend breaking up the application process into the following steps. This will help you to make sure that you finish your application in time.

---

#### 1 Check if you're eligible for this award

We only assess applications that meet the eligibility criteria for this award.

Read sections [1.2 Who can apply?](#) and [1.3 Who can't apply?](#) (above) to make sure that this is the right award for you.

---

#### 2 Register with our Online Services

You must be registered on the [Arts Council Online Services](#) (OLS) website to make an application.

Register as far in advance of the deadline as possible. It can take up to five working days for us to process your registration.

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#### 3 Contact potential collaborators

If you intend to work with collaborators, contact them as early as possible to make sure you meet the deadline.

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#### 4 Prepare your supporting documents

Prepare your documents as early as possible in the correct format.

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#### 5 Submit your application on OLS



## 2.2 Register early for an Online Services account

We can only accept online applications for the Agility Award. You need an [Arts Council Online Services](#) (OLS) account to submit your application.

### Important

If you're a new applicant, you should register for your OLS account as soon as possible. **It can take up to five days for us to complete the registration process for you.**

We'll email you a unique Artist Registration Number (ARN) and a password for your account within five working days.

If you've previously registered for OLS, you don't need to register for a new account for this application. You should use your existing account and ARN to apply.

To use OLS, your computer and web browser need to meet the following requirements.

<b>PC</b>	Windows 7 operating system or a newer version of Windows OLS will work with the latest versions of all browsers – e.g. Microsoft Edge, Google Chrome, Safari, Mozilla Firefox
<b>Apple Mac</b>	Mac OS X v10.5 Leopard or a newer version of the Mac operating system OLS will work with the latest versions of all browsers – e.g. Microsoft Edge, Google Chrome, Safari, Mozilla Firefox

## 2.3 Check the software on your computer before applying

You must use a desktop or laptop computer to submit your application. You cannot apply using a mobile phone, tablet or other device.

You need to use Microsoft Word (Desktop) or OpenOffice Writer to complete your application form. You should make sure that you have one of these programmes installed on your computer.

OpenOffice Writer is free software that you can download from OpenOffice's official download page. You can learn more about using OpenOffice to complete your application form in this [Arts Council video](#).



You must use OpenOffice Writer version 4.0.1 or earlier. More recent versions of OpenOffice Writer can alter how our application forms appear when submitted through Online Services.

#### Important notes for Apple Mac users

- If you have a Mac with the operating system Mac OS Mojave (10.14) or earlier, the OpenOffice website might tell you that you need to download version 4.1.1 or 4.1.2. Ignore this recommendation and download 4.0.1 instead.
- If you have a Mac with the operating system Mac OS Catalina (10.15) or newer, you won't be able to install OpenOffice 4.0.1. You need to install OpenOffice version 4.1.11 or newer instead.

If you have any issues installing or using OpenOffice, contact [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie) as soon as possible to make sure that we have enough time to help you resolve the issue.

---

## 2.4 Take time to prepare your application

You should give yourself plenty of time to prepare for your application before you start. This is so that you have enough time to make the best possible application that you can.

Make sure to check that:

- You are applying for the right award
- Your application meets the Agility Award guidelines in this document
- You have enough time to complete all the application tasks before the deadline

Download the application form from your Online Services account as early as possible so that you can get familiar with it.

You should download the application form as soon as possible after the opening date of 5 March.

You should also aim to upload your application to OLS at least forty-eight hours before the deadline of 25 April. That way, if you have any technical difficulties, you will have time to contact us so that we can help you.

**Note:** the Online Services site often has heavy traffic on the final afternoon of the closing date. This may cause uploading your documents to take much longer than usual. In general, the earlier you can submit your application, the better.

## 2.5 Prepare your supporting materials

You must include supporting material with your application. We will only accept any supporting material that you upload. See section 1.9 [Mandatory supporting documents](#). You must submit all your supporting material online in electronic format. If you have material that is not in electronic format, you should scan it and save it so that you can upload it. You should also submit all your supporting documents in separate files.

Check the table below to see the acceptable file formats that you can use as part of an application. You can only submit these file types.

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
PDF files	.pdf

**Tip:** it's a good idea to collect all your files in one folder on your computer so that they are easier to upload altogether. Give all files that you want to upload filenames that make it clear what they contain or represent – e.g. it should be clear from the filename whether the document is a CV, a sample text or a review of your previous work.

It is also a good idea to include your name in the filename.

<b>Here are some examples of files with clear filenames for an applicant called Jack Russell:</b>	Architecture Project application.doc
	Performance clip.mp4
	Architecture Project budget template.xls

## 2.6 Collect any URL links that you want to use

To provide us with samples of your work, you can upload them directly to Online Services or use URL links (the full addresses where your material is hosted) to streaming platforms.

If you want to use links, copy the URLs into a Microsoft Word, OpenOffice Writer or a PDF document. Then, upload the document as a weblink-supporting document in Online Services.

**Important:** You can only provide samples of work using URLs. You can't provide your CV as a link – you must upload it as a file.

We also don't accept links to the following sources:

- File-sharing sites – e.g. Google Drive, OneDrive
- Social-media platforms – e.g. Meta, Instagram
- Streaming platforms that limit access to paid subscribers
- Your personal website

Some examples of acceptable sharing platforms include YouTube, Vimeo, SoundCloud, Bandcamp.

**Tips:**

- Assessors can only use the materials in the URL links you provide. Make sure to check that any links you submit work and that they bring the viewer to the correct source.

- Make sure that you set the viewing permissions of your material to 'public'. We won't be able to view materials that are set to 'private'.
- If you want to share a YouTube video with us but you don't want the video to be public, you can change your video's [privacy setting to 'unlisted'](#).

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### 2.7 Contact any collaborators as early as possible

If you plan to collaborate with organisations, artists, mentors, production partners or other people, contact them as soon as possible.

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### 2.8 Attend our online clinics

The Agility Award team runs online clinics during the application window. You can attend these clinics to get help from our Agility Award team for any issues you may have.

You can find out when the clinics will take place by emailing [agilityaward@artsCouncil.ie](mailto:agilityaward@artsCouncil.ie) or by following us on [Twitter](#) or [Instagram](#).



# Agility Award 2024

3

Complete your  
Application Form

Deadline for receipt of all applications:  
5.30 pm, (Ireland time),  
Thursday 25 April 2024



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## 3.1 How to answer each question

Each section of the application form has guidance to help you know what to include. You can also use the tips below to help you answer the questions in the form.

When you answer them, think about:

- Your track record and potential
- How your proposal will help you develop new skills or ideas
- The potential impact of your project (e.g. on an audience or a community)
- How your proposal fits your area of practice
- How workable your proposal is (e.g. if your project can be done within the suggested budget and time frame)

You must complete all the following parts of the application form:

---

### 1 General information

- 1.1 Provide your name and ARN.
  - 1.2 Let us know if we can contact you for other Arts Council business.
  - 1.3 Declare that you are eligible to apply.
  - 1.4 Complete the child-protection declaration.
  - 1.5 Select any additional artforms or art practices that are relevant to your application.
  - 1.6 Select your career stage.
  - 1.7 (Optional) Provide us with equality and diversity information about yourself if you want to.
- 

### 2 About you and your proposal

- 2.1 Tell us about yourself.
- 2.2 Summarise your proposal.
- 2.3 Give us more details about your proposal.
- 2.4 List the key activities of your proposal.
- 2.5 List any collaborators who you intend to work with.

---

### 3 Expenditure, income and amount requested

3.1 List any expenditure that you expect as part of your proposal.

3.2 List any income that you expect as part of your proposal.

3.3 Enter the amount of funding that you're requesting.

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### 4 Supporting material

Use the checklist to help you make sure you've submitted all the required supporting material.

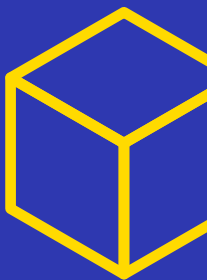
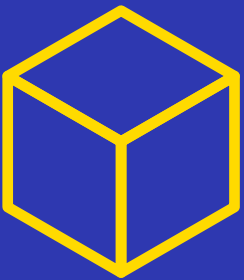


# Agility Award 2024

4

Submit your  
Application

Deadline for receipt of all applications:  
5.30 pm, (*Ireland time*),  
Thursday 25 April 2024





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## 4 Submit your application

After you've completed your application form, you can follow the steps below to upload it on the Online Services website and submit it.

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### 4.1 Log in to your account to start your application

1. Go to the [Online Services login page](#).
2. Log in to your account.
3. Click **Make an application** at the bottom of the page.

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### 4.2 Check your contact details

1. Under **Declaration of identity**, check that the contact details are correct.
2. If correct: tick the checkbox next to **Please confirm that your details are correct**.
3. If not correct: click **Do you need to update your profile?** and update your contact details.
4. Click **Next**.



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### 4.3 Choose the funding that you want to apply for

1. Under **Choose funding programme**, select **Agility Award** using the Funding dropdown menu.
2. Under **Available Award**, select the relevant artform or arts practice.
3. Enter a name for your application in the **Your reference** field.
4. Click **Download application form** to download the form for this award. [Learn more about completing your application form.](#)
5. Click **Next**.

**Note:** while you're completing the form, you may get logged out of OLS. You can sign back in to continue submitting your application.

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### 4.4 Enter your requested funding amount

1. Under **Application amount requested**, enter the amount you want to ask for, the total income you expect, and the total expenditure you expect.
2. The **Amount requested** should equal the **Total expenditure** minus the **Total income**.
3. The amounts you enter here should match what you entered in section 3 of the application form.
4. Click **Next**.

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### 4.5 Upload your documents and submit your application

1. Under **Upload application form**, click **Choose File**.
2. Select your application form from where you have saved it on your computer.
3. Click **Upload**. Note: If you see a message that says **Cannot upload form**, try saving your application form as a .doc file and upload it again. If you still can't upload it, [contact us](#).

4. Under **Upload supporting material**, select the type of document you want to upload using the dropdown menu.
5. (Optional) Add a note to describe the material that you're uploading.
6. Click **Browse**. Important: Do not select 'Post document'.
7. Select the supporting material file from your computer.
8. Click **Upload**.
9. Repeat steps 4-8 for all of your supporting materials.
10. Click **Next**.
11. Check the details of your application carefully.
12. Under **Declaration**, tick the checkbox beside **I agree to the above declaration**.
13. Click **Submit**.

**Note:**

- Click Save Draft at any time to save your application without submitting it.
- You can come back to your application and make changes to it until you submit it.
- After you submit your application, you won't be able to make any more changes. Review your application carefully before you submit it.
- If you realise you've made a mistake after you've submitted your application, contact us as soon as possible.

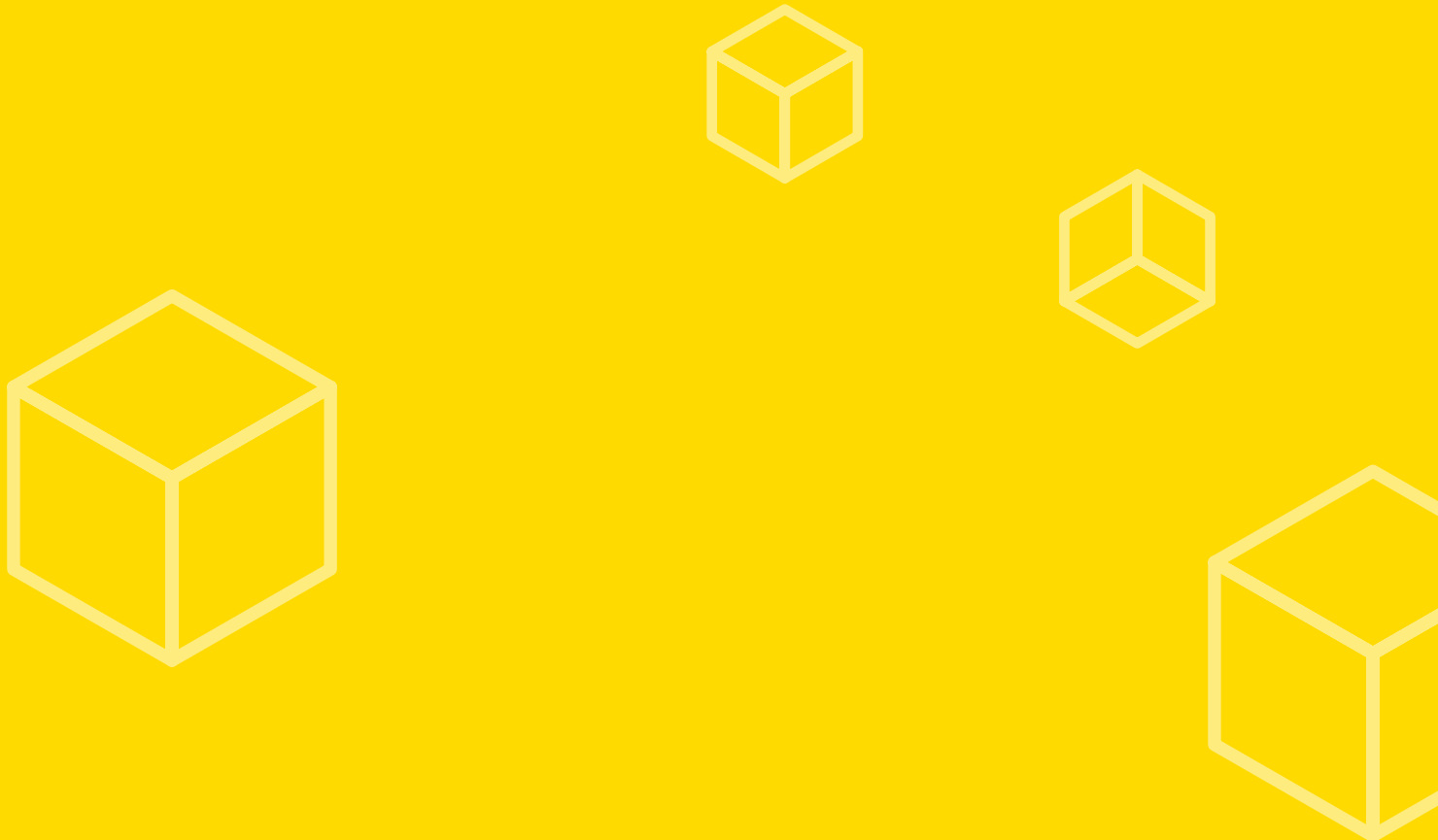


### Need support?

Contact us if you need technical support while submitting your application.

- Email: [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
- Phone: [01 618 0200](tel:016180200) or [01 618 0243](tel:016180243)

We can't guarantee technical support if you call after 2.00pm on the closing date.

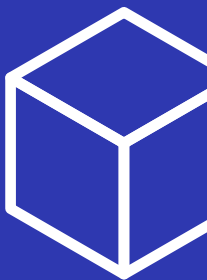
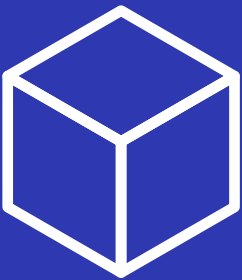


# Agility Award 2024

# 5

## After You Apply – What Happens Next?

Deadline for receipt of all applications:  
5.30 pm, (*Ireland time*),  
Thursday 25 April 2024



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## 5. After you apply – what happens next?

After you submit your application, you'll get:

1. An email immediately to tell you that we received your application.
2. A second email a few minutes later with your application number.  
**Note:** If you don't get this email, contact us as soon as possible.
3. A third email telling you when you can expect a decision on your application.
4. An email within twelve to fifteen weeks to tell you if your application has been successful. However, this time frame depends on the volume of applications we receive.

**Note:** if you don't receive these emails from us, contact us at [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie) as soon as possible.

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### 5.1 How we make decisions

The Arts Council assesses all eligible applications that we receive. We make decisions on these applications and communicate our decisions to applicants in accordance with our procedures.

Our aim is to make sure that the system for awarding funding is fair and transparent.

We process all the applications we receive as follows:

1. We acknowledge the application by email.
2. We check the application for eligibility. All eligible applications progress to the assessment stage. We notify any ineligible applicants by email.
3. In some cases, we may think that the arts area you applied to may not be the best fit for your proposal. In these cases, we will contact you and ask you if you are happy for us to move your application to a more appropriate arts team. You can then choose to move it or leave it as it is.

4. Advisor(s) and/or staff assess the application based on our criteria for assessment and our scoring process.
5. The Arts Council executive review the recommendations of the assessors and make decisions on funding awards.
6. We communicate the decisions by email to applicants.

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## 5.2 How we assess your application

Our assessors are specialists in different artforms and areas of arts practice. If your application focuses on a single artform or area of practice, there will be one team of assessors reviewing your application.

If your application focuses on two or more artforms or areas of practice, there may be more than one team of assessors involved.

Your application will be assessed based on the following:

- Artistic quality
- Feasibility (can you deliver the project)
- Meeting the purpose of the award

Arts Council awards are competitive. We assess applications in this competitive context and with consideration to the available resources that applicants have.

### **Artistic quality (a third of marks)**

You'll be assessed based on:

- Your track record and potential, demonstrated by your CV or biography and other supporting materials
- The quality of your proposal – including ambition, originality and skill
- How your proposal fits your artform or area of practice

If your project involves any collaborators, mentors, partners or supporting organisations, we'll also consider the quality of support that they can provide as demonstrated in your application.

**Feasibility (a third of marks)**

You'll be assessed based on:

- Your ability to deliver the activities you outline in the proposed time frame
- The suitability of any collaborators, mentors, partners or supporting organisations you mention in your application

**The purpose of the award (a third of the marks)**

You'll be assessed based on:

- How well your proposal meets [the purpose of the award](#)
- How much your work/practice/skills would benefit from the proposed activity

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## 5.3 Scoring process

Assessors will assess all applications for the Agility Award using a scoring system. This system shows they evaluate and score your application against each of the three assessment criteria. The scores show how assessors decide how well your application meets each criterion.

We award funding to the highest scoring applicants in each artform/arts practice according to the available budget.

We aim to provide the full amount of funding requested for successful applications.

Assessors will consider applications using:

- Their professional expertise based on the information in your application
- Their knowledge of any of your work in the public domain
- Their expert knowledge of the wider arts landscape
- The competitive context in which all applications are evaluated

Assessors use a scoring system from 0–6, where 6 is exceptional. They may award a score to the nearest 0.5 (half a point).





<b>Numeric score</b>	<b>Score description</b>	<b>Explanation</b>
<b>6.0</b>	Exceptional	The application fully addresses all relevant aspects of the assessment criterion exceptionally clearly and well.
<b>5.5</b>		At the top end of 'Excellent'.
<b>5.0</b>	Excellent	The application addresses all relevant aspects of the assessment criterion convincingly and successfully
<b>4.5</b>		At the top end of 'very good'.
<b>4.0</b>	Very good	The application addresses the criterion very well. Any concerns or areas of weakness are minor.
<b>3.5</b>		At the top end of 'good'.
<b>3.0</b>	Good	The application addresses the assessment criterion well.
<b>2.5</b>		Between 'sufficient' and 'good'.
<b>2.0</b>	Sufficient	The application broadly addresses the criterion.
<b>1.5 or below</b>	Doesn't qualify	You have not given us enough detailed information to make an assessment under the assessment criterion.

If your application scores **1.5** or lower against **any** assessment criterion, it won't be considered for funding.

That means that even if your application has a higher overall score than other applications, it won't be funded if it scores 1.5 or lower for any assessment criterion.

## 5.4 Additional score for applicants not previously funded by the Arts Council

The Agility Award 2024 has a specific focus on applicants who have not been funded before as an individual applicant by the Arts Council. Examples of individual awards include the Agility Award, the Bursary Award and the Markievicz Award.

To do this, we will add an additional score of 2.0 to the overall assessment score of any eligible applications from applicants who have not previously been funded by the Arts Council before as an individual.

The aim of this additional score is to ensure that a higher number of applicants who have not been previously funded by the Arts Council are successful in the Agility Award 2024.

## 5.5 Example of scoring an application

The table below shows an example of what a complete set of scores for an application might look like.

Criteria	Score
Artistic quality	5.0 out of 6
Feasibility	4.5 out of 6
Meeting the purpose and priority of the award	3.5 out of 6
Additional score for applicants not previously funded	2.0 out of 2.0
<b>Total number score</b>	<b>15.0 out of an overall 20</b>

- For 'artistic quality', the application got a score of 5.0 out of a possible 6.0
- For 'feasibility', the application got a score of 4.5 out of a possible 6.0
- For 'meeting the purpose and priority of the award', the application got a score of 3.5 out of a possible 6.0
- This applicant has not been funded as an individual by the Arts Council before – for this reason, their application receives an additional score of 2.0
- The total score for this application is 15.0 out of a possible full score of 20.0.

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## 5.6 What happens if your application is successful?

- You'll get an email from us telling you that you've been successful
- You must accept your offer of funding through your OLS account

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## 5.7 What happens if your application is not successful?

- You'll get an email from us telling you that you were not successful.



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## 5.8 Making an appeal

You can appeal against a funding decision.

Follow these steps to appeal and understand how appeal decisions are made:

1. Contact us to talk about the reason for your appeal.
2. Write to the Director of the Arts Council if contacting us does not solve your problem and you want to appeal your decision.
  - You must write to the Director within four working weeks of being notified.
  - State the specific reasons or provide evidence you may have to support your appeal.
3. Members of the Arts Council will meet to discuss your appeal within two weeks of receiving your letter to the Director. Usually, they will decide within one month of discussing your appeal. The Council's decision at this stage will be final.
4. You'll be told of the Arts Council's decision about your appeal within seven working days of the appeal meeting.

Email: [appealsandcomplaints@artscouncil.ie](mailto:appealsandcomplaints@artscouncil.ie)

Phone: [+ 353 1 618 02 00](tel:+35316180200)

