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Deis Recording and Publication Award, 2020 : Guidelines for Applicants

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Deis Recording and Publication Award 2020

Guidelines for Applicants

Deadline: 5.30pm, Thursday 2 April 2020

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Application checklist

Use the checklists below to make sure that your application is complete.

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

- I/we have filled in all of the sections of the application form relevant to the application.
 - I/we have prepared all required supporting material (as outlined in **section 1.7** below), and have this ready to upload.
-

Items that are mandatory for certain applications (check those that apply to your application)

- My/our proposal involves work that is aimed at/involves the participation of children and/or young people aged seventeen and under. I understand that if my application is successful, as a condition of funding I will be required to confirm and demonstrate that I have suitable child-protection policies and procedures in place. (Please see www.tusla.ie for more information.)
- My/our proposal involves working with vulnerable persons, and I have submitted an acknowledgement that I adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* at www.hse.ie.
- My/our proposal involves working with animals, and I have submitted a copy of my/our *Animal Welfare Protection Policies and Procedures*.

Other items that I consider relevant to my application (check those that apply to your application)

- My/our proposal relies on the expertise of other named people or organisations, and I have a document detailing those people and their expertise ready to upload.
 - My/our proposal includes other material relevant to my application, which I have ready to upload.
-

Second opinion (check this item)

- I/we have asked someone else to check over my application to make sure there are no errors and that nothing is missing.

Getting help with your application

- The Arts Council makes every effort to provide reasonable accommodation for people with disabilities who wish to submit an application or who have difficulties in accessing Online Services. If you have a requirement in this area, please contact the Arts Council's Access Officer, Adrienne Martin, by phone (01 6180219) or by email (adrienne.martin@arts council.ie) **at least three weeks in advance** of the deadline day.
- If you have a technical query about using the Online Services website you can email onlineservices@arts council.ie
- Answers to common questions about using Online Services are available in the FAQ section of the Arts Council website at: <http://www.arts council.ie/en/FAQ/online-services.aspx>
- To watch our YouTube guide on making an application, go to <http://www.youtube.com/artscouncildemos>
- If you require assistance with the content of your application, call the Arts Council on 01 6180200 or email awards@arts council.ie

1. About the Deis Recording and Publication Award

1.1 Objectives and priorities of the award

The purpose of the Deis Recording and Publication Award is to provide support for traditional-arts recording projects, or recording projects involving collaboration between the traditional arts and other artforms and for projects centred on the publication of work, such as tutors, tune collections and critical writing.

Priority will be given to projects that demonstrate:

- Attention to artistic quality
- Innovation
- Significant benefit to the traditional-arts community.

All awards are informed by the Arts Council's ten-year strategy (2016–25), *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: <http://www.artscouncil.ie/arts-council-strategy/>).

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.

1.2 Who can apply?

The Deis Recording and Publication Award is open to individuals, groups, bands and organisations.

Proposals are accepted from all areas in the traditional arts (traditional music, song, dance and oral artforms such as storytelling and *agallamh beirte*).

The award is open to individuals and organisations who are 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.

Proposals received from applicants funded by Strategic Funding or Arts Grants Funding must provide evidence that the project is additional to activities already supported by the Arts Council.

Recordings produced under this scheme must be of a high production quality, and applicants must provide evidence that they are working in conjunction with a recognised producer or demonstrate that they have a track record in quality sound production. Recordings must be accessible to the general public – e.g. through a released recording and/or accessible in a library or archive. Applicants should provide information detailing the online or hard-copy media platforms through which the recordings will be made available and subsequently distributed and promoted.

Publications produced under this scheme must be made in conjunction with a recognised publisher or through an organisation or institution with a track record of producing publications to a high editorial and production standard, in order to ensure quality and best practice, and to support distribution/dissemination of the published work.

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.

1.3 Who is the applicant?

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

Any grant 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) – e.g. if you apply to the Arts Council 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 cannot apply?

You cannot apply for more than one Deis Recording and Publication Award in any one round of funding.

Those who are not eligible to apply include the following:

- Individuals who are currently in undergraduate or postgraduate education or who will be during the period for which this award is offered
- Individuals who have received a previous Deis Recording Award which is still ongoing – any previously funded project must be completed and all monies drawn down before you can apply again
- Applicants who have previously made an unsuccessful application under the Deis Recording and Publication Award for the same proposed project.

1.5 What may you apply for?

The maximum amount that may be awarded to each successful applicant is:

€10,000

The purpose of the Deis Recording and Publication Award is to provide support for recording or publishing projects in the traditional arts, or for recording or publication projects involving collaboration between the traditional arts and other artforms. Projects of the following nature will be considered:

- Those that are of a significant archival nature or that pertain to the music of a specific region or a particular musical style
- Those that help to make the music/song of an exceptional performer, composer or region available to a wider public
- Those that have a particularly innovative theme or original artistic format
- Those that form part of an individual's career development.

This is a highly competitive award, and the average award in 2019 was €5,800.

In addition to the normal limits stated above, the Arts Council will also 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 provide information with your application outlining what these additional costs are.

How much funding may you apply for?

The maximum amount you may request is the difference between the **proposed expenditure** and the **proposed income** you indicate in section 3 of the application form and must not exceed €10,000.

- Proposed expenditure should include all artists' fees*, rehearsal and performance costs, venue/studio hire, technical costs, publication costs, distribution, promotion and publicity costs, administrative costs, etc. How you break down the costs of your proposal and allocate resources gives Arts Council assessors a good picture of the feasibility of your project and whether or not it is realistically costed.
- Proposed income should include what you expect to receive from other funders, projected sales, and commercial sponsorship, 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 Artist 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. This includes best practice principles for all those working in the arts to aspire to.

All artists engaged on Arts Council funded activities must be fairly paid. Anyone seeking funding from the Arts Council must tell us how they will ensure that artists will receive fair pay and conditions and provide details in their budgets. We use this to assess applications and won't offer funding if we consider pay to be too low or below industry standards or where the terms of engagement are not appropriate. Through our reporting mechanisms we will monitor compliance.

We do not set or recommend rates of pay but we recognise the role of those organisations that are mandated to do so and will refer to these where they exist. We also commit to supporting key representative and resource organisations to review industry rates and develop new tools that that support the contracting process.

**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 directors or board members may not be reckoned as an in-kind cost.

You are asked to indicate income, expenditure and amount requested at two stages during your application:

- Online, when you initiate the application (totals only)
- In section 3 of the application form.

Make sure that the totals are the same on both; and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

1.6 What may you not apply for?

Activities and costs that you may not apply for include the following:

- Activities or costs that do not fit the purpose of the award
- Activities that are more suited to another award funded by the Arts Council or operated by other state agencies, such as Culture Ireland
- Activities that have already taken place or that will have commenced before a decision is made on your application
- Activities undertaken for charity fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council, except in cases where the Council has specifically advised you to redirect your application to this award. Please bear in mind, however, that you should not regard such advice as an indication of likely success in your application
- The purchase of musical instruments
- Activities that are an intrinsic part of ongoing formal education.

1.7 What supporting material must you submit with your application?

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

- Detailed up-to-date CVs or biographies (max. three pages) of all the artists involved in the proposed project
- Examples of previous work, such as recordings, video clips, music scores, and sample(s) of the work proposed for recording. Examples of work in progress must be submitted in cases of collaboration with other musical genres, or in the case of a proposed publication, sample chapters or draft copy that will enable a thorough assessment of artistic quality (see **Acceptable file formats** in section **2.3 Prepare any supporting material required for the application**).

If you are citing any collaboration or financial support in your application, you need to provide appropriate documentation – e.g. letters of offer, statements of support or similar documents.

If you are in receipt of Arts Council funding under Strategic Funding or Arts Grants Funding, you must supply written evidence that the project for which you are seeking funding is exceptional and outside the remit of your funded activities.

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 – e.g.

- Brochures, programmes, articles, reviews and recommendations relating to current or past work

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- Details of projected sales or dissemination plans relating to the proposed recording or publication.

If your proposal is complex, you should consider submitting a detailed budget in addition to the itemised expenditure-and-income details you enter in section 3 of the application form.

Please include contextual information for all supporting material in a clearly labelled text file.

For information on the formats you may use for supporting material you wish to upload as part of your application, see section **2.3 Prepare any supporting material required for the application**.

Filenames for sound files

Please give details of any sound files in an accompanying text file. Include the names of performers and detail the instrumentation for each track where appropriate.

Please title the sound files accurately using the following naming convention:

Composer-performer-track name

Examples: hamilton-CeolAM-coislife.mp3
 murphy-collins-marblehalls.mp3

1.8 Eligibility

Your application will be deemed **ineligible**, and will not go any further in the process, if any of the following is true:

1. You miss the application deadline.
2. You fail to complete all of the sections in the application form relevant to your proposal.
3. You cannot apply as set out in sections 1.2 to 1.4 above.
4. You apply for an amount of funding greater than the maximum amount allowed for within the award to which you are applying as set out in section 1.5 above.
5. You apply for an activity or purpose that you cannot apply for as set out in section 1.6 above.
6. You fail to provide all mandatory supporting materials as set out in section 1.7 above.
7. Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case, we will redirect you to the more appropriate funding opportunity).

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.

2. Making your application

2.1 Register with the Arts Council's Online Services

All applications must be made through the Arts Council's Online Services; applications made in any other way (by post, fax or email) will not be accepted.

You must have an Online Services account to make an application. If you do not already have an Online Services account, sign up by filling out the registration form here:

<https://onlineservices.artscouncil.ie/register.aspx>.

Within five working days you will be issued (via email) with a unique ARN (artist reference number) and password that you can use to sign in to Online Services.

Requirements for using Online Services

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

PC Windows 7 or higher
with
Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher

Mac Mac OS X v10.5 Leopard or higher
with
Safari 3.1 or Safari 10 OR Firefox 27 or higher OR Chrome 32 or higher
Note: if Safari 11 prevents upload of documents upgrade Safari browser, or use Firefox or Chrome

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

If you are using OpenOffice, you must use OpenOffice Writer version 4.0.1 or earlier

More recent versions of OpenOffice Writer than 4.0.1 have resulted in problems with the appearance of application forms when they are submitted through online services.

Please refer to the Arts Council video *Using OpenOffice to Download, Complete and Upload the Application Form* at <https://www.youtube.com/user/ArtsCouncilDemos>.

Apple Mac users should take note of the section that deals with the issue of downloading version 4.0.1 on Macs that have the latest versions of Mac OS installed.

Note: For macOS 10.15 Catalina please use OpenOffice 4.1.7.

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

Give yourself enough time to complete the application

You should become familiar with the Online Services website well in advance of the deadline and in advance of preparing an application. It is likely that there will be heavy traffic on the site on the final afternoon of the closing date. You should prepare your application and submit it well in advance of the deadline.

Upload times can be much longer than download times. It may take you longer than you think to upload your supporting materials.

Technical support

If you need technical support while making an online application, you can contact the Arts Council by emailing onlineservices@artscouncil.ie or by phoning 01 6180200. We recommend you report any technical issues with us well in advance of the deadline. Please provide a contact phone number and make sure that you are available to receive a return call from us.

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

Please note that there is often a high volume of calls as the deadline approaches and that technical-support calls received after **2.30pm on the closing date** may not be resolved before the deadline.

2.2 Fill in the application form

If you have not already done so, download the application form for the award you wish to apply for. The application form is a Microsoft Word/OpenOffice Writer-compatible document that you fill in offline (on your own computer). The application form includes guidance on how to fill in each of its sections.

Making your case

In order to make the very best case for why you should receive funding, you should give very careful consideration to what you include in the following sections of the form:

2.2 Summary of your proposal	Give a summary of your proposal (up to three short points). Should your application be successful, this summary will be published on the Who We've Funded pages of the Arts Council's website – for that reason, you should keep in mind that what you write may have a wider audience beyond the Arts Council assessors.
2.3 Details of your proposal	What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the full scope of what you want to do and why. It might include entries such as a practical explanation of the activity you propose, your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant. In particular, you should include here details of how you propose to make the recording or publication available to the general public – e.g. through an established record label or publisher, or in some other manner.
2.4 Your application and the assessment criteria	Describe how your application meets each of the assessment criteria – see section 3.3 Criteria for the assessment of applications .
3.1 Expenditure related to your application and 3.2 Income related to	Itemise the expenditure and income related to your application in these sections. If your proposal is complex, you should prepare and submit a detailed budget as a supporting document.

your application

2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. Typically, this might include samples of your current work – e.g. text, video, images, or sound recordings. You must submit all such supporting material online; if necessary, you should 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
text files	.rtf/.doc/.docx/.txt
image files	.jpg/.gif/.tiff/.png
sound files	.wav/.mp3/.m4a
video files	.avi/.mov/.mp4
spreadsheets	.xls/.xlsx
Adobe Acrobat Reader files	.pdf

For convenience, gather together all the files you need in an accessible location on your computer so that you have them ready to upload when you make your application through Online Services.

Submitting YouTube links

You may provide links to material hosted on YouTube (www.youtube.com). To do this, copy the URL (the full address of where your material is hosted on YouTube) into a Microsoft Word/OpenOffice Writer-compatible document and upload it as a weblink-supporting document.

Note: any links you provide must be for YouTube. Links to other hosting sites will not be viewed.

Check that the link works from within the document you upload – that is, that it links correctly to your material on YouTube.

If you do not wish material you upload to YouTube for the purposes of your application to be publicly viewable, you can flag your video as ‘unlisted’ in its settings.

Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent. For example it should be clear from the filename whether the document is a CV, a sample text or a review of previous work.

Good filenames for an applicant called Jack Russell	russelljack application.doc
	russelljackReview.pdf
	russelljack Child Protection Policy.doc
	russelljack youtube link.doc

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

2.4 Make your application online

To make your application online, you go through four main stages. Click **Save draft** at the end of each stage. You can come back to your application and revise it at any time before you finally submit it.

1: Choose funding programme and download application form

To start a new application, click the **Make an application** button on your home page, and follow the prompts to choose the funding programme you wish to apply for and to give your application a unique reference by which to identify it. At this stage you can also download the application form (if you have not already done so).

2. Request funding amount

At this stage you specify the expenditure and income related to your proposal, and the amount of funding you are requesting. The amount you request should equal **Total expenditure** minus **Total income**. The final figures you enter here should be the same as those you enter in section 3 of the application form.

3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, artists' CVs and any other required supporting material (see section **1.7 What supporting material must you submit with your application**). You do not have to upload everything at the same time. You can save your application as a draft, and come back to it later.

4. Submit application

When you are satisfied that you have uploaded everything you need to support your application, click **Submit**.

Once submitted, your application cannot be amended. Do not submit your application until you are completely satisfied.

You should expect to receive two emails. The first will be issued immediately your application is received by the Arts Council. The second may arrive a few minutes later, and will contain your application number, which will be used in all correspondence related to this application. **Note:** it is important that you contact onlineservices@artscouncil.ie if you **do not** receive the second confirmation email containing the application number.

3. Processing and assessment of applications

3.1 Overview

The Arts Council considers all applications, makes decisions and communicates these to applicants in accordance with set procedures. The aim is to ensure that the system for making awards is fair and transparent.

3.2 The assessment process

All applications received are processed by the Arts Council as follows:

- 1 The application is acknowledged.
- 2 The application is checked for eligibility – all eligible applications then progress to the assessment stage.
- 3 Adviser(s) and/or staff make a written assessment of the application.
- 4 Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.
- 5 A peer panel reviews all shortlisted applications and associated materials, then scores and makes decisions.
- 6 Decisions are communicated in writing to applicants.
- 7 Decisions are noted by Council.

Time frame

The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process means that it will take up to nine weeks from closing date to decision.

3.3 Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the available resources. All applications are assessed against criteria of **a)** artistic merit, **b)** how they meet the objectives and priorities of the award, and **c)** feasibility. Each of these criteria is described in turn.

While applicants may select other artforms/arts practices as being relevant to their application, the application will be assessed by the team responsible for the chosen primary artform, and who may, in certain instances, ask for a secondary assessment from another team.

Artistic merit

The assessment of artistic merit focuses on the applicant's previous practice as well as on the nature of the proposed activity. This includes:

- The quality of the idea and the proposed arts activity as outlined on the application form and in the supporting materials submitted
- The track record of the applicant demonstrated through the CV(s) and other supporting material submitted
- The potential of the applicant demonstrated through the application form and other materials submitted
- The artform/arts practice context in which the activity is proposed
- The ambition, originality and competency demonstrated in the proposal.

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 **1.1 Objectives and priorities of the award** for details of these.

Feasibility

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

- The personnel involved in managing, administering, delivering the project
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists
- The demonstrated commitment of participating artists
- The proposed budget
- Other sources of income
- The availability of and access to other resources
- The proposed timetable or schedule.

3.4 Peer panels

The purpose of peer-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.

Each meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information as required. Panellists have access to all shortlisted 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, it is likely that the Arts Council will be able to fund only a proportion of the applications received

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 an Arts Council staff member or the panel chair as soon as they become aware that a conflict may exist.

In the event of two panellists declaring a conflict of interest for the same application, the chair will be part of the decision-making process for that specific application.

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 in writing 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.

The Arts Council receives a large volume of applications, and demand for funding always exceeds the available resources. Eligibility and compliance with application procedures alone do not guarantee receipt of an award.

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.

You may request assessment feedback from Arts Council staff.

Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or deviation from, the Arts Council's published procedures. If you feel that the Arts Council's procedures have not been followed, please see the appeals process at http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx or contact the Arts Council for a copy of the appeals-process information sheet.