



# Music Project Award 2024

for activities commencing on or after 1 March 2024

## Guidelines for Applicants

Deadline: 5.30pm (Ireland time), Thursday 16 November 2023

### **Note for people with disabilities or access requirements**

**The Arts Council makes every effort to provide reasonable accommodation for people with disabilities or access requirements who wish to submit an application or who have difficulties in accessing Online Services. If you have a requirement in this area, please contact the Arts Council's Access Officer, by phone (01 618 0200/01 618 0243) or by email ([access@artscouncil.ie](mailto:access@artscouncil.ie)) as early as possible before the deadline.**

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## Getting help with your application

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If you have questions about using the Online Services website, visit the FAQ section on our website: [www.arts council.ie/FAQs/online-services/](http://www.arts council.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@arts council.ie](mailto:onlineservices@arts council.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.arts council.ie/Contact-us/Staff-and-adviser-lists/>

To watch our YouTube guide on making an application, go to <http://www.youtube.com/arts council demos>

## Key points to remember

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

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- I have read and understand these guidelines.
  - In the event that I have had an issue, I have contacted the Arts Council for assistance.
  - I have filled in all of the sections of the application form relevant to my application.
  - I have prepared all required supporting material as set out in these guidelines, and have this ready to upload.
  - I have asked someone else to check over my application to make sure there are no errors and that nothing is missing.
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## 1. About the Music Project Award

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### 1.1 Objectives and priorities of the award

The purpose of the award is to enable professional artists/musicians (individual artists, groups of artists or organisations) to bring innovative, ambitious and high-quality music projects to audiences.

There are three strands to the award:

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**Strand 1** Projects devised for live-attendance performance(s), possibly extending public reach through broadcast, online or other audience channels – e.g. a public concert in a venue that might or might not also be recorded for broadcast and/or for dissemination on website(s), social media or other platform(s).<sup>1</sup>

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**Strand 2** Projects devised exclusively for public dissemination via broadcast, online or other channels – i.e. where a musical output is produced for audiences, but where a live audience is not involved.

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**Strand 3** Audio recording projects devised in association with record companies for dissemination through digital platforms and/or through physical copies.

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The Arts Council has identified the following as strategic priorities for support through this award:

- High-quality music projects that engage professional artists of high quality and demonstrate a strong and imaginative approach
- Music projects that show a clear and considered focus on maximising public reach and engagement, and on engaging and developing new audiences
- Projects that involve the creation and/or presentation of new work, or that feature performance/recording of historic Irish music
- Recording projects of high artistic quality for which self-financing commercial revenue potential is unlikely.

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/>).

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<sup>1</sup> Please note the guidelines relating to COVID-19 on page 3.

**Note: musicians working in the area of traditional music are advised to apply to the dedicated awards offered via Traditional Arts.**

## 1.2 Who can apply?

The award is open to individuals and organisations working in music. To be eligible to apply, applicants must:

- Be resident in the Republic of Ireland. There are certain exceptions where the Arts Council may deem eligible applications made by those based outside the Republic of Ireland. However, before admitting as eligible any such application, the applicant would need to explicitly outline within the application how the outcomes of any such proposal would benefit the arts in the Republic of Ireland, and the Arts Council must be satisfied with same.

As part of its [Equality, Diversity and Inclusion Policy](#), the Arts Council is committed to offering **equality of access, opportunity and outcomes** to all potential applicants regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller community, or socio-economic background. In this funding scheme the Arts Council particularly welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above, and/or initiatives that deliver equitable opportunities or outcomes for those involved.

## 1.3 Who is the applicant?

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

Applications being prepared by agents, managers, management companies or consultants on behalf of artists or arts organisations should be submitted by the artist(s) or organisation(s) concerned.

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

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

## 1.4 Who cannot apply?

Applicants who are not eligible to apply include the following:

- Organisations currently in receipt of funding under the following Arts Council programmes: Strategic Funding, Arts Centre Funding, Partnership Funding – though the involvement of such organisations as partners is welcome
- Individuals who work on an ongoing basis with organisations funded through any of the above programmes
- Organisations or individuals in receipt of 2024 Arts Grant Funding
- National Cultural Institutions (or their Council members) directly funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media
- Individuals or organisations who do not have a demonstrable track record as professional artists or organisations
- Individuals currently in undergraduate education (including those undertaking foundation courses) or who will be during the period for which this award is offered
- Individuals seeking support towards fees for postgraduate (including unaccredited)/higher education or study.

**Note:** you cannot apply for the award both as an individual and as part of an organisation – e.g. you cannot apply as artistic director of a company and also apply separately under your own name.

## 1.5 What may you apply for?

There are three strands of funding available:

|                 | Amount available* |
|-----------------|-------------------|
| <b>Strand 1</b> | Up to €40,000     |
| <b>Strand 2</b> | Up to €10,000     |
| <b>Strand 3</b> | Up to €10,000     |

You may apply for up to a **maximum of €40,000** for strand 1, and a **maximum of €10,000** for strands 2 and 3 (please note that amounts of this order are more likely to be the exception than the norm in awards made).

You may apply for support under only **one** strand of the award. You **must** clearly identify which strand you are applying for in section 1.5 of the application form.

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In addition to the normal limits stated above, the Arts Council will also consider costs specifically relating to the making of work by artists with disabilities. If you wish to apply for additional funding on this basis, you should provide information with your application outlining what these additional costs are.

### How much funding should you apply for?

In applying for Music Project Award funding, you are required to complete a summary budget in the application form AND submit a detailed budget listing all items of income and expenditure relating to your proposed project.

The maximum amount you may request is the difference between the **proposed expenditure** and the **proposed income** you indicate in the budget.

- Proposed expenditure should include any and all fees,\* wages, technical costs, promotion and publicity costs, administrative costs, etc.
- Proposed income should include any and all other expected income – e.g. from other funders, projected box-office receipts, programme-sales receipts, recordings sales revenue, etc.

It is also important to reflect all in-kind support\*\* in both income and expenditure, so reflecting the full and true value of your proposal.

|                                   |   |
|-----------------------------------|---|
| <b>* Note on artists' pay</b>     | The Arts Council is committed to improving the pay and conditions of artists. We have published a <u>policy</u> on the fair and equitable remuneration and contracting of artists. It is important that you read this policy in advance of making your application. You will be asked as part of the application process to set out how you will ensure proper pay and conditions for the artists that you work with. This will help us assess the feasibility of your application. |
| <b>** Note on in-kind support</b> | If you expect to receive in-kind support, you need to put a financial value on it so that the contribution it makes to the real value of your proposal is clear. You should think of in-kind support both as expenditure and as income: whatever amount you declare on the expenditure side, you should also declare on the income side.<br><br>Time contributed by directors or board members may not be reckoned as an in-kind cost.  |

You are asked to indicate income, expenditure and amount requested at three stages during your application:

- On the detailed budget that you submit as part of your application
- Online, when you initiate the application (totals only)



- In section 3 of the application form.

Make sure that the totals are the same on all three, and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

### **Access costs for artists or participants<sup>2</sup> 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 your additional access costs
- An amount for access costs in the expenditure section of your application-form budget. This figure should also be included in the total amount you request.

### **What is an access cost?**

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

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

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<sup>2</sup> 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.

### 1.6 What may you not apply for?

You may not apply for more than one project award in any artform/arts-practice area in any one round of funding – e.g. the same applicant cannot apply for a Music Project Award and a Theatre Project Award in the same round. Activities and costs that you may not apply for include the following:

- Activities that are predominantly part of, or adjunct to, formal education courses
- Activities or costs that do not fit the purpose of the award
- Activities that are more suited to another award funded by the Arts Council (e.g. bursary or new-work commissions) or operated by other state agencies, such as Culture Ireland
- Activities that form part of the artistic programme of a national cultural institution or other body directly funded by government for the purpose of music presentation
- Touring projects (for these please refer to the Touring and Dissemination of Work Scheme)
- Major capital purchases
- Ongoing core costs
- Activities that have already taken place or which will have commenced before 1 March 2024
- Activities undertaken for charity-fundraising purposes, for participation in a competition, for exclusively or predominantly private or invited audience(s), or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council, unless you demonstrate that you have substantively 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.

### 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 what supporting material is required below 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 a Music Project Award, you **must** submit the following supporting material online:

- A detailed spreadsheet budget setting out proposed income and expenditure for the project. For all personnel involved, this should include proposed fees that are realistic and commensurate with the practitioners' level of professional experience.  
**Note:** this must be a **separate** and more detailed document to the summary budget information provided in the application form, and must be provided in spreadsheet form to facilitate analysis. For the avoidance of doubt, even if the separate budget detail is not more detailed than that provided in the main application, you **must** still provide a separate spreadsheet budget document.
- CV: a separate detailed up-to-date CV (max. three pages) of the applicant with a clear description of their area of artistic practice and track record
- A completed Audience/Public Engagement Projection Template, which must be downloaded from the [Music Project Award](#) funding page of the Arts Council website
- A marketing and/or engagement plan that outlines who the work is for and how they will be enabled/encouraged to engage with it. This must be separate to and in addition to the public-engagement projection template
- (Strand 3 only) a short profile of the record company involved, including a link to the company website (this must be provided in a separate document which is clearly labelled)
- Samples demonstrating previous work relevant to the proposed project, up to a maximum of five, and which must include good-quality sound recordings and/or AV files and/or links (to audio/AV). Please see the section on **acceptable file formats** for further information on this. For composers who routinely produce scores as part of their practice, a maximum of three 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.

Depending on the nature of your proposal, other relevant samples of work might include:

- Still images
- Reviews/brochures/articles – please limit the file size of brochures
- Evidence of prizes/awards
- Other document types you think may be relevant to your proposal within a limit of three pages.

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**Note:** if you fail to provide all of the above, your application will be deemed **ineligible** and will not go forward for assessment.

### **Other supporting materials**

Where your proposal relies on the expertise of other people or organisations, you should submit:

- Up-to-date CVs or biographies (max. three pages) for each of the key artists involved in the proposed project
- Letters/emails of support and/or copies of MOUs from any key participants, collaborators or organisational partners involved in the project confirming their participation, outlining the nature of collaborations, and (where relevant) confirming any commitments of income either in cash or in kind towards the proposal

This information will strengthen your proposal and aid in the assessment process.

In order to assess the volume of applications that we typically receive in a timely manner, we **cannot** review any supporting material other than those listed above.

In order to meet the demand of the awards, assessors will not be in a position to listen to or view audio or video samples longer than a total ten-minutes' duration. You should ensure that you provide links to your best work and/or give guidance in longer works as to which sections should be accessed.

### **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](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. By ticking the Yes box, you are indicating that you will work with, or present work to, this cohort as part of your proposal, and that you acknowledge that you have familiarised yourself with and adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse\** (see [here](#)).

\* **Note:** you may be asked to provide more evidence of adherence to these policies should your application be successful.

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

### **Format for supporting material**

All supporting material for this award must be submitted online. Hard-copy supporting material will not be accepted. Please follow these guidelines for the different kinds of supporting material.

Include contextual information for all supporting material in a clearly labelled text file.

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|                    |   |
|--------------------|---|
| <b>Video files</b> | For any video files you submit, you must provide relevant contextual information.<br>This might include details of the piece, when and where it was |
|--------------------|---|

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performed, thematic/general comments, the names of performers, and how the work was financed (e.g. award, self-financed).

Extracts should be no more than three minutes long, and no more than three extracts should be submitted.

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**Music or sound recordings** Give the names of composers and/or performers, and detail the instrumentation where appropriate.  
Please title the files accurately using the following naming convention:  
*Composer(s) – performer(s)/ensemble – track name.*

**Music scores or score extracts** If music scores or extracts are being submitted in support of an application, they should be presented in a standard electronic-reading format (e.g. PDF).

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**For further information on the formats you may use for supporting material you wish to upload as part of your application, see section 2.3**

**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, as detailed above and in section 2.3 **Submitting URL links.**

## 1.8 Eligibility

Your application will be deemed **ineligible**, and will not go any further in the process, if any of the following is true:

1. You miss the application deadline.
2. You do not submit a completed application form through the Arts Council's Online Services (an application form attached as a supporting document will not be accepted).
3. You fail to complete all of the sections in the application form relevant to your proposal.
4. You cannot apply as set out in sections 1.2 to 1.4 above.
5. You apply for an amount of funding greater than the maximum amount allowed for within the award to which you are applying, as set out in section 1.5 above (except where you are applying for an additional amount to cover access costs).

6. You apply for an activity or purpose that you cannot apply for, as set out in section 1.6 above.
7. You fail to provide all mandatory supporting materials, as set out in section 1.7 above.
8. Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case we will redirect you to the more appropriate funding opportunity).

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

### **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 and fifteen weeks.

## 2. How to make your application

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### 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/laptop to submit your application. Our Online Services website does not work on phones or tablets.

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

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**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.

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**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.

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**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=iT9Xxgmg0Eo>

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 your supporting material.

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

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

#### Submitting URL links

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

Instead of uploading material directly, you may provide links to material hosted on streaming platforms that do not limit access through financial subscription. To do this, copy the URL (the full address of where your material is hosted) into a Microsoft Word/OpenOffice Writer or a PDF document and upload it as a weblink-supporting document.

While not an exclusive list, examples of acceptable sharing platforms include YouTube, Vimeo, Soundcloud and Bandcamp.

Please note that we will not accept links to file-sharing sites (e.g. Google Drive) nor links to social-media platforms nor to individual applicants' websites.

**Note:** assessors will only view materials as submitted by you according to the URL link that you provide. Check that the link works from within the document you upload – i.e. that it links correctly to your material.

If you do not wish material you upload to YouTube for your application to be publicly viewable, you can flag your video as 'unlisted' in the settings. Please do not flag your material as 'private' as it will not be accessible to Arts Council assessors.

### **Naming files appropriately**

Give all files that you intend to upload filenames that make it clear what they contain or represent – i.e. it should be clear from the filename whether the document is a CV, a sample text, or a review of previous work.

Please submit supporting documents in separate, appropriately named files.

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|  |  |
|--|--|
| <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                                 |

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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.

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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/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](mailto:onlineservices@artscouncil.ie) if you **do not** receive the second confirmation email containing the application number.

## 3. How we assess your application

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### 3.1 Overview

The Arts Council considers all applications, makes decisions and communicates these to applicants in accordance with set procedures. The aim is to ensure that the system for making awards is fair and transparent.

### 3.2 The assessment process

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

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- 1 After you submit your application, you should receive two emails:
    - The first will be sent immediately and will acknowledge your application.
    - The second should arrive a few minutes later. It will contain your application number, which we will use in all correspondence about your application.

**Note:** these emails only mean that our online system recognises that you have submitted an application. They do not mean that your application is eligible to be assessed.

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

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

Applications are assessed in a competitive context and with consideration of the application form and the supporting materials submitted. All applications are assessed against criteria of **a)** artistic merit, **b)** how they meet the objectives and priorities of the award, and **c)** feasibility. Each of these criteria is described in turn.

While applicants may select other artforms/arts practices as being relevant to their application, the application will be assessed by the team responsible for the chosen primary artform, and which may, in certain instances, ask for a secondary assessment from another team.

#### A. Artistic merit

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

- The quality of the idea and the proposed arts activity
- The track record of the applicant and the artistic personnel involved in the project as evidenced in their CVs and other supporting materials submitted
- The potential of the applicant and the artistic personnel as evidenced in the application form and the supporting materials submitted
- The artform/arts-practice context in which the activity is proposed
- The ambition, originality and competency demonstrated in the proposal
- How the application demonstrates innovation, experimentation and collaboration.

#### B. Meeting the objectives and priorities of the award

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

#### C. Feasibility

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

- The track record of personnel involved in managing, administering and delivering the project
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists
- The extent of involvement or commitment of identified project partners
- The proposed budget

- Other sources of income
- The availability of, and access to, other resources
- The proposed timetable or schedule.

### 3.4 Peer panels

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.

### 3.5 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.

### 3.6 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' or 'non-pecuniary' (e.g. familial relationships, personal partnerships, or formal or informal business partnerships, etc.).

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The interest must be declared as soon as the panellist becomes aware of it. This may be at 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.

### **3.7 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 circumstance you will be informed in writing.

### **3.8 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.