Architecture Bursary Award 2024

Guidelines for Applicants

Deadline: 5.30pm (Ireland time), Thursday 15 February 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) as early as possible before the deadline.

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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:

☐ 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/

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

- o **01 618 0200**
- o **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 **at least forty-eight hours** before the advertised deadline.
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

1. About the Architecture Bursary Award

1.1 Objectives and priorities of the award

The objective of the Architecture Bursary Award is to support individual professional architects to develop their creative practice.

The award emphasises the value and benefit to an architect's development derived from an extended process of engagement with their design/creative practice at any stage of their career. The award prioritises giving architects the time and resources to think, research, reflect and engage with their practice. Potential proposals could be those that demonstrate:

- How the award will assist with the development of your design/creative practice

- How the award will assist with the re-evaluation of your design/creative practice after a continuous period of outcome-based and deadline-driven work

- How the award will assist with the development of your architectural ideas and concepts.

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* (see here: http://www.artscouncil.ie/arts-council-strategy/) and its architecture policy, *Championing Architecture* (see here: https://www.artscouncil.ie/Publications/Architecture/Championing-Architecture---Arts-Council_s-architecture-policy)

1.2 Who can apply?

The award is open to architects working in all genres and at all stages in their professional careers. To be eligible to apply, applicants must:

- Be architects who have a qualification in architecture listed in EU Council directive 85/384/EEC, or outside Europe a qualification recognised by the relevant member section of the Union Internationale d'Architecture (UIA), and who have proven ability in the professional practice of architecture.

- Be architecture graduates (i.e. architects who have completed a third-level degree in architecture but are not on the Register of Architects).

Documented proof of the above will satisfy this requirement and **must** be supplied at the time of application.

- 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.

> 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 who will receive any funding offered and who will be required to accept the terms and conditions of that funding.

Any funding 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 – 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 Máire Barry are not acceptable.

1.4 Who cannot apply?

People who are not eligible to apply include the following:

- Individuals currently in undergraduate education (including those undertaking foundation courses)
- Individuals seeking support towards fees for postgraduate (including unaccredited)/higher education or study
- Individuals seeking support towards work undertaken as part of a formal course of study

- Individuals seeking support towards the costs of undertaking an internship

- We cannot accept applications from those employed or contracted on a full-time basis by an arts organisation funded through Arts Council programmes or through direct state subsidy or by a commercial arts entity

- Aosdána members in receipt of a *cnuas.*

You may only apply for **one** round of the Bursary Award in 2024. Two rounds will be offered in 2024. Round 2 of the Bursary Award will open in late May 2024.

Note: Architecture will not be offered in 2024 Bursary Award Round 2.

1.5 What may you apply for?

The maximum amount that may be awarded to each successful applicant is:

- **€20,000**

The minimum that can be applied for is **€5,000**.

Please indicate the amount you are applying for in **section 3** of the application form.

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

The bursary is available for up to one year; multi-annual awards will not be made.

The emphasis of the award is on artists 'buying time'. Therefore, the amount you request should include the amount you will pay yourself for the time you will spend developing your practice as an artist. This can be up to 100% of the award.

The amount you propose to pay yourself – and any mentors or collaborators that you might have working with you – should be commensurate with the nature of your practice and the amount of time you propose to take, and should be appropriate to standard conditions within your area of arts practice. You should pay yourself appropriately. Do not request less than you feel you need to achieve your objectives.

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 (up to a maximum of 15% of the total amount requested) 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[1] 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

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[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.

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).

What are your chances of receiving support?

This is an extremely competitive award. Many more applications are received than it is possible for the Arts Council to support.

Where proposals are recommended for funding, we will aim where possible to provide in full the amounts requested. However, the Arts Council reserves the right to offer applicants a lower amount than that requested if proposals are considered to be feasible at a reduced scale.

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 better suited to another award funded by the Arts Council or operated by other state agencies, such as Culture Ireland

- Activities that have already been completed or have already started

- 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 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.

- Academic activities

- Major capital costs associated with building

- Costs associated with publicity or marketing or the promotion of an architectural practice or firm.

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 the following list of what supporting material is required very carefully, as failure to comply with this is the most common reason for applications being deemed ineligible.

In order to be considered eligible for assessment for an Architecture Bursary Award, you must upload and submit the following supporting material online:

- A detailed up-to-date CV (max. three pages)

- A separate statement of your design/creative practice (of no more than one page)

- Evidence of qualification in architecture (see section **1.2 Who can apply?**)

- Good-quality visual and/or written examples of your work that demonstrate your design/creative practice to date; all still and moving images should be clearly labelled and accompanied by an image list, including a brief description of the work. Depending on the format you use, the following is a guide:

  o Ten good-quality still images

  o Excerpts of moving images where relevant (three 3-minute samples) with corresponding explanations

  o Up to three examples (in electronic format) of recent catalogues, monographs or relevant publications.

Other supporting materials
- Where your proposal relies on the expertise of other people or organisations, you should submit brief biographies outlining their expertise, accreditation and track record.

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).

* 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.

Format for supporting material

All supporting material for the Architecture Bursary Award must be submitted online. Hard-copy supporting material will not be accepted.

- Moving-image and audio material must be submitted by way of URL links in a separate Microsoft Word or OpenOffice Writer document – see Submitting links in section 2.3

- All other artistic material and other supporting material (e.g. budget, CVs, etc.) must be uploaded as separate, individual documents

- Include image lists and contextual information for all supporting material in a clearly labelled separate text file. For design/artistic material, this should include details of the work, when and where it was built/presented, and thematic/general comments.

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 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 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.

1.9 How long will it take to get a decision?

The length of time it will take us to make decisions will depend on how many applications we receive. In general, depending on the volume of applications, it will take somewhere between twelve to fifteen weeks

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

Your computer and web 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 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=iT9XxgmgoEo

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 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 that are acceptable as part of an application for a project award.

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

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

Submitting 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 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.

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**.

2.4 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 and in your detailed budget.

2.4.3 Upload application form and supporting material

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

2.4.4 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 awarding funding 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.

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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.

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4 Adviser(s) and/or staff make an assessment of the application based on the criteria for assessment and scoring process set out below.

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5 Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.

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6 A peer panel reviews all shortlisted applications and associated materials,

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then scores and makes decisions.

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7 Decisions are communicated in writing to applicants.

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8 Decisions are noted by Council.

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
- The track record of the mentor and quality of the mentorship programme, if relevant to the proposal, as demonstrated through the application form, CV and other supporting materials submitted
- The quality and appropriateness of supports offered from partner organisations, if relevant.

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 from 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, and/or with a broad working knowledge and general understanding of the professional arts.[2]

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

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[2] In the case of artforms with smaller numbers of applications, panels may be convened to consider groups of applications at the same panel meeting.

that the Arts Council will be able to fund only a proportion of the applications received.

Panel 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 at the point when 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 or contact the Arts Council for a copy of the appeals-process information sheet.