



# Dance Artist Residency Scheme 2025/2026

## Guidelines for Applicants

Deadline: 5.30pm (Ireland time), Thursday 20 February 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](mailto:access@artscouncil.ie)

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## Key points to remember

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

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- I have read and understand these guidelines.
  - In the event that I have had an issue, I have contacted the Arts Council for assistance 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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## Getting help with your application

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

If you have a technical question about the online application process and your question is not answered in the FAQ section, you can email [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie) or call the Arts Council on **01 618 0200/01 618 0243**

If you have a query about your application that is not technical in nature, you should email or phone the arts team to which you are applying for funding.

<http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/>

To watch our YouTube guide on making an application, go to

<https://www.youtube.com/artscouncildemos>

## 1. About the Dance Artist Residency Scheme

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### 1.1 Objectives and priorities of the scheme

The objective of the Dance Artist Residency Scheme is to stabilise and support a network of dance artists in residence across the country. The scheme is specifically aimed at dance artists working in collaboration with an arts centre or an organisation or a festival and/or a local authority (NB: the inclusion of a local authority is mandatory for Strand 1). This scheme has two strands.

#### Strand 1: Full residencies

The scheme aims to:

- Consolidate both professional and community-based dance practice in a variety of contexts
- Offer opportunities to dance artists around the country to engage in a programme of artistic work relevant to their own practice
- Offer opportunities to local authorities, arts centres, organisations and festivals to develop dance practice in their areas in collaboration with the applicant
- Encourage the development of long-term planning and sustainability of independent dance activities.

#### Strand 2: Short-term residencies

This scheme aims to:

- Support short-term residencies with an arts centre or an organisation or a festival
- Offer an opportunity to establish collaboration and develop the place of dance with a targeted group of people
- Consolidate both professional and community practice in a variety of regional contexts
- Provide an opportunity for new cohorts of people to access high-quality dance engagement
- Have an opportunity for mentorship with established dance artists in residence.

Proposals will be prioritised based on:

- The relevance of the dance-artist's track record/experience to the content of the residency
- The clarity of the proposed activities as part of a coherent artistic programme
- The quality of engagement with local communities
- The suitability of the artistic and administrative resources available to the dance residency
- The positive level of engagement and reciprocal support between all parties involved in the residency.

Strand 1: Proposals for funding for Strand 1 **must** have the committed support in writing of at least one local authority and one arts centre or organisation or festival.

Strand 2: Proposals for Strand 2 **must** have the committed support of an arts centre or an organisation or a festival.

All awards are informed by the Arts Council's ten-year strategy (2016–25), *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: <http://www.artscouncil.ie/arts-council-strategy/>).

## 1.2 Who can apply?

The Dance Artist Residency Scheme is open to the following, one of which must take on the role of primary applicant under the scheme:

### Strand 1

- Professional dance artists who have the committed support of at least one local authority and one arts centre or organisation or festival, and who are resident in the Republic of Ireland
- Local authorities proposing to establish a professional dance-artist residency.

### Strand 2

- Professional dance artists who have the committed support of an arts centre or an organisation or a festival.
- Dance artists who wish to undertake a period of mentorship with an experienced dance artist in residence in order to develop their community practice
- Dance artists who wish to develop a short-term residency with a specific cohort of people.

There are certain exceptions where the Arts Council may deem eligible applications made by those based outside the Republic of Ireland. However, before admitting as eligible any such application, the Arts Council would need to be satisfied that the outcomes of any such proposal would benefit the arts in the Republic of Ireland.

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 the applicant?

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

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

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

### 1.4 Who cannot apply?

Applicants who are not eligible to apply include the following:

- **Strand 1:** dance artists without the committed support of at least one local authority and one arts centre or organisation or festival, or a combination of local authorities and arts centres
- Dance artists who are already employed on a full-time basis by organisations in receipt of Strategic Funding
- **Strand 2:** dance artists without the committed support of at least one arts centre or organisation or festival
- Dance artists who are already employed on a full-time basis by organisations in receipt of Strategic Funding
- Arts Council-funded arts centres, organisation and festivals. However, the partnership of at least one such organisation is a requirement. These organisations will need to certify that any activities supported are distinct from, and separate to, already funded activities.
- Organisations seeking funding to support vocational/undergraduate or postgraduate training.

### 1.5 What may you apply for?

The maximum amount awarded to each successful application is:

**Strand 1:**

**Up to €25,000**

**Strand 2:**

**Up to €10,000**

You may apply for support under only **one** strand of the award. You **must** clearly identify which strand you are applying for in section 1.4 of the application form.

Overall responsibility for the management of funds for the programme will be taken on by the person or organisation identified as the primary applicant.

The specific contents of the work programme for which funding is sought must be agreed between the dance artist, the local authority (Strand 1 only) and the arts centre or organisation or festival. For both Strand 1 and Strand 2, depending on the needs of the geographical location, a Dance Artist Residency work programme might include some of the following activities:

- Creating new choreographic work throughout a period of research and development
- Performing in local arts centres

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- Collaborating with local dance artists or artists working in other media
- Programming events such as symposia, guest residencies or dance platforms
- Collaborating with other dance artists in residence countrywide
- Leading local dance workshops and classes
- Working in local schools to inform practical appreciation of, and academic discussion around, dance
- Working with youth dance groups
- Working in a mentoring capacity with artists/audiences/groups from minority-ethnic backgrounds and disability groups
- Assisting local arts centres, organisations or festivals in the promotion of professional dance programmes
- Advising the director of local arts centres, organisations or festivals on the programming of professional dance.

Please note that although the residency may span a number of years, the present scheme is for activities taking place in 2025/2026 only.

### How much funding may you apply for?

Applications for a Dance Artist Residency Scheme must be accompanied by a detailed budget setting out all income and expenditure in relation to the proposed residency. The maximum amount you may request is the difference between the **total expenditure** and the **total income** you indicate in your detailed budget.

- **Total expenditure** should include the dance-artist's remuneration\* and any other costs associated with the residency – e.g. promotion and publicity costs, administrative costs, etc.
- **Total income** should include all income relating to the dance residency, including what you expect to receive from other funders, production partners, box-office receipts, programme sales, commercial sponsorship, fundraising, etc.

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

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#### \* Note on artists' pay

The Arts Council is committed to improving the pay and conditions of artists. In this context, the Arts Council has published a [policy](#) on the fair and equitable remuneration and contracting of artists. This includes best-practice principles for all those working in the arts to aspire to.

All artists engaged in Arts Council-funded activities must be fairly paid. Anyone seeking funding from the Arts Council must tell us how they will ensure that artists will receive fair pay and conditions, and provide details of this in their budgets. We will use this as part of the application-assessment process, and will not offer funding if we consider pay to be too low or below industry standards, or where the terms of engagement are not appropriate. Through our reporting mechanisms we will monitor compliance.

We do not set or recommend rates of pay, but we recognise the role of those organisations that are mandated to do so, and will refer to these where they exist. We also commit to supporting key representative and resource organisations to review industry rates and develop new tools that support the contracting process.

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**\*\* 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.

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

- Online, when you initiate the application (totals only)
- In section 3 of the application form
- In your detailed budget.

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

### **Access costs for artists or participants<sup>1</sup> 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 disability access costs within your application. and there are two types that you can apply for.

#### **1. Participant or personal disability costs**

These supports should 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 or collaborators
- Production staff
- Core staff or key administrative personnel.

Examples of support may include:

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

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

**Note:** you can apply for these participant and personal disability access 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 persons with disabilities, and should be considered a normal part of your work. We want to ensure that more people enjoy high-quality arts experiences and that everyone can access and enjoy the work we fund.

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:** you should include audience disability access costs in the total amount that you request. They must be within the maximum amount available for the award.

### What if the funding I'm 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.

### How to apply for disability access costs

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

If you include disability access costs in your proposal, you must show the costs in two separate lines in the application form.

- A line for personal or participant disability access costs only
- A line for public disability access costs only

You must also upload a document listing these costs with your supporting material. An optional template is available on the Dance Artist Residency funding page on the Arts Council website.

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

To see how we assess your application, see section 3 of the guidelines below.

## 1.6 What may you not apply for?

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

- Major capital purchases
- Ongoing core costs

- Activities or costs that do not fit the purpose of the scheme
- 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 or that will have commenced before a decision is made on your application.
- Activities by registered charities that are for fundraising for other organisations
- Activities that are for participating in a competition
- Activities that are for profit-making
- Activities that have already been assessed by the Arts Council, unless you demonstrate that you have developed the proposal since previously applying **or** if the Council has specifically advised you to redirect your application to this award. Please bear in mind that such advice is not an indication of a successful outcome.

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

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

In order to be considered eligible for assessment for funding under the Dance Artist Residency Scheme, you **must** submit the following support material online with your application form:

- A detailed budget setting out proposed income and expenditure for the proposed residency (this must be in addition to the budget information provided in the application form)
- Detailed up-to-date CV (max. three pages) of the proposed dance artist in residence
- A memorandum of understanding between all of the applicant partners (i.e. the artist, the arts centre and the local authority); this should include the following:
  - An outline of the work programme/activities that the dance artist will undertake during the residency
  - A list of the cash, in-kind and infrastructural resources that will be made available to support the dance artist
  - A clear breakdown of the roles and responsibilities of each partner to the residency – dance artist, local authority and arts centre
- You should refer to the application checklist on the first page of this document for a list of other items that might be mandatory for 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](http://www.tusla.ie) for more information on Children First.
- You will also be required to update your details in the Profile Information tab in your Online Services account (do this by going to the 'Update your account' section).

### For applications involving vulnerable adults

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

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

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

### Format for supporting material

All supporting material for this funding programme must be submitted online.

Include contextual information for all supporting material in a clearly labelled text file. If you submit video files, please provide details of the piece, when and where it was performed, thematic/general comments, the names of performers, and how the work was financed (e.g. award, self-financed). Extracts should be no more than three minutes long, and no more than three extracts should be submitted.

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

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

## 1.8 Eligibility

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

1. You miss the application deadline.
2. You fail to complete all of the sections in the application form relevant to your proposal.
3. You cannot apply as set out in sections 1.2 to 1.4 above.
4. You apply for an amount of funding greater than the maximum amount allowed for within the award to which you are applying, as set out in section 1.5 above (except where you are applying for an additional amount to cover access costs).
5. You apply for an activity or purpose that you cannot apply for, as set out in section 1.6 above.
6. You fail to provide all mandatory supporting materials, as set out in section 1.7 above
7. Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case we will redirect you to the more appropriate funding opportunity).

**Note:** in the event that your application is 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

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

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

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

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

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

#### Requirements for using Online Services

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

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

- 
- |            |  |
|------------|--|
| <b>PC</b>  | <ul style="list-style-type: none"><li>• Windows 7 operating system or a newer version of Windows</li><li>• OLS will work with the latest versions of all browsers – e.g. Microsoft Edge, Google Chrome, Safari, Mozilla Firefox</li></ul>              |
| <b>Mac</b> | <ul style="list-style-type: none"><li>• Mac OS X v10.5 Leopard or a newer version of the Mac operating system</li><li>• OLS will work with the latest versions of all browsers – e.g. Microsoft Edge, Google Chrome, Safari, Mozilla Firefox</li></ul> |
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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=iT9XxgmgoEo>

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

#### Important notes for Apple Mac users

- Note the section in the YouTube video (at 1 min. 20 secs; link provided above) that deals with the issue of downloading version 4.0.1 on Macs with the operating system Mac OS Mojave or an earlier version installed.
- You cannot download OpenOffice 4.0.1 onto a Mac with the operating system Mac OS Catalina. If your Mac has this operating system or a newer version installed, you will have to download and use OpenOffice version 4.1.9 or newer.

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

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

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

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

### **Getting technical support**

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

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

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

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

If you have not already done so, download the application form for the award you wish to apply for. The application form is a Microsoft Word (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 **1.7 What supporting material must you submit with your application?**).

You must submit all such supporting material online – if necessary, you should scan or save material in electronic format.

### Acceptable file formats

The following table lists file formats for your supporting material.

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

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.

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

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

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

## 2.4 Make your application online

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

### 2.4.1 Choose a funding programme and download application form

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

### 2.4.2 Request funding amount

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

### 2.4.3 Upload application form and supporting material

Follow the prompts to upload your completed application form, CV or CVs, detailed budget and any other required supporting material (see section **1.7 What supporting material must you submit with your application?**). You do not have to upload everything at the same time. You can save your application as a draft and come back to it later.

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

### 2.4.4 Submit application

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

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

You should receive two emails. The first will be issued immediately your application is received by the Arts Council. The second may arrive a few minutes later and will contain

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your application number, which will be used in all correspondence relating to this application. **Note:** it is important that you contact [onlineservices@artsCouncil.ie](mailto:onlineservices@artsCouncil.ie) if you **do not** receive the second confirmation email containing the application number.

## 3. Processing and assessment of applications

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### 3.1 Overview

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

### 3.2 The assessment process

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

1	<p>After you submit your application, you should receive two emails:</p> <ul style="list-style-type: none"> <li>• The first will be sent immediately and will acknowledge your application.</li> <li>• The second should arrive a few minutes later. It will contain your application number, which we will use in all correspondence about your application.</li> </ul> <p><b>Note:</b> 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.</p> <p>If you do not receive the email with your application number, contact <a href="mailto:onlineservices@artscouncil.ie">onlineservices@artscouncil.ie</a></p>
2	Your application is checked for eligibility. Please see section <b>1.8 Eligibility</b> above.
3	Adviser(s) and/or staff make a written assessment of the application.
4	Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.
5	A peer panel reviews all shortlisted applications and associated materials, then scores and makes decisions.
6	Decisions are noted by Council.
7	Decisions are communicated in writing to applicants.

#### Time frame

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

### 3.3 Criteria for the assessment of applications

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

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

#### Artistic merit

The assessment of artistic merit focuses on the applicant's previous practice as well as on the nature of the proposed activity and includes consideration of:

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- The quality of the idea and the proposed arts activity as outlined in the application form and in the supporting materials submitted
- The track record of the artistic personnel involved in the project demonstrated through the CV(s) and other supporting material submitted
- The potential of the applicant/proposed dance artist demonstrated through the application form and other materials submitted
- The artform/arts-practice context in which the activity is proposed
- The ambition, originality and competency demonstrated by the proposal.

### Meeting the objectives and priorities of the scheme

Applications are assessed on how well they meet the objectives and priorities of the scheme – see section **1.1 Objectives and priorities of the scheme** for details of these.

### Feasibility and value for money

The assessment of feasibility and value for money considers the extent to which the applicant demonstrates capacity to deliver the proposed activity and the level to which it enhances the impact of public funding. This includes consideration of:

- The 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 involvement of project partners
- The proposed budget
- Other sources of income
- 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 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 more suited to a different award programme, an exception may be made. In such circumstance 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

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