
Commissions 2023

Presentation for applicants

Deadline for applicants Thursday 23rd February 2023 5.30pm

Commissions 2023

Application Process - About the Award

The purpose of the Commissions Award is to enable the commissioning of new work from freelance artists.

In general, the finished work may be in a form capable of being presented, exhibited, published, performed and/or disseminated in its entirety at the point of completion, or it may be capable of being presented as a work-in-progress, either live or online. Please see the artform/arts area specific guidance below for the priorities for the award in each area

Commissions 2023

Application Process - Scheme structure

Choosing the correct strand for Commissions

STRAND 1 - ARTFORM COMMISSIONS

In this strand commissions can be applied for in the areas of:

- Music
- Opera
- Traditional Arts
- Dance

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- This means that any applicant, whether an organisation or an individual, can apply to commission an artist working within one of these artform areas.
 - Applicants to this award must be registered for an Arts Council Online Services (OLS) account. See section 2.1 below.

STRAND 2 - CROSS-ARTS AREA COMMISSIONS

In order to assist with the animation of arts organisations working across different artforms and with the commissioning of work by artists working in particular contexts, the award is open to organisations in the following categories:

- Festivals
- YPCE

In these cases, organisations can apply to commission an artist working in any artform, with the exception of festivals or YPCE Organisations applying for a commission in Dance, Music, Opera, Traditional Arts or Literature, which should apply directly to those artforms in Strand 1

The application will be assessed primarily in relation to the context in which the commission is proposed. The Arts Council's artform specialists will provide a secondary comment where their artform is integral to the proposal.

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Application Process - Purpose & Priorities

Purpose

The purpose of the Commissions Award is to enable the commissioning of new work from freelance artists.

Priorities are outlined for each strand and in each artform/arts practice area -

Dance, Music, Opera, Traditional Arts, YPCE and Festivals - YOU SHOULD refer to the strand and art form you wish to apply for in the guidelines

Strand 1: Artform commissions

Dance

The maximum amount that may be awarded to each successful applicant is: **€13,000**

In **Dance**, potential commissions could be those that:

- Enable an individual artist or organisation to commission a choreographer to create a new work for a specific project or performance(s)
- Enable an individual artist or organisation to commission a composer/sound designer to write a score/design the sound for a new dance work/project
- Enable a dance company or resource agency to mentor and produce a commissioned artist
- Facilitate collaborations between dance and film
- Foster new, experimental and collaborative ways of making and presenting dance.

The award prioritises applications that:

- Support the creation of new dance works that demonstrate excellence in artists' practice

Strand 2: Cross-arts-area commissions

In order to assist with the animation of arts organisations working across different artforms and with the commissioning of work by artists working in particular contexts, the award is open to organisations in the following categories:

- **Festivals**
- **Young People, Children and Education (YPCE)**

Festivals

The maximum amount that may be awarded to each successful applicant is: **€15,000**

For **Festivals**, potential commissions could be those that:

- Enable a festival to introduce/test a new strand of programming or support the development of an existing strand of programming by commissioning new ambitious work for festival audiences
- Provide opportunities and an environment for interdisciplinary experimentation between different artforms, supporting artists to develop formally ambitious new work
- Enable new collaborations that develop the artistic practice of the artist and the artistic programming practice of the commissioning organisation
- Will lead to the development of ambitious, high-quality artistic works that can also be appreciated by a wider public

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Application Process - Purpose & Priorities

If applying into STRAND 2 FESTIVALS - CROSS ARTS AREA COMMISSIONS

Potential commissions could be those that:

- Enable a festival to introduce/test a new strand of programming or support the development of an existing strand of programming by commissioning new ambitious work for festival audiences
- Provide opportunities and an environment for interdisciplinary experimentation between different artforms, supporting artists to develop formally ambitious new work
- Enable new collaborations that develop the artistic practice of the artist and the artistic programming practice of the commissioning organisation
- Will lead to the development of ambitious, high-quality artistic works that can also be appreciated by a wider public

The award prioritises applications that:

- Enable commissions that foster the growth and development of street-and-spectacle artists and that support opportunities to test and present work to audiences
- Enable artists from diverse backgrounds to be commissioned to create new and ambitious work for festival audiences
- Provide opportunities for artists to co-author new work in collaboration with the public, establishing new collaborative partnerships for artists as well as diversified approaches to creating art.

Low priorities for this award include:

- Regular or repetitive commissioning partnerships that do not foster the development of the artist or the artistic practice of the commissioning organisation.

Commissions 2023

Application Process - the applicant

Who can apply?

The Commissions Award is open to **organisations*** and individuals to apply to commission an artist or artists. Applicants may only submit one application for a single commission only.

Applications can only be made by the commissioner, and not by the artist(s) to be commissioned

Organisations based outside the Republic of Ireland are eligible to apply if they are commissioning an Irish-born or Irish-resident artist. Similarly, Irish-based organisations may commission artists from outside Ireland – however, in such cases the commissioned work must be for the ultimate benefit of Irish audiences.

Commissioner and artist must have ARNs

Note: for the Commissions Award, both the applicant (the commissioner) and the proposed artist must be registered (separately and individually) with Online Services and must have their own Artist Reference Number (ARN). The commissioner needs to have the artist's ARN to hand when filling in the application form.³

Commissions 2023

Application Process - the applicant

Who cannot apply?

Those who cannot apply to this award include the following:

- Organisations in receipt of Strategic Funding, Partnership Funding or Arts Centre Funding may not apply to:
Strand 1: Artform commissions in Music and Opera
Strand 2: Cross-arts-areas commissions in Festivals
- Organisations applying to commission an artist who is an employee of that organisation
- Individual artists applying to commission themselves

Commissions 2023

Application Process - What you may apply for

- A commissioner may only commission an individual artist or single group of artists in any one application. Applications can only be made for one commission.
- The Commissions Award only supports fees paid to the artist(s) by the commissioner. All other costs relating to the rehearsal, production, presentation or dissemination of the commissioned work must be borne by the commissioner.

The following award limits apply

The maximum amount of funding you may request is:

STRAND 1

In Dance €15,000

In Music €17,000

In Opera €45,000

In Traditional Arts €13,000

The following award limits apply

The maximum amount of funding you may request is:

STRAND 2

In Festivals €15,000

In YPCE € 15,000

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Application Process - What you may apply for

Even though the Arts Council will only fund the commission fee you propose to pay the artist, you **must provide details of all income and expenditure relating to the project in order to demonstrate the overall viability of the commission in terms of its public engagement.**

You must supply the details of proposed expenditure and income in section 3 of the application form. **In addition, you may submit a separate budget** document outlining the proposed expenditure and income in greater, appropriate detail (this should be in a spreadsheet document).

Proposed expenditure should include:

- The fee you propose to pay the commissioned artist* from Arts Council funding
Any additional fee you propose to pay the commissioned artist from any other sources of funding
All performance costs, venue-hire costs, technical costs, promotion and publicity costs, administrative costs, etc. of the performance(s) or other public event(s) for which the work is being commissioned.

Proposed income should include what you expect to receive from other funders, box-office receipts, programme sales, commercial sponsorship, etc.

It is important to reflect all in-kind support** in both income and expenditure, so reflecting the full and true value of your proposal, and to provide an indication or verification (where possible and appropriate) of the security of projected income.

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Application Process - What you may not apply for

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

- Costs other than the commission fee to be paid to the artist
- Costs in relation to commissions that have already been completed or where the fee has already been paid
- Activities and costs that duplicate an organisation's existing work
- Activities that are more suited to another award funded by the Arts Council or to awards operated by other organisations
- Activities or costs that do not fit the purpose of the award
- Activities that are an intrinsic part of, or directly related to, ongoing formal education
- Activities that have already been assessed by the Arts Council, unless you demonstrate that you have developed the proposal since previously applying. An exception will be made to this 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.
- Activities undertaken for charity-fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council. An exception will be made if the Arts 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.

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

Separate from and **additional to** your application form you **must** submit the following **mandatory** supporting material online for your application to be eligible:

Mandatory support materials

1. Detailed up-to-date CVs or biographies (max. three pages) of the principal personnel involved in the proposed commission (in the case of Music and Opera CVs for the Commissioner and the Commissioned artist/s must be provided)
2. Up to three (max.) samples of previous work of the commissioned artist and of the commissioning organisation. (In the case of Music and Opera samples of previous work should ideally be audio or AV files or links and/or scores of works.)

Depending on the nature of the commission, this might be: ■

Sound files

- Scores
- Libretti
- Audio-visual files
- Writing samples (max. ten pages)
- Image files.

Additional Material required in certain circumstances:

Please refer to Section 1.10 of the applicant guidance notes

OPTIONAL:

In addition, as set out in section 1.10, you may submit a separate budget document outlining the proposed expenditure and income in greater, appropriate detail. This should be presented by means of a spreadsheet.

WITHOUT ALL MANDATORY SUPPORTING MATERIALS YOUR APPLICATION WILL NOT BE ELIGIBLE FOR ASSESSMENT

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Application Process - Eligibility

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

1. You miss the application deadline.
2. You fail to complete all of the sections in the application form relevant to your proposal.
3. You cannot apply as set out in sections 1.4 to 1.6 in the applicant guidance
4. You apply for an amount of funding greater than the maximum amount allowed for within the award to which you are applying, as set out in section 1.7 of the applicant guidance
5. You apply for an activity or purpose that you cannot apply for, as set out in section 1.8 above.
6. Where your proposal does not result in the creation of a completed work and a public performance or some other form of public dissemination or presentation of the commissioned work in Ireland or abroad (Music and Opera applications)
7. You fail to provide all mandatory supporting materials, as set out in section 1.10 of the applicant guidance
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: in the event that your application is ruled ineligible, it will not be assessed; however, you will be able to apply again with the same proposal in future funding rounds.



Processing and Assessment

Commissions 2023

Application Process - Assessing applications

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- 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

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- 2 Your application is checked for eligibility. Please see section **1.10 Eligibility** in the applicant guidelines
 - 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.
 - 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.
 - 7 Decisions are communicated in writing to applicants.
 - 8 Decisions are noted by Council.
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Notification of decisions

The Arts Council endeavours to assess applications as quickly as possible.

We anticipate a decision on commissions in Mid May/June 2023

Commissions 2023

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

Criterion 1: artistic merit

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

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

Criterion 2: meeting the objectives, purpose and priorities of the award

Applications are assessed on how well they meet the objectives, purpose and priorities of the award – see section **1.1,1,2 and 1.3 About the Award and Objectives, purpose and priorities of this award** for details of these.

Criterion 3: feasibility

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

- The personnel involved in managing, administering and delivering the commission
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for commissioned artists
- The nature of the involvement of project partners
- The proposed budget
- Other sources of income
- The availability of and access to other resources
- Proposed timetable or schedule

Commissions 2023

Application Process - Assessing applications

PEER PANELS

- The purpose of peer-panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally consist of at least three external adjudicators with relevant artform and/or arts-practice expertise.
- Each meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information as required. Panellists have access to all shortlisted applications and associated materials prior to the day of the meeting, at which point they review, discuss and score shortlisted applications. Following this, applications are ranked by score. In light of the competitive context and the available budget, it is likely that the Arts Council will be able to fund only a proportion of the applications received.

Scoring process

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

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

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

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

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



Application Form

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Application Form - Important Notes

Note

- The commissioner (whether individual or arts organisation) must have a registered ARN
- The named artist(s) must also have an ARN. In the case of two artists being commissioned, each must have an ARN number.

1. General

1.1 Please provide your organisation name and Arts Council ARN

Commissioner's name	ARN
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1.2 Please provide the name(s) and ARN(s) of the artist(s) to be commissioned

Artist's name	ARN
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Section 1.6

This is where an applicant selects those artforms (if relevant) which are additional to the artform or area you selected on OLS

1.6 Artforms/arts practices relevant to your application

Indicate any additional artforms/arts practices relevant to your application. Click in a **maximum of three boxes**. Each item you select should represent a **significant** element of the activities described in your application. If there are no additional artforms/arts practices relevant to your proposal, leave this blank.

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

Commissions 2023

Application Form - Important Notes

2. Your proposal

Use this section to set out the substance of your application to the Arts Council.

1. Title of your proposal

If your proposal has a title, please enter it here. If your proposal does not have a title, leave this section blank.

2. Summary of your proposal

Please summarise in no more than three short points what you want to do and why (max. 300 characters including spaces/approx. 50 words). **Note:** should your application be successful, this summary will be published on the **Who We've Funded** pages of the Arts Council website.

3. Summary of public engagement (required for *Music & Opera* applications, but may be used for other arts-area proposals if desired)

Please indicate the audience/public with which the commission will engage as part of the proposal, together with the projected date(s) and location(s) (max. 3,000 characters including spaces/approx. 500 words).

Please state clearly the estimated:

Live audience

Broadcast audience

Online/other audience

Total audiences

4. Details of your proposal

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

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.

It might include details of the artistic goals and ambitions of the commission, the context in which the proposal is being made, an outline of instrumentation (where relevant), and the expected duration and form of the completed work. It might also include practical details, such as planned performances, information on key partners, and any other administrative, technical or financial details you consider relevant.

Do not assume that assessors or panellists will be familiar with your work or with that of the artist you propose to commission.

5. Pay and conditions for artists

Please provide details about how you will ensure that artists will receive fair pay and conditions (max. 900 characters including spaces/approx. 150 words). Please refer to the note on artists' pay (section 1.7) in the *Commissions Award Guidelines for Applicants*.

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Application Form - Important Notes

6. Your application and the assessment criteria

Please describe how your application meets the assessment criteria (including any relevant individual artform/arts practice commission purposes and priorities) for a Commissions Award (max. 900 characters including spaces/approx. 150 words). For details of the assessment criteria, see section **3.3 Criteria for the assessment of applications** in the *Commissions Award Guidelines for Applicants*.

Note

- In your proposal provide as much detail as possible referring to the STRAND PRIORITIES and the CRITERIA (Artistic Quality, Award Objectives and Feasibility)

Commissions 2023

Application Form - Important Notes

Note

- Commissioned artist fee from the Arts Council and then underneath any other commissioning fees
- Other Costs which include presenting costs.
- Be very clear about presenting and commissioning costs in your breakdown

3. Expenditure, income and amount requested

3.1 Proposed expenditure related to your application

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

Specify how much you propose to pay the commissioned artist/s from Arts Council funding and (if relevant) from other sources.

Itemise any other expenditure you expect to incur – e.g. for performance costs, venue hire, technical costs, promotion and publicity costs, administrative costs, etc. This is particularly important in demonstrating the feasibility of plans to disseminate the commissioned work to a public(s) – a requirement in some artforms/arts practices.

Note: to better demonstrate dissemination feasibility, you may provide a more detailed budget as additional supporting material. If doing so, please provide it as a spreadsheet document, but **also** complete the summary application-form budget below. In this case, please ensure there is agreement between both versions.

Item of expenditure	Amount (€)
FEE YOU PROPOSE TO PAY THE COMMISSIONED ARTIST(S) <i>from ARTS COUNCIL FUNDING</i>	0.00
FEE YOU PROPOSE TO PAY THE COMMISSIONED ARTIST(S) <i>from ARTS COUNCIL FUNDING</i>	0.00
FEE YOU PROPOSE TO PAY THE COMMISSIONED ARTIST(S) <i>from ARTS COUNCIL FUNDING</i>	0.00
FEE YOU PROPOSE TO PAY THE COMMISSIONED ARTIST(S) <i>from OTHER SOURCES</i>	0.00
(please specify)	0.00
(please specify)	0.00
(please specify)	0.00
Access costs (if any)*	0.00
TOTAL EXPENDITURE	0.00

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



Helpful Tips

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Helpful Tips



- You are asked to indicate income, expenditure and amount requested at two stages during your application: Online, the application form,. Make sure that the totals are the **same** on all three
- Double check you have applied for the correct strand !
- **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** with your application and uploaded through OLS.

Commissions 2023

FAQ's



Q1 We are a festival organisation and we wish to commission an artist in an art form not offered in STRAND 1. Can we apply for this commission in Strand 2 as a festival applicant?

A Yes, you may but you should read the **STRAND 2 priorities** which outline particular artforms and arts practice areas that are prioritised in this strand.

Q2 Do festival organisations only apply to STRAND 2 of the commissions award?

A No, Festivals can apply to any of the strands offered. You should select the strand that aligns best to your proposed commission. Please note that you may only make **ONE** Commission Award application. This means you **must choose one strand** in which to apply.

Q3 Can individuals apply to STRAND 2 Festivals?

A Yes, individuals applicants can apply to STRAND 2 to commission work in a festivals context. Applicants should read the STRAND 2 priorities. Individual artists **may not self commission**.

Q4 Can International artists be commissioned?

A Yes, they can however you should ensure that they have an ARN number as this is required for the application form. Registering an International Artist can be done by contacting the relevant arts team at the Arts Council and requesting a registration. **It can take up to 5 working days** to complete the registration.

Commissions 2023

FAQ's



Q5 We are an Irish organisation and want to commission an international artist. Is there a requirement for the work to take place in Ireland?

A Yes, Irish-based organisations may commission artists from outside Ireland – however, in such cases the commissioned work **must be for the ultimate benefit of Irish audiences.**

Q6 We are an organisation planning to apply and we have an ARN number. Do we need to provide an ARN number for the artist(s) we plan to commission?

A Yes. In the application form you will be asked to provide the ARN of the commissioning organisation and also the ARN(s) of the artist(s) that you wish to commission.

Q7 If we applied for a commission through another scheme and it was assessed can we apply for this commission again?

A No, you may not apply for the same proposal once it has been assessed, unless directed to do so.

Q8 We are not a strategically funded festival but we have a number of partnership organisations that are helping us present the commission as a finished piece of work. These partners are currently in receipt of Strategic Funding can we still apply?

A Yes, the Arts Council Commission Award is to support organisations to commission freelance artists, it is for the commissions payment only. We do not support presentation costs through this award.

Commissions 2023

FAQ's



Q9 Can we apply for a proposal that has already been delivered?

A No, Unfortunately you are not able to apply for activities that have already taken place.

Q10 We want to commission more than one artist, is this possible?

A: Yes, you may apply to support more than one artist in **one commission application**, however you should ensure that each artist you are proposing to commission has registered for an ARN number as you will have to include this number in the application form. While it is possible to apply to commission more than one artist you should also consider the funding limit of the award and the proposed payment for each artist to ensure your proposal is feasible. You **may apply only once** to the Commissions Award.

Q11 We are a festival organisation and our public programme takes place before the announcement of the Commissions award. Is it possible to apply for support which would result in the presentation of the final commissioned work in 2024?

A: As the Commissions Award is for 2023, you should ensure that you can start the commissioning process in 2023 with completion or presentation of the work in 2023 or 2024.

Commissions 2023

FAQ's



Q12 We are an organisation currently in receipt of Strategic Funding, can we apply for a Commissions Award?

A Yes, **Strategically funded** organisations or those in receipt of **Arts Centre funding** or **Local Authorities** in receipt of **Partnership Funding** may apply to **Strand 1** Traditional Arts or Dance and **Strand 2 YPCE**.

You **may not apply to Strand 1 Music and Opera or Strand 2 Festivals**.

Q13 We are an organisation that wishes to commission an international artist for 2024 because they require advance planning notice. Is it possible to apply for a commission for 2025 in this round?

A: As the Commissions Award is for 2023, you should ensure that you can start the commissioning process in 2023 with completion or presentation of the work in 2023 or 2024. If there is a specific reason why the commission cannot complete until 2025 you should explicitly state this in your application and provide compelling reasons as to why the commission cannot be completed in 2023-4

Q14 We wish to commission two pieces of work from the same artist, is this possible?

A Yes, you would include these proposals in **one application as one commission** and submit to the most appropriate strand. Please note that you may submit only **one application** to the Commissions Award; we will not accept two separate applications for two separate proposals.

Commissions 2023

FAQ's



Q15 Can we make more than one application - ie, one in each strand?

A No, you can make **only one application to the Commissions Award**. Therefore you should chose the strand which is most suitable for your proposal.

Q16 Can we commission the documentation of a commission?

A You may only apply for **commissioning fees through the Commissions Award**. If the documentation is a commission you should outline this in your application, however if the documentation is a presenting costs then you may not apply for funding support of this expenditure. In your application you should make **explicitly clear** which artists you intend to commission and the work they will produce.

Q17 Can Consortia apply to the Commissions Award?

A Yes, however commissioning organisations must have a registered ARN and also a bank account and tax details in the name of applicant organisation.

Q18 Can an individual organisation make an application on behalf of a consortia?

A: Yes, an individual organisation may make a Consortia application, however one organisation may make only one application to the Commissions Award, therefore if you apply on behalf of a Consortia you **may not** make an another application to the Commissions Award.

Commissions 2023

Presentation for applicants

Deadline for applicants Thursday 23rd February 2023 5.30pm

Enquiries:

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