

INFORMATION SHEET FOR HIGHER EDUCATION INSTITUTIONS

RESIDENCIES - YOUNG PEOPLE, CHILDREN AND EDUCATION (YPCE)

Interested in hosting an artist-in-residence?

This is a short guide on how to apply for financial support from the Arts Council; finding the right artist or arts organisation for you; and working together with an artist or arts organisation to develop and submit your application.

Step 1 – Sign Up!

Review the **Guidelines for Applicants**

Clarify the **School or Department** at your Institution that wishes to host a residency

Appoint a **lead contact person** for the residency

Let the Arts Council know you are interested in hosting a residency, and who the contact person at your institution is by emailing ypce@artscouncil.ie. This way we can send queries we receive from artists or arts organisations to the right person at your institution.

Register for an ARN (Artistic Reference Number) through the [Arts Council Online Services](#) (this can take up to 5 working days)

When you have registered, download and read the **application form**

Step 2 – Invite Expressions of Interest from artists or arts organisations

Through your website and social media channels, include **information for artists or arts organisations** that may wish to collaborate with you on a residency proposal

Invite **expressions of interest** from artists and arts organisations

Clarify what you require for an expression of interest. For example:

- A CV or biog from the artist/arts organisation
- Links to examples of their work
- A proposal from the artist/arts organisation outlining why they wish to collaborate with your institution; and the ideas they would like to explore as part of a residency.

Clarify any **specific aims or criteria** that have been agreed by your institution and that will inform your decision (E.g. Are you interested in collaborating with artists in a particular art form or art forms? Should they have experience working with particular age-groups?) Include any information about your institution/school or department that an artist/arts organisation should know before making an application.

Convene a panel comprised of staff and students to review the expressions of interest and agree on the artists/organisations with whom you wish to develop a proposal.

Step 3 - Collaborate

Arrange a **meeting** between representatives of the institution and the artists/organisations who are interested in collaborating

Make sure the artist(s)/arts organisation(s) with whom you decide to collaborate on a proposal has registered for an **ARN with the Arts Council**.

Consider establishing a **Residency Committee** made up of interested students and staff to help develop the proposal, and to support and guide the residency together with the resident artist/arts organisation, should your proposal be successful.

Work together with the artist/arts organisation on the proposal, paying particular attention to ensure you are agreed on your answers in the application form, the MOU template, and the budget.

Your institution may decide to submit just one, or up to three residency proposals. If submitting more than one proposal, each must be with a different artist/arts organisation and will require a separate, fully completed application form.

Step 4 – Cross-check and submit no later than 7 April

Make sure you have completed every section of the application form correctly, you have an ARN for your institution AND for the artist/arts organisation and have all of the required supporting material ready to upload.

Submit as far ahead of the deadline as you can to avoid any technical mishaps.

Step 5 – Await decision

The assessment process for applications is outlined in the Guidelines for Applicants.

You should receive a decision on your proposal by June.

The decision will be sent to the contact email address provided when making the application.

Make sure to let your collaborators know the outcome as soon as you find out.

If you have any questions about the decision and/or need advice on next steps, contact ypce@artscouncil.ie