



An Roinn Turasóireachta, Cultúir,  
Ealaíon, Gaeltachta, Spóirt agus Meán  
Department of Tourism, Culture,  
Arts, Gaeltacht, Sport and Media

# Markievicz Award 2024

Guidelines for Applicants

**Deadline: 5.30pm (Ireland Time), Thursday 6 June 2024**

## **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](mailto:access@artscouncil.ie)) as early as possible before the deadline.

## CONTENTS

Key points to remember	3
Getting help with your application	4
<b>1. About the Markievicz Award</b>	<b>5</b>
1.1 Objectives and priorities of the award	5
1.2 Who can apply?	5
1.3 Who is the applicant?	8
1.4 Who cannot apply?	8
1.5 What may you apply for?	8
1.6 What may you not apply for?	9
1.7 What supporting material must you submit with your application?	10
1.8 Eligibility	13
<b>2. How to make your application</b>	<b>14</b>
2.1 Register with the Arts Council's Online Services	14
2.2 Fill in the application form	15
2.3 Prepare any supporting material required for the application	15
2.4 Make your application online	17
<b>3. Processing and assessment of applications</b>	<b>19</b>
3.1 Overview	19
3.2 The assessment process	19
3.3 Criteria for the assessment of applications	20
3.4 Peer-panel process	21
3.5 Outcome of applications	22
3.6 Appeals	22

## 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 48 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:

- 
- 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.
-

## 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/](http://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](mailto: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

<https://www.youtube.com/watch?v=-a3xeZdZj3o>

## 1. About the Markievicz Award

---

### 1.1 Objectives and priorities of the award

The Markievicz Award is designed to honour Constance de Markievicz. Markievicz was an artist and the first woman to be elected to Parliament and appointed to Cabinet. The award is intended as an open call to professional artists from all backgrounds and Arts Council-supported artform and arts-practice areas to buy time and space in order to develop new work that reflects on the role of women in Ireland in the twentieth century and beyond. The award returns in 2024 and is administered by the Arts Council on behalf of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.

Markievicz Award recipients will receive €25,000, and there are 10 awards available. Joint applications are welcomed.

In addition to the general purpose and objectives of the award, the following priority area has been identified by the Department:

Given the importance of the Irish-language-revival movement during the revolutionary period, and the Department's ongoing and particular responsibilities to support the Irish language and the Gaeltacht, one award will be offered to an artist working in the Gaeltacht and through the medium of the Irish language.

All awards are informed by the Arts Council's ten-year strategy (2016–25), [Making Great Art Work: Leading the Development of the Arts in Ireland](#), and other Arts Council policies. Further information and definitions on Art Council policies are available [here](#).

### 1.2 Who can apply?

You can apply for Markievicz 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)

*(See below for particular conditions regarding certain artforms.)*

To be eligible to apply, you must:

- Be a professional practising artist 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.
- Demonstrate recent artistic achievements
- Be 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.

**Note:** applicants to the Agility Award 2024 may also apply to the Markievicz Award. Regarding bursaries, you may apply to one bursary round and to the Markievicz Award. As the criteria for these awards are different, please read the guidelines carefully.

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
- Membership of the Traveller community
- 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.

For the purpose of this award, the Arts Council's definition or focus in **certain** artforms is set out as follows:

---

**NOTE:**  
**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 do not support applications for conventional/mainstream screenwriting, film-making or broadcast television.

---

**NOTE:**  
**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 cannot apply for:

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

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

---

**NOTE:**  
**Arts  
Participation**

Applicants must be planning to work with people that are not arts professionals (individuals or groups) to co-create artwork.

---

**NOTE:**  
**Theatre**

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)

---

### 1.3 Who is the applicant?

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

In the case of a joint application, the application must come from one artist as the lead applicant and, if successful, the funding will be paid into the lead applicant's bank account.

### 1.4 Who cannot apply?

We will not be able to accept your application if you are:

- A full-time undergraduate student (including foundation courses)
- Looking for support towards fees for postgraduate/higher education or study (including unaccredited courses)
- An Aosdána member in receipt of a *cnuas*
- A successful recipient of the Markievicz Award in previous years.

### 1.5 What may you apply for?

The amount awarded to each successful applicant will be:

**€25,000**

Please note that your application will be deemed **ineligible** if you apply for more than the maximum amount stated above.

The emphasis of the award is on artists 'buying time'.

The award also allows for other costs intrinsic to supporting the development of the artist's practice – e.g.

- Appropriate fees for the time given by any mentors or collaborators working with you on the activity or activities for which you are seeking support
- Materials or the hiring of services that are critical to the development of your artistic practice provided the request is clearly linked to the proposal for 'buying time'.

#### **Access costs for artists or participants with disabilities**

In addition to the maximum amount permitted, the Arts Council will also consider access costs specifically relating to the making of work by artists or participants with disabilities and/or non-capital public-access costs (e.g. audio description, interpretation) in cases where your proposal has a public outcome.

The Arts Council takes the definition of disability from the UN Convention on the Rights of Persons with Disabilities, which states: 'Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.'

If you wish to apply for access costs, please upload the following information with your application:

- A short document outlining what your additional access costs are
- 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).

#### **How much funding must you apply for?**

Each award has a fixed value of €25,000.

#### **What are your chances of receiving support?**

This is expected to be an extremely competitive award, with a maximum of 10 awards available.

#### **1.6 What may you not apply for?**

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

- Activities or costs that do not fit the purpose of the award

- Activities that are more suited to awards 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 a decision is made on your application
- Activities undertaken for charity fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council, unless you demonstrate that you have significantly developed the proposal since previously applying **or** if the Council has specifically advised you to redirect your application to this award. Please bear in mind that such advice is not an indication of a successful outcome.
- Major capital requests for the purchase of equipment or improvements to workspace
- Academic activities.

### **1.7 What supporting material must you submit with your application?**

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

In order to be considered eligible for a Markievicz Award, you must submit the following supporting material online:

- A detailed up-to-date CV (max. three pages)
- A separate statement of your artistic practice (of no more than one page). This should briefly set out your interests, influences, ambitions and motivations as an artist.
- Letters of support or references where applicable, including evidence of any financial or in-kind support itemised within your proposal
- Good-quality examples of work demonstrating your artistic ability – e.g. a ten-page writing sample, still or moving images, YouTube clips, or audio recordings. All still and moving images should be clearly labelled and accompanied by an image list, including a brief description of the work.
- In the case of a joint application, a CV, statement of practice and examples of work must be supplied for all artists involved.

**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.

#### **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.

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](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).

### 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. If you answer 'Yes' to this question, 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](#)).

Please note that you may be asked to provide more evidence of adherence to these policies should your application be successful.

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

---

**NOTE:**  
**Architecture**

You **must** include evidence of your qualification in architecture.

Regarding examples of work, depending on the format you use, the following should be used as a guide:

- A maximum of ten still images
  - A maximum of three excerpts from moving-image work (three-minute samples), with corresponding explanations.
-

---

**NOTE:**  
**Film** You must submit up to 3 examples of your recent work in film that are indicative of your film practice. These should be in the form of 3 ten-minute (maximum) excerpts, and should not be presented as a showreel.

---

**NOTE:**  
**Literature** If you are a writer, you **must** submit a ten-page writing sample with your application. This should be submitted as a **Microsoft Word or OpenOffice Writer document (not PDF)**.

---

**NOTE:**  
**Music or Opera** Examples/samples of work: 1–3 (max.) good-quality sound recordings and/or AV files and/or links (to audio/AV) that illustrate your artistic practice and track record to date.

For composers who routinely produce scores as part of their practice, a maximum of 3 scores or substantial score extracts of recent compositions completed or previously published should be provided.

**Note:** scores must be uploaded as PDF files (see below) and should be in addition to the audio/AV files provided.

---

**NOTE:**  
**Visual Arts** Depending on the media used in your practice, the following should be used as a guide:

- A maximum of ten still images, including detailed images and installation shots
- A maximum of 3 excerpts from moving-image work (three-minute samples), with corresponding explanations.

---

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

#### **Format for supporting material**

All supporting material for the Markievicz Award must be submitted online.

For 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**

## 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 fail to complete all of the sections in the application form relevant to your proposal.
3. You cannot apply as set out in sections 1.2 to 1.4 above.
4. 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).
5. You apply for an activity or purpose that you cannot apply for as set out in section 1.6 above.
6. You fail to provide all mandatory supporting materials as set out in section 1.7 above.
7. 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 ineligible, it will not be assessed. In that case, you can submit the same proposal again for another round of similar funding.

## 2. How to make your application

---

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

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

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

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

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

#### Requirements for using Online Services

**Note:** you will need to use a computer or laptop to submit your application. Our Online Services website does not work on phones or tablets.

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

---

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

---

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

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

---

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

#### OpenOffice Users

Please refer to our video *Using OpenOffice to download, complete and upload the application form* at <https://www.youtube.com/watch?v=iT9Xgmg0Eo>

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

#### Important notes for Apple Mac users

- Note the section in the YouTube video (at 1 min. 20 secs; link provided above) that deals with the issue of downloading version 4.0.1 on Macs with the operating system Mac OS Mojave or an earlier version installed.

- You cannot download OpenOffice 4.0.1 onto a Mac with the operating system Mac OS Catalina. If your Mac has this operating system or a newer version installed, you will have to download and use OpenOffice version 4.1.9 or newer.

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

### **Give yourself enough time to complete the application**

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

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

### **Getting technical support**

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

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

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

## **2.2 Fill in the application form**

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

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

## **2.3 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 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 PDF document and upload it as a weblink-supporting document.

While not an exclusive list, examples of acceptable sharing platforms would be YouTube, Vimeo, SoundCloud, Bandcamp.

Please note that we will not accept links to the following sources:

- File-sharing sites – e.g. Google Drive, OneDrive
- Social-media platforms – e.g. Meta, Instagram
- Your personal website.

**Note:** assessors will only view materials in the URL links that you provide. It is important that you check that any links in the document work **and** that they bring the viewer to the correct source to be able to access and view your supporting material.

Please do not flag your material as ‘private’ as it will not be accessible for the assessment. Change the settings on your video to ‘unlisted’ if you do not wish the application supporting material on your YouTube channel to be publicly viewable.

### 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.

---

<b>Good filenames for an applicant called Jack Russell</b>	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**.

## 2.4 Make your application online

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

### 2.4.1 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).

### 2.4.2 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.

### 2.4.3 Upload application form and supporting material

Follow the prompts to upload your completed application form, CV/CVs 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.

### 2.4.4 Submit application

When you are satisfied that you have uploaded everything you need to support your application and have 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](mailto:onlineservices@artscouncil.ie) if you **do not** receive the second confirmation email containing the application number.

## 3. Processing and assessment of applications

---

### 3.1 Overview

This section tells you about:

- How we process your application, including assessment
- The criteria we will use to assess your application
- Our scoring system.

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. Our assessors are specialists in different artforms and arts-practice areas. If your application focuses on more than one artform or arts-practice area, other relevant assessors will assess your application.

### 3.2 The assessment process

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

- 
- 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](mailto:onlineservices@artscouncil.ie)
  - 2 Your application is checked for eligibility. Please see section **1.8 Eligibility** above.
  - 3 In some cases, the arts area team 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 Advisers and staff of the relevant artform or arts-practice team complete a written assessment based on the criteria for artistic quality. See section 3.3.
  - 5 Advisers and staff recommend an application as shortlisted or not shortlisted. The final shortlist is agreed by a cross-teams recommendation process.
  - 6 Peer panel reviews all shortlisted applications and associated materials, determines final scores and makes final decisions.
  - 7 Decisions are communicated in writing to applicants.
-

8 Decisions are noted by Council.

---

### Time frame

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

### 3.3 Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the available resources. All applications are assessed against criteria of:

- Artistic quality
- How they meet the objectives and priorities of the award
- Feasibility.

Each of these criteria is assessed as follows:

#### Artistic quality

The assessment of artistic quality focuses on the artist's previous practice as well as on the nature of the proposal. This includes:

- The track record and/or the potential of the artist demonstrated through the application form, CV and other supporting materials submitted
- The proposed arts activity or activities as outlined in the application form
- The practice of the artist demonstrated through the supporting materials submitted
- The artform/arts-practice context in which the activity is proposed
- The ambition, originality and competency demonstrated by the artist.

#### 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** for details.

Such assessment might include, for example, consideration of the extent to which the artist's practice might benefit and be developed as a result of the proposed activity or the extent to which particular identified priorities are addressed.

While applicants may choose other artforms/arts practices relevant to their application, the assessment will be undertaken by the team specific to the chosen primary artform, which may, in certain instances, ask for a secondary assessment from another arts team.

#### Feasibility

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

- The proposed timetable or schedule
- The amount of funding requested relative to the nature and duration of the work proposed
- Where relevant, the availability of other supports/partners identified in the application.

### 3.4 Peer-panel process

The purpose of peer-panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally consist of at least three external adjudicators with relevant artform and/or arts practice expertise.

Each meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information as required. Panellists have access to all shortlisted applications and associated materials prior to the day of the meeting, at which point they review, discuss and score shortlisted applications. Following this, applications are ranked by score. In light of the competitive context and the available budget, it is likely that the Arts Council will be able to fund only a proportion of the applications received.

#### Scoring process

The panel is asked to score applications according to the following system:

- **A – Must Fund (10 points):** this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.
- **B – Should Fund (8 points):** this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.
- **C – Could Fund (5 points):** this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.
- **D – Not a Priority (2 points):** this means that, in the view of the panel member, the application is deemed to have not met the criteria to an extent sufficient to merit funding.

#### Declaration of interest

In order to ensure fairness and equity in decision-making, a panel member must declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An 'interest' is either 'pecuniary' (e.g. where a person may stand to gain financially from a decision) or 'non-pecuniary' (e.g. familial relationships or partnerships, personal friendships, or formal or informal business partnerships, etc.).

The interest must be declared as soon as the panellist becomes aware of it. This may be the point at which they are approached to sit on the panel (if the 'interest' is known at that stage) or following receipt of the list of applicants. Where an interest is declared, the panellist will not receive papers relating to that applicant and will be required to leave the room when the specific application is being reviewed. Where this situation arises, the chair will vote in lieu of the panellist.

In some instances a panellist may not realise that a conflict of interest exists until they receive and review the panel papers. In such instances the panellist must alert an Arts Council staff member or the panel chair as soon as they become aware that a conflict may exist.

In the event of two panellists declaring a conflict of interest for the same application, the chair will be part of the decision-making process for that specific application.

If the nominated panel chair has a conflict of interest, they must declare it in writing in advance of the meeting as soon as they become aware of it. In this instance, the head of team will chair the discussion on the conflicted application.

### **3.5 Outcome of applications**

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

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

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

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

### **3.6 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](http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx) or contact the Arts Council for a copy of the appeals-process information sheet.