the arts
council
an chomhairle
ealaíon

Joan Denise Moriarty Award

For individuals undertaking professional dance training

Guidelines for applicants

Funding of €5,000

Deadline:

5.30pm (Ireland time)

Thursday, 13 March 2025

Joan Denise Moriarty Award: Application Form

Joan Denise Moriarty Award: Application Form

Important notes

You need an [Arts Council Online Services account](#) to apply for the Joan Denise Moriarty Award 2025.

You must register for an Online Services account at least five working days before you apply.

It can take up to five working days for us to process your registration.

Important Note: Your registration name and the applicant name on the application form must be in the name of the person applying. If you receive funding it will be paid into the bank account of the applicant only.

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

Learn more about [disability access costs for artists](#).

1 About the Joan Denise Moriarty Award

The Joan Denise Moriarty Award is a limited-term award, spanning across two years and is offered in memory of the former Irish ballet dancer, choreographer, teacher and director [Joan Denise Moriarty](#) [1].

This award will take place from 2025 to 2026. The Arts Council is the custodian of the Joan Denise Moriarty trust. We have been entrusted with overseeing its distribution according to the will and testament of Joan Denise Moriarty.

This document tells you

- who can apply

- the amount of funding you can apply for

- the types of work and activities you can apply for.

1.1 Who can apply?

The Joan Denise Moriarty Award is open to dance students who:

- Are currently undertaking professional dance training

- Have been accepted to a reputable dance programme, ideally at undergraduate level or a vocational full-time programme.

Honouring the intentions of this trust, the award has a particular focus on ballet. However, students from all dance genres are eligible to apply.

The Joan Denise Moriarty Award is open to students who are passionate about dance and eager to reach the high levels of skill and artistry needed

---

[1] (Libraries, 2012)

to become a professional dancer. This award is to support dancers to achieve their potential through professional training nationally or internationally.

To be eligible to apply, you 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 over 16.

Note about Equality, Diversity and Inclusion

As part of our [Equality, Diversity and Inclusion (EDI) Policy](), we encourage applications from of all areas of the community.

This includes, but is not limited to, any of the characteristics in the list below. It also includes initiatives that deliver equitable opportunities or outcomes for everyone involved.

- Gender

- Sexual orientation

- Civil or family status

- Religion

- Age

- Disability

- Race

- Membership of the Traveller community

- Socio-economic background.

We particularly welcome applications that are representative of the diversity of Irish society.

1.2 Who can't apply?

We won't be able to accept your application if you are:

- Under 16

- An organisation

- Looking for support towards fees for postgraduate/higher education or study (including unaccredited courses)

- In postgraduate education, or you will be during the period that we offer the award

- Applying for short-term dance courses

- Not resident in the Republic of Ireland. See 1.1 Who can apply? for the exception to this.

- A non-professional artist or arts practitioner – in other words, someone who isn't actively pursuing a career in the arts.

1.3 How much can you apply for?

You can apply for an amount of €5,000.

You can't apply for any amounts above €5,000.

However, artists or arts practitioners with disabilities can include additional access costs in their application. This is separate from the amount that you request for your proposal.

Disability access costs for artists 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. 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.

Joan Denise Moriarty Award: Application Form

Examples of support may include:

- An ISL interpreter for a participant or participants

- The 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 – costs for making your work accessible to others

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.

Examples of access costs to make your work accessible to your audience may include:

- 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: 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.

Joan Denise Moriarty Award: Application Form

What if the funding I'm offered is less than I requested?

If you're 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're 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 audience disability access costs only

You must also upload a document listing these costs with your supporting material. If you're applying for both personal disability access costs and audience disability access costs, you must include a document for each type.

1.4 What costs can you apply for?

You can apply for funding towards:

- Fees, travel, subsistence, accommodation, materials and resources for the professional dance training you want to undertake

- Equipment and materials (including software) to help you develop your practice. This cannot be more than 15% of the overall amount you ask for.

- Additional access costs for work by artists or arts practitioners with disabilities.

1.5 What activities or costs can you not apply for?

You cannot apply for activities or costs that:

- Do not fit the purpose of the award

- Do not develop your practice, skills or artistry

- Are better suited to other awards offered by the Arts Council

- Could be supported by other government or public-agency supports such as Culture Ireland, Creative Ireland, Screen Ireland, Fáilte Ireland, the Broadcasting Authority of Ireland or Design & Crafts Council Ireland

- Have already taken place.

1.6 Supporting material that you must submit

You must include supporting material with your application in addition to your application form. These documents help the person assessing your application to get a clearer understanding of your proposal.

If you do not upload supporting material, your application is incomplete and we cannot assess it. Missing supporting material is the most common reason for ineligible applications.

It's important that you read the information below carefully and that you include the supporting material that we ask for in your application.

Joan Denise Moriarty Award: Application Form

Mandatory supporting material for all applicants

- Your full CV or biography (uploaded as a separate document)

- One to three video examples/samples of you performing that are relevant to your proposal

- A letter of acceptance or commitment from the college or dance institution confirming attendance or acceptance.

Additional material in certain cases

If your application includes disability access costs, you should upload a document listing these costs. If you're applying for both personal disability access costs and audience disability access costs, you should include a document for each type.

Make sure to list your total disability access costs separately in your own budget document.

Learn more about disability access costs for artists.

1.7 Eligibility – applications that we won't accept

We won't be able to accept your application in the following situations.

- You missed the application deadline.

- You did not upload your application form and supporting material through our Online Services funding portal.

- You did not meet the criteria in 1.1 Who can apply?

- You did not complete all the required parts of the application form.

- You did not provide the supporting material that we asked for.

- You did not provide your supporting material in the correct format. See 2.5 Prepare your supporting material.

- You asked for more than the allowed amount. However, if you're an artist or arts practitioner with a disability, you can ask for additional access costs. See Disability access costs for artists.

- You applied for activities or costs that are not covered by this award. See 1.5 What activities or costs can you not apply for?

- Your application is better suited to another Arts Council award. If this happens, we will direct you to the other award.

If your application is ineligible, we will not assess it. In that case, you will be able to apply again with the same proposal to a future funding round.

1.8 Getting technical help when applying

To learn more about using the Online Services funding portal, visit the Frequently Asked Questions (FAQ) section of our website.

You can also watch our video guide on downloading, completing, and uploading your application form.

If you need technical support while you're making your application, you can contact the Arts Council in the following ways:

- **Email:** onlineservices@artscouncil.ie

- **Phone:** 01 618 0200 or 01 618 0243

Report any technical issues to us as soon as possible ahead of the deadline (e.g. not being able to upload your documents).

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

Note: there is often a high volume of calls as the deadline approaches. We may not be able to resolve technical support calls that we receive after 2.00pm on the deadline date.

1.9 Getting help from the Dance Team

Email your question to elaine.connolly@artscouncil.ie or adele.kirwan@artscouncil.ie as soon as possible.

Note: If you don't send it to us as early as possible before the deadline, we may not have enough time to respond to you.

2 Before you apply

Read this section before you start your application.

It contains advice to help you create your application in the correct way and on time.

2.1 Break the application process into steps

We recommend breaking up the application process into the following steps. This will help you to make sure that you finish your application in time.

1. Check if you're eligible for this award

We only assess applications that meet the eligibility criteria for this award.

Read 1.1. Who can apply? and 1.2 Who can't apply? (above) to make sure that this award is right for you.

2. Register with our Online Services

You must create an account on the Arts Council's Online Services funding portal to make an application.

Register early. It can take up to five working days for us to process your registration.

3. Prepare your supporting documents

You must upload your supporting material to the Online Services funding portal in the correct file formats.

Joan Denise Moriarty Award: Application Form

Make sure that you have enough time to prepare your documents in these formats.

4. Submit your application on OLS

Make sure to familiarise yourself with the Online Services funding portal before you submit your application. It's a good idea to do this well before the deadline date.

2.2 Registering for an Online Services account

We can only accept online applications for the Joan Denise Moriarty Award. We don't accept application forms or supporting material in any other way (for example, by post, fax or email).

You need an [Online Services account](#) to submit your application.

New applicants

If you're applying for the first time, you should register for your account as soon as possible.

It can take up to five working days for us to complete the registration process for you.

Online Services will email you a unique Artist Registration Number (ARN) and a password for your account within five working days.

3. How to register

1.   Go to the Online Services funding portal.

2.   Click **Sign up**.

Joan Denise Moriarty Award: Application Form

3. Select An individual.

4. Click **Next**.

5. Enter your email address and PPS number.

6. Click **Next**.

7. Under **Name**, select your title and enter your name.

8. Under **Contact details**, enter your address and select your country.

9. Under **Email and PPS**, enter a contact number.

10. Enter the code for the spam filter.

11. Click **Register**.

Previous applicants

If you've previously registered your organisation for an account, you don't need to make a new account for this application.

You should use your existing account and ARN to apply. If you've forgotten your password, you can request a new one.

Technical requirements for using Online Services

To use the Online Services funding portal, your computer and web browser need to meet the following requirements.

4. PC

- Windows 7 operating system (or a newer version of Windows)

Joan Denise Moriarty Award: Application Form

- The latest version of one of these browsers:

    - Microsoft Edge

    - Google Chrome

    - Safari

    - Mozilla Firefox

5. Mac

- Mac OS X v10.5 Leopard (or a newer version of Mac OS)

- The latest version of one of these browsers:

    - Microsoft Edge

    - Google Chrome

    - Safari

    - Mozilla Firefox

2.3 Making sure that you apply under your name

We can only pay any funding that we offer into a bank account that is held in the name that you registered with and entered in section 1.1 of the application form.

This means that any documentation that you submit as part of your application must be in your name.

Joan Denise Moriarty Award: Application Form

Example of applying under your name

- You apply to the Arts Council for funding under the name "Maire de Barra".

- Any documentation that you submit must be in this name.

- The bank details and tax details that you submit must also be in this name.

- We cannot accept variations such as Mary Barry or Máire Barry.

- If your application is successful, we will only pay any funding that we offer into a bank account held in your name.

2.4 Checking the software on your computer before applying

You must use a desktop or laptop computer to submit your application. You cannot apply using a mobile phone, tablet or other device.

You need to use Microsoft Word (Desktop) or OpenOffice Writer to complete your application form. Make sure that you have one of these programs installed on your computer.

Using OpenOffice

OpenOffice Writer is free software that you can download from OpenOffice's official download page.

You can learn more about using OpenOffice to complete your application form in this Arts Council video.

You must use OpenOffice Writer version 4.0.1 or earlier.

More recent versions of OpenOffice Writer can alter how our application forms appear when they're submitted through Online Services.

If you have any issues installing or using OpenOffice, contact onlineservices@artscouncil.ie as soon as possible. This is to make sure that we have enough time to help you resolve the issue.

Important notes for Apple Mac users

If you use a Mac with the operating system Mac OS Mojave (10.14) or earlier, the OpenOffice website might tell you that you need to download version 4.1.1 or 4.1.2.

Ignore this recommendation and download 4.0.1 instead.

If you use a Mac with the operating system Mac OS Catalina (10.15) or newer, you won't be able to install OpenOffice 4.0.1. You need to install OpenOffice version 4.1.11 or newer instead.

2.5 Taking time to prepare your application

You should give yourself plenty of time to prepare for submitting your application. This is so that you have enough time to make the best possible application that you can.

Download the application form from your Online Services account as early as possible so that you can get familiar with it.

Make sure to check that:

- You're applying for the right award

- You've downloaded the correct application form

- Your application meets the Joan Denise Moriarty Award guidelines in this document

- You have enough time to complete all the application tasks before the deadline

You should upload your application to the Online Services funding portal **at least 48 hours** before the deadline of 13 March 2025.

That way, if you have any technical difficulties, you will have time to contact us to help you.

Note: Online Services often has heavy traffic on the final afternoon of the closing date and your documents may take much longer than usual to upload.

2.6 Preparing your supporting materials

You must include supporting documents with your online application in addition to your application form. This helps the person assessing your application to get a clear understanding of your proposal.

To see exactly what you need to submit, see 1.9 Supporting material you need to submit.

We will only accept supporting documents that you upload in electronic format to the Online Services funding portal. If you have documents that are not in electronic format, you should scan them and save them so that you can upload them.

You must also submit all your supporting documents in separate files.

Joan Denise Moriarty Award: Application Form

Acceptable file formats

Check the table below to see the file formats that you can use as part of an application. You can only submit these file types.

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
Spreadsheet files	.xls
PDF files	.pdf

Joan Denise Moriarty Award: Application Form

Naming your files

It's a good idea to collect all your files in one folder on your computer so that they are easier to upload altogether.

Use filenames that make it clear what your files contain or represent.

It should be clear from the filename whether the document is a CV, a budget sheet or another type of supporting material.

Here are some examples of files with clear filenames for an applicant called Jack Russell:

- Jack Russell - Architecture Bursary application.docx

- Jack Russell - Performance Clip.mp4

- Jack Russell - Personal Disability Access Costs.doc

Note: Do not use the characters **" * : < >? / ** in your filenames.

File size limits

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

2.7 Preparing your URL links

To provide us with samples of your work, you can:

- Upload them directly to Online Services

- Use URL links (the full addresses where your material is hosted) to streaming platforms.

Joan Denise Moriarty Award: Application Form

If you want to use links, copy the URLs into a Microsoft Word (Desktop), OpenOffice Writer or a PDF document. Then, upload the document in Online Services along with your supporting documents.

Some examples of acceptable sharing platforms include YouTube, Vimeo, SoundCloud and Bandcamp.

We don't accept links to the following sources:

- File-sharing sites such as Google Drive or OneDrive

- Social-media platforms such as Meta or Instagram

- Streaming platforms that limit access to paid subscribers

- Your personal website.

Important: You can only provide samples of work using URLs.

You must upload other supporting documents such as CVs or letters of support as files.

Tips for using URL links

- Assessors can only use the materials in the URL links you provide.

- Make sure to check that any links you submit are working and make sure that they bring the viewer to the correct source.

- Make sure that you set the viewing permissions of your material to "Public".

- We won't be able to view materials that are set to "Private".

- If you want to share a YouTube video with us but you don't want the video to be public, you can [change your video's privacy setting to 'Unlisted'.](#)

3 Completing your application form

Each section of the application form has guidance to help you know what to include. You can also use the tips below to help you answer the questions in the form.

When you answer them, think about:

- Your track record and potential

- How your proposal will help you develop new skills or ideas

- The potential impact of your project (e.g. on an audience or a community)

- How your proposal fits your area of practice

- How workable your proposal is (e.g. if your project can be done within the suggested budget and time frame).

You must complete all the required sections of the application form. If you don't, your application will be ineligible and we can't assess it.

Important: The application form has a special format so that we can extract information from it for assessment.

It's very important that you:

- Type inside the grey boxes in the form

- Do not delete them or type outside them.

If you don't follow this advice, your application form will not upload.

4 Submitting your application

After you've completed your application form, you can follow the steps below to upload it on the Online Services website and submit it.

4.1 Log in to your account to start your application

1. Go to the [Online Services login page](#).
2. Log in to your account.
3. Click **Make an application** at the bottom of the page.

4.2 Check your contact details

4. Under **Declaration of identity**, check that the contact details are correct.
   - If they're correct: tick the checkbox next to **Please confirm that your details are correct**.
   - If they're not correct: click **Do you need to update your profile?** and update your contact details.
5. Click **Next**.

4.3 Choose the funding that you want to apply for

6. Under Choose funding programme, select 2025 – Joan Denise Moriarty Award – Dance – Trust Fund using the Funding dropdown menu.

7. Under **Available award**, select the relevant artform or arts practice.

8. Enter a name for your application in the **Your reference** field.

9. Click **Download application form** to download the form for this award. [Learn more about completing your application form](#).

10. Click **Next**.

Note: While you're completing the form, you may get logged out of Online Services. You can sign back in to continue submitting your application.

4.4 Enter your requested funding amount

11. Under **Application amount requested**, enter the amount you want to ask for, the total income you expect, and the total expenditure you expect.
    Note: You <u>do not</u> have to have any income against your proposal to be eligible for the award. However, if you do, you should provide evidence for this as part of your application.

12. The Amount requested should equal the Total expenditure minus the Total income.

13. Click **Next**.

4.5 Upload your documents

14. Under Upload application form, click Choose File.

15. Select your application form from where you've saved it on your computer.

16. Click **Upload**.

    Note: If you see a message that says "Cannot upload form", try saving your application form as a .doc file and upload it again. If you still can't upload it, [contact us](#).

17. Under **Upload supporting material**, select the type of document that you want to upload using the dropdown menu.

18. (Optional) Add a note to describe the material that you're uploading.

19. Click **Browse**.

    Important: Do not select "Post document".

20. Select the supporting material file from your computer.

21. Click **Upload**.

22. Repeat steps 19–21 for all of your supporting materials.

23. Click **Next**.

4.6 Submit your application

24. Check the details of your application carefully.

25. Under Declaration, tick the checkbox beside I agree to the above declaration.

26. Click **Submit**.

Notes about submitting your application

- Click **Save Draft** at any time to save your application without submitting it.

- You can come back to your application and make changes to it until you submit it.

- After you submit your application, you won't be able to make any more changes. Review your application carefully before you submit it.

- If you realise you've made a mistake **after** you've submitted your application, [contact us as soon as possible](#).

Need technical support?

Contact us if you need technical support while submitting your application.

- **Email:** onlineservices@artscouncil.ie

- **Phone:** 01 618 0200 or 01 618 0243

We can't guarantee technical support if you call after 2.00pm on the closing date.

5 After you apply – what happens next

After you submit your application, you'll get:

- An email immediately to tell you that we received your application

- A second email a few minutes later with your application number.

Note: If you don't receive these emails from us, contact us at onlineservices@artscouncil.ie as soon as possible.

For your decision, you'll get:

- An email within 10 to 13 weeks to let you know if your application has **not** been shortlisted. If your application has been shortlisted, it will go forward for panel review.

- An email within 12 to 15 weeks to tell you if your application has been successful or not.

Note: This time frame depends on the volume of applications that we receive.

5.1 How we make decisions

The Arts Council assesses all eligible applications that we receive. We make decisions on these applications and communicate our decisions to applicants according to our procedures.

Our aim is to make sure that the system for awarding funding is fair and transparent.

We process all applications that we receive as follows:

- We check the eligibility of the application. All eligible applications progress to the assessment stage.

- We notify any ineligible applicants by email.

- In some cases, we may think that the arts area you applied to may not be the best fit for your proposal. In these cases, we will contact you and ask you if you're happy for us to move your application to a more appropriate arts team. You can then choose to move it or leave it as it is.

- Arts Council staff and advisers assess the eligible applications based on our criteria for assessment and our scoring process.

- Arts Council staff and advisers recommend some of the applications for shortlisting.

- A peer panel reviews all shortlisted applications and their associated supporting materials. The panel then scores the applications and makes decisions.

- We communicate the decisions by email to applicants.

- The Arts Council board notes the decisions of the assessor.

The arts team of the award that you selected in Online Services are the primary assessor for your application.

If you also selected other artforms or arts practices in your application form, the primary assessors may ask for assessments from other arts teams.

5.2 How we assess your application

Arts Council awards are competitive. We assess applications in this competitive context. We also consider the available resources that applicants have.

Your application will be assessed based on the following:

- Artistic quality

- How the proposal meets the objectives and priorities of the award

- Feasibility.

Artistic quality

Our assessment of artistic quality focuses on your previous practice as an artist as well as on the nature of the proposal.

In this assessment, we consider:

- The potential that you have demonstrated through the application form

- Your CV and the other supporting materials that you submitted

- The track record of the programme that you've outlined in the application form

- The practice that you've demonstrated through the supporting materials that you submitted

- The ambition, originality and competency that you've demonstrated.

Meeting the objectives and priorities of the award

We assess applications on how well they meet the objectives and priorities of the award. See About the Joan Denise Moriarty Award for more information.

In this assessment, we consider:

- How much your arts practice might benefit from the proposed activity and how it might develop as a result of it

- How much your proposed activity addresses the priorities of the award.

Feasibility

We assess the feasibility of your application based on how you demonstrate your capacity to deliver your proposed activities.

The aspects of feasibility that we assess depend on the strand that you choose.

In this assessment, we consider:

- The feasibility of your proposed timetable or schedule

- The feasibility that the amount of funding you requested is suitable for the nature and duration of the work that you propose

- Where relevant, the availability of other supports/partners that you identified in your application.

5.3 The peer panel process

We use peer panels to include a diversity of expert views in our assessment process.

Peer panels normally consist of at least three external adjudicators. These adjudicators generally have:

- Relevant artform expertise

- Arts practice expertise

- A broad working knowledge and general understanding of the professional arts.

Joan Denise Moriarty Award: Application Form

In the case of artforms with smaller numbers of applications, we may convene panels to consider groups of applications at the same panel meeting.

Each peer panel meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council staff and advisers also attend if required. Team members who were involved in the initial assessment of applications are available to the peer panels to provide information if needed.

Panellists have access to all the shortlisted applications and associated materials before the day of the meeting. During the meeting, they review, discuss and score shortlisted applications. They then rank the shortlisted applications by score.

Note: The level of competition for awards is high. The Arts Council can only fund a proportion of the applications that we receive.

Panel scoring process

We ask each panel member to score applications according to the following system:

- **A – Must Fund (10 points):** The application has fully met the criteria for the award and merits funding to the full amount requested (if possible).

- **B – Should Fund (8 points):** The application has met the criteria to a sufficient extent to merit funding if the funding scheme has enough budget.

- **C – Could Fund (5 points):** The application has met the criteria, but to a lesser extent than other applications.

- **D – Not a Priority (2 points):** The application has not met the criteria well enough to merit funding.

5.4 Declaration of interest

The Arts Council has a Conflict of Interest (CoI) Policy to make sure that the assessment process is not unfairly influenced.

To ensure fairness and equity in decision-making, staff members, advisers and panellists must declare a conflict of interest where:

- They have a close personal or professional link with the applicant

- They are linked in any way with the application.

An "interest" can be either "pecuniary" or "non-pecuniary.

- Pecuniary: where a person may stand to gain financially from a decision

- Non-pecuniary: familial relationships or partnerships, personal friendships, or formal or informal business partnerships, etc.

The staff member, adviser or panellist must declare their interest as soon as they become aware of it.

The Arts Council will ensure the staff member, adviser or panellist is not involved in any aspect of the decision-making process relating to this application.

Declaration of interest of panellists

Panellists must declare any conflict of interest as soon as they become 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.

When a panellist declares a conflict of interest, they will not receive assessment materials relating to that applicant. They will also be required

to leave the room when the specific application is being reviewed. The chair will vote instead of the panellist.

In some situations, a panellist may not realise that they have a conflict of interest until they receive and review the assessment material. In these cases, the panellist must alert a member of the team or the panel chair as soon as they become aware of the potential conflict of interest.

If two panellists declare 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 situation the head of the relevant art team will chair the discussion on the application.

5.5 Next steps if your application is successful

If you're successful, we will email you with an offer.

This offer has the details of the amount of funding we have awarded you and the terms and conditions of the award. You will also receive information about how to draw down your award.

You must accept your offer of funding through your Online Services account.

In a separate email, you will receive the payment guide for this award. This contains instructions on how to accept your offer and how to draw down your funding.

5.6 Next steps if your application is unsuccessful

The Arts Council receives a large volume of applications. Demand for funding always exceeds the resources that we have available.

If your application is not successful, you can request feedback from Arts Council staff.

Note: Complying with our eligibility guidelines and application procedures does not guarantee that you will receive funding.

Applying again with the same activity

If your application is unsuccessful, you can't apply for the same activity for another Arts Council award.

If we feel that your proposal is better suited to a different award, we may make an exception.

In this case, we will contact you.

5.7 Making an appeal

You can appeal against a funding decision if you feel that:

- We did not follow our published procedures for administration and assessment

- We did not apply our published procedures for administration and assessment fairly.

You must be able to show us the reasons for your appeal.

Learn more about our appeals process