



Agility Award 2025

Guidelines for Applicants

Deadline for submitting applications:

5.30pm (Ireland time)

Thursday 24 April 2025

2025 Agility Award: Guidelines for Applicants

Contents

1.	About the Agility Award 2025.....	6
1.1.	What's changed for 2025.....	6
1.2.	Who can apply	7
1.3.	Who cannot apply	9
1.4.	How much can you apply for	10
1.5.	What artforms or arts practices can you apply for	11
1.6.	What activities can you get funding for?	19
1.7.	Costs that you can apply for	19
1.8.	Disability access costs for artists or participants with disabilities ..	21
1.9.	Costs and activities that you cannot apply for	24
1.10.	Supporting material that you need to submit.....	25
1.11.	Eligibility – applications we won't accept	28
1.12.	Getting technical help when applying	29
1.13.	Getting help from the Agility Award team	29
2.	Before you apply.....	31
2.1.	Break the application process into steps	31
2.2.	Registering for an Online Services account	32
2.3.	Making sure that you apply under your name	35
2.4.	Checking the software on your computer before applying	36
2.5.	Taking time to prepare your application	37
2.6.	Prepare your supporting materials.....	38
2.7.	Uploading samples of work	40
2.8.	Contact any collaborators as early as possible	41

2025 Agility Award: Guidelines for Applicants

2.9.	Attend our online clinics.....	41
3.	Complete your application form.....	42
3.1.	How to answer each question	42
4.	Submit your application.....	44
4.1.	Log in to your account to start your application	44
4.2.	Check your contact details.....	45
4.3.	Choose the funding that you want to apply for.....	45
4.4.	Enter your requested funding amount.....	46
4.5.	Upload your documents and submit your application	47
4.6.	Submit your application	48
5.	After you apply – what happens next?.....	50
5.1.	How we make decisions.....	50
5.2.	How we assess your application.....	51
5.3.	Scoring process	53
5.4.	Example of scoring an application	55
5.5.	What happens if your application is successful?	56
5.6.	What happens if your application is not successful?	57
5.7.	Making an appeal.....	57

2025 Agility Award: Guidelines for Applicants

Important notes

You need an Arts Council Online Services (OLS) account to apply for the Agility Award.

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

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

If you have any questions about this, email onlineservices@artscouncil.ie.

The name on your Online Services account, application and bank account must be the same. If you receive funding, we can only pay it into the bank account in this name.

If you any questions about this, contact agilityaward@artscouncil.ie

Applicants with disabilities

The Arts Council makes every effort to provide reasonable accommodations for people with disabilities to engage with our services.

If you have a disability and need help with submitting your application, contact us as early as possible before the deadline.

- Contact: Disability Access Officer
- Phone: 01 618 0200 or 01 618 0243
- Email: Disabilityaccess@artscouncil.ie

2025 Agility Award: Guidelines for Applicants

Learn more about [disability access costs for artists or participants with disabilities](#).

Data protection

The Arts Council collects data from you as part of your application. We ask you to supply this data to enable you to apply for funding and to allow us to assess your application.

The data we collect includes personal data such as your name, PPS number and email address.

Where you provide more sensitive data, such as health data around disabilities, we ask that you provide explicit consent for this in our application forms.

We recommend that you read [our privacy policy](#) for information on how we process and protect your personal data.

If you have any concerns about your data, contact us at dataprotection@artscouncil.ie.

1. About the Agility Award 2025

The Agility Award is an Arts Council funding scheme for individual professional artists and arts practitioners who have not been previously funded as an individual by the Arts Council.

You can apply for the Agility Award if you want to:

- Develop your practice
- Develop your work
- Develop your skills.

This document tells you about:

- Who can apply
- The amount of funding you can apply for
- The types of work and activities you can apply for.

1.1. What's changed for 2025

We've made some changes to the Agility Award for 2025. Check the list below carefully for any changes that are relevant to you.

- The Agility Award 2025 is open to applicants who have never received Arts Council funding as an individual artist or an arts practitioner.
- You cannot receive both an Agility Award and a Bursary award. If you apply for both awards and you receive the Bursary award, we will withdraw your Agility application from consideration.

2025 Agility Award: Guidelines for Applicants

- The application form includes an optional equality, diversity and inclusion information section.
- “Young People, Children and Education” has been renamed “Children and Young People’s Arts”.

Email agilityaward@artscouncil.ie as soon as possible if you have any questions about these changes.

1.2. Who can apply

The Agility Award supports professional artists and arts practitioners.

In 2025, you can apply if:

- You have never received Arts Council funding as an individual
- You are resident in the Republic of Ireland.

Applying if you are not resident in Republic of Ireland

We may accept applications from applicants who are not resident in the Republic of Ireland. In this case, you must explain in section 2.3 of your application form how your proposal would benefit the arts in the Republic of Ireland.

We will determine the eligibility of your application based on your explanation.

2025 Agility Award: Guidelines for Applicants

Important definitions

A professional artist

You are a person who:

- Is actively pursuing a career as an artist in any artform.
- Considers their arts practice to be their main profession or career. This applies even if their work in the arts is not their main source of income, or they have other employment.
- Is recognised by their peers as a professional practising artist.

A professional arts practitioner

You are a person whose work contributes to the development of the arts in Ireland.

Equality, Diversity and Inclusion

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

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

- Gender
- Sexual orientation
- Civil or family status

2025 Agility Award: Guidelines for Applicants

- Religion
- Age
- Disability
- Race
- Membership of the Traveller community
- Socio-economic background

For this funding scheme, we particularly welcome applications that are representative of the diversity of Irish society.

1.3. Who cannot apply

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

- A person who has previously received funding from the Arts Council as an individual.
- A person who is not resident in the Republic of Ireland. See [1.2 Who can apply](#) for the exception to this.
- An organisation.
- A full-time undergraduate student (including foundation courses).
- Looking for support towards fees for postgraduate/higher education or study (including unaccredited courses). For example, [a QQI accredited course](#) such as a FETAC certificate, a degree or a master's degree.
- A person who wants support towards work they're doing as part of a formal course of study, internship or volunteer work

2025 Agility Award: Guidelines for Applicants

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

1.4. How much can you apply for

- You can apply for any amount between **€1,500** and **€5,000**.
- You can't apply for any amounts below €1,500 or above €5,000. If you do, your application will be ineligible, and we won't assess it.
- However, artists or arts practitioners with disabilities can include additional personal disability access costs in their application. This is separate from the amount that you request for your proposal.

Example 1

- You apply for €5,000 for your proposal.
- This is the maximum allowable amount that you can apply for under this award.
- You also have additional personal disability access costs of €1,000.
- The total amount you request is €6,000 (€5,000 award plus €1,000 personal disability access costs).
- Your application is eligible for assessment, subject to other eligibility criteria.

2025 Agility Award: Guidelines for Applicants

Example 2

- You apply for €6,000 for your proposal.
- This is above the maximum allowable amount that you can apply for under this award.
- You haven't included a request for an additional amount for personal disability access costs.
- Your application is ineligible and will not be assessed.

Learn more about [support for applicants with disabilities](#).

1.5. What artforms or arts practices can you apply for

You can apply for Agility Award funding for the following artforms and art practices:

- Architecture
- Arts Participation
- Circus
- Dance
- Film
- Literature
- Multidisciplinary Arts
- Music
- Opera
- Street Performance and Spectacle

2025 Agility Award: Guidelines for Applicants

- Traditional Arts
- Theatre
- Visual Arts
- Children and Young People's Arts

Multidisciplinary arts practices: We're also open to applications from professionals who work in multiple creative or interpretative expressions. This includes multidisciplinary practices. Apply for funding under your primary artform or arts practice.

Some artforms also have their own specific definitions or focus for the Agility Award. Check the table below for more details.

Artform	Criteria
Architecture	You must be an architect or architecture graduate.
Arts Participation	You must want to: <ul style="list-style-type: none">• Collaborate with people that are not arts professionals to co-create artwork.• Develop your artistic practice in Arts Participation through professional-development opportunities.
Circus	You must be:

2025 Agility Award: Guidelines for Applicants

	<ul style="list-style-type: none"> • A traditional circus or contemporary circus artist who wants to develop their skills and artistic practice. • A producer, director, rigger or technician working specifically in the field of circus. <p>Youth circus practitioners may want to apply under Children and Young People’s Art. Social circus practitioners may want to apply under Arts Participation to develop their practice in these areas.</p>
Dance	<p>Your proposal must have clear artistic or professional development goals.</p> <p>You should also include any aims of your activity, such as inclusion, health, well-being or community development.</p>
Film	<p>You can apply if you are a film artist who makes experimental and/or non-narrative films for cinema exhibition.</p> <p>You will need to demonstrate your practice in this area.</p> <p>We don’t support applications for conventional or mainstream screenwriting, filmmaking or broadcast television.</p>
Literature	<p>You can apply for the following types of literary writing:</p>

2025 Agility Award: Guidelines for Applicants

	<ul style="list-style-type: none">• Fiction, poetry and creative non-fiction (memoir and essays)• Graphic novels• Children’s fiction and poetry• Illustrated picture books <p>You can apply for both English-language and Irish-language writing.</p> <p>You can’t apply for:</p> <ul style="list-style-type: none">• Screenwriting• Journalism• Religious writing• Professional, instructional or academic writing <p>If you’re a playwright, you should apply under Theatre.</p>
Multidisciplinary Arts	<p>You should apply for activities to develop an arts practice that combines two or more artforms or creative practices.</p>
Music	<p>You must apply as an individual artist or arts practitioner.</p> <p>We do not support applications from groups, bands or ensembles.</p> <p>You should apply for developmental activities to develop your arts practice.</p>

2025 Agility Award: Guidelines for Applicants

Opera	No specific priorities.
Street Performance and Spectacle	<p>You must be an individual artist or arts practitioner who wants to upskill and develop their practice in the areas of Street Performance and Spectacle. Please see artform definitions below.</p> <p>Street Performance refers to live, outdoor performance typically in a street, public space or site-responsive context. Street Performance is usually presented free of cost and often within a festival context. It can include circus, spectacle, street theatre, magic, comedy, puppetry or dance. Presentation can take the form of a walkabout act, a circle show or a pop-up intervention that engages audiences unexpectedly as they go about their daily lives.</p> <p>Spectacle refers to high-impact performance, typically occurring in an outdoor setting and presented free to the public in a festival or parade context. Spectacle usually involves floats, pageants, large-scale structures, puppetry, processional performance and group ensembles that integrate costume, dance, theatre and music through a theme.</p> <p>This does not apply to mural artists (who should apply under Visual Arts) or busking musicians (who should apply under Music).</p>
Traditional Arts	<p>You can apply for:</p> <ul style="list-style-type: none"> • Traditional music, song and dance

2025 Agility Award: Guidelines for Applicants

	<ul style="list-style-type: none">• Oral arts such as storytelling, agallamh beirte and lúibíní <p>If your main activity is recording or publishing work, you should apply to the Deis Recording & Publication Award instead.</p>
Theatre	<p>In Theatre, the Agility Award is for professional development or the development of an artistic idea only.</p> <p>Applicants cannot apply to present work to audiences.</p> <p>For the purpose of this award, the Arts Council's definition of Theatre is proposals to develop either dramatic or post-dramatic work for theatre ultimately intended to be performed by actors in front of a live audience in the same space or location (which may or may not be a formal theatre space).</p> <p>It should include the essential elements of theatre such as:</p> <ul style="list-style-type: none">• performance• narrative momentum• dramatic tension <p>This does not mean there must be a discernible story. However, the work must adhere to the broad structures of what is generally understood to be live theatre.</p>

2025 Agility Award: Guidelines for Applicants

	<p>This definition specifically excludes proposals to develop:</p> <ul style="list-style-type: none">• audio-drama/radio plays• the recording of podcasts• performance art or durational live art• art installations• stand-up comedy• events such as public interviews, talks, lectures that are not linked and intrinsic to the theatrical work itself. <p>This is in a pre-show or post-show context.</p> <ul style="list-style-type: none">• any type of filmed/videoed performance. There are some exceptions:<ul style="list-style-type: none">○ recording a performance in front of a live audience for live broadcast or future dissemination○ where public health guidance prohibits audiences from attending live events <p>Please note also that we will not prioritise funding for theatre proposals where:</p>
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2025 Agility Award: Guidelines for Applicants

	<ul style="list-style-type: none">• the primary artform is not theatre, e.g., dance, music• the main performers are not theatre practitioners, e.g., dancers, musicians• the primary focus of the work is participatory practice. <p>If your event has these elements, apply for awards from the relevant artform team instead.</p> <p>Theatre artists who propose work aimed at or involving children or young people may want to apply under Children and Young People's Arts.</p>
Visual Arts	<p>You must be a practising artist or arts practitioner who wants to undertake developmental activities.</p> <p>Your proposal should demonstrate clear artistic and/or professional-development goals.</p>
Children and Young People's Arts	<p>No specific focus.</p>

Contact agilityaward@artscouncil.ie if you have any questions about the artform or arts practice that you should apply to.

1.6. What activities can you get funding for?

You can apply for activities that support your development as an artist. Here is a list of some possible examples of activities:

- Developing your practice
- Developing and/or acquiring technical skills
- Learning new skills related to your practice
- Researching or developing a new idea for future presentation
- Working with mentors or collaborators to develop your skills or an idea
- Developing an idea in collaboration with a potential production partner
- We also consider proposals that are a combination of activities.

1.7. Costs that you can apply for

You can apply for costs that cover:

- Your own time as an artist or arts practitioner
- Payments to any mentor who helps you achieve the aims of your proposal
- Payments to any individual, organisation or group collaborating with you on your proposal
- National or international professional training opportunities such as a workshop or a master class. These cannot be part of a formal education programme. For example, you cannot apply for funding for [a QQI](#)

2025 Agility Award: Guidelines for Applicants

[accredited course](#) such as a FETAC certificate, a degree or a master's degree.

- Equipment and materials (including software and musical instruments) to help you develop your practice. This cannot be more than 15% of the overall amount that you request.
- Additional access costs for work by artists or arts practitioners with disabilities.

Paying the artist

The Arts Council is committed to improving the living and working conditions of artists. Our [Paying the Artist policy](#) outlines this commitment to the fair and equitable remuneration and contracting of artists.

When you're considering an appropriate fee to pay yourself or to pay a collaborator or mentor, we recommend contacting resource organisations that are specific to your artform.

On our Paying the Artist webpage, you can find a list of [representative and resource organisations](#) in the different art sectors. You can also find links to the resources they provide.

Do not ask for less than you feel you need to achieve your objectives. The amount that you request should include the amount you will pay yourself for the time you will spend developing your practice as an artist or arts practitioner.

It should also include fees or wages for any individual, organisation or group that you intend to collaborate with.

Before you provide the personal data of other individuals, make sure that they are aware that the Arts Council:

2025 Agility Award: Guidelines for Applicants

- Will hold information relating to them
- May use it for the purposes set out in [our privacy policy](#) relating to this funding application.

The amount you propose to pay yourself and any individual, organisation or group should correspond to:

- Your/their career stage
- The nature of your/their practice
- The duration of your proposal.

It should also be appropriate for the industry standards within your arts practice.

1.8. Disability access costs for artists or participants with disabilities

We are committed to making our funding schemes and the work we fund accessible to everyone.

To meet this goal, we offer financial supports to help remove barriers for artists and participants with disabilities. These are known as disability access costs.

We take the description of disability from the UN Convention on the Rights of Persons with Disabilities, together with Irish legislation and case law. We broadly include all people with disabilities. For example, people with physical, medical, cognitive, intellectual, learning, emotional or sensory impairments.

2025 Agility Award: Guidelines for Applicants

There are two types of disability access costs that you may need to consider for your application: **personal disability access costs** and **audience disability access costs**.

The Arts Council provides separate funding for personal disability access costs in addition to your core budget. You must fund audience disability access costs from within your core budget.

We require your consent to process this data. The Arts Council treats data related to disabilities confidentially and securely. For more on how we are protecting your data, see [our privacy policy](#).

Personal disability access costs

These supports should help you to remove barriers for artists or participants with disabilities who are delivering your proposal. For example:

- You
- The main artists, individuals, groups or organisations involved in your proposal
- Partners, mentors or collaborators
- Production staff
- Core staff or key administrative personnel
- Examples of supports are, but not limited to, the following:
 - An ISL interpreter for a participant or participants
 - Services of an access support worker
 - Additional rehearsal or studio time.

2025 Agility Award: Guidelines for Applicants

Note: You can apply for these costs in addition to the maximum amount available for the award.

Audience disability access costs

These are costs for making your work accessible to people with disabilities. We want to ensure that more people enjoy high-quality arts experiences and that everyone can access and enjoy the work we fund. Access for disabled audience members should be considered a normal part of your work.

Examples of supports to make your work accessible to your audience may be:

- Having an ISL interpreter for your event or performance
- Using an audio-description service
- Making your website compatible with screen readers
- Producing exhibition materials in other formats such as Braille or audio.

Note: The Arts Council does not currently provide additional funding for these costs. You must include these costs in your core application budget.

How to apply for disability access costs

If you include disability access costs in your proposal, you must upload a document listing these costs with your supporting material.

An optional disability access costs activities template is available in on the [Agility Award page](#) on the Arts Council website.

You must also show the costs in two separate lines in your application form:

- A line for personal disability access costs
- A line for audience disability access costs.

2025 Agility Award: Guidelines for Applicants

Note: Whether you use your own document or the Arts Council template, the two types of disability access costs must be shown separately.

We ask that you provide explicit consent for providing this data. This consent should be freely given. You provide it by ticking the consent box on the application form. We recommend that you read [our privacy policy](#) for information on how we process and protect your personal data.

Note: This consent is for receiving sensitive data and supporting material. If you are awarded disability access costs, we hold on to relevant data under a different basis for legal and other requirements.

How do I claim my personal disability access costs?

If your application is successful, we will give you information on how to draw down your funding. Personal disability access costs are drawn down separately from your core funding. You may be asked to complete a short report on how you used these funds.

1.9. Costs and activities that you cannot apply for

You can't apply for activities that:

- Do not develop your practice, skills or work
- Are better suited to other awards offered by the Arts Council
- Have been assessed before by the Arts Council, unless you can show you have developed your proposal significantly
- Could be supported by other government or public agency supports, such as Culture Ireland, Creative Ireland, Screen Ireland, Fáilte Ireland, the Broadcasting Authority of Ireland or Design & Crafts Council Ireland

2025 Agility Award: Guidelines for Applicants

- Have already taken place.

You can't apply for costs towards:

- Formal education – for example, for [a QQI accredited course](#) such as a FETAC certificate, a degree or a master's degree
- Fees for higher education or study
- Professional membership fees or annual subscriptions, such as the Royal Institute of the Architects of Ireland or Visual Artists Ireland
- Capital costs, such as building improvement or renovation works.

1.10. Supporting material that you need to submit

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

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

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

Mandatory supporting material for all applicants

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

2025 Agility Award: Guidelines for Applicants

- One to three examples/samples of your work that are relevant to your proposal

Additional material required in certain cases

In the following cases, you may need to submit some additional supporting material with your application.

Disability access costs

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

Include your total disability access costs separately in your own budget document or in the [disability access costs template](#) that you can download on the Agility Award webpage.

Note: Make sure that you have read [our privacy policy](#) and that you provide us with your consent in your application form. We cannot process your application for disability access costs without your consent.

Learn more about [disability access costs](#) for artists or participants with disabilities.

Working with animals

If your proposal involves working with animals, you must provide a copy of your Animal Welfare Protection policies and procedures.

2025 Agility Award: Guidelines for Applicants

Working with children or young people

If your proposal provides cultural, recreational, educational or other services to children or young people under the age of 18, you must have suitable child protection policies and procedures in place.

You do not need to upload an additional document with your application. If your application is successful, you may need to demonstrate that you have suitable child protection policies and procedures in place.

- You must indicate that your proposal is relevant to this age group in section 1 of the application form.
- If you answer “Yes” and your application is successful:
 - You must demonstrate that you have suitable child protection policies and procedures in place
 - You must complete our Relevant Service Providers Quality Assurance Self Audit form.

Working with vulnerable adults

If your proposal involves working with vulnerable adults, you must indicate this in section 1 of the application form.

By doing this, you acknowledge that you adhere to the [National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse](#).

Note: We may ask you to provide more evidence of adherence to these policies and procedures if your application is successful.

1.11. Eligibility – applications we won't accept

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

- You missed the deadline.
- You did not upload your application form and supporting material through our Online Services funding portal.
- You did not meet the criteria in [1.2 Who can apply](#).
- You did not complete all the required parts of the application form.
- You did not provide the supporting material that we asked for. See [1.10 Supporting material that you need to submit](#).
- You have previously received funding as an individual from the Arts Council.
- You did not provide your supporting material in the specified format. See [2.6 Prepare your supporting materials](#).
- You asked for more or less than the allowed amounts (see [1.4 How much can you apply for](#)). However, if you are an artist or arts practitioner with a disability, you can ask for additional personal access costs if your proposal requires it. See [1.8 Disability access costs for artists or participants with disabilities](#).
- You applied for activities or costs that are not covered by this award. See [1.9 Costs and activities that you cannot apply for](#).
- Your application is better suited to another Arts Council award. If this happens, we will direct you to the other award. See [1.9 Costs and activities that you cannot apply for](#).

2025 Agility Award: Guidelines for Applicants

- Your application is better suited to another government body or public body.

1.12. Getting technical help when applying

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

You can also watch our video guide on [downloading, completing and uploading your application form](#).

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

- Email: onlineservices@artscouncil.ie
- Phone: 01 618 0200 or 01 618 0243

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

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

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

1.13. Getting help from the Agility Award team

You can contact the Agility Award team to find out more about applying for a specific artform or arts practice.

Email your question to agilityaward@artscouncil.ie as soon as possible.

2025 Agility Award: Guidelines for Applicants

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

2. Before you apply

Read this section before you start your application.

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

2.1. Break the application process into steps

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

1. Check if you're eligible for this award

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

Read [1.2 Who can apply](#) and [1.3 Who cannot apply](#) to make sure that this is the right award for you.

1. Register with our Online Services

You must create an account on the Arts Council's [Online Services funding portal](#) to make an application.

Register as far in advance of the deadline as possible. It can take **up to five working days** for us to process your registration.

2. Contact potential collaborators

If you intend to work with collaborators, contact them as early as possible to make sure you meet the deadline.

2025 Agility Award: Guidelines for Applicants

Data protection

If you provide us with another person's personal data as part of your application, you should make sure that you comply with data protection laws. Personal data includes any content or information that personally identifies other individuals.

You should also provide them with a copy of [our privacy policy](#).

If you have any questions around your personal data, email dataprotection@artscouncil.ie.

3. Prepare your supporting documents

You must upload your supporting material on the Online Services funding portal in [the correct file formats](#).

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

4. Submit your application on Online Services

Make sure to familiarise yourself with the Online Services funding portal before you submit your application.

It's a good idea to do this well before the deadline date.

2.2. Registering for an Online Services account

We can only accept online applications for the Agility Award.

We don't accept application forms or supporting material in any other way (for example, by post, fax or email).

2025 Agility Award: Guidelines for Applicants

You need an [Arts Council Online Services account](#) to submit your application. You must have a PPS number to create an Online Services account. If you don't have a PPS number, email onlineservices@artscouncil.ie

New applicants

If you're a new applicant, you should register for your Online Services account **as soon as possible**.

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

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

How to register

1. Go to [the Online Services funding portal](#).
2. Click **Sign up**.
3. Select to register as **An individual**.
4. Click **Next**.
5. Enter your email address and PPS number.
6. Click **Next**.
7. Under **Name**, select your title and enter your name.
8. Under **Contact details**, enter your address and select your country.
9. Under **Email and PPS**, enter a contact number.
10. Enter the code for the spam filter.
11. Click **Register**.

2025 Agility Award: Guidelines for Applicants

Previous applicants

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

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

Technical requirements for using Online Services

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

PC

- Windows 7 operating system or a newer version of Windows
- The latest version of one of these browsers:
 - Google Chrome
 - Mozilla Firefox
 - Microsoft Edge
 - Safari

Apple Mac

- Mac OS X v10.5 Leopard (or a newer version of Mac OS)
- The latest version of one of these browsers:
 - Google Chrome
 - Mozilla Firefox

2025 Agility Award: Guidelines for Applicants

- Microsoft Edge
- Safari

2.3. Making sure that you apply under your name

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

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

If you any questions about this, email agilityaward@artscouncil.ie.

Example

- You apply to the Arts Council for funding under the name “Maire de Barra”.
- Any documentation that you submit must be in this name.
- The bank details and tax details that you submit must also be in this name.
- We cannot accept variations such as Mary Barry or Máire Barry.
- If your application is successful, we will only pay any funding that we offer into a bank account held in your name.

2.4. Checking the software on your computer before applying

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

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

Using OpenOffice

OpenOffice Writer is free software that you can download from [OpenOffice's official download page](#).

You can learn more about using OpenOffice to complete your application form in [this Arts Council video](#).

You must use OpenOffice Writer version 4.0.1 or earlier.

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

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

Important notes for Apple Mac users

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

Ignore this recommendation and download 4.0.1 instead.

2025 Agility Award: Guidelines for Applicants

If you have a Mac with the operating system Mac OS Catalina (10.15) or newer, you won't be able to install OpenOffice 4.0.1. You need to install OpenOffice version 4.1.15 or newer instead.

2.5. Taking time to prepare your application

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

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

Make sure to check that:

- You're applying for the right award
- You've downloaded the correct application form
- Your application follows the guidelines in this document
- You have enough time to complete all the application tasks before the deadline.

You should download the application form as soon as possible after the opening date of March 4th.

You should also aim to upload your application to Online Services **at least 48 hours** before the deadline of April 24th.

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

Note: Online Services often has heavy traffic on the final afternoon of the closing date. This may cause uploading your documents to take much longer than usual. In general, the earlier you can submit your application, the better.

2.6. Prepare your supporting materials

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

To see exactly what you need to submit, see [1.10 Supporting material that you need to submit](#).

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

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

Acceptable file formats

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

File type	File extension
Text files	.rtf .doc .docx .txt
Image files	.jpg .gif .tiff .png

2025 Agility Award: Guidelines for Applicants

Sound files	.wav .mp3 .m4a
Video files	.avi .mov .mp4
Spreadsheet files	.xls
PDF files	.pdf

Naming your files

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

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

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

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

- Jack Russell - Architecture Bursary application.docx
- Jack Russell - Performance Clip.mp4
- Jack Russell - Personal Disability Access Costs.doc

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

2025 Agility Award: Guidelines for Applicants

File size limits

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

2.7. Uploading samples of work

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

- Upload them directly to Online Services when you're submitting your application
- Use URL links (the full addresses where your material is hosted) to streaming platforms.

Important: You can't provide your CV as a link – you must upload it as a file.

Preparing your URL links

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

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

We don't accept links to the following sources:

- File-sharing sites such as Google Drive or OneDrive
- Social-media platforms such as Meta or Instagram
- Streaming platforms that limit access to paid subscribers
- Your personal website.

2025 Agility Award: Guidelines for Applicants

Tips for using URL links

- Assessors can only review the materials in the URL links you provide.
- Make sure to check that any links work and that they bring the viewer to the correct source.
- Make sure that you set the viewing permissions of your material to “public”.
- We won’t be able to view materials that are set to “private”.

For example, if you want to share a YouTube video with us but you don’t want the video to be public, you can [change your video’s privacy setting to “Unlisted”](#).

2.8. Contact any collaborators as early as possible

If you plan to collaborate with organisations, artists, mentors, production partners or other people, contact them as soon as possible.

2.9. Attend our online clinics

The Agility Award team runs online clinics during the application window. You can attend these clinics to get help from our Agility Award team for any issues you may have.

You can find out when the clinics will take place by emailing agilityaward@artscouncil.ie or by following us on [Twitter](#) or [Instagram](#).

3. Complete your application form

3.1. How to answer each question

Each section of the application form has guidance to help you know what to include.

2.4 Key activities for your proposal

List any key activities related to your proposal. To assist us in assessing your proposal, it would be helpful to provide the approximate amount of time you intend to spend on each activity. This time should be described in days – e.g. ½ a day, 1 day, 7 days, 31 days, etc.

If your proposal only involves a single activity, list that activity. Do not leave this section blank.

Click and type inside the grey boxes. Do not delete them.

Activity	Location	Approximate time spent (in days)

You can also use the tips below to help you answer the questions in the form.

When you answer them, think about:

- Your track record and potential
- How your proposal will help you develop new skills or ideas
- The potential impact of your project (for example, on an audience or a community)
- How your proposal fits your area of practice

2025 Agility Award: Guidelines for Applicants

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

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

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

It's very important that you:

- Type inside the grey boxes in the form
- Do not delete them or type outside them.

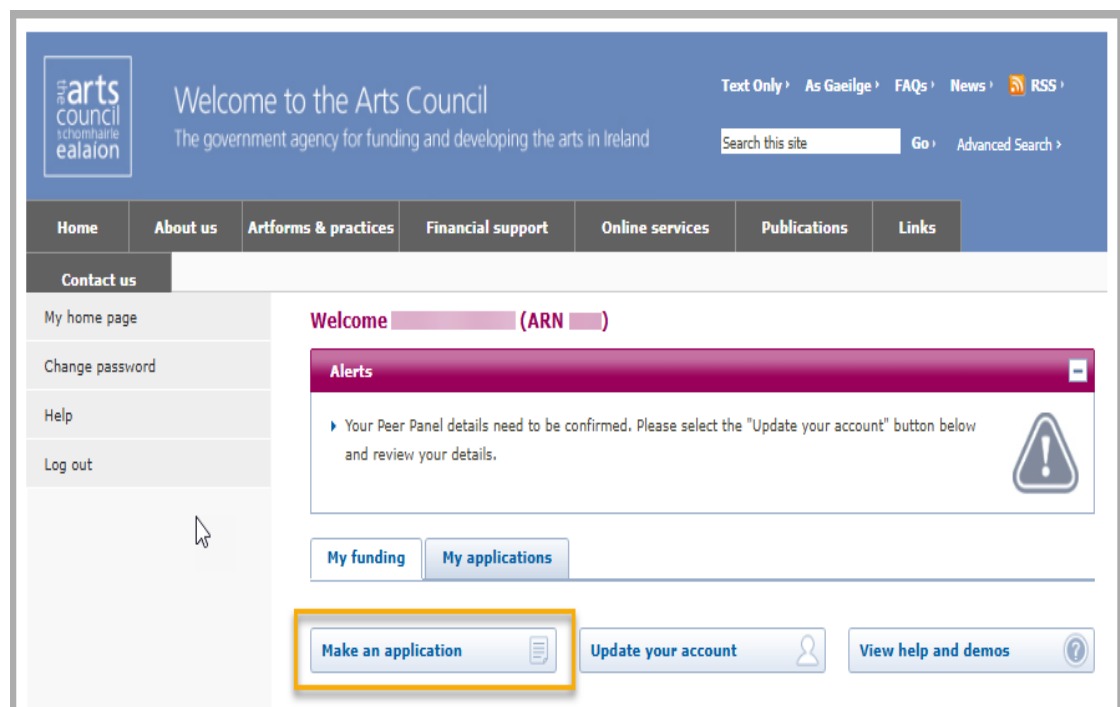
If you don't follow this advice, your application form will not upload.

4. Submit your application

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

4.1. Log in to your account to start your application

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



4.2. Check your contact details

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

4.3. Choose the funding that you want to apply for

6. Under **Choose funding programme**, select **Agility Award** using the Funding dropdown menu.
7. Under **Available Award**, select the relevant artform or arts practice.
8. Enter a name for your application in the **Your reference** field.

A. Choose funding programme

If you need more information about the range of funding available from the Arts Council, please go to the [available funding](#) section of the Arts Council website

Funding*	Agility Award ▼
Available award*	Architecture - Agility Award 2025 ▼
Your reference*	2025 Agility Award

2025 Agility Award: Guidelines for Applicants

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

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

4.4. Enter your requested funding amount

11. Under Application amount requested, enter:

- The amount that you want to ask for
- The total income you expect
- The total expenditure you expect.

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



The screenshot shows a web form titled "A. Application amount requested" in a purple font. Below the title is a light blue rectangular area containing three input fields. The first field is labeled "Amount requested (€) *" and contains the value "5,000.00". The second field is labeled "Total income (€)" and contains the value "2,000.00". The third field is labeled "Total expenditure (€)" and contains the value "7,000.00". Below the input fields, there are three buttons: "Back" with a left arrow, "Save draft" with a document icon, and "Next" with a right arrow.

A. Application amount requested	
Amount requested (€) *	5,000.00
Total income (€)	2,000.00
Total expenditure (€)	7,000.00

Navigation buttons: Back, Save draft, Next

2025 Agility Award: Guidelines for Applicants

The amounts you enter here should also match what you entered in section 3 of the application form.

12. Click **Next**.

4.5. Upload your documents and submit your application

13. Under Upload application form, click Choose File.
14. Select your application form from where you've saved it on your computer.
15. Click **Upload**.

Note: If you see a message that says **Cannot upload form**, try saving your application form as a .doc file and upload it again. If you still cannot upload it, contact technical support.

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

Important: Do not select "Post document".

17. (Optional) Add a note to describe the material that you're uploading.
18. Click **Browse**.
19. Select the supporting material file from your computer.
20. Click **Upload**.
21. Repeat steps 17-22 for all your supporting documents.
22. Click **Next**.

4.6. Submit your application

23. Check the details of your application carefully.
24. Under **Declaration**, tick the checkbox **beside I agree to the above declaration**.

Note: You cannot submit your application unless you tick this box.

25. Click **Submit**.

Notes about submitting your application

- Click **Save Draft** at any time to save your application without submitting it.
- You can come back to your application and make changes to it until you submit it.
- After you submit your application, you won't be able to make any more changes. Review your application carefully before you submit it.
- If you realise you've made a mistake **after** you've submitted your application, contact us as soon as possible.

Need support?

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

- Email: onlineservices@artscouncil.ie
- Phone: 01 618 0200 or 01 618 0243

2025 Agility Award: Guidelines for Applicants

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

5. After you apply – what happens next?

After you submit your application, you'll get:

- An email immediately to tell you that we received your application
- A second email a few minutes later with your application number.

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

For your decision, you'll get:

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

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

5.1. How we make decisions

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

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

We process all the applications we receive as follows:

1. We check [the eligibility of the application](#). All eligible applications progress to the assessment stage.
2. We notify any applicants with ineligible applications by email.

2025 Agility Award: Guidelines for Applicants

- In some cases, we may think that the arts area you applied to may not be the best fit for your proposal. In these cases, we will contact you and ask you if you're happy for us to move your application to a more appropriate arts team. You can then choose to move it or leave it as it is.
3. Advisers and Arts Council staff assess the eligible applications based on our criteria for assessment and our scoring process.
 4. Arts Council staff and advisers recommend the highest scoring applications for funding.
 5. The Arts Council executive reviews the recommendations of the assessors and makes decisions on funding awards.
 6. We communicate the decisions by email to applicants.

5.2. How we assess your application

Arts Council awards are competitive. We assess applications in this competitive context and with consideration to the available resources that applicants have.

In 2024, 25% of Agility Award applications were successful. There were 3,288 applications and 805 applications received funding.

Our assessors are specialists in different artforms and areas of arts practice. You can select other artforms or arts practice areas as being relevant to your application. However, your application will be assessed by the team responsible for **your chosen primary artform**.

In certain instances, the primary artform team may ask for a secondary assessment from another team.

We assess your application according to the following criteria:

2025 Agility Award: Guidelines for Applicants

- Artistic quality
- Feasibility (can you deliver the project)
- How your proposal meets the purpose of the award.

Artistic quality

We assess your application according to:

- Your track record and potential that you've demonstrated through your application form, your CV or biography and other supporting materials, including any related to collaborators, mentors, partners or supporting organisations.
- The quality of your proposal – including ambition, originality and skill.
- How your proposal fits your artform or area of practice.

If your project involves any collaborators, mentors, partners or supporting organisations, we will also consider the quality of support that they can provide as demonstrated in your application.

Feasibility

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

We assess your application according to

- Your ability to deliver the activities in the proposed time frame.
- The suitability of the amount of funding you request for the nature and duration of the work that you propose.

2025 Agility Award: Guidelines for Applicants

- Where relevant, the suitability of any collaborators, mentors, partners or supporting organisations that you identified in your application.

Meeting the purpose of the award

We assess applications on how well they meet the objectives and priorities of the award. See [1. About the Agility Award 2025](#) for more information.

We assess your application according to:

- How well your proposal meets [the purpose of the award](#)
- How much your work/practice/skills would benefit from the proposed activities.

5.3. Scoring process

Assessors will assess all applications for the Agility Award using a scoring system.

This system shows how they evaluate and score your application against each of the three assessment criteria. The scores show how assessors decide how well your application meets each criterion.

We award funding to the highest scoring applicants in each artform/arts practice according to the available budget.

We aim to provide the full amount of funding requested for successful applications.

Assessors will consider applications using:

2025 Agility Award: Guidelines for Applicants

- Their professional expertise based on the information in your application
- Their knowledge of any of your work in the public domain
- Their expert knowledge of the wider arts landscape
- The competitive context in which all applications are evaluated.

Assessors use a scoring system from 0–6, where 6 is exceptional. They may award a score to the nearest 0.5 (half a point).

The table below describes the scores and what they mean.

Numeric score	Score description	Explanation
6.0	Exceptional	The application fully addresses all relevant aspects of the assessment criterion exceptionally clearly and well.
5.5		At the top end of “excellent”.
5.0	Excellent	The application addresses all relevant aspects of the assessment criterion convincingly and successfully
4.5		At the top end of “very good”.
4.0	Very good	The application addresses the assessment criterion very well. Any concerns or areas of weakness are minor.
3.5		At the top end of “good”.

2025 Agility Award: Guidelines for Applicants

3.0	Good	The application addresses the assessment criterion well.
2.5		Between “sufficient” and “good”.
2.0	Sufficient	The application addresses the assessment criterion in general.
1.5	Not sufficient	The application does not have enough relevant information to make an assessment under the criterion.
1.0	Poor	The application provides very little information relevant to the assessment criterion.
0.0	Inadequate	The application does not meet the assessment criterion or cannot be judged because the information is not complete.

If your application scores 1.5 or lower against **any** assessment criterion, it won’t be considered for funding.

That means that even if your application has a higher overall score than other applications, it won’t be funded if it scores 1.5 or lower for any assessment criterion.

5.4. Example of scoring an application

The table below shows an example of what a complete set of scores for an application might look like.

2025 Agility Award: Guidelines for Applicants

Criteria	Score
Artistic quality	5.0 out of 6.0
Feasibility	4.5 out of 6.0
Meeting the purpose and priority of the award	3.5 out of 6.0
Total number score	13.0 out of 18.0

- For “artistic quality”, the application got a score of 5.0 out of a possible 6.0.
- For “feasibility”, the application got a score of 4.5 out of a possible 6.0.
- For “meeting the purpose and priority of the award”, the application got a score of 3.5 out of a possible 6.0.

The total score for this application is 13.0 out of a possible full score of 18.0.

5.5. What happens if your application is successful?

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

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

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

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

5.6. What happens if your application is not successful?

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

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

If your application is not successful, you'll get an email from us to inform you.

5.7. Making an appeal

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

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

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

[Learn more about our appeals process](#)