



Arts Centre Funding 2025

(Including Multi-annual Funding 2025–27)

Guidelines for Applicants

Deadline: 5.30pm (Ireland time), Thursday 19 September 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.

Please note:

If you are not in receipt of Arts Centre Funding in 2024, you **must** contact the Arts Centre team before you start your application in order to ascertain that this is the right scheme for your organisation.

Staff contacts are on our website: www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/.

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Getting help with your application

- When you are ready to make your application, you must do this through the Arts Council's Online Services. To help you, we have put together a list of frequently asked questions (FAQs).

If you have questions about using the Online Services website, visit the FAQs section on the Arts Council 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 FAQs section, please contact us:

Email: onlineservices@artscouncil.ie

Tel: 01 618 0200

01 618 0243.

- If you need help with your application, please contact us:

Tel: 01 618 0200

01 6180243

Email: Martin.Rochford@artscouncil.ie

1. What you need to know about Arts Centre Funding

In this section we tell you about Arts Centre Funding. It will help you decide whether or not your organisation might qualify for Arts Centre Funding.

Multi-annual funding

In June 2024, a letter was sent to arts centres with an invitation to express an interest in the multi-annual funding programme for 2025–27. Arts centres will be invited to apply for multi-annual funding based on the assessment of expressions of interest and suitability. For further details, please refer to your invitation letter.

Note: organisations invited to apply are not guaranteed multi-annual funding. If multi-annual funding is not offered, the application will be treated as a single-year application.

1.1 What is the purpose of Arts Centre Funding?

The purpose of Arts Centre Funding is to invest in and support the infrastructure of arts centres required to sustain and develop the arts in Ireland.

Arts centres are defined as full-time, public-facing, professionally managed, building-based arts organisations. They support the creation, presentation and mediation of the arts across a range of artforms and arts practices. They support professional, collaborative, voluntary and amateur arts practice.

Recipients of Arts Centre Funding play a critical part in delivering the policy priorities of *Making Great Art Work*, the Arts Council's ten-year strategy.

1.2 What are the aims and objectives of Arts Centre Funding?

In offering Arts Centre Funding, the Arts Council wishes to ensure:

- The year-round production and dissemination of arts activities, events and services of the highest quality throughout the country
- That greater numbers of people enjoy high-quality arts experiences
- That artists are supported in their professional practice
- That audiences, artists and participants reflect the diversity of contemporary Ireland¹
- Increased depth of engagement by and with the public
- High standards in governance and management.

In accordance with its [Policy and Strategy for Arts Centres](#), the Arts Council wishes to encourage arts centres to engage with and further develop supports for artists. Examples of this might be by:

¹ See the Arts Council's [Equality, Diversity and Inclusion Policy](#).

- Providing professional-development opportunities for practising artists through:
 - o The management of physical spaces for artists to develop work
 - o Residencies that are meaningful in length, appropriately remunerated, and relevant to the requirements of artists in different artforms and arts practices
 - o in-house productions/co-productions
 - o Other models of support as appropriate.

Note: activities such as bursaries, where the focus is solely on the development of an artist's practice, are not a priority for Arts Centre Funding and may be better served through the schemes available to individual artists.

Outline additional supports to artists as activities in 2025 in the AAR template.

Working with cultural and other organisations (e.g. other arts centres and venues, local-authority arts offices, festivals, libraries, schools, care centres, etc.) to engage with people as artists, audience members, collaborators and participants

- Planning for the development of digitally intelligent organisations; supporting innovation both in creation and dissemination.

- 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.

1.3 Who is eligible for the Arts Centre Funding Programme?

The Arts Centre Funding Programme is open only to building-based, professionally managed, multidisciplinary arts organisations that are open to the public all year round.

To be eligible for application, your organisation **must**:

- Be formally constituted as either a Company Limited by Guarantee (CLG), a Designated Activity Company (DAC), a Company Limited by Shares (LTD) or a statutory body.²

Apply in its own name, and not in the name of another company or individual

1.4 Who is not eligible for the Arts Centre Funding Programme?

- If this is the first time your organisation has applied for Arts Centre Funding, you **must** contact the Arts Centres team before applying. Applications received from first-time applicants that have not agreed their eligibility to apply, in writing, with the Arts Centres team will be considered ineligible.
- Organisations that have already applied for funding through Arts Grant Funding 2025 or the Festival Investment Scheme 2025, unless permitted to do so by the Arts Council. Organisations must discuss this with the relevant arts team in advance.
- Members of the Council of National Cultural Institutions (CNCI) directly funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media
- Organisations that fail to meet the eligibility criteria will not be assessed and will not receive Arts Centre Funding.

1.5 How has Arts Centre Funding changed?

We have introduced the need for repetition throughout the 2025 application form. If there has been no change to your approach since your 2024 application, you can enter 'No change' only where indicated.

1.6 What types of activities will be supported through Arts Centre Funding?

Arts Centre Funding is intended to support activities that your organisation undertakes to realise your mission and related operating costs.

Note: include any activities that were previously supported through separate funding schemes. For example:

- Residencies
- Artist-development initiatives
- Resource sharing
- Young ensembles
- Touring and dissemination of work in 2025.

Arts Centre Funding may not be used for the purchase of capital items.

² Organisations not formally constituted as either a CLG/DAC/LTD may apply on the understanding that they will commit to formally incorporating in this way if their application for Arts Centre Funding is successful.

1.7 What supporting material is required to make an application?

You **must** upload mandatory supporting material as part of your application by the deadline. These are in addition to, and separate from, your application form.

Note: multi-annual-funding applicants are only required to complete the full application in the first year of their three-year funding cycle.

In general, we need information that allows us to assess budgets, how artists are being paid, the feasibility of what you are proposing, and who you are working with.

If you do not provide all the required supporting material, your application may not be assessed.

Mandatory supporting materials

Applicants currently in receipt of Arts Centre Funding

- A completed Actual Arts Activity Report (A-AAR) for 2023
- Your audited accounts for your most recent financial year.

Note: if you have already supplied the above information to the Arts Council, you do not need to do so again.

All applicants

- A completed Arts Activity Report (AAR) template that includes
 - Activities for 2024 (year to date and projected to year end), **and**
 - Planned activities for 2025.

Note: if you have been invited to apply for multi-annual funding, you must supply a completed AAR that includes activities for 2024 (projected to year end) and planned activities for 2025, 2026 and 2027. See sections 3.3 and 3.5 in this document (below) for more information.

The AAR can be downloaded from Online Services.

- Your planned activities — additional to the information in the AAR template. **You are requested to limit the text to 200 words per activity – a maximum of 5,000 words in total.**
 - Detailed budgets.

Our Activity Budget template can be used for this purpose. The template is available on the Available Funding page here: [Arts Centre Funding | The Arts Council | An Chomhairle Ealaíon](#)

- **For multi-annual funding** you must supply a separate text document outlining your planned activities for 2026 and 2027.

- Management accounts for 2024 and for 2025 must show your financial performance to date for 2024 and projections for the remainder of the year, and your forecast for 2025, provided in the same format.
- At least one and no more than three recent examples of your organisation's work that most closely represent(s) the work that you are seeking Arts Council funding to support. This can be published programmes/brochures, examples of work produced for, or presented to, audiences, work delivered in the context of offering supports to artists, etc. If you provide more than three examples of your organisation's work, we will only review and assess the first three examples provided.

Specific cases

For each activity you are producing, you will need to provide separate budgets, CVs of the principal personnel, and a detailed description of the work to be undertaken in addition to the information in the AAR template. **Additional budgets are required for significant activities such as:**

- In-house productions
- In-house festivals
- Touring
- Youth ensembles
- Creative-learning activities
- Development activities that involve more than one artist – e.g. work-in-progress presentations.

For budgets to accompany your activities, you can use the Arts Centres [Activity Budget template](#) provided by the Arts Council. This spreadsheet has a separate tab for each activity entered into the AAR template.

Save all activity budgets **in a single budget document**.

The support documents listed below are required for assessment of the following sample activities:

1 In-house theatre productions

- Detailed up-to-date CVs (max. three pages) of all key personnel involved in the proposed project
- You **must** use the latest version of the Arts Council's Theatre Budget template, which you can download from the Theatre Project Award page of the Arts Council website
- Up to three examples of previous work relevant to your application – you may provide a mix of different media (visuals, audio, text) as appropriate
- A memorandum of understanding with each of your partner organisations detailing the type and value of support, in cash and in kind, being offered
- Evidence of **all** financial support or sponsorship – including the value – identified in the project budget for which you do not have a memorandum of understanding.

2 Residencies by artists/arts organisations

- A detailed budget (you may use the Arts Centres [Activity Budget template](#) setting out proposed income and expenditure for the proposed residency (this is in addition to the budget information provided in the AAR template)
- Detailed up-to-date CV (max. three pages) for the proposed artist/arts organisation in residence
- A memorandum of understanding between all the applicant partners (i.e. the artist, the arts centre and any other partner), to include the following:
 - An outline of the work programme/activities that the artist/arts organisation will undertake during the residency
 - A list of the cash, in-kind and infrastructural resources that will be made available to support the artist(s)
 - A clear breakdown of the roles and responsibilities of each partner to the residency
 - Documentary evidence of **all** financial assistance (in cash or in kind) itemised within your proposal budget.

3 Touring and dissemination of work

- The Memorandum of Understanding (MOU) agreed with the partner organisation for **each** location of your tour, providing details on target audiences, marketing, and financial arrangements.

Use the Touring: Memorandum of Understanding template, available on our website: [Touring of work scheme | Arts Council Ireland | The Arts Council | An Chomhairle Ealaíon.](#)

Save MOUs for a tour in a single document.

- If it is not possible to supply an MOU (e.g. where the venue is not professionally managed), a note explaining this is required.
- Evidence of any additional financial support or sponsorship
- A detailed budget for the whole tour. Please use the Arts Centres Activity Budget template provided by the Arts Council. For a touring theatre production, use the [Theatre Touring Budget](#) template.
- Where the services of an independent producer are retained for a tour, a CV and track record of production must be provided. Where an existing staff member is fulfilling the role of producer, a CV showing evidence of skills and expertise must be provided.
- Multi-annual applicants applying for funding for a tour in 2025 that extends into 2026 must include the costs incurred for the whole tour in their 2025 budget.

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.

Other cases

You must upload the following to support your application if you have referred to them or work with certain groups.

- Working with vulnerable people:
 - An acknowledgement that you adhere to the *National Policy and Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* ([see here](#)).
- Working with animals:
 - A copy of your *Animal Welfare Protection Policies and Procedure*.
- Working with or providing services to children and young people under the age of eighteen:
 - You do not need to upload an additional document. However, you must have suitable child-protection policies and procedures in place (section 2.3 of the application form).

Optional supporting materials

If your organisation has produced any of the following and if you believe they will add background and context to the detailed responses you have provided in the application form, it is advisable to upload these (or include a link if these documents are published and available online):

- Strategic plan
- Artists' pay/conditions policy
- Public-engagement/audience-development plan
- Commissioning policy

Other supporting materials whose inclusion is advisable would be:

- Where some activities involve distinct access costs, a short document outlining these costs and how you are budgeting them
- Where a substantial activity is online, or a significant proportion of engagements are predicted to be via online platforms, a short breakdown of how you have arrived at those figures and how they will be measured.

Note: we will **not** review or assess any supporting material that you upload that is not listed above.

Policy and plans

- Climate policy
 - You are not required at this time to submit a climate policy and action plan with your application.

However, organisations awarded Arts Centre Funding for 2025 will be required to submit an organisational climate action policy and action plan (or other equivalent evidence of environmental commitment) as a condition of funding.

However, if you already have a climate action policy or plan in place, please let us know (see section 2.4.5 of the application form).

Note: this is not a criterion for assessment.

2. How we assess and score your application

For 2025, we will base our funding decisions on the following criteria:

1. Artistic quality and development of the arts
2. Engagement
3. Organisational capacity
4. Equality, diversity and inclusion
5. Strategic importance of the arts centre.

Assessors will consider applications using their professional judgement based on the information you provide within the application, knowledge of the **previous** work of your organisation, knowledge of the wider arts landscape, and the competitive context in which all applications are evaluated.

Your application will be assessed and given a brief comment and single score for each of the five criteria.

2.1 Criterion 1: Artistic quality and development of the arts

We will take account of the artform or arts-practice context for your proposal. We will assess the track record of your organisation and the potential outcomes of your proposal:

- High-quality artwork, events, activities and services and
- High-quality opportunities for artists and/or arts professionals to develop their practice and/or to create or be engaged in high-quality work.

Where it is relevant to your proposal, we will consider the extent to which any international partnerships are contributing to artistic quality and development of the arts in Ireland.³ The Arts Council is primarily focused on the development of artists, arts practice and the creation of projects with an international dimension, rather than on the presentation of work abroad. Arts Centre Funding may not be used to support international touring or presentation costs for audiences outside the Republic of Ireland. However, we recognise that many artists and organisations work in an international context, and costs associated with developing arts practice abroad or initiating and creating projects with international partners may be included.

³ Please see the [Arts Council's International Policy](#).

2.2 Criterion 2: Engagement

In the context of assessing applications for funding, the Arts Council intends the term 'Engagement' to mean the quality of interaction that your organisation has with the individuals it works with and/or the publics that it serves.

We recognise that arts organisations work in different kinds of ways, and attend to the needs of varying publics, artists and other arts practitioners, participants/collaborators, audiences, volunteers and target groups. Because of this, based on your organisation type, we will evaluate your application based on:

- Your track record in engagement
- Your planned actions and measurable outcomes to deliver engagement
- **Children and young people:** the opportunities you provide for children to participate in the arts, and how you involve them in your decision-making, where children and young people are your primary target group or among the main groups you serve.

You are only required to complete sections 2.3.2 & 2.3.3 if children and young people are your **primary target** or among the **main groups** you serve.

Organisations seeking guidance about how they can include young people in decision-making may find this framework helpful: <https://hubnanog.ie/participation-framework>

We will also assess how you plan to evaluate your activities and outcomes

Need further guidance on engagement?

Additional guidance on completing this section of the application form is available on our website at <http://www.artscouncil.ie/public-engagement>

2.3 Criterion 3: Organisational capacity

Under this criterion we will assess the track record of your organisation and the potential for your proposals to achieve standards of excellence in governance and management in the arts. This will include:

- The track record, relevance and suitability of the skill set of your board and management and any planned developments for 2025
- Your approach to ensuring fair pay and conditions for artists*
- The financial resilience of the organisation, including financial controls, financial planning and any planned developments for 2025
- Your approach to fundraising and/or generating income from sources other than the Arts Council to strengthen the resilience of the organisation
- The quality and benefits of any partnerships you describe that help you to achieve your objectives and to further the mission of your organisation
- The financial information you provide
- Your capacity for creating, developing and presenting work, including alternative premises and resources for making art.

*** Note on artists' pay** The Arts Council is committed to improving the pay and conditions of artists. We have published a [policy](#) 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.

2.4 Criterion 4: Equality, diversity and inclusion

We will assess and consider how much your application demonstrates that you are taking positive steps in the areas of equality, diversity and inclusion (EDI).

We will consider:

- How much your application demonstrates an awareness and understanding of equality, diversity and inclusion issues (e.g. identified inequalities, under-representation, lack of accessibility) as they relate to your organisation and its work
- The quality and appropriateness of any planned activities and commitments to support your organisation to become more inclusive
- If the resources allocated to any relevant planned activities are appropriate
- If there is specific provision identified for ensuring accessibility to services⁴
- If there is evidence of board (or equivalent) ownership of and commitment to your EDI plans
- How much the application demonstrates access to relevant expertise, insight or peer support to develop any planned policies or deliver planned activities
- Any particular contribution that the organisation makes to the wider ecology with respect to the Arts Council's ambitions for diversity, equality and inclusion.
- We will expect to see evidence of your commitment to at least two EDI goals in your application. These should relate to priorities for your organisation, and we suggest at least one internally focused (e.g. staff, board or volunteer development) and one externally focused (e.g. audiences or partnership development). Please ensure you provide this evidence, as your score will be determined by what is included in your application.

⁴ For example, this could include considerations or specific measures in relation to physical accessibility for artists in venues, at events, etc., or accessible websites, programmes, captioning or ISL for audiences.

By 2025, all organisation funded under Arts Centres Funding should have a published, publicly available EDI action plan to support their published EDI policies.

Note: if you do not have a published, publicly available EDI action plan in place, please be aware that:

- it will be a condition of your funding to have this in place no later than 30 June 2025
- If you are offered Arts Centre Funding for the first time in 2025, you will be required to have an EDI policy and action plan in place by 30 June 2025.

[Equality, Diversity and Inclusion Toolkit | The Arts Council | An Chomhairle Ealaíon](#)

Access costs

The Arts Council will consider additional access costs that are related to supporting artists with disabilities.

Access costs for artists or participants⁵ with disabilities

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

The Arts Council takes the description of disability from Article 1 of 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.’

You can include access costs within your application, and there are two types that you can apply for.

1. Participant or personal access costs

These costs should remove barriers for artists or participants with disabilities who are delivering your proposal. For example:

- Core staff or key administrative personnel
- The main artists, individuals, groups or organisations involved in your proposal
- Partners or collaborators
- Production staff.

⁵ The Arts Council defines participants as those who express themselves creatively by taking part in artistic activities.

Examples of support are, but not limited to, the following:

- An ISL interpreter
- Services of an access support worker.

2. Costs for making your work accessible to others – public access costs

We want to ensure that more people enjoy high-quality arts experiences and that everyone can access and enjoy the work we fund.

These are costs for making your work accessible to persons with disabilities and should be considered a normal part of your work.

Example of access costs to make your work accessible to your audience may be:

- Having an ISL interpreter for your event or performance
- Using an audio description service
- Making your website compatible with screen readers
- Producing exhibition materials in other formats such as in Braille or audio.

Note: Explain how you make your work accessible in section 2.5 of the application form — Criterion 4: Equality, diversity and inclusion

What if the funding provided is less than I requested?

If you are offered funding that is less than you requested, we will discuss with you how you plan to deliver your proposed activity when reviewing the revised budget.

We do not expect you to dilute or remove any access support for making your work accessible to others that you have included in your application.

How to apply for access costs

We need to understand why you are applying for access costs and how they meet the needs of your participants or your audience.

If you include access costs in your proposal, you must

- Show the costs in separate lines within your budget, as demonstrated in the Arts Council's budget templates, available on the funding page
- Upload a brief document outlining the access needs and the related costs
- Include the access costs figure in the total amount requested.

Note: whether you use the Arts Council budget templates or your own budget document, the two types of access costs must be shown separately within your budget.

We would expect to see evidence of your commitment to at least two EDI goals. These should relate to priorities for your organisation and we suggest at least one internally focused (e.g. staff, board or volunteer development) and one external (e.g. audiences or partnership development).

2.5 Criterion 5: The strategic importance of the Arts Centre

Having assessed and scored applications against the criteria above, we will then score applicants based on the extent to which we consider them essential to the strategic development of the arts.

How we evaluate this will vary according to:

- The artform or arts practice contexts in which your organisation operates
- The kind of work your organisation does
- The local and/or national context in which your organisation operates
- The strategic position of the arts centre within its local administrative area
- The need to ensure that an appropriate range and balance of work is supported by the Arts Council's Arts Centre Funding programme.

This will be informed by the Arts Council's overall ten-year strategy, *Making Great Art Work*, and also by artform and arts practice policies.

2.6 Touring

All activities, including touring during 2025, must be included within this application.

- You **cannot** apply separately to the Touring of Work Scheme for 2025
- You **can** apply to the Touring of Work Scheme – Advance Planning for tours taking place in 2026.

If your application for touring activity is successful, you will also be asked to provide signed MOUs and detailed budgets to verify that the tour is taking place before that portion of the funding is released.

- Provide a written overview of your touring plans in the application form and list these activities, including costs, separately within the AAR template
- Include any written evidence that you have to support your touring plans as part of your supporting materials.

2.7 How are scores determined?

The Arts Council will use a scoring system for Arts Centre Funding applications for 2025. This system can assist you in understanding how your application has been evaluated against the assessment criteria. The scores indicate how well your application has met each criterion. Assessors may award a score to the nearest 0.5.

Eleven possible scores may be used, as follows:

Numeric score	Description	Explanation
6.0	Exceptional	The application addresses all relevant aspects of the criteria comprehensively and in an exemplary manner.
5.5		At the top end of 'Excellent'.
5.0	Excellent	The application addresses all relevant aspects of the criteria convincingly and successfully. There are no concerns or areas of weakness.
4.5		At the top end of 'Very good'.
4.0	Very good	The application addresses the criteria very well. Any concerns or areas of weakness are minor.
3.5		At the top end of 'Good'.
3.0	Good	The application addresses most of the criteria well although there are some gaps
2.5		Between 'Sufficient' and 'Good'.
2.0	Sufficient	The application addresses the criteria at a basic level but there are areas where detail is missing, or the information is unclear.
1.5	Not sufficient	The information provided in the application is not detailed enough to be able to make an assessment against the criteria.
1.0	Poor	The information provided is not enough to be able to make an assessment against the criteria.

Note: a score of 1.5 or lower against **any** criterion may mean that an application will **not** be recommended for funding.

The score given for each criterion will then be multiplied to get a percentage rating, as follows:

	Weighting	Percentage
Artistic quality and development	(4.167)	25.0%
Engagement	(4.167)	25.0%
Organisational capacity	(3.333)	20.0%
Equality, diversity and inclusion	(1.667)	10.0%
Strategic Importance	(3.333)	20.0%

Total	100.0%
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Here is an illustration of what a complete set of scores might look like in percentage terms.

	Score	Weighting	Percentage %
Artistic quality and development	5.5	(4.167)	22.9%
Engagement	4.5	(4.167)	18.8%
Organisational capacity	5.0	(3.333)	16.7%
Equality, diversity and inclusion	4.5	(1.667)	7.5%
Strategic Importance	4.0	(3.333)	13.3%
Total	23.5		79.2%

2.8 How scores relate to funding offers

While scores will play a significant part in the making of funding offers, they are **not the only factor**. The amount of funding offered will reflect the overall available budget, in conjunction with the criteria as explained in this section.

As part of our ongoing relationship-management process, scores will also be used to inform discussions with organisations on areas where they are doing well and where there might be scope for improvement.

2.9 Successful applicants: funding agreement including terms and conditions of financial assistance

The Arts Council has different levels of reporting requirements, which are set out in our Conditions of Financial Assistance. These are based on the amount of funding offered and the turnover of your organisation. If your organisation is awarded Arts Centre Funding, you will also have to meet monitoring requirements around audiences, public engagement, artist and artform development, EDI, climate action and operating model, according to Arts Council strategic priorities.

If your application is successful, these reporting requirements will be included as part of your funding agreement, which will be sent to you. You will have to agree to these before you can receive funding.

3. How to make your application

The deadline for applications is

5.30pm, Thursday 19 September 2024

There are **four parts** to your application for Arts Centre Funding.

- A **summary** of your organisation and finances, which you fill out online using our Online Services website (OLS).
- Your **application form**, which you fill out offline (on your own computer) and upload using Online Services. **Note:** multi-annual applicants are only required to complete an application form in the first year of a three-year funding cycle.
- Your **Arts Activity Report (AAR) template**, which you fill out offline and upload using Online Services.
- **Supporting material**, which you gather in electronic format offline and upload using Online Services. See section **1.5 What supporting material is required to make an application?** (above).

3.1 Getting help with your application

- If you have never previously applied for Arts Centre funding, contact the Arts Centres team before you start. Staff contacts are on our website: www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/
- 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 using the Online Services website and your question is not answered in the FAQ section, email onlineservices@artscouncil.ie
- If you have a general query about your application, contact the Arts Council
Tel: 01 618 0200 or 01 6180243
Email: Martin.Rochford@artscouncil.ie
- If you have a disability and you have difficulty using or accessing our Online Services website, please contact the Arts Council's Access Officer, Vanessa Carswell, as early as possible to allow us to arrange support.
Tel: 01 618 0200 or 087 169 1155
Email: access@artscouncil.ie

3.2 Register with the Arts Council's Online Services

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

You **must** have an Online Services account to apply for Arts Centre Funding. 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 get an email containing your unique ARN (artist reference number) and a password that you can use to sign in to Online Services.

Requirements for using Online Services

Note: you must 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	<ul style="list-style-type: none">• Windows 7 operating system or a newer version of Windows• OLS will work with the latest versions of all browsers – e.g. Microsoft Edge, Google Chrome, Safari, Mozilla Firefox
Mac	<ul style="list-style-type: none">• Mac OS X v10.5 Leopard or a newer version of the Mac operating system• OLS will work with the latest versions of all browsers – e.g. Microsoft Edge, Google Chrome, Safari, Mozilla Firefox

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=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

Become familiar with the Online Services website **well before** the deadline and before you prepare your application.

Make sure to leave yourself enough time to upload your application. Remember that upload times can be much longer than download times, so it may take you longer than you think to upload your supporting materials.

Technical support

If you need technical support while making an online application, contact us.

- Email: onlineservices@artscouncil.ie
- Tel: 01 618 0200/01 6180243

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. We recommend that you report any technical issues to us **well in advance** of the deadline.

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

3.3 Download the application form and the AAR template

1. Log in to Online Services.
 2. On your home page, click the **Make an application** button.
 3. On the Making an application screen, select your organisation's primary contact for this application and click **Next**. The screen '1. Making an application: Choose a funding programme' will appear.
 4. In section A, do two things.
 - a. From the 'Funding' drop-down list, select your funding programme.
 - b. In the 'Your reference' field, type a unique reference for your application. This will help you identify your application on your home page.
 5. In section B, click the buttons to download the guidance notes, application form and AAR template⁶.
-

Before you continue making your online application:

- Fill in your application form
- Fill in your AAR template
- Prepare and gather your supporting material on your computer.

To complete your application and AAR template, you **must** have the correct software:

- Microsoft Word (Desktop) and Microsoft Excel **or**
- OpenOffice Writer and OpenOffice Calc, which you can download from <http://www.openoffice.org>

Remember, you fill in the application form and the AAR template on your computer and then upload them with your supporting material through Online Services.

3.4 Fill in the application form

A note on max. character and word count: your answers to each question will be limited by a maximum character count (including spaces). It is acceptable to write shorter answers if you have covered the points you need to make.

Include the information listed here in your application.

<i>Section</i>	The information you need to include
1. Your organisation	<p>In this section, provide details of your:</p> <ul style="list-style-type: none"> • Organisation’s name and ARN • Legal status • A summary of your organisation’s mission and artistic policy as approved by your board of directors/local authority/Education Training Board.
2. Your application and the assessment criteria	<p>In this section you are asked to respond to the assessment criteria by answering a series of questions.</p> <p>Note – you will give the details of your proposed programme within the Arts Activity Report Template, or in the supporting text document that you submit.</p> <p>2.1 Criterion 1: Artistic quality and development of the arts</p> <p>2.1.1 For ensuring artistic quality, you might refer to how you choose work, partnerships that you maintain, networks, focusing resources on individual areas, etc.</p> <p>2.1.2 This refers to activities that support artists and have a role in the making of work by artists – e.g. commissions, residencies, co-</p>

production, production support, master-classes, resource sharing, young ensembles, etc.

2.1.3 Please provide information on any plans your organisation has to undertake national touring or dissemination of work for 2025. If you do not plan on undertaking touring activities, write N/A.

2.2 Criterion 2: Engagement

2.2.1 Outline your ambitions for engagement in 2025, both qualitative and quantitative. These could include ideas you are putting into practice to reach new audiences, improving quality of experience, extend diversity of stakeholders, or developing digital sales. Relate quantitative goals to the figures you have entered in the AAR for 2025, and (where relevant) for 2024. Qualitative goals should be measurable.

2.2.2 Describe the criteria you use for measurement of the effectiveness of your engagement strategies, such as:

- Sales figures
- Digital engagements
- Regular surveys of attenders
- Feedback from audiences/artists you work with
- Research

Where appropriate, refer to your audience development plan if you have one.

2.3 Children and young people

2.3.1 If you write 'Yes' against description 1 or 2, your approach to working with children and young people will be assessed by the YPCE team, where you must fill in sections 2.3.2, 2.3.3 and 2.3.4. If you write 'Yes' against any of the other descriptions, do not fill in 2.3.2 and 2.3.3.

2.3.2 Give details of your approach to providing opportunities for children to participate in the arts. What are the track record and skillsets within the organisation? What are the type of skills and experiences envisaged in the activities and the resources you currently offer – artists employed, available spaces for making art, etc. Will there be anything different about your approach in 2025?

2.3.3 Give details of the systems/activities you currently offer to give children and young people a voice in the development of your programme – e.g. 'takeover days', young-critics forum, young-curators programming, online feedback tools, etc. Where relevant,

reference those that align with the Hub Na Nóg Everyday Spaces Checklist. Will there be anything different about your approach in 2025?

2.4 Criterion 3: Organisational capacity

2.4.1 List the members of your board of directors or governing body, their areas of expertise, when they were first appointed, and their current terms of office. Typical **areas of expertise** might include marketing, finance, legal, strategic development or a particular arts practice.

2.4.2 In this section you provide details about your staff.

Core staff are salaried staff members who work in administration/management and in the presentation of arts activities.

Note: the maximum number of staff permitted within the form is ten. For larger organisations, if you have more than ten staff you can group categories of staff together – e.g. administration, finance, marketing, front-of-house, etc. In such cases, give the total value of the salaries for that group.

2.4.3 What is your policy and approach to the remuneration of, and terms of engagement for, artists and other freelance professionals? Include details of how you determine pay and conditions, and how you liaise with artists on the terms of engagement. If you have made any recent changes to your practices or if you intend to implement new practices in 2025, tell us here.

2.4.4 This is where you give details of your strategies for managing finances – accounting and payroll system, financial-control procedures, processes with your board/governing body around annual budgeting and reporting, etc.

2.4.5a List any spaces – apart from those in your own building(s) – that you use regularly for the creation, development and/or presentation of artistic work, and the arrangement under which you have access. These arrangements may include:

- Commercial rental
- Subsidised/local-authority rental
- Spaces managed by you
- Spaces curated by you

2.4.5b Describe the physical resources available to artists for the creation, development and presentation of artistic work – e.g. workshop spaces, studios, hot desks, etc. Include facilities in your

own building, as well as those off-site.

2.5 Criterion 4: Equality, diversity and inclusion

Describe the active steps you are undertaking to ensure equality of access, opportunity and outcomes for those you work with and in the services you deliver. Where relevant, refer to current policies and plans you have included in your application, resources committed in addition to regular programming, board (or equivalent) ownership of and commitment to plans, and relevant expertise used to develop policies and practices or to deliver planned activities.

3. Financial Information

You will provide detailed financial information in the AAR template and your supporting materials, not in the application form.

See also the section on 'Mandatory supporting material'.

Additionally, in three circumstances you will also have to fill in section 3 of the application form.

- If you are expecting a surplus or deficit at the end of the current year, you must explain how you plan to deal with it
- If you expect to have any exceptional costs or any exceptional sources of funding in the twelve months from 1 January–31 December 2024, you will need to detail these
- If you are requesting an increase in funding for 2024, you must provide a rationale and a summary of the activity and any related outcomes. If the request is linked to a one-off cost, make this clear as part of your statement and ensure the activity is described as a distinct activity in the AAR.

Your narrative will be considered in the context of the five assessment criteria, along with the other information you provide as part of your application.

4. Declaration

The chairperson and one other board member or senior executive **must** sign off on the application and declare that all the information supplied with it is true, complete and accurate.

3.5 Fill in your Arts Activity Report (AAR) template

The Arts Activity Report (AAR) template is a spreadsheet that captures your detailed financial, audience, and staff figures, as well as summary information about the work that you undertook in 2024 and the work you plan to undertake in 2025.

The AAR process was introduced for three reasons.

1. As part of our commitment become better at monitoring the outcomes and impacts of our investments as a tool for advocacy, advice, policy development, and case-making.
2. As a means of assessing and tracking applicants' work in a consistent and systematic manner.
3. To act as the basis for funding agreements with arts organisations.

There are two worksheets within the AAR template. If you are currently receiving Arts Centre Funding, you **must** complete **both** the 2024 and the 2025 worksheets.

New applicants need only complete the 2025 worksheet.

If you do not complete all of the relevant worksheets, your AAR may not be valid and we may not be able to assess your application.

You must upload your AAR template as a Microsoft Excel or OpenOffice Calc file. Do not convert it to a pdf file.

There are helpful pop-outs with instructions within the AAR template as to how to complete it.

You should complete the AAR template as follows:

PART 1	CORE EXPENDITURE AND INCOME
<p>Core expenditure (also known as overhead costs, fixed costs, operating costs, indirect costs)</p>	<p>This is any expenditure that must be met, irrespective of the number or types of activities that your organisation plans to undertake.</p> <ul style="list-style-type: none"> • Examples would be permanent salary costs (whether full or part-time), rent, mortgage, utilities, maintenance and repairs, office administration, post, phone, bank charges, accountancy, insurance, etc. • It may also include: fundraising or development costs where such income is being sought for general purposes and not against a specific activity; general marketing/PR costs (again, not for a specific activity); ongoing costs of sales such as bar/merchandising sales, etc.
<p>Income not directly related to activity</p>	<p>This is income not directly resulting from, or attributable to, specific activities.</p> <ul style="list-style-type: none"> • Examples would be local-authority grant income that is not being directly used against a specific activity; income

	from sponsorship/fundraising that is not directed towards a specific activity; rental income (not including income from commercial arts activities) or income from fees for services provided.
Whole-time equivalent (WTE) – artists	This is permanent staff whose primary role is artistic. Whole-time equivalent means whether the employee is full-time or part-time. A person employed full-time, or 5-day week, would give a WTE figure of 1, while a half-time, or 2.5-day week, would give a WTE figure of 0.5. A person working 2 days per week would be 0.4.
Whole-time equivalent (WTE) – non-artists	This is permanent staff whose main role is non-artistic – e.g. management, administration, finance, etc.
Community Employment Scheme numbers	The number of individuals employed through the Community Employment Scheme or other scheme.

PART 2

ACTIVITY DATA

Here you provide details of your activities for 2024 and 2025.

Note: the maximum number of activities on the AAR template is twenty. As details for each single event is not required, Group your proposed activities by programme type or in a way that reflects the work of your organisation.

Examples might include:

- Received programme – theatre
- Received programme – music
- In-house productions
- Exhibitions
- Co-productions
- Touring activities
- Artist residencies
- Commissions
- Professional development activities/supports
- Creative learning programme/arts participation
- Commercial, local arts, comedy, etc. can all go on one line

Note re: broadcast/digital audiences: in the event that an activity or event you are proposing has both a live audience and a separate broadcast/digital audience, please provide these figures **separately** by listing the activity twice.

PART 2.1	ACTIVITY DETAIL
A. Activity name	Please name activities along the lines of the format given in the example above.
B. Description	<p>You must provide this information in a supporting text document. In your supporting document please list the activities using the same line number in the AAR for reference.</p> <p>Provide enough detail in the AAR to allow assessors to relate the activity in each line with the relevant description in the supporting text document. However, please be as concise as possible.</p> <p>For example:</p> <ol style="list-style-type: none"> a. Our received music programme comprised/will comprise twelve concerts including xx Orchestra, xx Band and others of a similar standard. b. An in-house production of XX Play – see additional budget and description in supporting documentation. c. A commission for XX artist in dance – see supporting documentation and budget. d. Artists residencies offered as an outcome of an open call for which we provide stipend/space/other resources. <p>You are encouraged to seek advice on the layout and content of this section from the Arts Council, and attend any funding clinics that will be offered nearer the time.</p>
C. Main artform of activity	Select the primary or main artform of the activity from the drop-down menu (or select ‘More than one artform’ if more than one artform is involved).
D. Activity type	<p>Choose the activity type from the drop-down menu that most closely represents the activity that you are undertaking. These are:</p> <ul style="list-style-type: none"> • Ticketed performance or event: a performance to which tickets are sold or distributed (this would include a free event if there is a booking process) • Non-ticketed performance or event: a performance or event where no tickets or sold, or there is no booking process – e.g. a street performance or other outdoor event • Exhibition: the exhibition of artworks, usually in the context of a visual-arts gallery, but also possibly as part of the documentation of work – e.g. an exhibition of dance photography • Book/publication: a book – e.g. a novel or poetry collection – or a publication – e.g. a periodical or

journal, whether physical or online

- **Broadcast/online/digital distribution of work:** the broadcast or distribution of a work online or digitally – e.g. a musical performance, online artwork, the online publication of a magazine or journal
- **Production/distribution of other artefact:** e.g. the creation of a series of prints, or other art objects that might be sold or otherwise distributed
- **Participatory or outreach activity:** this is any activity where people are involved in artistic production by making, doing or creating something, or contributing ideas to a work of art, regardless of their skill level, or *taking part* in workshops or other similar activities
- **New work development activity:** any activity where the purpose is the development of a new piece of work – e.g. the dramaturgical process for a new play, the editing process for a new book, etc.
- **Research/archiving/digitisation:** any activity where the main purpose is research, or the archiving or digitisation of materials relating to arts practices
- **Artist-focused activity:** any activity, such as a development initiative, resource-sharing activity, training, mentoring, service provision or other activity aimed at artists and/or arts professionals.

E. Primary target of activity

Choose the primary target from the drop-down menu that **most closely** represents the target group for activity that you are undertaking. These are:

- **General audiences** (mainly, though not exclusively, adults who attend or engage of their own volition, not as part of a targeted group or community of interest)
- **Families** (work intended for parents/guardians and children alike)
- **Children up to 15** (those who are more likely to attend as part of a school or other organised group, or be brought by parents or guardians but to whom the work is exclusively aimed)
- **Young people 16–24** (e.g. Leaving Cert students, college students, other youth groups)
- **Particular communities** (groups or communities distinguished by a particular demographic characteristic) – e.g.
 - People with disabilities
 - Older people

- Members of minority communities
- Isolated rural communities
- People of lower socio-economic status (by social class, education, income)
- **Practising artists or arts professionals** (e.g. if you are a resource organisation focused on supporting professional development).

PART 2.2

FINANCIAL DETAIL

F. Total cost of activity

This is the total direct cost to your organisation of undertaking the activity. **Do not** apportion full-time staff costs or other core costs to activities.

G. Earned income

This is any income earned from ticket sales, box-office, or sales income from books or other artefacts. For touring activities, this will include guarantees from other arts centres/partners.

H. Income from other sources

This is any income from sources other than sales – e.g. sponsorship, fundraising or grant income for the activity from sources other than the Arts Centre Funding programme.

I. Outcome/subsidy required

This is a sum that will calculate automatically, and is the difference between the cost of the activity and any income against it.

Note: it may happen that, in some cases, the total income from an activity is greater than the total cost. This is not a problem. The purpose is for us to get an overview of your proposed activities, and the costs and incomes relating to each.

PART 2.3

AUDIENCE/ENGAGEMENT/EMPLOYMENT/EVENT NUMBERS

J. Audience/engagement number – paying

For the purposes of data gathering, ‘Engagement’ is taken to mean four things:

1. **Audience** members, readers, listeners, viewers, attenders, visitors, or others *engaging* with art and arts events (e.g.

<p>K. Audience/engagement number – free</p>	<p>recitals, concerts, plays, dance performances, art exhibitions, literature, etc.)</p> <ol style="list-style-type: none"> 2. Members of the public participating in the making or creation of art, or in arts-related workshops, classes or events (e.g. post-show discussions, public Q&As). If a programme of classes occurs regularly, give the average number of people attending each class. 3. People volunteering to work on or at an event – e.g. an arts festival, or as front-of-house staff at a local arts centre. Note: this is not the same as <i>participants</i> in arts events, where they are actively involved in the creation, making or presenting of work. 4. Artists, arts professionals, and/or other practitioners taking part in workshops, classes, or other developmental activity. <p>In all of the above cases, individuals are either paying or not paying to attend/engage with the art. <u>They are not being paid.</u></p> <p>For further detail on how to collate and report on audience numbers, see http://www.artscouncil.ie/public-engagement/</p>
<p>L. Artists employed number</p>	<p>This is the number of artists employed, contracted or commissioned directly by you in the delivery of an activity – this does not include artists who are paid by a co-producer. Give the number as a single figure, regardless of the duration of each individual’s engagement. So, an actor employed over eight weeks or a curator engaged across six months would still be an artist-employed figure of ‘1’ each against the activity on which they are employed.</p> <p>Note: if you are hosting work, and you do not have any involvement in engaging the artists, leave this section blank.</p>
<p>M. Others employed number</p>	<p>This is professionals engaged in a non-arts capacity directly to deliver an activity – e.g. administration or technical personnel, facilitators, marketing or finance professionals.</p>
<p>N. No. of performances/objects/events/days open</p>	<p>This is to help us to understand how many opportunities the intended beneficiaries of your proposed activities have to engage with each activity.</p> <p>This is the number of individual performances of a play or dance piece; the number of books printed; the number of art objects created; or the number of workshops, classes or other events held. In the case of visual arts, it is taken to mean the number of days of exhibitions during the year</p>

Note on apportioning costs

In order that we can collect data in a consistent manner, do **not** apportion any of your core costs to activities – e.g. the salary costs of a full-time programme manager. Because they are

a full-time, permanent member of staff, record their salary as a **core cost**, even though their main function is the overseeing and delivery of programmes of activities.

You may apportion costs to an activity where they are exceptionally related to the activity – e.g. a poster campaign that is undertaken only for a specific event.

3.6 Prepare any supporting material required for the application

See section 1.5 **What supporting material is required to make an application?**

You **must** upload supporting material with your application and financial report. If you do not upload supporting material, your application is incomplete and we cannot assess it.

If you have supporting material that is not in an electronic format, you should scan it so that you can upload it.

The total combined limit for all supporting material uploaded with a single application is **40MB**.

Acceptable file formats

These are the acceptable 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

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.

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 (Desktop)/OpenOffice Writer or PDF document and upload it as a weblink-supporting document.

Examples of acceptable sharing platforms are, but not limited to, YouTube, Vimeo, SoundCloud, Bandcamp.

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.

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: 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 material.

3.7 Review the application checklist

Use this checklist to review your application materials. If you have all the items on the checklist, you are ready to upload and submit your application.

Items that are mandatory for all applications

If you are currently in receipt of Arts Centre Funding, you should already have submitted your completed A-AAR template for 2023 and complete set of accounts for 2024, and are not required to do so again (**check these items**).

-
- We have filled in all relevant sections of the application form and have it ready to upload.
 - Where indicated, we have entered 'No change' if there will be no change since our 2024 application.
 - We have filled in all relevant sections of the AAR template for the years 2024 and 2025 (or 2024–2027 if applying for multi-annual funding) and have it ready to upload.
 - We have completed a document outlining our programme for 2025 which corresponds with each line of the AAR (and, in addition if applying for multi-annual funding, a separate document outlining plans for 2026 and 2027).
 - We have already submitted our A-AAR template for 2023.
 - We have our summary financial information ready to enter into the forms in Online Services.
-

-
- We have management accounts which include ACTUAL figures for the current year to date and PROJECTED figures to the end of 2024.
 - An indicative budget for 2025, provided in the same format as above.
 - We have budgets relating to our **significant** activities, which are in addition to the information in the AAR template, ready to upload.

-
- We have all relevant materials in support of additional activities ready to upload.
 - We have at least one (and no more than three) examples of our work ready to upload.
 - We have an Equality, Diversity and Inclusion policy, signed off by the board, and available on our website.

Items that are optional (check those that apply to your application)

-
- We have evidence of financial support, sponsorship or partnership from other organisations or entities ready to upload.
 - We have evidence of MOUs, financial or partnership agreements around touring or other activities involving third parties and have this ready to upload.
 - We have a copy of recent marketing/communications reports ready to upload.
 - We have a strategic or business plan, signed off by the board, and have this ready to upload

Second opinion (check this item)

-
- At least two people in our organisation have checked our application to make sure there are no errors and that nothing is missing.

Governance (check this item)

-
- The chair of our board has reviewed this application and is satisfied that its contents reflect the mission, vision and policies of our organisation.
-

3.8 Make your application online

Now that you have a completed application form, AAR template and supporting material, you can finish your online application.

1. Log in to Online Services.
2. On your home page, select the **My applications** tab and select the Arts Centre Funding application you have already created.
3. On screen 1, click **Next**.

4. Screen 2 is named '2: Making an application: Request funding amount'. Enter your summary financial information in this screen. This information is in your AAR template.

In section A, do the following and click **Save draft**.

Field	Action
Amount requested	Put the amount of funding you are requesting for 1 January–31 December 2025. This must match the figure in the second worksheet of your AAR template, cell D81 : 'ARTS COUNCIL REQUESTED AMOUNT 2025'.
Total income	Put your estimated total income for 1 January–31 December 2025 excluding the amount you are requesting from the Arts Council.
Total expenditure	Put your estimated total expenditure for 1 January–31 December 2025.

5. On screen 2, section B, put your income information for 2023, 2024 and 2025, and click **Save draft** and **Next**. Use these figures.

- **Actual figures for 2023** from your 2023 audited accounts
- **Expected figures for 2024** from your most recent management accounts
- **Forecast figures for 2025** from your AAR template

These tables explain the income and expenditure items on **screen 2, section B**.

Income items	Description
Income against core activities	Any income that your organisation receives from its non-artistic activities – e.g. local-authority grant funding, facility or equipment rental, or professional fees
Income against artistic/programme activities	Any income that your organisation receives from its artistic or programme activities – e.g. box-office takings, publication sales, gallery sales/commissions, workshops and seminars, membership fees
Expenditure items	Description
Total core costs	All costs – including staff costs – associated with the ongoing, day-to-day running of the organisation

Direct artistic/programme activity costs	Direct costs associated with producing your organisation's programme, such as artists' fees, costumes, sets, physical production, printing or exhibition costs, information provision, etc.
--	---

6. Screen 3 is named '3. Making an application: Upload application form and supporting material'.

In section A, click **Choose File**, select your application form file, and click **Upload**.

In section B, upload your supporting materials **and your AAR template**.

Note: when uploading the AAR template, you **must** select 'Arts Activity Report Template' from the drop-down list in order for assessors to identify it once submitted.

At any time click **Save draft** to save your application. You can also log out and return to it later. When you are finished uploading material, click **Next**.

7. Screen 4 is named '4. Submit application'. Review your details and, when you are satisfied that you have included everything, click **Submit**.

You cannot amend your application after you submit it. **Do not submit your application until you are completely satisfied.**

After you submit your application, you should receive two emails.

- The first will be issued immediately your application is received by the Arts Council.
- The second email may arrive a few minutes later. It will contain your application number, which we will use in all correspondence about your application. **If you do not receive the email with your application number**, contact onlineservices@artscouncil.ie.

You have now completed the application process.

4. How your application is processed

This section tells you how the Arts Council assesses and makes a decision on your application. This is to ensure the process is open, fair and transparent.

-
- 1 After you submit your application, you will 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 for funding.

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

-
- 2 Your application is checked for eligibility. Check the eligibility criteria in sections [1.3](#) and [1.4](#) above.

You must submit your application through Online Services. We will not accept your application if

- You have not submitted a completed application form and uploaded supporting documents through the Arts Council’s Online Services site.
- You have missed the deadline.

We may not be able to assess your application if

- You have not included a completed AAR template.
- You have not included all required supporting material.
- You have not included all other supporting material relevant to your application.
- You have applied for activities that are not permitted under this funding programme.
- You have applied for activities that are more suited to another funding programme offered by the Arts Council or other grant-giving Government agency.

If your application is considered to be ineligible, you can apply again with the same proposal for future funding rounds if it meets the eligibility requirements.

-
- 3 Your application is assessed and scored based on the assessment criteria.

-
- 4 We will prepare recommendations for Council and for the Arts Council Executive.

-
- 5 The Council considers recommendations and makes final decisions.
-

-
- 6 You will be informed of the Council's decision and will also receive a copy of the recommendation.
-
- 7 If your application has been successful, we will send you details on what you should do next.
-

5. How does the Arts Council use and protect your information?

5.1 Data protection

The Arts Council will use the information you provide in your application to understand your organisation and the activities for which you are seeking funding. The Arts Council may also use some of this information for other purposes – e.g. to update our database or to assist in building a stronger case for government funding of the arts.

To be able to award any funding to your organisation, certain personal data will be required – e.g. email addresses, salary details, and job titles. Any personal data you give us will be obtained and processed in line with the Data Protection Acts 1988 to 2018, and any other applicable data-protection laws and regulations that may be enacted or come into effect from time to time.

We will use the information in this application form (including personal data) to process your application and for ongoing communication between us. Any personal data will be retained and processed by the Arts Council only for so long as it is needed for:

- a) Assessment and determination of your application and, in the event of an unsuccessful application, any subsequent period ending with the conclusion or settlement of any appeal or legal challenge; and
- b) For the management and performance of any funding agreement arising from a successful application and any subsequent period ending with the conclusion or settlement of any claim or legal proceedings relating to a funding agreement.

Personal data may be disclosed to external assessors appointed by the Arts Council to take part in the assessment of your funding application. The Arts Council may process personal data for research or other data analysis, in which case the personal data will be anonymised.

If you have any queries in relation to the processing of the personal data provided by you, please email dataprotection@artscouncil.ie.

5.2 Freedom of Information

Information provided to the Arts Council may be disclosed in response to a request made under the Freedom of Information Act 2014. If recipients consider that certain information should **not** be disclosed because of its confidentiality or commercial sensitivity, recipients must, when providing such information, clearly identify such information and specify the reasons for its confidentiality or commercial sensitivity. If recipients do not identify such information as confidential or commercially sensitive, it is liable to be released in response to a Freedom of Information request without further notice to, or in consultation with, the recipient. The Arts Council will, where possible, consult with the recipient about confidential or commercially sensitive information so identified before making a decision on a request received under the Freedom of Information Act.

- To familiarise yourself with the provisions of the Act, see www.foi.gov.ie
- To view the Arts Council's freedom-of-information policies, see www.artscouncil.ie/Contact-us/Freedom-of-information