
Capacity building Support Scheme

Presentation for festival organisation applicants

Deadline for applications : Thursday 18th May 5.30pm

Annual Round

Notification of funding results: August/September 2023

Capacity Building Support Scheme

This presentation will cover:

Guidelines

Application Form

Processing and Assessment

Helpful tips

Capacity Building Support Scheme

About the Award

The Capacity Building Support Scheme was developed to support arts organisations to gain support, skills and expertise to review, strengthen and/or adapt their artistic and/or business models and support their strategic development in the medium to long term. It supports activities that will assist in building capacity, in developing inclusivity, and/or in growing peer support and collaborations.

Purpose of the Award

This is an open and flexible award, and we are open to proposals for any activities that will help build capacity, foster cooperation, and enable organisations to develop new ways of working and/or improve their current practice to reflect Arts Council policy priorities

In particular, priority will be given to exceptional additional activities which grow your organisation's capacity rather than your usual activities and programme.

Capacity Building Support Scheme

Application Process - Purpose & Priorities

Priorities

Priority will be given to proposals which show clear potential to address one or more of the following

- strategic development
 - improve governance capacity and practice
 - assessing and understanding better the impact of your organisation's work
 - address policy priorities of the Arts Council - All awards and schemes are also informed by the [Equality, Diversity and Inclusion Policy](#) , the [Place, Space & People Policy](#) and [Paying the Artist Policy](#).
- capacity building
 - change/adapt operating and/or business models
 - address climate action and environmental considerations,
 - improve digital capacity,
 - build organisations' capacity in relation to reaching new and diverse artists, communities and audiences.
 - Build organisations' capacity for the ongoing assessment and improved understanding of the impact of your activities

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Application Process - the applicant

Who can apply?

- Arts organisations who have been funded by the Arts Council previously
- Groups of arts organisations who have been funded by the Arts Council previously (in these cases one organisation must act as the named applicant)
- **In the case of arts organisations that do not have a historical funding relationship with the Arts Council, we will accept applications from arts organisations that are not for profit and formally constituted as CLGs, DACs or charities**

Note: Members of the Council of National Cultural Institutions (CNCI) directly funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media cannot apply for this scheme.

It is possible that organisations may be part of one or more group/consortia applications while also applying as a single organisation, **however they can only be the named (lead) applicant in one application.** In these cases there must not be a duplication of purpose or activity across applications – e.g. an organisation may be part of a group/consortium that applies to the scheme to develop digital capacity, and then the organisation may make a separate application for costs of professional development for staff.

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Application Process - What you can apply for?

Activities supported might include, but are not limited to, the following:

- **Digital capability:** expenses to strengthen digital infrastructure; accessing the appropriate expertise, equipment, infrastructure, software, tools and advice; making content accessible to diverse and underrepresented audiences, artists and arts practitioners; coaching fees; advisor fees; subscriptions.
- **Business and practice development:** costs for seeking outside expertise to assist in adapting existing practice, operations and governance; accessing expertise to develop new business, human resource, well being and/or workforce plans; exploring alternative models and platforms for creation, collaboration, mobility or distribution; advisor fees; coordinator and collaborator fees; coaching; other expenses to research and develop new markets and income streams.
- **Professional development:** costs for professional development, support programmes for staff, coaching and training, courses, online learning. Please note that individual artistic professional development is not covered by this scheme.
- **Developing collaborations and connections:** funding towards knowledge exchange; other expenses to explore and develop collaborative networks; coaching fees; advisor fees; coordinator and collaborator fees.
- **Developing capacity for inclusion:** funding to avail of expertise, training or advice that develops the organisation's capacity for inclusion and relevance across the diversity of Irish society. This may include improving the organisation's planning and practices in areas such as youth voice, disability, cultural diversity, or other areas.
- **Developing capacity to build an improved understanding of the impact** of your activities

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Application Process - How much funding may you apply for?

Single applications can be made up to a maximum of

€20,000*

Group/Consortia applications can be made up to a maximum of

€30,000*

The Arts Council encourages organisations to consider applying for these activities as part of a group and/or consortia, in an effort to ensure that expertise and support is shared across the sector. In the case of collaborative, consortia-based applications, a higher maximum award can be applied for.

Access costs for artists or participants with disabilities

*In addition to the maximum amount permitted, the Arts Council will also consider access costs specifically relating to the making of work by artists or participants with disabilities and/or non-capital public-access costs (e.g. audio description, interpretation) in cases where your proposal has a public outcome.

If you wish to apply for access costs, please upload the following information with your application:

- A short document outlining what your additional access costs are
- An amount for access costs in the expenditure section of your application-form budget. This figure should also be included in the total amount you request.

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Application Process - What you may **not** apply for

- Activities that have already taken place or will have commenced before a decision is made on your application. **Check when the announcements of the award are due before submitting your application.**
- Activities that could be supported by other government/public-agency supports (e.g. supports offered by Local Enterprise offices, other government agencies)
- Major building/capital costs
- Creation or development of artworks or arts activities
- Activities that have already received Arts Council support, either financially or through Arts Council capacity-building programmes (e.g. activities supported already by RAISE)
- You cannot make an application for work that has already been assessed or received support either through this or any other funding programme offered by the Arts Council unless 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.
- **Contributions toward current core staff costs are not eligible under this scheme. Costs associated with the delivery of the project are eligible and this does include consultancy or other additional resource costs.**

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Application Process - What **must** I submit with my application?

Supporting material means material(s) **separate from** and **additional to** your application form.

Mandatory supporting material is as follows:

- Financial quotes/source of financial quotes for work to be undertaken. In the case of consultancy-based costs, the full proposal should be included with the fee quotation.
- **Organisations should adhere to best-practice procurement processes. For further information please see [here](#). In cases where public funding is greater than 50% of total income, when purchasing goods and/or services Recipients should comply with public procurement guidelines. The guidelines are published on www.etenders.gov.ie.**
- A separate detailed budget
- A CV or brief biography/overview for each of the key people and/or organisations involved in your proposal
- In the event that you are an applicant who does not have a historical funding relationship with the Arts Council, you must provide evidence that your arts organisation is not for profit or formally constituted as a CLG, DAC or charity. Depending on the nature of the organisation, evidence could be a copy of the organisation's constitution or (if formally constituted as a CLG, DAC or a charity) a copy of your certificate of incorporation.

In the case of group/consortium applications, the following is also required:

- MoUs or letters of support from partner organisations.

Please note that we will **not** accept any supporting material that is not uploaded as part of your online application.



Application Form

Capacity Building Support Scheme Application Form - Section 1: General

IMPORTANT NOTE

- **Section 1.4** If your organisation is a festival you should select 'festivals' through the online system when making your application rather than the artform of your festival programme. CBSS is designed to support organisational development and not arts programmes. On the application form you should also place 'FESTIVALS' in the other section of 1.4
 - If your organisation's central purpose is other than a festival (venue, production company or resource organisation for example) and your organisation structure is other than a festival model, should select the artform/arts practice area which most suitably reflects your practice.
- Section 1.5 Please tell us about your yourself - please be aware that assessors may not know your work. In this section give a clear indication of the scope of your organisation

5. Tell us about yourself

Briefly describe who you are and what the main focus of your work is, and outline your most recent artistic achievements.

Newly formed organisations with little or no track record may choose to answer this question by focusing on the experience of individual members of the organisation. If you are applying as an individual applicant on behalf of a wider group, tell us about yourself as well as about the group (max. 600 characters including spaces/approx. 100 words).

Deadline: 5.30pm, Thursday 18 May 2023

1. General Information

1. Please provide your full name and your Arts Council ARN

Name

ARN

2. Please click in the box to confirm that you have read the *Guidelines for Applicants*

I confirm I have read the *Guidelines for Applicants* for the award for which I am applying.

3. Child protection

Does your proposal involve providing cultural, recreational, educational or other services to children or young people under the age of eighteen?

Note: This does not apply to you if you are presenting work to a general audience. For example, if a child and their parents are members of the audience.

Yes No (required to move forward and complete application)

If you have answered 'Yes' to this question and your application is successful, you will have to confirm that you have suitable child-safeguarding policies and procedures in place by completing a self-audit at <https://childprotection.artscouncil.ie/>.

For more information please see the Children First section of the Tusla (Child and Family Agency) website at <https://www.tusla.ie/children-first/>

4. Artforms/arts practices relevant to your application

Indicate any additional artforms/arts practices that are relevant to your application. Click in a maximum of two boxes. Each item you select should represent a significant element of the activities described in your application.

Architecture	Arts in Schools	Arts Participation*
Circus	Dance	Film
Literature	Music	Opera
Spectacle	Street Arts	Theatre
Traditional Arts	Visual Arts	Young People, Children and Education
Other, please specify	Festival	

*Including contexts of health, disability, cultural diversity, older people and/or communities of place or interest

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Application Form - Section 2: Your proposal

- Section 2.3 Details of your proposal (*here you should provide more information setting out clearly the purpose for engaging in such activity and any anticipated outcomes.*)
- Section 2.4 Pay and Conditions for artists (if applicable) *This may not be applicable if you are not intending to engage artists however you may wish to make a comment about other costs outlined in your proposal and how you arrived at those costs. If this section is not applicable please put n/a in this section. **Do NOT leave this section blank.***
- Section 2.5 Your application and the assessment criteria

What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the full scope of what you want to do and why.

Before completing this section, you should refer to the 2.2 of the application guidance.

3. Details of your proposal

Please describe your proposal in more detail (max. 3,000 characters including spaces/approx. 500 words).

Note that the people assessing and adjudicating may not be familiar with you or your work. What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the full scope of what you want to do, how and why. It should include details of your goals and ambitions for your proposal, the key personnel involved, and also practical details such as schedules, information on key partners, and any other administrative, technical or financial details you consider relevant.

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4. Pay and conditions for artists (if applicable)

In the event that your proposal involves the employment of artists and/or arts professionals, please provide details about how you will ensure they will receive fair pay and conditions (max. 900 characters including spaces/approx. 150 words). Please refer to the note on artists' pay (section 1.1) in the *Guidelines for Applicants*.

5. Your application and the assessment criteria

Please describe how your application/proposal meets the assessment criteria for this award (max. 900 characters including spaces/approx. 150 words).

For details of the assessment criteria, see section 2.2 **Criteria for the assessment of applications** in the *Guidelines for Applicants*.

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Application Form - Section 3: Financial Management

In this application example the project cost is €9,000. The total income is €3,000. When the expenditure is subtracted from the income, the request to the Arts Council will be €6,000.

3. Expenditure, income and amount requested

Use the tables in this section to indicate the expenditure you expect to incur and the income you expect to receive related to the activities outlined in this application.

1. Proposed expenditure related to your application

Use the following table to indicate the expenditure you expect to incur relating to your application.

Item of expenditure	Amount (€)
Consultancy Fee	5000
Training Fee	2000
Mentoring - IN KIND	2000
Access costs (if any)* (please specify)	0.00
	0.00
TOTAL EXPENDITURE	9000

*Please ensure you have considered and included access costs where required. Where relevant, you must include a separate short document with your application outlining what these access costs are.

2. Proposed income related to your application

Use the following table to indicate the income (if any) you expect to receive relating to your application. Do not include here any income that you expect to receive from any source unrelated to your application.

Item of income	Amount (€)
Training Budget	1000
Mentoring - IN Kind	2000
TOTAL INCOME	3000

Amount requested from the Arts Council (€) **6000**

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Application Form - Section 4: Supporting documentation

- Section 4 provides a checklist for mandatory support materials required with your application.
Please note that MOUs/ Letters of support are also required in addition to a detailed budget, financial quotes and cvs/ biographies of those involved in your proposal if you are a consortia applicant .
- Failure to provide mandatory supporting materials will result in your application being deemed ineligible

4. Supporting material

Please confirm, by checking the boxes below that you have prepared and included the following supporting materials:

Supports required for all applications:

Detailed budget

Financial quotes/source of financial quotes for work to be undertaken

A CV or brief biography/overview for each of the key people and/or organisations involved in your proposal

Supports required in the case of group/consortium applications:

MoUs or letters of support from partner organisations



Processing and Assessment

Capacity Building Support Scheme

Application Process - Processing of applications

The Arts Council expects to announce CBSS decisions in August/September 2023

You may request a written assessment of your application after you receive notification of your application result.. You may also request informal feedback from the team assessing your application.

2.1. The assessment process

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

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

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

If you do not receive the email with your application number, please contact onlineservices@artscouncil.ie
- 2 The application is checked for eligibility – all eligible applications then progress to the assessment stage.
- 3 Adviser(s) and/or staff review the application and award a score against each of the assessment criteria. A brief comment on the application will be given.
- 4 Taking into account the competitive context and the available budget, the executive recommends whether an application is funded based on the score.
- 5 Decisions are communicated in writing to applicants.
- 6 Decisions are noted by Council.

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Application Process - Assessment Criteria

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

2. Criteria for the assessment of applications

Application forms and supporting material will be assessed and scored against the following three criteria:

a) The quality and suitability of the proposal

- Track record of personnel involved
- Quality of proposal
- Clarity of purpose and intention

b) The extent to which the proposal meets the purpose of the award

- Degree to which activities will benefit the organisations':
- Strategic Development and/or
- Capacity Building
- Likely impact in the short term, medium term and long term.

c) The feasibility of the proposal

- Track record of personnel in delivering change/adaptation
- Capacity to deliver on proposal
- The financial information provided

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Application Process - Scoring of applications

How do scores relate to funding offers?

Scores will play a significant part in the making of funding offers, **and those applications scoring highest in each artform/arts practice area will be shortlisted and considered for funding.** Funding amounts will reflect the overall budgetary context in which the Arts Council is operating, along with the competitive nature of the scheme.

Note: a score of **1.5** or lower against **any** criterion will mean that an application will **not** be considered for funding.

Numerical score	Word value	Explanation
6	Exceptional	The application addresses all relevant aspects of the criterion comprehensively and in an exemplary manner. There are no shortcomings whatsoever. This score is reserved for the very best elements of applications and will be used very sparingly.
5.5		At the top end of 'Excellent'.
5	Excellent	The application addresses all relevant aspects of the criterion convincingly and successfully. It provides all the information and evidence needed, and there are no concerns or areas of weakness.
4.5		At the top end of 'Very good'.
4	Very good	The application addresses the criterion very well. It gives clear information on the evidence needed. Any concerns or areas of weakness are minor.
3.5		At the top end of 'Good'.
3	Good	The application addresses the criterion well, although some improvements could be made. It gives information on nearly all of the evidence needed, although there are some gaps.
2.5		Between 'Sufficient' and 'Good'.
2	Sufficient	The application broadly addresses the criterion, but there are weaknesses. It gives relevant information, but there are several areas where detail is lacking or the information is unclear.
1.5		At the bottom end of 'Sufficient'.
1	Poor	The application provides very little evidence or relevant information in the context of the criterion, and is not compelling or persuasive in a competitive-funding context.
0	Inadequate	The application fails to address the criterion or cannot be judged due to missing or incomplete information.

	Weighting	Percentage
Quality and suitability of proposal	(5.55)	33.3%
Meeting the purpose of the scheme	(5.55)	33.3%
Feasibility	(5.55)	33.3%
Total		100.0%



Helpful Tips

Capacity Building Support Scheme

Helpful Tips - key points to remember!



- Pay attention to language in the applicant guidance **MUST** and **SHOULD** are instructions.
- Have guidelines to hand when filling out your application form. If any aspect of the form is confusing or you do not understand it please refer to the Festivals team at the Arts Council
- You are asked to indicate income, expenditure and amount requested at three stages during your application process: Online, the application form, your detailed budget. Make sure that the totals are the **same** on all three
- Double check you have applied for **amounts allowable as a single applicant/ consortia**.
- **If you require access costs please ensure you provide a separate document with your application outlining these costs.**
- Ensure that your funding request from the Arts Council is **your expenditure minus your income**
- **Do not** leave any aspect of the **application form blank**. This would render the application ineligible.
- Please be clear and concise when making your application. Your application will be viewed by a number of people therefore you should ensure that those not familiar with your work can understand the what is proposed.
- **Double check mandatory support material is included** - do this by checking the guidelines and checklist in the application form
- Specific scheme FAQ's can be found **below**

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Helpful Tips - FAQs

FAQ: Our organisation is applying to support a training programme for our staff but we have also been approached to be part of a Consortia application for a separate project which is unrelated. Can we be named in both these applications?

A: Yes, as long you are the lead applicant on only one application, ie, you only make one application under your ARN number

FAQ: We have an impact measurement project which requires us to increase our regular staffing hours for the life of the project, can we apply for this in our application?

A: Yes, as long as these costs are explicitly for the delivery of the project proposed only. You should clearly identify this in your application

FAQ: When will we find out if our application has been successful or not?

A: The Arts Council expects to announce Capacity Building Support Scheme decisions in August/September 2023

FAQ: Can we request feedback on our application ?

A: Yes, you may request a written assessment of your application after you receive notification of your application result.. You may also request informal feedback from the team assessing your application.

Capacity Building Support Scheme

Helpful Tips - FAQs

FAQ: We are a Circus Festival and we normally select 'circus' on OLS and in our application form when applying to the Arts Council. Should we take the same approach when applying to the Capacity Building Support Scheme?

A: No, you should apply under your organisation type when applying to CBSS as the funding scheme is designed to support organisational capacity building rather than development of your arts programme. If you are constituted as a festival organisation you should select 'festivals' when applying to the CBSS.

FAQ: Can we include Benefit-in-Kind as income in our application?

A: Yes, Benefit-in-Kind is acceptable as a source of income. It might be helpful to give as much information about how this figure was arrived at.

FAQ: We applied to the Capacity Building Support Scheme last year and were awarded funding to develop our digital capacity as an organisation; this was for live streaming of our programme. Can we apply to the scheme again this year for the same project?

A: No, we are unable to accept applications for activities that have already received Arts Council support, either financially or through Arts Council capacity -building programmes. Further, we cannot accept applications for proposals that have already been assessed unless you have been directed by the Arts Council to reapply.

FAQ: We would like to work with a small team of artists to consult on a review and the development of our artistic programme, is it possible to apply for support through CBSS to fund this activity.

A: Yes, you may work with artists as long as your activity and its outcomes are to support your organisation to build its capacity.

Capacity Building Support Scheme

Helpful Tips - FAQs

FAQ: Our organisation would like to commission a team of artists to make a specific piece of art work for our festival programme. Can we apply to CBSS to support such activity?

A: No, you cannot apply to CBSS for the creation or development of artworks or arts activities. You should consider other Arts Council funding for this activity.

FAQ: I am an independent artist and would like to apply to CBSS to support the development of my practice, is this possible?

A: No, the Capacity Building Support Scheme is for organisations only. You should consider other Arts Council funding specifically for individual artists.

FAQ: We are an arts organisation that does not have a funding relationship with the Arts Council but we are a Company Limited by Guarantee, may we apply to CBSS?

A: Yes, if your organisation does not have a historical funding relationship with the Arts Council we will accept applications from arts organisations that are not for profit and formally constituted, such as CLGs, DACs or charities.

FAQ: We are an arts organisation that does not have a funding relationship with the Arts Council, however we are an unincorporated association that is not-for profit, may we apply to CBSS?

A: No, arts organisations without an historical funding relationship with the Arts Council that are not-for-profit must be formally constituted, such as CLGs, DACs or charities, to be able to apply.

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Helpful Tips - FAQs

FAQ: We are planning to apply for funding to contract a marketing specialist to develop a three year marketing, PR and audience development plan. Should we provide quotes for these services in our application?

A: Yes, it is important to provide those assessing your application with evidence that you have followed appropriate procurement procedures in securing services. You should ensure that each quote provides details of the services that will be delivered. Please note that *'financial quotes or the source of financial quotes'* are mandatory supporting materials that **MUST** be supplied with your application.

FAQ: We are planning to apply for funding to contract an arts consultant to develop a three year strategic plan however we are not yet at the stage to call for quotes. Can we instead provide a document with our application that provides a detailed brief of the role and scope of the work along with our procurement process and timeline for the engagement of such services?

A: Yes, if you are unable to provide quotes for such services you should provide details of how you intend *'to source financial quotes'* such as the procurement processes, role description for the services you intend to deliver and timeline for procurement as separate documents so that those assessing your application fully understand the approach you will take if your proposal is offered funding. Please note that documents outlining the *'source of financial quotes'* are mandatory supporting materials that **MUST** be supplied with your application.

Capacity building Support Scheme

Presentation for applicants

Deadline for applications : Thursday 18th May 5.30pm

Annual Round

Festivals Team

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Notification of funding results: August/September