



Artist in the Community Scheme

Research and Development and Project Realisation Awards

*Frequently Asked Questions
and Troubleshooting*

General Queries

What is the aim of the AIC Scheme and who is it for?

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

What does meaningful collaboration mean?

Collaborative arts practice involves artists and communities working closely together, often over extended periods of time, to make art. Artists must aim to plan and develop a project from its earliest stages through to completion in collaboration with a specific group or groups, rather than seeking participants to join a pre-planned arts project.

What is the difference between Research and Development (Strand 1) and Project Realisation (Strand 2)?

The **Research & Development Award (R&D)** award is to support proposals from artists , who wish to research and develop a project in a community context and wish to collaborate artistically with non-arts professionals. Maximum timeframe 4 months.

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

Do I have to apply to Research and Development before I apply for Project Realisation?

No, however it is important that there has been deep consultation between the artist and the community. The voice of the collaborating community must be clear in the planning, making, presentation and evaluation of work, this will need to be evident in the Project Realisation application.

Who is eligible to apply?

The AIC Scheme is open to artists, communities and organisations. It is open to artists from any of the following art form disciplines: architecture, circus, comedy, dance, film, literature, multi disciplinary arts, music, opera, street arts and spectacle, theatre, traditional arts and visual arts. See **Guideline 2.1** Who is eligible to apply?

Who is not eligible to apply?

Artists/arts organisations whose proposal does not include an artistic collaboration with non-arts professionals. See [Guideline 2.3](#) Who may not apply?

How much contact time with the artist is advisable before a project begins?

We do not prescribe a certain time-frame. However it is important that there has been deep consultation between the artist and the community to ensure that there are shared values, interest and agreed expectations before embarking on a project.

Do you give feedback to unsuccessful applicants?

Yes, feedback on applications is available for 2 weeks following notification of the panel's decision.

Does the AIC fund projects that have already started?

No, the award is made for projects which have not commenced at the time of making the application.

Do I have to submit a report on completion of R&D and Project Realisation awards?

Yes. When applicants are offered an award they will receive details of the reporting requirements. For Project Realisation Awards, at application stage we recommend that you consider very carefully questions on Monitoring and evaluation in the application form. See [Guidelines 4.7](#) Reporting, Monitoring and Evaluation

When can I draw down the funding?

Research and Development- When offered an award you will receive an 'Agreement and Acceptance form' outlining the conditions of the award. Once this is signed and the original copy returned to Create, the award money will be drawn down into the agreed bank account.

Project Realisation- When offered an award you will receive an 'Agreement and Acceptance form' outlining the conditions of the award. Once this is signed and the original copy returned to Create, 90% of the award money will be drawn down into the agreed bank account. The final 10% will be drawn down on the receipt of final report.

Communities FAQ

Can we apply to the AIC Scheme to enable our community development worker to work as an artist in the community?

No, the named artist should be a working professional artist.

Does the AIC Scheme fund the cost of arts activities (workshops, events) in the community?

No, unless the series of arts activities form a part of collaborative arts project with a clear vision.

Does the AIC Scheme fund workshops, teaching/training programmes for our community?

No, unless the workshops form a part of a collaborative arts project with a clear artistic vision.

What does Community mean in the context of the AIC Scheme?

A group of people drawn together by interest, place, shared history, cultural experiences etc. The community does not necessarily have to be already established, they may be a newly formed community due to their interest in the project.

Does the AIC Scheme fund charity fund- raising?

No, the award is made specially to support the research or realisation of an arts project made collaboratively with a community.

Does the AIC Scheme fund art projects in which the intended outcomes are therapeutic?

No, applications are assessed on the artistic merit of the proposed project. See [Guidelines 2.3](#) Who may not apply?

Can we apply for AIC Scheme funding if young people are the main target group?

Individuals or organisations working in the area of Arts and Communities where the primary target group is children and/or young people cannot apply for the AIC Scheme unless there is at least an equal focus on intergenerational practice. See [Guidelines 2.3](#) Who may not apply?

Can I apply if I am an undergraduate or postgraduate student?

Undergraduate and postgraduate students 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. See **Guidelines 2.3** Who may not apply?

Does the artist need Garda Vetting?

If the artist will be providing relevant services to children or vulnerable persons, then they are required to be vetted. We recommend that the artist speak to the vetting team at Create, vetting@create-ireland.ie or 014736600.



Artist FAQ

I plan to apply for the Research and Development award, and I would like to work with a mentor. Who can and cannot be a mentor?

The Research and Development Award with mentoring, offers an additional €1,000 for you to select a suitable mentor to support the development of your collaborative arts practice.

You are encouraged to consider carefully the selection of a mentor. Mentors must be arts professionals relevant to the field of collaborative arts practice. For example an artist of any artform with a strong track-record of working collaboratively with communities, curator or producer with relevant experience in working in the context of collaborative arts practice.

Mentors do not have an active role in the Research and Development phase. For example another artist working directly with the community or a producer producing/ or will go on to produce the project- such roles should be considered as part of the project and resourced as such.

The role of the mentor is to support the development of the artist's practice and thinking within context of collaborative arts practice . You will be asked in the application form to identify your mentoring needs and how the mentor will meet them. The panel will consider mentors whose practice is not predominantly collaborative but there needs to be a strong rationale as to why you have selected this mentor to support your needs. They do not necessarily need to practice the same artform as the applicant.

Arts Professional include but are not limited to:

Artists – who work across all artforms

Arts professionals - admin, academic, research, producer, curator, educator, director

Producer

Can I book a one on one session to discuss my application in depth?

We offer individual advisory sessions for prospective applicants. These can happen in person or over the phone. Please make initial contact with Áine Crowley, AIC Coordinator, at support@create-ireland.ie. We also regularly offer information sessions around Ireland and online. Keep an eye on our website for details.

Do I need to supply insurance for the collaboration and does this need to be addressed in the application?

Having proper insurance cover for arts projects is important. Most community groups will already have public liability cover for activities, to protect against third-party claims arising from negligence. Employers' liability cover is used to insure volunteers, staff and contractors while engaged in activities. Artists can arrange these types of insurance and a few companies specialise in community and event related insurances, including www.eventinsure.ie.

Can artists who are new to this kind of work apply?

Yes, applications will be assessed by the panel based on the track record of the applicant or the potential of the applicant. See **Guidelines 4.3** Criteria for the assessment of all applications. We recommend you contact Create and arrange a 1:1 advisory session with one of the team to support you

Can more than one artist be named on an application?

Yes, we welcome artist collaboration on projects. We recommend you appoint one artist as the lead contact.

What is the role of the mentor? Are there special requirements?

The mentor is there to support the artist development and needs. Ask yourself what your particular needs and expectations are. The mentor must be a professional artist and must be independent from the project. See **Guidelines 4.3** Criteria for the assessment of all applications

Can the artist be based outside of the Republic of Ireland?

To be eligible to apply, applicants must be resident in the Republic of Ireland. However, we may accept applications from outside the Republic of Ireland. In this case, you must detail in your application form how your proposal would benefit the arts in the Republic of Ireland. We would need to be satisfied with your explanation.

Projects realised through the AIC Scheme must benefit and contribute the arts and communities in ROI. See **Guidelines 2.1** Who is eligible to apply?

Other General Questions

What do you mean by in-kind support?

In-kind support is valued as part of the total resources of a project and can include, but is not limited to:

- **Venue and Space Use:** Free access to rehearsal or performance spaces, meeting rooms, or other required venues.
- **Equipment or Materials:** Access to specialised equipment like audio-visual gear, studio materials, or construction supplies.
- **Professional Services:** Voluntary time offered by professionals who contribute their expertise, such as legal advice, graphic design, or technical support (not artists time)
- **Promotion and Publicity:** Donated media space, including social media boosts, event listings, or promotion by partner organisations.

What is Not Accepted as In-Kind Support?

Certain types of contributions do not qualify as in-kind support under the AIC Scheme:

- **Cash Donations or Financial Sponsorships:** These are categorised as direct funding rather than in-kind contributions.
- **Discounts on Standard Rates:** Reduced prices on services or materials can be noted but may not be claimed as in-kind unless the entire service or good is donated.
- **Donations Without Clear Value:** Contributions without a measurable value, like general moral support or unspecified “advice,” are also not counted as in-kind support.

In-kind support should be documented as specifically as possible, including an estimated fair market value for each item or service to reflect its impact accurately.

What about access supports? Can I apply for these in the AIC Scheme?

Yes, there are three areas that the AIC Scheme offers access support for applicants.

1. Pre application:

Create and the Arts Council aim to make the application process accessible to all. We have increased supports to remove barriers for artist applicants to AIC awards. These additional supports may include: translation from other languages, Irish Sign Language (ISL) interpretation for advisory sessions, or transcription of audio and video files. We will use all reasonable endeavours to assist people with disabilities or access requirements who are eligible under the conditions of the award. To find out more please contact Create at least 3 weeks in advance of the closing date. Email us at info@create-ireland.ie or call us on (01) 473 6600. If you feel your needs are not outlined here please contact us and we will do our best to support you.

2. Participant or personal access costs

These costs should 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 or collaborators
- Production staff
- Core staff or key administrative personnel

You can apply for these costs in addition to maximum amount available for the award and include them in the total amount requested. For example, you are applying for Project Realisation Award for €15,000 and you have access costs for €500. You will receive a total of €15,500.

3. Costs for making your work accessible to others – public access costs

These are costs for making your work accessible to persons with disabilities and should be considered a normal part of your work.

Example of access costs 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 in Braille or audio

The amount must be considered within the budget allocation. For example if the maximum award amount is €15,000 the amount requested for access support should be included in that amount.

Please see [Guidelines 2.4](#) What funding can you apply for? Access costs for artists or participants with disabilities

Practical tips on filling in the application form

Guidelines

The guidelines have been revised and will help you include what is important for the application. Make sure you read them before beginning the application process.

Preparing to apply

All applications must be made using the online form, which you will find on the Create website. We have also provided a reference-only version of the application form, which you can use to prepare your answers. You must submit your application using the online form, in advance of the closing date.

If the online form is not accessible for you, please contact us. We will do all we reasonably can to assist you if you contact info@create-ireland.ie or call us on (01) 473 6600.

Time

Give yourself time to complete the application and avoid having to ask questions about the application a few days before the deadline. 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 before the deadline.

Language

Be clear, concise and to the point. Do not speak in the third person. Please use standard sentence case when completing the application form. We cannot accept applications written in Caps Lock.

Budget

You are asked to provide details of income (funding, other support, money generated by the project) and expenses (artistic, administrative and event/ production costs). Estimates should be realistic and should represent value for money. The difference between income and expenses is the amount you are seeking from the AIC Scheme.

Proofreading

Allow fresh eyes to read over your application – ask someone who does not know what your project is about to give you advice on what is clear or unclear.

Troubleshooting for online application forms

If you are experiencing issues with accessing or submitting your online application, do not panic! We are here to help. Please find below a list of tips to try, which usually fix any issues.

First:

- Try restarting your device
- Clear the cache/ cookies/ history of your web browser
- Make sure your device is connecting to the internet and receiving good coverage
- Try using another web browser for your application

If the above suggestions do not help, you may contact us and report the errors

Steps to report errors on online application forms:

1. Indicate which form you use/ which award you are applying for
2. Did you try the suggestions above?
3. Provide details of the issue:
 - what's the issue?
 - what browser are you using (e.g. Chrome, Firefox, Edge, etc)?
 - what operating system are you using (e.g. Windows, Mac OS)?
 - what device are you using (e.g. desktop, laptop, tablet, mobile)?
 - If the issue is about uploading attachments: what is the file name, file format and send us the file
4. Provide a screen shot/ error message you received (this is very helpful for us to help diagnose the problem)
5. When did it happen (date and time)?
6. Email us (info@create-ireland.ie) with above details and attachments. Please note that it can take a number of days to address some issues.