**Introduction to the Arts Council's funding application process: step-by-step guide**

Here at the Arts Council, we support artists, arts organisations, and groups working in the arts to make excellent work.

One way we do this is by making funding available through a number of competitive schemes.

Are you interested in applying to one of our funding schemes?

We recommend breaking the process down into steps:

**Step 1 - Find a funding scheme that looks relevant to you.**

The best place to do this is on the 'Funding opportunities’ section of our website. Select a funding scheme and check:

* the type of applicant it’s for
* how much funding you can apply for
* and the opening and closing dates for applications

**Step 2 - Read the guidelines**

Each funding scheme has its own set of guidelines. You should read these if you are thinking about applying.

Use the guidelines to check if you are eligible to apply and to learn about the scheme.

Remember we can only assess your application if you meet the eligibility criteria.

**Step 3 – Create your Online Services account**

If you’re eligible and want to apply, you’ll need an Online Services account.

Online Services is the Arts Council’s funding portal. This is where you can submit your application. After you register, you’ll receive a unique Artist Registration Number that you can use to log in to make applications.

It can take a week to receive your Artist Registration Number, so make sure to register as early as possible. Click “Visit our funding portal” on our website to get started.

**Step 4 – Download the application form.**

Next, get the correct application form.

On the funding portal, select the “My Applications” tab and follow the instructions.

You’ll need to confirm your details are up to date on our system and then select the relevant funding scheme from the dropdown menu.

**Step 5 – Complete your application form**

The best way to understand what you need to include in your application form is to go back to the guidelines and read them carefully.

Allow plenty of time to follow the different parts of the application. This helps you to avoid mistakes that could make your application ineligible.

When you’re ready to start, open the application and fill it in.

You’ll need to use the desktop versions of Microsoft Word or OpenOffice Writer to complete the application form.

**Step 6 – Prepare your supporting materials**

The funding guidelines for each scheme contain information about supporting materials for your application.

Some supporting materials are mandatory, but others are optional. Read the guidelines carefully to make sure you have what you need.

**Step 7 – Submit your application**

You’re nearly there! Go back to Online Services to submit your application.

You will need to enter some figures related to your funding request and upload any supporting material.

Once you’ve done this, check the box next to the declaration and click “Submit”.

And that’s it! You’ve applied.

If you need more help, you can find detailed guidance for each step of the application process in the ‘Apply for funding’ section of our website. You can also contact us with questions, or for technical assistance.

If you have a disability and would like to request help with a funding application, you can contact our Disability Access team in advance of the deadline. To do this, email disabilityaccess@artscouncil.ie or telephone our reception.

Best of luck with your application!