



Creative Places Award 2025

Guidelines for Applicants

Deadline: 5.30pm (Ireland time), Thursday 27 March 2025

Applicants with disabilities

The Arts Council makes every effort to provide reasonable accommodations for people with disabilities to engage with our services.

If you have a disability and need help with submitting your application, please contact us as early as possible before the deadline.

Contact: Disability Access Officer

Phone: 01 618 0200 or 01 618 0243

Email: access@artscouncil.ie

CONTENTS

Getting help with your application	3
Key points to remember	4
1. About the Creative Places Award	5
1.1 Objectives and priorities of the award	5
1.2 Who can apply?	6
1.3 Who cannot apply?	7
1.4 What may you apply for?	7
1.5 What may you not apply for?	11
1.6 What supporting material must you submit with your application?	12
1.7 Eligibility	14
2. How to make your application	16
2.1 Register with the Arts Council's Online Services	16
2.2 Fill in the application form	17
2.3 Prepare any supporting material required for the application	17
2.4 Make your application online	19
3. Processing and assessment of applications	21
3.1 Overview	21
3.2 The assessment process	21
3.3 Criteria for the assessment of applications	21
3.4 Peer panels	22
3.5 Outcome of applications	23

Getting help with your application

If you have questions about using the Online Services website, visit the FAQ section on our website: www.artscouncil.ie/FAQs/online-services/

If you have a technical question about the online application process and your question is not answered in the FAQ section, you can email onlineservices@artscouncil.ie or call the Arts Council on

- **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 **at least forty-eight hours** before the advertised deadline. <http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/>

To watch our video guide to making an application on YouTube, go to <https://www.youtube.com/artscouncildemos>

Key points to remember

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

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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 well in advance of the deadline.
 - I have filled in all of the sections of the application form relevant to my application.
 - I have prepared all required supporting material as set out in these guidelines, and have this ready to upload.
 - I have asked someone else to check over my application to make sure there are no errors and that nothing is missing.
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1. About the Creative Places Award

1.1 Objectives and priorities of the award

The Arts Council's objective for its Creative Places programme is to invest in places (e.g. towns, villages, suburbs, rural places) that have had fewer opportunities to take part in the arts.

Creative Places should be inclusive and diverse, and their programmes rooted in socially engaged arts practice and community-development principles. Successful applicants will build on existing cultural strengths and be led by community participation and ideas. In particular, they will look to involve people who are often excluded.

The award has three strands

- Strand 1: Creative Places Seed Award
- Strand 2: Creative Places Roots Award Phase 2
- Strand 3: Creative Places Growth Award Phase 2

Strand 1: Creative Places Seed Award

This award will be multi-annual and awarded over three years (2025, 2026 and 2027). Strand 1 is open to Creative Places who have completed their research-and-development phase.

The award covers the appointment of a Creative Places coordinator and a programme budget. The maximum you can apply for is €335,000 over three years (€85,000, €125,000, €125,000). In 2025 it is anticipated that up to two awards will be made.

Those places entering in year 3 (i.e. Creative Places awarded in 2023) will not have to make an application in 2025 in order to draw down funding.

Strand 2: Creative Places Roots Award Phase 2

This strand is open only to applicants who have completed their Creative Places three-year award and are now entering into the next phase of their development.

This award will be for up to two years, and applicants need to demonstrate their stakeholder engagement and programming plans for 2025 and 2026.

The maximum you can apply for is between €70,000 and €90,000 per year (i.e. a total of €140,000–€180,000).

Strand 3: Creative Places Growth Award Phase 2

This strand is open only to applicants who have completed year 1 of their Phase 2 programme.

This award will be for up to two years, and applicants need to demonstrate their stakeholder engagement and programming plans for 2025 and 2026.

The maximum you can apply for is between €70,000 and €90,000 per year (i.e. a total of €140,000–€180,000).

The scheme is rooted in the policies set out in 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/>).

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

- **Public engagement:** e.g. the applicant can demonstrate that the proposed place includes a higher-than-average number of people often experiencing barriers to the arts: lack of cultural infrastructure, demographic profile with high numbers of older people, youth population and cultural diversity, etc.
- **Socially engaged or collaborative arts practice:** e.g. the principles of socially engaged or [collaborative arts practice](#) coupled with community-development principles are clearly understood and articulated and the application is informed by this expertise.
- **Research, policy and sustainability:** e.g. can demonstrate public consultation and engagement, align with local regeneration policies and plans, has clear research questions (if applicable), [social-impact evaluation and measurement methods](#), models of local approaches to collaboration, new investment models for supporting the arts, and can create a sustainable future.
- **Partnership:** e.g. a consortium that can demonstrate a meaningful and long-term commitment by a local-authority arts office, community-development partners, local arts organisations already working in or near the place, and socially engaged arts expertise. At least five partners are recommended.
- **The level of cash and in-kind investment by the supporting partner(s).** This must be a minimum of 30% of the overall costs for Strand 1, Strand 2 and Strand 3.

1.2 Who can apply?

- **Strand 1** is open only to creative places that have completed their research-and-development phase.
- **Strand 2** is open only to applicants who have completed their Creative Places three-year award and are now entering into the next phase of their development.
- **Strand 3** is open only to applicants who have completed year 1 of their Phase 2 programme.
- Applicant arts organisations must be a CLG and demonstrate expertise in socially engaged arts practice. The arts organisation does not have to have an existing connection to the place, but public and community partners do.
- Applicant community-development organisations must be located in the place proposed and be a CLG.
- An organisation must be the lead applicant (not an individual), with a range of other partner organisations. The identification of the lead applicant is at the discretion of the partners.
- The applicant is the organisation that will receive any grant offered and which will be required to accept the terms and conditions of that grant.

- Any grant offered will be paid only into a bank account held in the name of the applicant.
- All documentation provided must be in the name of the lead applicant.

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

- Age
- Civil or family status
- Disability
- Gender
- Membership of the Traveller community
- Race
- Religion
- Sexual orientation
- 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 cannot apply?

- Any organisation that does not fall within the categories above is not eligible to apply
- Individuals are not eligible to apply.
- Members of the Council of National Cultural Institutions (CNCI) directly funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media cannot be a lead applicant but may be a partner.

1.4 What may you apply for?

This award has three strands

Strand 1: Creative Places Seed Award

- This award will be multi-annual and awarded over three years (2025, 2026 and 2027).
- **The maximum you can apply for is €335,000 over three years** – i.e. no more than €85,000 in year 1, no more than €125,000 in year 2 and no more than €125,000 in year 3.
- The award covers the appointment of a Creative Places coordinator and a programme budget. This role should be budgeted for at least three days per week, ideally higher, commensurate with appropriate and expert experience.
- No more than 45% of the budget should go towards administration, research, development and evaluation costs.

Creative Places Award 2025: Guidelines for Applicants

- At least 55% of the budget should be allocated for programme and communication costs, although it is recognised that a programme of activity would not be defined at this stage.
- A minimum of 30% of the overall costs must come from supporting partners in 2025, 2026 and 2027. This can be a mix of cash and in-kind income. These sources of income should be secure and realistic, and you should also outline any non-financial resources in place to support the project.

Strand 2: Creative Places Roots Award Phase 2

This award will be for up to two years (2025 and 2026).

- **The maximum you can apply for is between €70,000–€90,000 for year.**
- The award will support the (ongoing) appointment of a Creative Places coordinator and a programme budget. This role should be budgeted for at least three days per week, ideally higher, commensurate with appropriate and expert experience.
- No more than 45% of the budget should go towards administration, research, development and evaluation costs.
- At least 55% of the budget should be allocated for programme and communication costs.
- A minimum of 30% of the overall costs must come from supporting partners in both 2025 and 2026. This can be a mix of cash and in-kind income. These sources of income should be secure and realistic, and you should also outline any non-financial resources in place to support the project.
- For Creative Places Roots Phase 2, you may have existing funding committed from your three-year phase into 2025 – please account for this in your detailed income and expenditure as project income.

Strand 3: Creative Places Growth Award Phase 2

- This award will be for two years (2025 and 2026).
- **The maximum you can apply for is between €70,000 - €90,000 for year.**
- The award will support the (ongoing) appointment of a Creative Places coordinator and a programme budget. This role should be budgeted for at least three days per week, ideally higher, commensurate with appropriate and expert experience.
- No more than 45% of the budget should go towards administration, research, development and evaluation costs.
- At least 55% of the budget should be allocated for programme and communication costs.
- A minimum of 30% of the overall costs must come from supporting partners in both 2025 and 2026. This can be a mix of cash and in-kind income. These sources of income should be secure and realistic, and you should also outline any non-financial resources in place to support the project.

- For Creative Places Growth Phase 2, you may have existing funding committed from Phase 2, year 1 into 2025 – please account for this in your detailed income and expenditure as project income.

Access costs for artists or participants¹ with disabilities

We are committed to making our funding schemes and the work we fund accessible to everyone. To meet this goal, we offer financial supports to remove barriers for artists and participants with disabilities. These are known as disability access costs.

We take the description of disability from the UN Convention on the Rights of Persons with Disabilities, together with Irish legislation and case law. We broadly include all people with disabilities. For example, people with physical, medical, cognitive, intellectual, learning, emotional, or sensory impairments.

There are two types of disability access costs that you may need to consider for your application: personal disability access costs and audience disability access costs.

The Arts Council provides separate funding for personal disability access costs in addition to your core budget. You must fund audience disability access costs from within your core budget.

1. Personal disability access costs

These supports should help you to remove barriers for artists or participants with disabilities who are delivering your proposal. For example:

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

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

- An ISL interpreter for a participant or participants
- Services of an access support worker
- Additional rehearsal or studio time.

Note: you can apply for these costs in addition to the maximum amount available for the award.

2. Audience disability access costs

These are costs for making your work accessible to people with disabilities. We want to ensure that more people enjoy high-quality arts experiences and that everyone can access and enjoy the work we fund. Access for disabled audience members should be considered a normal part of your work.

Examples of supports to make your work accessible to your audience may be:

¹ The Arts Council defines participants as those who express themselves creatively by taking part in artistic activities.

- 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 Braille or audio.

Note: the Arts Council does not currently provide additional funding for these costs. You must include these costs in your core application budget.

How to apply for disability access costs

If you include disability access costs in your proposal, you must upload a document listing these costs with your supporting material. An optional template is available on the [Creative Places](#) funding page on the Arts Council website. You must also show the costs in two separate lines in your application form:

- A line for personal disability access costs
- A line for audience disability access costs.

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

What if the funding I am offered 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 will also discuss an appropriate adjustment to your disability access costs.

How do I claim my personal disability access costs?

If your application is successful, we will give you information on how to draw down your funding. Personal disability access costs are drawn down separately from your core funding. You may be asked to complete a short report on how you used these funds.

How much funding should you apply for?

In applying for Creative Places, you are required to submit a **separate detailed budget plan** listing all items of income and expenditure relating to your proposal. This applies to applicants under all strands

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 all fees, * wages, research-and-development costs, production, promotion and publicity costs, administrative costs, etc.
- Proposed income: a minimum of 30% of the overall costs must come from supporting partners in 2025 and 2026 (and 2027 for Strand 1 applicants). This can be a mix of cash and in-kind income. These sources of income should be secure and realistic, and you should also outline any non-financial resources in place to support the project.

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.

*** 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 you work with. This will help us assess the feasibility of your application.

**** Note on in-kind support** 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.

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 separate 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 in all three, and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

1.5 What may you not apply for?

You may not apply for more than one project-type award in this round of funding.

Costs that you may not apply for include the following:

- Major capital purchases or investment into a capital project
- Ongoing core costs; however, project-management costs as they relate to the delivery of the proposal are eligible
- Costs that do not fit the purpose of the award

Activities that you may not apply for include the following:

- Activities that do not fit the purpose of the award
- Activities that are more suited to another award funded by the Arts Council or operated by other state agencies, such as Culture Ireland
- Activities that have already taken place
- Activities undertaken for charity fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Proposals that have already been assessed by the Arts Council, unless you demonstrate that you have significantly developed the proposal since previously applying based on feedback received **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.

1.6 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 those assessing your application to get a clearer understanding of your proposal. Please read the following list of what supporting material is required very carefully, as failure to comply with this is the most common reason for applications being deemed ineligible.

In order to be considered eligible for assessment for Creative Places, you **must** submit the following supporting material online:

Strand 1: Creative Places Seed Award

- A cover letter from the lead applicant indicating which strand you are applying for and why.
- A statement/letter of support from each participating partner outlining their objectives, expectations and commitment in relation to the project – see **Acceptable file formats** in [section 2.3](#) **Prepare any supporting material required for the application.**
- A **separate detailed budget** for the proposed activity – this must be in addition to the budget information provided in the application form.
- Evidence of any financial support, including benefits in kind, or sponsorship identified in the project budget – e.g. a memorandum of understanding, a letter of support or a similar document.
- A document that gives evidence as to their knowledge and research into the demographic profile, social, cultural and economic strengths, and potential of the proposed place.
- A document that articulates and gives strong evidence of their work to date as a creative place.
- A document outlining their research questions: what was the purpose of the research and what questions the researcher was asked to respond to? You should include a copy of your research report.
- A document describing plans for monitoring, documenting and evaluating the project.

Strand 2: Creative Places Roots Award Phase 2

- A cover letter from the lead applicant indicating which strand you are applying for and why.
- A statement/letter of support from each participating partner outlining their objectives, expectations and commitment in relation to the project – see **Acceptable file formats** in [section 2.3](#) **Prepare any supporting material required for the application.**
- A separate detailed budget for the proposed activity – this must be in addition to the budget information provided in the application form.
- Evidence of any financial support, including benefits in kind, or sponsorship identified in the project budget – e.g. a memorandum of understanding, a letter of support or a similar document.

- A document that articulates and gives strong evidence of their work to date as a creative place.
- A document that describes the monitoring-and-evaluation process used to date, the learnings, and how they influence your approach.

Strand 3: Creative Places Growth Award Phase 2

- A cover letter from the lead applicant indicating which strand you are applying for and why.
- A statement/letter of support from each participating partner outlining their objectives, expectations and commitment in relation to the project – see **Acceptable file formats** in [section 2.3](#) **Prepare any supporting material required for the application.**
- A separate detailed budget for the proposed activity – this must be in addition to the budget information provided in the application form.
- Evidence of any financial support, including benefits in kind, or sponsorship identified in the project budget – e.g. a memorandum of understanding, a letter of support or a similar document.
- A document updating on Year 1 of Creative Places Phase 2, outlining any changes in personnel and/or approach.
- A document that describes the monitoring-and-evaluation process used to date, the learnings, and how they influence your approach.

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.

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

Additional material required in certain circumstances:

- If you are seeking additional participant or personal disability access costs or audience disability access costs, please provide a document outlining these costs, and outlining how they have been arrived at. Please also ensure that you include this additional amount as part of your budget.
- If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

For applications involving children and young people under the age of eighteen

The Arts Council requires all individuals and organisations providing services (e.g. cultural, recreational, educational) to children and young people under the age of eighteen to have suitable child-protection policies and procedures in place. When making an application, you **must** indicate in section 1 of the application form whether or not your proposal is relevant to this age group.

- If you answer 'Yes' to this question in the application form and your application is successful, as a condition of funding you will be required to confirm and demonstrate that you have suitable child-protection policies and procedures in place.
- If successful, you will be required to complete the Arts Council's Child Protection and Welfare Quality Assurance Self-audit at <https://childprotection.artscouncil.ie/>. Please visit www.tusla.ie for more information on Children First.
- You will also be required to update your details in the Profile Information tab in your Online Services account (do this by going to the 'Update your account' section).

For applications involving vulnerable adults

When making an application, you **must** indicate in section 1 of the application form whether or not your proposal involves work with or for vulnerable persons. By ticking the Yes box, you are indicating that you will work with, or present work to, this cohort as part of your proposal, and that you acknowledge that you have familiarised yourself with and adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse** (see [here](#)).

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

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

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

1.7 Eligibility

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

1. You miss the application deadline.
2. You do not submit a completed application form through Online Services (an application form attached as a supporting document will not be accepted).
3. You fail to complete all of the sections in the application form relevant to your proposal.
4. You cannot apply as set out in sections 1.2 to 1.3 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 1.4 above (except where you are applying for an additional amount to cover participant or personal disability access costs).
6. You apply for an activity or purpose that you cannot apply for, as set out in section 1.5 above.
7. You fail to provide all mandatory supporting materials as set out in section 1.6 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.

2. How to make your application

2.1 Register with the Arts Council's Online Services

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

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

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

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

Requirements for using Online Services

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

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

PC

- Windows 7 operating system or a newer version of Windows
- OLS will work with the latest versions of all browsers – e.g. Microsoft Edge, Google Chrome, Safari, Mozilla Firefox

Mac

- 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
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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=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 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 (Desktop)/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 **1.6 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 PDF 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 – e.g. CVs and letters of support – 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.

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

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

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

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

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

Naming files appropriately

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

Please submit supporting documents in separate, appropriately named files.

Good filenames for an applicant called Jack Russell	russelljack Architecture Project application.doc
	russelljack performance clip.mp4
	russelljack Architecture Project budget template round 2.xls
	russelljack youtube link.doc

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

Note: characters not allowed in the filename " * : < > ? / \

2.4 Make your application online

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

2.4.1 Choose a funding programme and download application form

To start a new application, click the **Make an application** button on your home page, and follow the prompts to choose the funding programme you wish to apply for and to give your application a unique reference by which to identify it. At this stage you can also download the application form (if you have not already done so).

2.4.2 Request funding amount

At this stage specify the expenditure and income related to your proposal, and the amount of funding you are requesting. The **Amount requested** should equal the **Total expenditure** minus the **Total income**. The final figures you enter here should be the same as those you enter in section 3 of the application form and in your detailed budget.

2.4.3 Upload application form and supporting material

Follow the prompts to upload your completed application form, CV or CVs, detailed budget and any other required supporting material (see section **1.6 What supporting material must you submit with your application?**). You do not have to upload everything at the same time. You can save your application as a draft and come back to it later.

Note: if you have completed your application form as a **.docx** file, and you are confident that your application form is filled in correctly (including typing inside the grey fields) but Online Services displays a message saying 'Cannot upload form', please try saving it as a **.doc** file and uploading it again.

2.4.4 Submit application

When you are satisfied that you have uploaded everything you need to support your application and ticked the declaration, click **Submit**.

Once submitted, your application cannot be amended. Do not submit your application until you are completely satisfied.

You should receive two emails. The first will be issued immediately your application is received by the Arts Council. The second may arrive a few minutes later and will contain your application number, which will be used in all correspondence relating to this

application. **Note:** it is important that you contact onlineservices@artscouncil.ie if you **do not** receive the second confirmation email containing the application number.

3. Processing and assessment of applications

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

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

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

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

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

- 2 Your application is checked for eligibility. Please see section **1.7 Eligibility** above.
-

- 3 Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted, based on the criteria in section 2.1 of these guidelines.
-

- 4 A peer panel reviews all shortlisted applications and associated material, then scores and makes decisions.
-

- 5 Decisions are communicated in writing to applicants.
-

- 6 Decisions are noted by Council.
-

Time frame

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

3.3 Criteria for the assessment of applications

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

- Quality of the application
- How they meet the objectives and priorities of the award
- Feasibility.

Each of these criteria is assessed as follows:

Quality of the application

The assessment of quality focuses on the proposal and how it has understood the objectives and priorities of the award, and includes consideration of:

- The evidence and knowledge gathered to inform the proposal

- The track record of the applicant and the partnership involved as evidenced in other supporting material submitted
- The potential of the applicant and partnership as evidenced in the application form and the supporting materials submitted
- The ambition, originality and competency demonstrated in the proposal
- How the application demonstrates innovation, collaboration and sustainability.

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**).

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.

Scoring process

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

- A – Must Fund (10 points): this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.
- B – Should Fund (8 points): this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.
- C – Could Fund (5 points): this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.

- D – Not a Priority (2 points): this means that, in the view of the panel member, the application is deemed to have not met the criteria to an extent sufficient to merit funding.

Declaration of interest

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

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

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

In the event of two panellists declaring a conflict of interest for the same application, the Arts Council staff member would replace one of the panellists so that two are not sharing the same conflict. If this is not possible, the art team's manager and the panel chair will be part of the decision-making process for that specific application.

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

3.5 Outcome of applications

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

You will be informed by email if your application has not been shortlisted. If your application has been shortlisted, it will go forward for panel review.

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

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

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

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

Creative Places Award 2025: Guidelines for Applicants

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