English Language Literature Bursary Award 2025 Round 1

Guidelines for Applicants

Deadline: 5.30pm (Ireland time), Thursday 13 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

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Key points to remember

- In order to make an application, you **must** be registered for an Arts Council Online Services (OLS) account. If you do not have one, you can sign up for one here. Please note that it can take up to **five working days** for a new user to be registered on OLS, so give yourself plenty of time to do this ahead of the deadline.

- We strongly advise that you read this document carefully before beginning the process of making your application.

- We also strongly advise that you start the process early, and give yourself **plenty of time** to make your application.

- We recommend that you aim to upload your application **at least forty-eight hours** before the advertised deadline. That way, if you encounter a technical problem, you will have time to contact us so that we can assist you in resolving it.

- Please note that, on account of the large volume of applicants using the online system on the last day of the deadline, we cannot guarantee that we can resolve any technical issues you may have if you contact us **after 2.00pm on the day of the deadline**.

- Please read the following checklist carefully:

☐ I have read and understand these guidelines.

☐ In the event that I have had an issue, I have contacted the Arts Council for assistance well in advance of the deadline.

☐ I have filled in all of the sections of the application form relevant to my application.

☐ I have prepared all required supporting material as set out in these guidelines, and have this ready to upload.

☐ I have asked someone else to check over my application to make sure there are no errors and that nothing is missing.

Getting help with your application

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

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

- o **01 618 0200**
- o **01 618 0243**

If you have a query about your application that is not technical in nature, you should email or phone the arts team to which you are applying for funding **at least forty-eight hours** before the advertised deadline. http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/

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

1. About the English Language Literature Bursary Award

1.1 Objectives and priorities of the award

The objective of the English Language Literature Bursary Award is to enable professional writers and picture-book artists (working through the English language) to spend more time on their creative work when it is at a critical point in its development.

The award seeks to provide writers and picture-book artists with dedicated time and resources to think, research, reflect, create and write. It enables writers and picture-book artists to concentrate on their creative work for a period, usually by releasing them from their financial commitments. It is intended to enable writers or picture-book artists to take this time when they are at a critical stage in their writing. At both shortlisting and panel stage, emphasis is placed on the **track record** of the applicant, as demonstrated in the application form and CV. Promise and potential, as demonstrated in the application form and writing sample, are also considered.

Definition of literary writing

You can apply for the following types of **literary writing**:
- Fiction, poetry and creative non-fiction (memoir and essays)
- Children's fiction and poetry, including picture books
- Original graphic novels and comics

You can't apply for:
- Screenwriting
- Journalism
- Religious writing
- Professional, instructional or academic writing

If you're a playwright, you should apply under Theatre.

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   Changes to round 1 of the Literature Bursary Award 2025

We have made the following changes to the 2025 Literature Bursary Award guidelines.

- In section **1.1**, we have emphasised that bursaries should be applied for when a literary artist is at a **critical stage** in their writing
- In section **1.7**, we have noted that those who have received an Arts Council/university writer-in-residence for 2025 are not eligible for a Literature Bursary Award this year
- We have included specific guidance about supporting material for graphic novels and/or comics in section **1.8**.

1.3   Who can apply?

The award is open to professional writers or picture-book artists working in all genres and forms outlined in section **1.1**. To be eligible to apply, applicants must:

- Be resident in the Republic of Ireland. However, we may accept applications from outside the Republic of Ireland. In this case, you **must detail in your application form** how your proposal would benefit the arts in the Republic of Ireland. We would need to be satisfied with your explanation.

- Be a professional practising writer or picture-book maker. Although you might not earn income continuously or exclusively from your arts practice, you must identify yourself, and be recognised by your peers, as a professional practising writer or picture-book maker. You will need to demonstrate through your CV that you have professional experience as a writer of creative work. This usually takes the form of publication with independent, recognised journals or publishers.

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.

1.4 Who is the applicant?

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

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

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

1.5 Who cannot apply?

People not eligible to apply include the following:

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

- If you are in full-time employment, you must be seeking time away from employment to work on your practice, and how you plan to approach this should be outlined in your application.

- Aosdána members in receipt of a Cnuas

- Holders of 2025 Arts Council/university writer-in-residence.

You may only apply for **one** round of the Bursary Award in 2025. Two rounds will be offered in 2025. Round 2 of the Bursary Award will open in late May 2025.

1.6 What may you apply for?

Funding will be offered at fixed amounts. You should apply for one of the following amounts:

- **€20,000**

- **€15,000**

- **€10,000**

Please indicate which of these amounts you are applying for in section 3 of the application form. You should apply based on the scale of your proposal and the amount of time you wish to devote to it.

Your application will be deemed **ineligible** if you apply for more than the maximum (unless you are applying for additional participant or personal disability access costs) or less than the minimum amounts stated above.

In addition, if you request an amount **other than** one of these bands, any offer that may be made will be rounded down to the next lowest band (e.g. if you request €19,500, the maximum for any offer would be €15,000).

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

The amount requested should be in line with the scope of your proposal and the amount of time you require.

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

The award also allows for other costs intrinsic to supporting the development of the artist's practice – e.g.

- Appropriate fees for the time given by any mentors or collaborators working with you on the activity or activities for which you are seeking support

- Materials (up to a maximum of 15% of the total amount requested) or the hiring of services that are critical to the development of your artistic practice provided these costs are clearly linked to the proposal for 'buying time'.

Access costs for artists or participants[1] 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:

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

- 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 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 when reviewing the revised budget.

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 in the Payments Templates 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.

What are your chances of receiving support?

This is an extremely competitive award. Many more applications are received than it is possible for the Arts Council to support. In general, the demand is between four and five times the available budget.

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

1.7 What may you not apply for?

You may not apply for more than one bursary award in any artform/arts-practice area in any one round of funding – e.g. the same applicant cannot make two applications for a Music Bursary Award in the same round. You also cannot apply for a Dance Bursary Award and a Theatre Bursary Award in the same round.

You may not apply activities and costs that:

- Do not fit the purpose of the award

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

- Have already started or have been completed before a decision is made on your application. See section **1.10 How long will it take to get a decision?**

- 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.

- Are for fundraising for other organisations by registered charities

- Are for participating in a competition

- Are activities for profit-making

- Are proposals to pursue activities or proposals that are not included in 'literary writing' as defined in section 1.1 above. This definition specifically **excludes** some areas, as outlined in section 1.1.

- Are applications for large-scale capital costs.

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

To be considered eligible for assessment under the English Language Literature Bursary Award, you **must** upload and submit the following supporting material online:

1. **Your artistic CV highlighting your achievements as a professional artist** (max. three pages). This will form a central part of your application, and should detail your track record as a writer and/or picture-book artist.

2. A **work in progress**. The work in progress will form part of the assessment of your application. It must not have been previously published, and it must relate specifically to your proposal. Please submit according to your artform:

   o **For prose:** up to 4,000 words of a work in progress for which the application is being made. It should be in 12-point font and double-spaced.

   o **For poetry:** ten pages of poetry, single-spaced, with no more than one poem per page

   - **For children's picture-book artists:** ten images/pages that relate specifically to your bursary proposal, including a sample text (if applicable to your project). You should also include up to five images

that demonstrate your illustration practice to date. If you have a dummy book available, please submit this.

- **For comics or graphic novels:** a two-page sample of the work in progress AND a 10 page sample of previously published work that demonstrates your practice.

You may also submit extracts of **previously published work**, if available. This is not mandatory, except in the case of graphic novels/comics.

Other supporting materials

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

Additional material required in certain circumstances

If you are seeking additional 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 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 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.

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

Note: **if you do not submit the required supporting material, your application will be ineligible.**

1.9 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 1.3 to 1.5 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 1.6 above (except where you are applying for an additional amount to cover disability access costs).

6. You apply for an activity or purpose that you cannot apply for, as set out in section 1.7 above.

7. You fail to provide all mandatory supporting materials through OLS, as set out in section 1.8 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: if your application is ruled ineligible, it will not be assessed, and you will be able to apply again with the same proposal in future funding rounds.

1.10 How long will it take to get a decision?

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

2. How to make your application

2.1 Register with the Arts Council's Online Services

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

You must have an Online Services account to make an application. If you do not already have an Online Services account, sign up by filling out the registration form here: https://onlineservices.artscouncil.ie/register.aspx.

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

Requirements for using Online Services

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

PC	Windows 7 operating system or a newer version of Windows *with* browser versions: Microsoft Edge or Firefox or Chrome, or a newer version of any of these browsers.
Mac	Mac OS X v10.5 Leopard or a newer version of Mac operating system *with* browser versions: Safari or Firefox or Chrome or Microsoft Edge, or a newer version of any of these browsers. **Note:** if Safari 11 prevents the upload of documents, use a newer version of Safari or use a different browser such as Firefox, Chrome or Microsoft Edge.

Note: you will also need to have Microsoft Word (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 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 that are acceptable as part of an application for a Bursary award.

File type	File extension
text files	.rtf/.doc/.docx/.txt
image files	.jpg/.gif/.tiff/.png
sound files	.wav/.mp3/.m4a
video files	.avi/.mov/.mp4
spreadsheets	.xls/.xlsx
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 a PDF document and upload it as a weblink-supporting document.

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

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

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

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

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

Naming files appropriately

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

Please submit supporting documents in separate, appropriately named files.

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

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

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

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.

Note: you may only apply for one round of the Bursary Award in 2025. Round 1 of the 2025 Bursary Award closes on 13 February 2025.

One round is offered in Architecture, Arts Participation, Film and Opera.

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

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

2.4.4 Submit application

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

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

You should receive two emails. The first will be issued immediately your application is received by the Arts Council. The second may arrive a few minutes later and will contain your application number, which will be used in all correspondence relating to this application. **Note**: it is important that you contact onlineservices@artscouncil.ie if you **do not** receive the second confirmation email containing the application number.

3. How we assess your application

3.1 Overview

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

3.2 The assessment process

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

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 **1.8 Eligibility** above.

3 In some cases, the arts area to which you have applied may not be the best fit for your proposal. In such a case, we will contact you and ask you if you are happy for us to move your application to a more appropriate arts team. You will then have a choice to have your application moved, or for it to remain under the arts area to which you applied.

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

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

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

then scores and makes decisions.

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7 Decisions are communicated in writing to applicants.

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8 Decisions are noted by Council.

3.3 Criteria for the assessment of applications

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

- Artistic quality
- How they meet the objectives and priorities of the award
- Feasibility

Each of these criteria is assessed as follows:

Artistic quality

The assessment of artistic quality focuses on the artist's previous practice as well as on the nature of the proposal. This includes:

- The track record and/or the potential of the artist demonstrated through the application form, CV and other supporting materials submitted
- The proposed arts activity or activities as outlined in the application form
- The practice of the artist demonstrated through the supporting materials submitted
- The artform/arts-practice context in which the activity is proposed
- The ambition, originality and competency demonstrated by the artist
- The track record of the mentor and quality of the mentorship programme, if relevant to the proposal, as demonstrated through the application form, CV and other supporting materials submitted
- The quality and appropriateness of supports offered from partner organisations, if relevant.

Meeting the objectives and priorities of the award

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

Such assessment might include, for example, consideration of the extent to which the artist's practice might benefit from, and be developed as a result of,

the proposed activity or the extent to which particular identified priorities are addressed.

While applicants may choose other artforms/arts practices relevant to their application, the assessment will be undertaken by the team specific to the chosen primary artform, which may, in certain instances, ask for a secondary assessment from another arts team.

Feasibility

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

- The proposed timetable or schedule
- The amount of funding requested relative to the nature and duration of the work proposed
- Where relevant, the availability of other supports/partners identified in the application.

3.4 Peer-panel process

The purpose of peer-panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally consist of at least three external adjudicators with relevant artform and/or arts-practice expertise, and/or with a broad working knowledge and general understanding of the professional arts.[2]

Each meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information as required. Panellists have access to all shortlisted applications and associated materials prior to the day of the meeting, at which point they review, discuss and score shortlisted applications. Following this, applications are ranked by score. In light of the competitive context and the available budget, it is likely that the Arts Council will be able to fund only a proportion of the applications received.

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

Panel scoring process

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

A – Must Fund (10 points): this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.

B – Should Fund (8 points): this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.

C – Could Fund (5 points): this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.

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

Declaration of interest

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

The interest must be declared as soon as the panellist becomes aware of it. This may be at the point 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 better suited to a different award programme, an exception may be made. In such circumstances you will be informed in writing.

3.6 Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or deviation from, the Arts Council's published procedures. If you feel that the Arts Council's procedures have not been followed, please see the appeals process at http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx or contact the Arts Council for a copy of the appeals-process information sheet.