



create national development
agency for collaborative arts



ARTIST IN THE COMMUNITY SCHEME 2021

Research & Development Awards and Project Realisation Awards

Guidelines for Applicants

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Getting help with your application

- Create and the Arts Council aim to ensure a more equitable application process through offering additional support to people in applying for funding.
 - If you have a disability or additional access needs for example dyslexia, sight impairment etc, you may submit your application in audio or video format. You must contact Create **at least three weeks in advance** of the deadline day in order to allow us to process this request. Your application, if eligible, will be transcribed to ensure it is comparable with written applications for the decision making panel.
 - If you are ISL user or your native language is not English and you wish to write your application in a language other than English we can support you in accessing the appropriate services such as a translator to ensure your application is comparable for the decision making panel. You must contact Create **at least three weeks in advance** of the deadline day in order to allow us to process this request.

If you have a requirement in these areas, please contact Create by phone (01) 473 6600 or email info@create-ireland.ie

- If you have a technical query about using the Online application form, you can email communications@create-ireland.ie
- If you would like to book an 1:1 advisory session call Create on (01) 473 6600 or email info@create-ireland.ie

1. About the Artist in the Community Scheme Award

1.1. Deadline for submission of applications

All applications must be made online.

The deadline for receipt of applications is:	5.30pm, 26 April 2021
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1.2. Objectives and priorities of the award

The aim of the Artist in the Community Scheme (AIC) is to encourage meaningful collaboration between communities of place and/or interest and artists.

Proposals should demonstrate a clear description of methodologies for engagement and collaboration that:

- Value the creative contributions of all collaborators while providing opportunities for artistic challenge
- Support the inclusion of multiple voices as part of the project's identity, and decision-making processes
- Ensure that the artistic quality and the quality of the engagement between artist and collaborators are both considered at all stages (e.g. in the planning, making, presentation and evaluation of work). Please see [Section 3.8 Monitoring and Evaluation](#), we have included a simple illustration visualising the phases of collaborative socially engaged art projects and key words to consider for each phase
- Demonstrate active support and commitment from all collaborators and partners and organisational clarity, including a clear understanding of respective roles and contributions
- Considers how the proposal may generate new social organisation, communication networks, or use-value for the community after the conclusion of the proposed timeline of the project. What trace might it leave behind?

There are two strands to the scheme: Research and Development Award (Strand 1) and Project Realisation Award (Strand 2). Details of both strands are outlined below.

All artform areas are eligible for AIC Awards - architecture, circus, dance, film, literature, music, opera, street arts and spectacle, theatre, traditional arts and visual arts.

Please note: This is a highly competitive scheme, funding is limited and the fund is always oversubscribed. A Research & Development Award does not guarantee success in any subsequent application for a Project Realisation Award.

All Arts Council awards are informed by the Council's ten-year strategy (2016–2025). [Making Great Art Work: Leading the Development of the Arts in Ireland](#). The Arts Council's approach to the arts and cultural diversity is outlined in [Cultural Diversity and the arts](#)

Research & Development Award (Strand One)



The purpose of the Research & Development Award is to support proposals from professional artists¹ who wish to collaborate artistically with non-arts professionals. It is open to artists who wish to research and develop a project in a community context. This award was introduced to the AIC Scheme to provide the opportunity for artists to explore, test out ideas, or undertake the preliminary development of a project in a community and/or social context (e.g. arts and community, older people, prisons, health, cultural diversity etc).

It is essential that there is significant contact between the artist and the community with which they intend working; the community must show support for the initiative

- The Research & Development award is open to artists who wish to research and develop a project in a community context
- The Research & Development Award (with Mentoring) is open to artists who wish to develop a community based project and who have identified an artist mentor they want to work with during the research and development period.
- Recent Graduate, Research & Development Award (with Mentoring). This award is open to artists who have recently completed an undergraduate degree programme who are interested in developing a community-based project and have identified an artist mentor they want to work with during the research and development period.

NOTE: Applications for Research & Development Awards with Mentoring must demonstrate:

- Identified mentoring needs
 - A schedule of meetings with the proposed mentor
 - A letter of agreement from the mentor (**who must be a professional artist**) including an agreement that the mentor will be paid, stating the amount of the fee
 - The mentor co-signs the application
 - The mentor is independent from the project
- Only one Recent Graduate, Research & Development Award (with Mentoring) will be made in each round.

¹The Arts Council defines a professional artist as an individual who identifies themselves, and is recognised by their peers, as a practicing professional artist. The applicant does not have to make their living exclusively through their arts practice.

Project Realisation Award (Strand Two)



The purpose of the Project Realisation Award is to support proposals from communities of place and/or interest groups (non-arts professionals) who want to collaborate artistically with an artist/s.

The Project Realisation Award is open to communities and groups (or their representative organisations) to undertake an arts project in a community setting or social context (e.g. arts and community, arts and older people, arts in prisons, arts and health, arts and cultural diversity, etc.)

It is essential that consultation take place between the community and the artist so that both parties are involved in deciding on the nature of the project's realisation. Group ownership of the art should be maintained at every stage.

Timeframe 8 to 12 months. Projects are expected to be ambitious, innovative and visionary in concept and execution.

1.3. Who is eligible to apply?

The AIC Scheme is open to artists, communities and organisations. To be eligible to apply, applicants must:

- Be resident in the Republic of Ireland. There are certain exceptions where the Arts Council may deem eligible applications made by those based outside the Republic of Ireland. However, before admitting as eligible any such application, the Arts Council would need to be satisfied that the outcomes of any such proposal would benefit the arts in the Republic of Ireland.

In line with the Public Sector Equality and Human Rights Duty, the Arts Council is committed to ensuring that it takes positive policy measures to promote equality of opportunity for all those living in Ireland, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community. Furthermore, the Arts Council notes the ground of socio-economic background as a further basis for which equality of opportunity must be guaranteed. The Arts Council therefore welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above.

- **Recent Graduate, Research & Development Award (with Mentoring)** - Recent Graduate artists are defined as those, of any age, who have graduated from an undergraduate degree programme in the arts in the past three years and are interested in developing or exploring or are establishing a professional career in collaborative arts practice. This award specifically targets emerging artists / practitioners who have completed their undergraduate degree and who are not in postgraduate studies at the time of the award (see [Who is not eligible to apply? section 1.4](#)).

Who is the applicant?

The applicant is the person or organisation that will receive any award offered and who will be required to accept the terms and conditions of that award.

- **Research & Development Awards** - Any professional artist may approach a community group with a view to making an application for a Research & Development Award. Equally, a community / group may approach an artist. However, the Research & Development proposal should be led by the artist; it is the artist that makes the application.

- Project Realisation Award - Any professional artist may approach a community / group with a view to making an application for a Project Realisation Award. Equally, a community group may approach an artist. However, the project should be a community-led initiative and it is the community that makes the application to the scheme.

Any award offered will only be paid into a bank account held in the name of the applicant.

All documentation provided must be in the name of the applicant (individual artist or arts organisation/community) – e.g. if you apply to the AIC Scheme for funding under the name Máire de Barra, then all documentation, including bank and tax details, must be in that name. Variations such as Mary Barry or Barry Studios are not acceptable.

1.4. Who is not eligible to apply?

Applicants who are not eligible to apply include the following:

- Individuals or organisations looking for participants to populate a pre-planned arts project (as opposed to those looking to plan and develop a project from beginning to end in collaboration with a specific group or groups)
- Individuals or organisations working on projects where therapy is the primary goal or outcome:
 - In the area of Arts and Health, the Arts Council supports only proposals that prioritise artistic outcomes alongside those related to health and well-being (arts and health)
 - In the area of Arts and Disability, the Arts Council focuses exclusively on the engagement of people with disabilities in the arts as artists, audience and participants, and not clinical outcomes
- Individuals or organisations working in the area of Arts and Communities where the primary target group is children and/or young people unless there is at least an equal focus on intergenerational practice. *For further information on Arts Council supports for young people and children, please see <http://www.artscouncil.ie/Arts-in-Ireland/Young-people,-children-and-education/>
- Individuals currently in undergraduate or postgraduate education (or who will be during the period for which this award is offered) are not eligible for Research & Development Awards. A postgraduate student may apply for a Project Realisation Award. On the Application Form the applicant must provide the name of the course and outline how / if the proposed project relates to their studies.
- Proposals from artists or arts organisations that do not include artistic collaboration with non-arts professionals
- Organisations currently in receipt of funding under Arts Council grant programmes (Strategic Funding, Arts Centre Funding and Partnership Funding). However applicants may name such organisations as partners.
- Organisations and individuals in receipt of Arts Grant Funding 2021, unless otherwise specifically advised by the Arts Council or Create. However applicants may name such organisations as partners.

Note: in the event that your application is ruled ineligible, it will not be assessed, and you **will** be permitted to apply again with the same proposal in future funding rounds. If you do reapply, you **should** ensure that you meet the eligibility requirements.

1.5. What may you apply for?

Research & Development Awards

- **Research & Development Awards (without mentoring)** - maximum award €2,500. The time frame should be no longer than 6 months
- **Research & Development Awards (with mentoring)** - maximum award €3,500 of which €1,000 is specifically to engage a mentor for the artist. The time frame should be no longer than 6 months
- **Recent Graduate, Research & Development Award (with Mentoring)** - maximum award €3,750 of which a maximum of €1,250 is specifically to cover the cost of engaging a mentor. The time frame should be no longer than 6 months

Project Realisation Award

- **Projects:** from 8 months up to 12 months - maximum award €15,000

How much funding should you apply for?

In applying for an AIC Scheme Award, you are required to submit a budget detailing all items of income and expenditure relating to your proposed project. The maximum amount you may request is the difference between the **proposed expenditure** and the **proposed income** you indicate in the budget.

- Proposed expenditure should include all artists and other fees, technical and production costs, promotion and publicity costs, administrative costs, etc.
- Proposed income should include what you expect to receive from other funders (this needs to be evidenced by a letter of support), box-office receipts, programme sales, etc.

It is also important to reflect all in-kind support in both income and expenditure, so reflecting the full and true value of your proposal.

Note on in-kind support: If you expect to receive in-kind support, you need to put a financial value on it so that the contribution it makes to the real value of your proposal is clear. You should think of in-kind support both as expenditure and as income: whatever amount you declare on the expenditure side you should also declare on the income side. Time contributed by volunteers (including committee members) may not be reckoned as an in-kind cost

Note on artists' fees: The Arts Council is committed to improving the pay and conditions of artists. In this context, the Arts Council has published a policy on the fair and equitable remuneration and contracting of artists. You can access the **Arts Council policy on Paying the Artist** [here](#). In the budget section of the application form you must provide a breakdown of the artist fee i.e. how many days or hours in relation to the fee.

The Arts Council will consider **costs specifically relating to the making of work by artists with disabilities**. If you wish to apply for additional funding on this basis, you should upload an additional document with your support material outlining what these costs are, please also include the amount in the budget template.

1.6. What may you not apply for?

You may not apply for more than one award in the same funding round. The same applicant cannot apply for a Research & Development Award and a Project Realisation Award for the same project idea in the same round.

The AIC Scheme Awards will not fund:

- An existing project or programme of work
- Non-arts projects or programmes of work
- Ongoing core costs
- Major capital purchase
- Projects already in receipt of other Arts Council funding
- Non-collaborative work
- Activities or costs that do not fit the purpose of the award
- Activities are more suitable to another award funded by the Arts Council or other agencies, including Culture Ireland, Irish Film Board, Design & Crafts Council, National Youth Council
- Activities have already taken place or will be completed before a decision is made on your application
- Activities are undertaken for a charity fundraising, competition, or profit-making purpose
- Activities focus primarily on art therapy as opposed to artistic outcomes
- Activities that have already been assessed by the Arts Council. An exception will be made if Council specifically advised you apply to this award; such advice is not an indication of a successful outcome.
- Activities that have already been assessed by Create. An exception will be made if you have been advised to re-apply to this award; such advice is not an indication of a successful outcome
- Projects where the lead artist is not paid for their involvement (if you have any questions please contact Create).
- Activities where the artform/arts practice is not provided for by the AIC award

1.7. Your application will be considered ineligible if:

- You do not fulfil the eligibility requirements ([section 1.3 & 1.4](#))
- Your application or supporting documentation was received after the deadline
- You submitted your application or supporting material by email or in hard copy – applications are accepted via the online application form only (see [Making your application under section 2](#))
- Your application comes under what the AIC Scheme Awards will not fund ([section 1.6](#))
- You did not fully complete the application form
- You did not include with your application **all** the required supporting material

1.8. What supporting material must you submit with your application?

In order to be considered eligible for assessment you **must** submit the following supporting material in addition to, and separate from, your application form:

- **Detailed up-to-date CVs** (max. three pages) for **all** the artists involved in the proposed project and CV/ biography of any proposed mentor (for mentoring applications)
- **Examples of previous relevant work**- max. 10 images or 3 texts / video / audio. All examples must be accompanied with a context note. You may not load audio or video files directly to the application form. If you wish to include audio or video in your application, you may

provide links to material hosted on Soundcloud, YouTube or Vimeo. (See [Acceptable file formats](#) under [section 2.1](#))

- Applications for Research & Development Awards **must** include **evidence of support from the community** – e.g. letter of support/expression of interest
- Applications for Research & Development Awards with mentoring **must** include
 - a **schedule of meetings** with the proposed mentor
 - a **letter of agreement from the mentor** (who **must** be a professional artist) including **agreement that the mentor will be paid** - stating the amount of the fee
- Evidence of **any** financial support or sponsorship identified in the project budget – e.g. a memorandum of understanding, a letter of offer, a statement of support, or a similar document
- If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*

Additional material required in certain circumstances:

- 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 suitable child-protection policies and procedures in place. When making an application, you must indicate whether or not your proposal is relevant to this age group. If you answer ‘Yes’ to this question in the application form and your application is successful, as a condition of funding you will be required to confirm and demonstrate that you have suitable child-protection policies and procedures in place. Please see www.tusla.ie for more information.
- If your proposal involves working with vulnerable persons and is successful, as a condition of funding you will be required to submit an acknowledgement that you adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* (see [here](#))
- If your proposal involves working with animals and is successful, as a condition of funding you will be required to provide a copy of your *Animal Welfare Protection Policies and Procedures*.

If you do not submit the required supporting material, your application will be deemed ineligible.

Optional supporting material

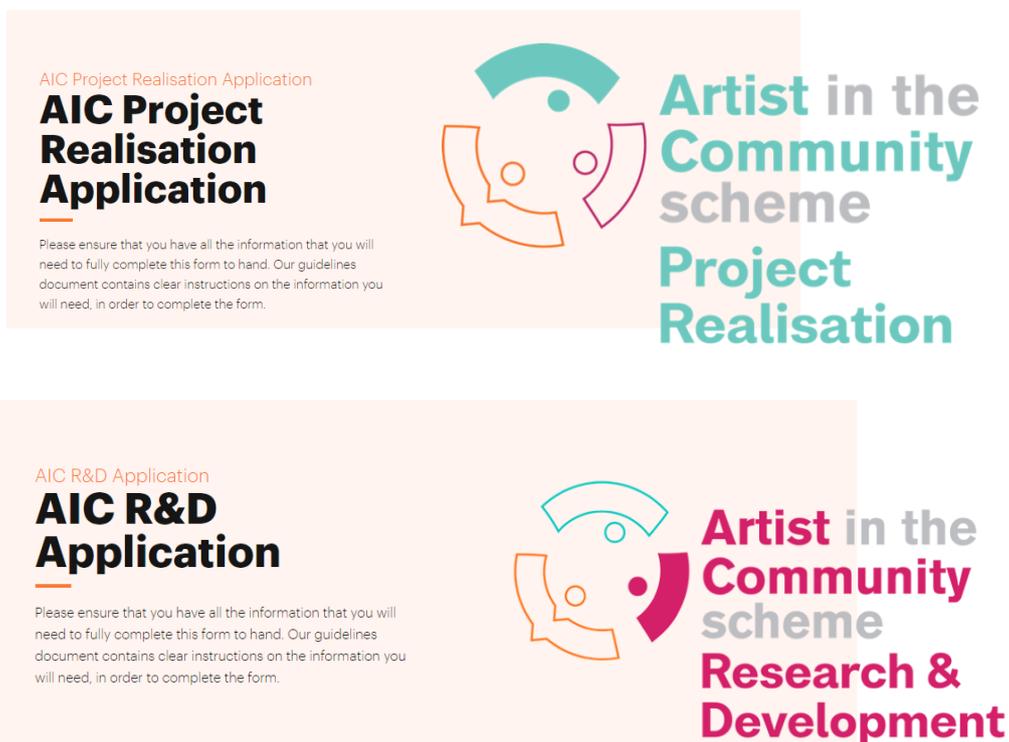
In addition to the required supporting material listed above, you may also submit any other material you consider relevant to your application i.e. timeline/schedule of project, R&D Award report etc.

2. Making your application

All applications must be made using the online form, which you will find on the Create website. Please preview the questions, and prepare your answers, in advance of starting your application. You can save your application part-way through and access it again within 30 days, but remember that you must submit in full in advance of the deadline.

Ensure you are completing the correct form

Each form is clearly labelled using one of the logos below. Please check to make sure you are on the right form.



Use the previous and next buttons to navigate through the form. However, please note that you cannot advance through the form without completing all compulsory questions.



You may choose to “save and continue later” if you wish to revisit your online application. To do so, click on the “save and continue later” button. This will bring you to a page with a link. You can also choose to email this link to yourself, using the box provided.

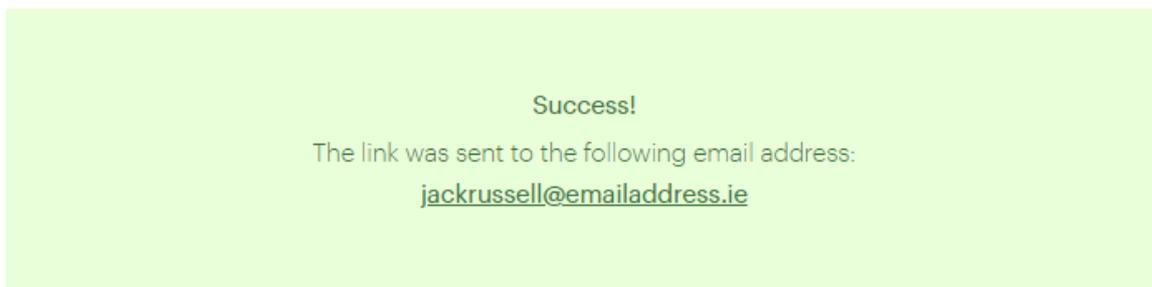
Please use the following link to return and complete this form from any computer.

[https://www.create-ireland.ie/test-save-and-continue/?
preview_id=7220&preview_nonce=515b9622ff&_thumbnail_id=-1&preview=true&gf_token=c66fed05cd484adeb629c5eb1fb83824](https://www.create-ireland.ie/test-save-and-continue/?preview_id=7220&preview_nonce=515b9622ff&_thumbnail_id=-1&preview=true&gf_token=c66fed05cd484adeb629c5eb1fb83824)

Note: This link will expire after 30 days.
Enter your email address if you would like to receive the link via email.

SEND LINK

Once you have completed the email address and pressed “submit” you will see the following screen:



You can access your application form using the link sent to your email address (please ensure you check your spam or junk folders). Please note that you must complete the form within 30 days of receiving the link, and before the application closing date.

2.1. Prepare any supporting material required for the application

You are required to include supporting material with your application. Typically, this includes samples of your current work – e.g. text, video, images or sound recordings. See [Section 1.8 What supporting material must you submit with your application?](#)

You must submit all such supporting material online. So, if necessary, you may need to scan or save material in electronic format.

Acceptable file formats

The following table lists file formats that are acceptable as part of an application:

File type	File extension
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text files	.rtf/.doc/.docx/.txt
spreadsheets	.xls/.xlsx
Adobe Acrobat Reader files	.pdf

For convenience, gather together all the files you need in an accessible location on your computer.

Submitting Video and Audio links

You may not load audio or video files directly to the application form. If you wish to include audio or video in your application, you may provide links to material hosted on Soundcloud, YouTube or Vimeo. To do this, copy the URL (the full address of where your material is hosted on YouTube) into a Microsoft Word or OpenOffice Writer document, and upload it as a weblink-supporting document. Links to other hosting sites will not be viewed. Check the link from within the document you upload – make sure it links correctly to your material online.

If you do not wish material you upload for the purposes of your application to be publicly viewable, you can flag your video as ‘unlisted’ or password protected in its settings, ensuring that you also submit the password.

Naming files appropriately

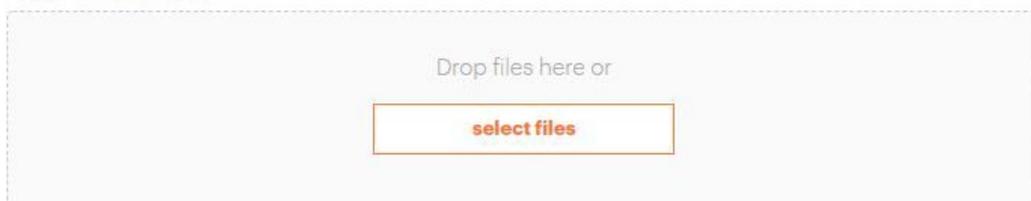
Give all files that you intend to upload filenames that make it clear what they contain or represent – e.g. it should be clear from the filename whether the document is a CV, a sample text or a review of previous work. Please submit supporting documents in separate, appropriately named files.

Good filenames for an applicant called Jack Russell	JackRussell soundcloud link.doc
	JackRussell support letters.pdf
	JackRussell Child Protection Policy.doc
	JackRussell youtube link.doc

The total combined limit for all supporting material uploaded with a single application is **128MB**. The maximum size for each file is **16MB**. Files larger than this will not load and will not be included in your application.

To load supporting materials in the online form, simply drag and drop files into the box provided, or choose files individually. There is a maximum individual file limit of 128mb. Files over this size will not load, and will not be submitted with your application.

The below image shows the successful loading of three files. If you need to remove one or more, you can click on the red “X”.



- ⊗ Jack Russell supporting letters.pdf
- ⊗ Jack Russell audio links.docx
- ⊗ Jack Russell Child Protection Policy.docx

Note: The maximum file size is 128MB. Files larger than this will not load and will not be included in your application.

2.2. Budget Guidelines

Your budget should include rates of pay for all personnel, and details of income from other sources. Rates of pay should be realistic and commensurate with experience. You **must** use the AIC Budget template relevant to your application, links below.

[Research and Development Budget Template](#)

[Project Realisation Budget Template](#)

When filling in **Proposed expenditure related to your application** your budget may include:

1. Artistic costs:

- Artists Fees – professional fees (excluding travel/subsistence expenses) – see **What may you apply for?** under **section 1.5** for more guidance on Artists fees
- Materials – artistic materials for workshops and any artwork /event /performance
- Expenses – any other costs involved in employing the artist (e.g. travel)
- Other - please provide details or a description of these costs

2. Administration costs:

- Communications - postage, phone credit, couriers, internet access
- Publicity - design, printing, advertising, PR
- Insurance - for the group (public liability) and artist (general liability)
- Monitoring and evaluation costs, independent evaluator's costs, documentation

3. Production support costs:

- Venue hire e.g. theatre or exhibition space
- Technical equipment – any specialised equipment to be hired (capital expenditure of any significance is not eligible)
- Transportation costs – for participants, artworks or equipment
- Other - please provide details or a description of these costs.

4. Documentation

- Professional fees, editing

When filling in **Proposed income related to your application** indicate any funding you have received / applied for from other sources:

- Indicate if funding has been confirmed and attach confirmation
- Please indicate if contributions to funding are 'in-kind'

3. Processing and assessment of applications

3.1. Overview

Create manages the AIC Scheme on behalf of the Arts Council. We support the panel assessment and decision-making process and communicate these to applicants in accordance with set procedures. Our aim is to ensure that the system for making awards is fair and transparent.

3.2. The assessment process

All AIC Scheme applications received are processed as follows:

1	The application is acknowledged via online portal
2	The application is checked for eligibility – all eligible applications then progress to the assessment stage
3	Create recommend an application as shortlisted or not shortlisted.
4	A peer panel reviews all applications, associated materials, then scores and makes decisions
5	Decisions are communicated by email to applicants
6	Feedback on applications must be requested within 2 weeks of notification of the panel's decision
7	Decisions are noted by Create and the Arts Council

Time frame

Create endeavours to process applications as quickly as possible. The volume of applications and the rigorous assessment process mean that it may take up to 7 weeks from the closing date to making a decision.

3.3. Criteria for the assessment of all applications

All applications are assessed in a competitive context and with consideration of the application form and the supporting materials submitted.

Artistic merit

The assessment of artistic merit focuses on the applicant and on those involved in the project, as well as the nature of the proposed arts activity and includes consideration of:

- The quality of the idea and
 - (Research and Development only) the proposed research aims
 - (Project Realisation only) the proposed arts activity
- The track record of the applicant and the artistic personnel involved in the project as evidenced in their CVs and other supporting materials submitted
- The potential of the applicant and the artistic personnel as evidenced in the application form and supporting materials
- The professional development of the artist evidenced in the application
- The ambition, originality and experimentation demonstrated in the proposal
- How the application demonstrates competency and collaboration
- The artform/arts practice context in which the activity is proposed
- Outcomes
 - (Research and Development only) Anticipated outcomes of Research
 - (Project Realisation only) Artistic outcomes - the process must result in an artistic project or event e.g. exhibition, performance, publication or otherwise

Meeting the objectives and priorities of the award

- Applications are assessed on how well they meet the objectives and priorities of the award (see [Section 1.2 Objectives and priorities of the award](#)).
- In particular, the processes or methods to be used should be collaborative.
 - (Project Realisation only) Participants should have a direct influence on the process and product, from start to finish.

Feasibility

The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity. This includes consideration of:

- The track record of personnel involved in managing, administering and delivering the project
- The provision of equitable conditions and remuneration for participating artists
- The extent of involvement or commitment of identified project partners, the relationship with other organisations, support services and agencies
- The proposed budget, sources of income/funding (Applicants are encouraged to source funding from other partners/avenues) and how the award will be used
- The availability of and access to other resources including in-kind support
- Value for money considerations and overall costs
- The proposed timetable or schedule
- (Project Realisation only) Evaluation methods – the ways in which the progress and outcomes of the project will be documented and assessed

Applicants are encouraged to source funding from other partners/avenues

Criteria for Assessment of Mentoring

An application that includes mentoring must demonstrate:

- Identified mentoring needs
- How the mentorship will contribute to the development of the artist's practice
- Relevance of the mentor to the artist needs

3.4. Peer panels

The purpose of peer assessment panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally consist of at least three external adjudicators with relevant artform and/or arts practice expertise.

A pool of potential panel members is agreed between Create and the Arts Council, in advance. This can include arts practitioners, arts managers and producers, and arts development officers with appropriate experience and local and social/community knowledge. The make-up of the Assessment Panel will vary according to the type and range of applications, to ensure appropriate balance and expertise. The panel meeting led by an Arts Council representative acting as non-voting chair.

Panellists have access to all applications and associated materials prior to the day of the meeting, at which point they review, discuss and score shortlisted applications. Following this, applications are ranked by score. In light of the competitive context and the available budget.

Scoring Process

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

- A – Must Fund (10 points): this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.
- B – Should Fund (8 points): this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.
- C – Could Fund (5 points): this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.
- D – Not a Priority (2 points): this means that, in the view of the panel member, the application is deemed to have not met the criteria to an extent sufficient to merit funding.

Declaration of interest

In order to ensure fairness and equity in decision-making, a panel member must declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An 'interest' is either 'pecuniary' or 'non-pecuniary' (e.g. familial relationships, personal partnerships, or formal or informal business partnerships, etc.).

The interest must be declared as soon as the panellist becomes aware of it. This may be at the point when s/he is approached to sit on the panel (if the 'interest' is known at that stage) or following receipt of the list of applicants. Where an interest is declared, the panellist will not receive papers relating to that applicant and will be required to leave the room when the specific application is being reviewed. Where this situation arises, the chair will vote in lieu of the panellist.

In some instances a panellist may not realise that a conflict of interest exists until s/he receives and reviews the panel papers. In such instances the panellist must alert Create's AIC Co-ordinator as soon as they become aware that a conflict may exist.

If the nominated panel chair has a conflict of interest s/he must declare it in writing in advance of the meeting as soon as s/he becomes aware of it. In this instance the head of team will chair the discussion on the conflicted application.

3.5. Outcome of applications

All applicants are informed by email about the outcome of their application. If your application is successful, you will be sent a letter of offer detailing the amount of funding you have been awarded and the terms and conditions of the award. You will also be told how to go about drawing down your award.

This is a competitive award and demand for funding always exceeds the available resources. Eligibility and compliance with application procedures alone do not guarantee receipt of an award. If your application is not successful, you can request feedback from Create.

Unsuccessful applicants are not eligible to apply for another Arts Council award to undertake the same activity. If the Arts Council feels that the proposed activity would have been more suited to a different award programme, an exception may be made. In such circumstance you will be informed in writing.

Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or a deviation from the published procedures. The applicant makes a written appeal to the Arts Council, clearly stating the grounds for the appeal, and following the process outlined on its website at <http://www.artscouncil.ie/Funding/Appeals-process/>

3.6. Conditions applying to all recipients of Arts Council funding

All grant and award recipients should be familiar with these conditions. They apply to all recipients of Arts Council funding awards (arts organisations, artists or groups working with the arts). “Award Funding” means any funding not offered under the Strategic, Partnership, or Venues Funding programmes. They reflect certain duties and principles to which the Arts Council is subject in relation to the making of grants on a pre-funded basis. Recipients of funding must also comply with these duties and principles.

3.7. Documentation and reporting

Activities realised under the AIC Scheme must be documented throughout the project. A written report with a visual record of the main stages or elements should be produced.

Documentation

A high quality visual record (photography/ video or film recordings) of the main stages or elements of activities realised under the AIC Scheme (specifically Project Realisation Awards) must be documented. This documentation, for example, may track work from the proposal, through project development to realised outputs (i.e. installation, performance). Due to the nature of this practice, final outputs may be temporary, site specific, specific to a moment in time and may not have a permanent afterlife. It is important that the work is traced and recorded.

Given that documentation is an important aspect of activities realised under the AIC Scheme, the cost of engaging a professional or commissioned artist should be considered, and documentation should be factored into the budget. It's important that documentation is high quality, it serves as a valuable record for the work and may be used in future publications, case studies and also an important resource to artists.

Recommendations:

- Photo: Jpeg, minimum 300dpi, preferably landscape, 6:4 ratio
- Video: mp4 or mov, minimum 1920 x 1080p in resolution, with audio in WAV, minimum 24fps

For more information and guidance contact communications@create-ireland.ie

Reporting

There are two reporting requirements:

1. Award recipients must report to Create on their use of the award using the Arts Council Awards Report Form, including the finance template available <http://www.artscouncil.ie/Funding/Payment-templates/>
2. A separate report to Create should comprise of a description of the work as it occurred, outlining the outcomes and key learning for the artist
 - The reports must be submitted on completion of the activities being funded. It is important that this is an honest report, and where possible, includes the input of the artist(s), participants and management of the community group. The report should be signed by both the community/group and the artist.
 - The report should combine qualitative and quantitative data gathered throughout the project, in order for the report to work beyond the use of hindsight. For example: measuring the development of relationships between community and artist (qualitative), and how many community members were involved over which amount of time (quantitative). (See [Section 3.8 Monitoring and Evaluation](#)).
 - When creating the report we encourage the community/group and artist to reflect honestly on the process to describe the successes as well as failures, constraints or challenges during the project. For example what methods worked or did not work as expected, and how did you respond as an artist and as part of a collective to challenges to adapt to different circumstances. Acknowledging these aspects of projects:

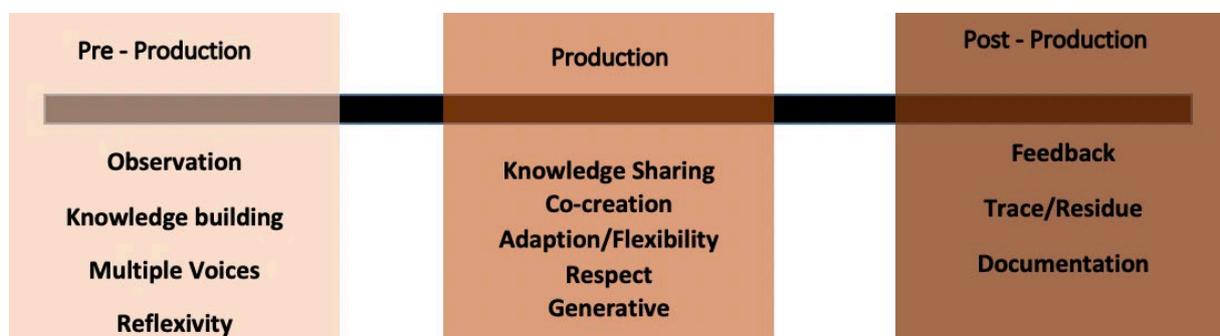
- Helps Create better understand and respond to on the ground challenges experienced in socially engaged art projects.
 - Provides a more accurate picture of the practice of collaborative socially engaged art in general
 - Encourages quality of art practice, in the sense that adapting to challenges helps us to collectively learn best models, processes or techniques of practice suitable to diverse contexts.
- Create reserves the right to publish the report, in full or in part, in print and/or online, and will acknowledge the artist in any use of the report.
 - The above reports must be submitted with the request to draw down the final instalment of funding.

3.8. Monitoring and Evaluation*

Further to documenting and reporting throughout the project, an element of self-evaluation, assessment, and information gathering will be required for the below reasons:

- To develop the measurability of the impact of collaborative socially engaged art
- Increase quality and validity of the gathered information
- To reinforce and develop the artists practice by emphasising, learning and adaption in the face of challenges
- To help inform Create of the general landscape in the collaborative arts, in order for us to improve upon how we approach existing contexts

When filling out the Monitoring and Evaluation section of your application, you are invited to consider the below visualisation of the phases for collaborative socially engaged art and how they relate to each other.



Visualisation of the phases for collaborative socially engaged art

You are also invited to reflect on the following considerations and associated actions throughout the project:

- The nature and development of the various relationships formed throughout the project between collaborators, community members, and mentors; how were these relationships initiated? How have they grown, changed, improved, weakened, etc.? What kind of organisational structures developed and why? (such as hierarchical, bottom-up, democratic etc)
- The traceability and flexibility of the projects different factors; how it differed or evolved from the anticipated project outcome to its eventual conclusion? How did any perceived constraints differ from constraints that arose? And did you adapt or change your methods in response Etc.

- The measurability of the projects impact. We use the term impact to describe all the different ways the project may have effected those who collaborated, including artists and any organisations or institutions. Impacts are not only quantifiable, but describe the value of the project to others, what effects it may have generated. For example how it impacted? Who it impacted? How do the community members value this impact? Does this value differ from the practitioners? Etc.
- The balancing of both qualitative and quantitative data; recording the conceptual as well as the measurable elements of the project.

We encourage evaluation and monitoring to reflect the multiple voices involved in a project. For example you may want to think about how are will you monitor participants responses at different stages of the project and overall.

Similar to reporting, Create encourages honest, open and reflective feedback.

* Create is currently partnering on an ongoing research project around evaluation. We invite you to participate in the conversation and contribute to the development of a methodology for evaluation, which will have a meaningful impact on the arts sector, contact evaluation@create-ireland.ie

4. Data Protection

Privacy Statement

Create acknowledges its responsibility to safeguard the personal data of applicants to and beneficiaries of the AIC Scheme. Privacy and data protection rights are important to us and we are committed to protecting the privacy of individuals in relation to the processing of personal data that we may seek, collect, and use or disclose. Create will treat all personal information volunteered or sought with the highest standards of security and confidentiality, in accordance with data protection law and regulation and best practice approaches.

Data Management

Create may seek, collect, and use or disclose personal information as part of its management of the AIC Scheme. Information collected through the application process is used solely for purpose of the management of scheme. Personal data will not be disclosed to any external third party, without consent, except where it is necessary to comply with statutory requirements. Information may be made available to the Arts Council on request. Application forms and supporting materials will be retained in line with our Data Protection Policy.