

Arts Council Partnership Funding 2025

January–December 2025

Guidelines

Deadline: 5.30pm (Ireland time), Thursday 3 October 2024

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| **Note for people with disabilities or access requirements**  The Arts Council makes every effort to provide reasonable accommodation for people with disabilities or access requirements who wish to submit an application or who have difficulties in accessing Online Services. If you have a requirement in this area, please contact the Arts Council’s Access Officer, by phone (01 618 0200/01 618 0243) or by email ([**access@artscouncil.ie**](mailto:access@artscouncil.ie)) as early as possible before the deadline. |

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About this document

This document explains:

* What you need to know about Arts Council Partnership Funding
* How we assess and decide on your submission
* How to make your submission
* How we process your submission.

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| --- | --- |
| The deadline for submissions is | **5.30pm, Thursday 3 October 2024** |
| Please prepare and submit your documentation well before the deadline.  Should you miss the deadline, you are required to submit the extenuating circumstances which impacted your ability to make a submission. | |

Getting help with your application

* If you have never applied for grant funding through any of the Arts Council’s previous grant-funding programmes, you should contact the relevant arts team before you start your application. Staff contacts are on our website: [www.artscouncil.ie/Contact-us/Staff-and-adviser-lists](http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/)/
* If you have questions about using the Online Services website, visit the FAQ section on our website:  
  [www.artscouncil.ie/FAQs/online-services/](http://www.artscouncil.ie/FAQs/online-services/)
* If you have a technical question about using the Online Services website and your question is not answered in the FAQ section, you can email [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
* If you need help with your application, call the Arts Council on 01 618 0200/01 6180243 or email [awards@artscouncil.ie](mailto:awards@artscouncil.ie) well in advance of the deadline

# What you need to know about Partnership Funding

This section gives you background information about Partnership Funding. It will help you decide whether or not your organisation might qualify for Partnership Funding.

## What is the purpose of Partnership Funding?

The purpose of Partnership Funding is to invest in and support local authorities /statutory bodies to sustain and develop the arts in Ireland.

Recipients of Partnership Funding **must** play a critical part in delivering the policy priorities of *Making Great Art Work,* the Arts Council’s ten-year strategy.

## What are the aims and objectives of Partnership Funding?

In offering Partnership Funding, the Arts Council wishes to ensure:

* The delivery of agreed Strategic Actions and outcomes as per your Framework Agreement
* The delivery of excellent art and/or excellent arts activities, events and services
* A supportive environment for the development of the arts
* Excellent professional-development opportunities for practising artists and/or arts professionals
* That more people will enjoy high-quality arts experiences, including more diverse audiences
* Increased engagement by the public with the arts, in particular by new communities, people for whom access to the arts is difficult, and by young people and children
* Standards of excellence in governance and management in the arts.

## Who is eligible for the Partnership Funding programme?

Partnership Funding is open to local authority and statutory organisations only. Organisations can make only one submission each year for Partnership Funding.

To be eligible for application, your organisation **must**:

* Be a local authority or statutory organisation.

## What types of activities will be supported through Partnership Funding?

Partnership Funding is intended to support a number of strategic actions and/or strategic arts-activity costs of local authority and statutory organisations only.

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| **Access costs for artists or participants[[1]](#footnote-2) 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.  The Arts Council takes the definition of disability from 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.’  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.   **What is an access cost?**  Access costs for artists or participants with disabilities cover any requirements you may have in order to remove barriers that might stop you from completing your proposal. This may include, for example, costs towards additional time needed to complete an element of your proposal or additional assistance required to deliver your proposed activity.   * **Note:** in the event that you are requesting access costs, you should include information about the costs and how you arrived at them as part of your supporting documentation (see section 1.6 below). |

## Is multi-annual Partnership Funding available?

Multi-annual Partnership Funding will be developed in accordance with framework agreements with local authorities and statutory organisations.

## What supporting material is required to make an application?

You **must** upload supporting material as part of your submission.

If you have supporting material that is not in an electronic format, scan it so you can upload it.

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

**Mandatory supporting materials**

* A completed Partnership Arts Activity Report (AAR) template for 2025
* If a local authority, the Local-Authority Expenditure in the Arts (formerly referred to as the Financial Data Template) for 2024, with projections to the year end (we will email this to you)
* At least one and no more than **five** recent examples of your organisation’s work that illustrates your recent use of Partnership Funding. This can be examples of work produced for, or presented to, audiences, or work delivered in the context of offering supports to artists.

**Optional supporting materials**

In the event that you have them, you may upload the following in support of your application as evidence:

* A copy of your most recent arts plan
* A copy of your most recent public engagement, audience development and/or marketing plans
* Evidence of any financial support, sponsorship or partnership from other organisations or entities that you refer to within your submission.

**Note:** you should make sure to draw our attention to any key information within your optional supporting documents in the body of your submission.

We **will not** review or assess any supporting material that you upload that is not listed above.

**Note:** links to streaming platforms may be used to provide samples of work.

## How does the Arts Council use and protect your information?

The Arts Council will use the information you provide in your submission to understand your organisation and the activities you are seeking funding for. The Arts Council may also use some of this information for other purposes – e.g. to update our database or to assist in building a stronger case for government funding of the arts.

In order to be able to award any funding to your organisation, certain personal data will be required such as email addresses, salary details and job titles. Any personal data you give us will be obtained and processed in line with the Data Protection Acts 1988 to 2018 and any other applicable data protection laws and regulations as may be enacted or enter into effect from time to time.

We will use the information in this submission form (including personal data) to process your submission, and for ongoing communication between us. Any personal data will be retained and processed by the Arts Council only for so long as it is needed for (a) review of your Partnership Funding submission and (b) for the management and performance of your Framework Agreement. The Arts Council may process personal data for the purposes of research or other data analysis, in which case the personal data will be anonymised.

If you have any queries in relation to the processing of the personal data provided by you, please email [dataprotection@artscouncil.ie](mailto:dataprotection@artscouncil.ie).

## Freedom of Information

Information provided to the Arts Council may be disclosed in response to a request made under the Freedom of Information Act 2014. If recipients consider that certain information should **not** be disclosed because of its confidentiality or commercial sensitivity, recipients must, when providing such information, clearly identify such information and specify the reasons for its confidentiality or commercial sensitivity. If recipients do not identify such information as confidential or commercially sensitive, it is liable to be released in response to a Freedom of Information request without further notice to, or consultation with, the recipient. The Arts Council will, where possible, consult with the recipient about confidential or commercially sensitive information so identified before making a decision on a request received under the Freedom of Information Act.

* To familiarise yourself with the provisions of the Act, see [www.foi.gov.ie](http://www.foi.gov.ie)
* To view the Arts Council’s freedom-of-information policies, see [www.artscouncil.ie/Contact-us/Freedom-of-information](http://www.artscouncil.ie/Contact-us/Freedom-of-information).

# How we review your submission

For 2025, we will base our funding decisions on the following criteria.

1. The extent to which you are achieving the outcomes in our Framework Agreement
2. Artistic quality and/or artform development
3. Quality of engagement

## How are criteria applied?

Criterion 1: The extent to which you are meeting the outcomes in our Framework Agreement

Under this criterion, we will review your application based on:

* The quality and ambition of the artistic programme proposed and/or the quality of any arts activities, events or services delivered or proposed
* The extent to which these activities contribute to the shared desired outcomes as articulated in our Framework Agreement.

If your work involves children and young people, in addition to the above, we will consider:

* The extent and quality of opportunities for children and young people to inform the development and evaluation of your artistic programmes
* The extent and quality of opportunities for children and young people to gain skills and experiences that enable them to contribute to the development of the arts.

|  |
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| The Arts Council requires all individuals and organisations providing services (e.g. cultural, recreational, educational) to children and young people under the age of eighteen to have child-safeguarding policies and procedures in place. As a condition of funding you will be required to confirm and demonstrate that you have suitable child-protection-and-welfare policies in line with legislation and national guidance. Please see [www.tusla.ie](http://www.tusla.ie) for more information. |

The Arts Council requires all individuals and organisations working with vulnerable persons to adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abus*e at [www.hse.ie](http://www.hse.ie).

Criterion 2: Artistic quality and/or artform development

Under this criterion, we will review your application based on:

* The quality and ambition of the artistic programme proposed and/or the quality of any arts activities, events or services delivered or proposed

Criterion 3: Quality of engagement

We recognise that arts organisations work in different kinds of ways, and attend to the needs of different kinds of publics, audiences and target groups. Because of this, we will review your submission according to:

* The quality of your engagement with the primary target group or groups for your organisation’s work
* The quality of your efforts to increase and diversify the range of people that your organisation’s work impacts on
* Your demonstrated knowledge and understanding of these group(s)
* The quality of your plans to deepen and/or broaden the engagement you have with your target group(s)

As part of its [Equality, Diversity and Inclusion Policy](https://www.artscouncil.ie/uploadedFiles/EHRD%20Policy%20English%20version%20Final.pdf), the Arts Council is committed to offering **equality of access, opportunity and outcomes**for all those who are engaged with the arts through our Framework Agreement, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community, or socio-economic background. The Arts Council particularly welcomes your consideration of the representation of the diversity of Irish society, including but not limited to any of the characteristics outlined above and/or initiatives that deliver equitable opportunities or outcomes for those involved.

# How to make your submission

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| --- | --- |
| The deadline for submissions is | **5.30pm, Thursday 3 October 2024** |
| Please prepare and submit your documentation well before the deadline. | |

There are **five parts** to your submission for Partnership Funding.

* A **summary** of your organisation and finances, which you fill out online using our Online Services website (OLS)
* Your **Framework Report Form**, which you fill out offline (on your own computer) and upload using Online Services
* Your **Arts Activity Report (AAR) template**, which we will email to you and which you will fill out offline and upload using Online Services
* Your **Local Authority Expenditure in the Arts 2024**, which we will email to you and which you will fill out offline and upload using Online Services
* **Supporting material**, which you gather in electronic format offline and upload using Online Services. See section **1.6 What supporting material is required to make an application?** (above).

## 3.1 Getting help with your submission

* If you have questions about using the Online Services website, visit the FAQ section on our website: [www.artscouncil.ie/FAQs/online-services/](http://www.artscouncil.ie/FAQs/online-services/)
* If you have a technical question about using the Online Services website and your question is not answered in the FAQ section, you can email [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
* If you have a general query about your application, you can call the Arts Council on 01 618 0200/01 6180243 or email [awards@artscouncil.ie](mailto:awards@artscouncil.ie)
* The Arts Council makes every effort to provide reasonable accommodation for people with disabilities or access requirements who wish to submit an application or who have difficulties in accessing Online Services. If you have a requirement in this regard, please contact the Arts Council’s Access Officer, by phone (01 618 0200/01 618 0243) or by email ([**access@artscouncil.ie**](mailto:access@artscouncil.ie)) as early as possible before the deadline.

## 3.2 Requirements for using Online Services

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

**Note:** You will need to use a computer or laptop to submit your application. Our Online Services website does not work on phones or tablets.

|  |  |
| --- | --- |
| PC | * Windows 7 operating system or a newer version of Windows * OLS will work with the latest versions of all browsers – e.g. Microsoft Edge, Google Chrome, Safari, Mozilla Firefox |
| Mac | * Mac OS X v10.5 Leopard or a newer version of the Mac operating system * OLS will work with the latest versions of all browsers – e.g. Microsoft Edge, Google Chrome, Safari, Mozilla Firefox |

**Note:** you will also need to have Microsoft Word (Desktop) or OpenOffice Writer installed to complete the application form itself. OpenOffice Writer is free software that can be downloaded here: <https://www.openoffice.org>.

**OpenOffice Users**

Please refer to our video *Using OpenOffice to download, complete and upload the application form* at [https://www.youtube.com/watch?v=iT9XxgmgoEo](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DiT9XxgmgoEo&data=04%7C01%7Cmaeve.giles%40artscouncil.ie%7Cafa307ec655549eaf30008d900000e9a%7C795081b8031247148b9b47a38385ea5e%7C0%7C0%7C637540822510970809%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=N%2B1rk4Wdph%2Blz%2F65w8uLB3uVo66%2B%2Bj5xHydRj6aogZs%3D&reserved=0)

You **must** use OpenOffice Writer version 4.0.1 or earlier. More recent versions of OpenOffice Writer than 4.0.1 have changed how our application forms appear when they are submitted through Online Services.

**Important notes for Apple Mac users**

* Note the section in the YouTube video (at 1 min. 20 secs; link provided above) that deals with the issue of downloading version 4.0.1 on Macs with the operating system Mac OS Mojave or an earlier version installed.
* You cannot download OpenOffice 4.0.1 onto a Mac with the operating system Mac OS Catalina. If your Mac has this operating system or a newer version installed, you will have to download and use OpenOffice version 4.1.9 or newer.

If you cannot meet, or do not understand, any of these requirements, please contact us for advice as far as possible in advance of the deadline.

### **Give yourself enough time to complete the submission**

Make sure to leave yourself enough time to upload your submission. Remember that upload times can be much longer than download times, so it may take you longer than you think to upload your supporting materials.

### Technical support

If you need technical support while making an online application, contact us.

* Email: [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
* Phone: 01 618 0200/01 6180243

Please provide a contact phone number and make sure that you are available to receive a return call from us.

We deal with queries on a first-come first-served basis. We recommend that you report any technical issues to us **well in advance** of the deadline.

Please note that there is often a high volume of calls as the deadline approaches.   
Technical-support calls received after **2.00pm** on the closing date may not be resolved before the deadline.

## 3.3 Download the Arts Activity Report (AAR) template

1. Log in to Online Services.
2. On your home page, click the **Make an application** button.
3. On the Making an application screen, select your organisation’s primary contact for this application and click **Next**. The screen ‘1. Making an application: Choose a funding programme’ should appear.
4. In section A, do two things.
   1. From the ‘Funding’ drop-down list, select your funding programme.
   2. In the ‘Your reference’ field, type a unique reference for your submission. This will help you identify your submission on your home page.
5. In section B, click the buttons to download the guidance notes and Arts Activity Report (AAR) template.

Before you continue making your online submission:

* Fill in your Framework Report form
* Fill in your AAR template
* Fill in your Local Authority Expenditure in the Arts template
* Prepare and gather your supporting material on your computer.

To complete your submission and AAR template, you must have the correct software.

* Microsoft Word (Desktop) and Microsoft Excel **or**
* OpenOffice Writer and OpenOffice Calc, which you can download from <http://www.openoffice.org>

Remember, you fill in the documentation on your computer, and then upload them with your supporting material through Online Services.

## 3.4 Fill in the Framework Report form

Include the information listed here on your Framework Report Form.

|  |  |
| --- | --- |
| **Section** | The information you need to include |
|  | Organisation name and ARN |
| **Your Strategic Actions** | Here you are asked to report on each Strategic Action by telling us what has been achieved in 2024 and what is planned for 2025. Please confine your reporting only to activities where you apply Partnership Funding to. Pay particular attention to how you are meeting the outcomes under each Strategic Action in your Framework Agreement. Have your Framework Agreement to hand to support how you are reporting. Do not include activities or projects funded in other means, unless there is a direct link to your Framework Agreement. |
| **Additional information** | This is where you can provide information about your organisation’s arts plan, comments on our Partnership and any new developments, if you have any. |
| **Core Staff** | List your core staff in 2024 and 2025. This will help us understand your resourcing and the trends in local authority staffing levels in the arts. |
| **Declaration** | The arts officer and director of service or senior executive **must** sign off on the application and declare that all the information supplied with it is true, complete and accurate. |

## 3.5 Fill in your Arts Activity Report (AAR) template

The AAR template is a spreadsheet that captures your detailed financial, audience and staff figures, as well as summary information about the work that you plan to undertake in 2025.

The AAR process has been introduced for three reasons:

* As part of our commitment to get better at monitoring the outcomes and impacts of our investments as a tool for advocacy, advice, policy development and case-making
* As a means of assessing and tracking work in a consistent and systematic manner
* To act as the basis for funding agreements with arts organisations.

**You must upload your AAR template as an Excel or OpenOffice file. Do not convert it to a pdf file.**

There are help pop-outs with instructions within the AAR template as to how to complete it.

**You should complete the AAR template as follows:**

|  |  |
| --- | --- |
| **PART 1** | **CORE EXPENDITURE AND INCOME** |
| **Staff and salaries** | This is any salary expenditure that **must** be met, irrespective of the number or types of activities that your organisation plans to undertake.  Please list the number of permanent staff providing artistic, administrative and financial services to your organisation.  Whole-time equivalent (WTE) means whether the employee is full-time or part time. A person employed full-time, or 5-day week, would give a WTE figure of 1, while a half-time, or 2.5-day week, would give a WTE figure of 0.5. A person working 2 days per week would be 0.4. |
| **PART 2** | **STRATEGIC ACTIONS** |
| **A. Activity name/short description** | The name of your activity and a short description – e.g. youth arts/artists in schools and youth theatre |
| **B. Primary target of activity** | Choose the primary target from the drop-down menu that **most closely** represents the target group for activity that you are undertaking. These are:   * **General audiences** (mainly, though not exclusively, adults who attend or engage of their own volition, not as part of a targeted group or community of interest) * **Families** (work intended for parents/guardians and children alike) * **Children up to 15:** i.e. those who are more likely to attend as part of a school or other organised group, or be brought by parents or guardians but for whom the work is aimed exclusively * **Young people 16–24:** e.g. Leaving Cert students, college students, other youth groups * **Communities of interest:** groups or communities distinguished by a particular demographic characteristic – e.g.   + People with disabilities   + Older people   + Members of minority communities   + Isolated rural communities   + People of lower socio-economic status (by social class, education, income) * **Practicing artists or arts professionals:** e.g. if you are a resource organisation focused on supporting professional development. |

|  |  |
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| **C. Total cost** | This is the total direct cost to your organisation of undertaking the activity. You **should not** apportion full-time staff costs or other core costs to activities. |
| **D. Your contribution** | This is your organisation’s contribution to the activity. |
| **E. Other income** | This is any income generated through the activity – e.g. fees or grant income from sources other than the Arts Council. |
| **F. Arts Council contribution** | This is the difference between the cost of the activity and any income against it.  **Note:** it may happen that, in some cases, the total income from an activity is greater than the total cost. This is not a problem. The purpose is for us to get an overview of your proposed activities, and the costs and incomes relating to each. |

|  |  |
| --- | --- |
| **G. Paid engagements** | The number of people who will pay to engage with this event. |
| **H. Free engagements** | The number of people you estimate will partake free of charge.  For the purposes of data gathering, ‘Engagement’ is taken to mean four things:   1. **Audience** members, readers, listeners, viewers, attenders, visitors, or others *engaging* with art and arts events (e.g. recitals, concerts, plays, dance performances, art exhibitions, literature, etc.) 2. Members of the public ***participating*** in the making or creation of art, or in arts-related workshops, classes or events (e.g. post-show discussions, public Q&As) 3. People ***volunteering*** to work on or at an event (e.g. an arts festival or as front-of-house staff at a local arts centre). **Note**: this is not the same as *participants* in arts events, where they are actively involved in the creation, making or presenting of work. 4. Artists, arts professionals, and/or other practitioners ***taking part*** in workshops, classes, or other developmental activity.   In all of the above cases, individuals are either paying or not paying to attend/engage with the art. |
| **I. Artists engaged** | This is the number of artists engaged **directly** in the delivery of an activity. Give the number as a single figure, regardless of the duration of each individual’s engagement. **Note:** if you are co-producing or hosting work and you do not know the number of artists directly employed, you can leave this section blank. |
| **J. Non-artists engaged** | This is professionals engaged in a non-arts capacity directly to deliver this activity – e.g. administration or technical personnel, facilitators, marketing or finance professionals. |
|  |  |

## 3.6 Prepare any supporting material required for the application

See section **1.6** **What supporting material is required to make an application?**(above).

You **must** upload required supporting material as part of your application.

If you have supporting material that is not in an electronic format, scan it so you can upload it.

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

### Acceptable file formats

These are the acceptable file formats for your supporting material.

|  |  |
| --- | --- |
| File type | File extension |
| text files | rtf, doc, docx, txt |
| image files | jpg, gif, tiff, png |
| sound files | wav, mp3, m4a |
| video files | avi, mov, mp4 |
| spreadsheets | xls, xlsx |
| Adobe Acrobat Reader files | pdf |

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

### Submitting URL Links

**Note:** links to streaming platforms may be used to provide samples of work. Stand-alone supporting material such as CVs and letters of support etc. **must** be uploaded as separate documents with your application.

Instead of uploading material directly, you may provide links to material hosted on streaming platforms that do not limit access through financial subscription. To do this, copy the URL (the full address of where your material is hosted) into a Microsoft Word (Desktop)/OpenOffice Writer or PDF document and upload it as a weblink-supporting document.

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

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

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

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

## 3.7 Review the application checklist

Use this checklist to review your application materials. If you have all the items on the checklist, you are ready to upload and submit your application.

**Items that are mandatory for all applications (check all of these items)**

|  |  |
| --- | --- |
|  | We have filled in all relevant sections of the Framework Report Form, including the declaration and have it ready to upload |
|  | We have filled in all relevant sections of the arts activity report (AAR) template for 2025 and have it ready to upload |
|  | We have filled in all sections of the Local Authority Expenditure in the Arts for 2024 and have it ready to upload |
|  | We have our summary financial information ready to enter into the forms in Online Services |
|  |  |

**Items that are optional   
(check those that apply to your application)**

|  |  |
| --- | --- |
|  | We have a copy of our most recent arts plan and have this ready to upload |
|  | We are providing evidence of work undertaken funded through Partnership in 2024 and have this ready to upload |
|  | We have evidence of MOUs, financial or partnership agreements around other activities involving third parties and have this ready to upload |

**Second opinion (check this item)**

|  |  |
| --- | --- |
|  | At least two people in our organisation have checked our application to make sure there are no errors and that nothing is missing |

**Governance (check this item)**

|  |  |
| --- | --- |
|  | A line manager has reviewed this application and is satisfied that its contents reflect the mission, vision and policies of our organisation |

## 3.8 Make your submission online

|  |  |
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| The deadline for submissions is | **5.30pm, Thursday 3 October 2024** |
| Please prepare and submit your documentation well before the deadline. | |

Now that you have a completed your documentation and supporting material, you can finish your online application.

1. Log in to Online Services.
2. On your home page, select the **My applications** tab and select the Partnership Funding application you have already created.
3. On screen 1, click **Next**.
4. Screen 2 is named ‘2: Making an application: Request funding amount’. Enter your summary financial information in this screen. You should have this information in your AAR template.

In section A, do the following and click **Save draft**.

|  |  |
| --- | --- |
| Field | Action |
| Amount requested | Put the amount of funding you are requesting for 1 January–31 December 2025. This **must** match the figure in the second worksheet of your AAR template, ‘ARTS COUNCIL REQUESTED AMOUNT 2025’. |
| Total income | Put your estimated total income (salary and activity contributions) for 1 January–31 December 2025 **excluding** the amount you are requesting from the Arts Council. |
| Total expenditure | Put your estimated total expenditure for 1 January–31 December 2025. |

**Screen 2, section B** Is on Online Services but is not required for local authorities. You can skip this screen.

|  |  |
| --- | --- |
| Income items | Description |
| Income against core activities | This is the income that your organisation applies to the programme. |
| Income against artistic/programme activities | This is any income that your organisation receives from the artistic or programme activities in your application – e.g. workshops and seminars, membership fees. |
| Expenditure items | Description |
| Total core costs | These are staff costs associated with the ongoing, day-to-day running of the arts service. |
| Direct artistic/programme activity costs | These are direct costs associated with producing your programme, such as artists’ fees, production, printing or exhibition costs, information provision, etc. |

1. Screen 3 is named ‘3. Making an application: Upload application form and supporting material’.

In section A, click **Choose File**, select your application-form file, and click **Upload.**

In section B, upload your supporting materials **and your AAR template**.

At any time click **Save draft** to save your submission. You can also log out and return to it later. When you are finished uploading material, click **Next**.

1. Screen 4 is named ‘4. Submit application’. Review your details and, when you are satisfied that you have included everything, click **Submit**.

You cannot amend your submission after you click submit. **Do not submit until you are completely satisfied.**

After you submit, you should receive two emails.

* The first will be issued immediately, and it will acknowledge your submission.
* The second email may arrive a few minutes later. It will contain your submission number, which we will use in all correspondence about your submission. **If you do not receive the email with your ID number**, contact [onlineservices@artscouncil.ie](file:///C:\Users\Claire\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\6S47KGHE\onlineservices@artscouncil.ie).

You have now completed process.

# 4. How your application is processed

|  |  |
| --- | --- |
| **1** | We acknowledge your submission by sending you an email. |
| **2** | We check to make sure that your application is eligible for Partnership Funding. |
| **3** | Our staff, and advisers where relevant, review your submission |
| **4** | We prepare staff recommendations for Council. |
| **5** | The Council reviews and discusses the staff recommendations, and makes final decisions on funding amounts based on the advice provided to them by staff and the overall arts-policy and budgetary context. |
| **6** | We send you a letter informing you of the Council’s decision, |

1. The Arts Council defines participants as those who express themselves creatively by taking part in artistic activities. In broader terms, this includes anyone who engages with the arts in any way at any level – e.g. those attending an event, reading a book, watching a performance, etc. [↑](#footnote-ref-2)