

**Workshop Hand-out:
Managing Timelines
When Applying for
Funding**



Delivered by Róisín Stack
January 2024

Time & Scheduling

- A 2019 survey: **40 - 80 hours in total on an application.**
- What is your own relationship to time? What support do you need to manage it?
- How much time can you feasibly give? Think hours per week.
- Ideal working conditions: environment, time of day etc
- What other commitments do you have and what are the pinch points?
- Where do you often lose time or get distracted? How can you mitigate against this?
- What can you do in advance? What supports can you put in place?
- Passion, information & commitment to apply at this time?

Things to Review in Advance of an Application:

- Documentation of your work
- Your CV
- Your website
- Feedback from previous awards
- Arts Council details: ARN (Artist Registration Number), address etc.
- Bio for 'About You' section

Pre-application Thinking

- [MGAW - Arts Council policy document 'Making Great Art Work'](#)
- Guidelines
- In your own words:
 - What is my idea?
 - Who should be involved?
 - When should it happen?
- Keep in mind the following criteria: **innovative, ambitious, feasible.**

5 Weeks To Deadline

- Focus on the main question in the application initially: **'Please describe your proposal in more detail' (usually 2.3)**
- Begin with a word vomit: what it is you want to do and why | **250 words | 3 hours**
- Unfiltered, private - don't edit yourself

4 Weeks To Deadline

- What is working? What's true? What's interesting? Expand on those aspects your text. | **300 words | 2 hours**
- Study the newly uploaded application form and guidelines and make sure you understand and are working from latest copy. | **2 hrs**

3 Weeks To Deadline

- As the 'who' and 'when' becomes clearer, factor in these details | **400 words | 1 hour**
- Begin to consider the other questions in the application - does discarded text find a home here? | **2 hours**

2 Weeks To Deadline

- What else does your main text need? Context; clear; compelling | 500+ words | 1.5 hours
- Continue to tweak other sections | 2.5 hours

1 Week To Deadline

- Continue to tweak and tighten application text with the guidelines in mind | 1 hour
- Application feedback. Stay true to your gut but take constructive criticism | 2 hours

Week of Deadline

- Double check you have all the Supporting Material ready / uploaded
- Double check your budget
- Final pass on your text | 1 hr

Total hours on application text: 17 approx

Letters of Support

- Most common cause of delay
- Identify **essential to preferable** according to guidelines
- **4 weeks min** leaves enough time to nudge and enough time for any corrections, ghosting etc.
- Avoid asking people at the eleventh hour and putting them under pressure
- Consider potential meeting times to discuss your idea
- Clear, succinct email outlining your request - a line or two about your project is sufficient but offer further info / a chat
- Must cite value of **any in-kind support / fee** in the letter
- Offer a draft LOS to busy individuals
- Build a time-contingency into the request
- Consider timelines of orgs & individuals: funding, holidays etc.

Typical Arts Council Application Budget

Does your funding strand require an additional budget as an Arts Council Excel template?

Róisín Stack 2024

3. Expenditure, income and amount requested

3.1 Expenditure related to your application

Use the following table to indicate the expenditure you expect to incur relating to your application. You are not required to have any costs other than a fee to yourself as the applicant, but if you do, you should set them out here.

Note: you do not have to provide details of personal living costs, rent, food, childcare, etc.

Item of expenditure	Amount (€)
Fee to yourself as the artist	<input type="text"/>
Fee(s) to mentor(s)/collaborator(s) (if any)	<input type="text"/>
Costs of basic materials/admin/other expenses (if any)	<input type="text"/>
Any other costs (please specify)	<input type="text"/>
	<input type="text"/>
TOTAL EXPENDITURE	<input type="text"/>

3.2 Income related to your application

Use the following table to indicate the income (if any) you expect to receive relating to your application.

Note: you do not have to have any income against your proposal to be eligible for the award. However, if you do, you should provide evidence for this as part of your application.

Item of income	Amount (€)
Cash income	0.00
Value of income-in-kind	<input type="text"/>
Other income (please specify)	0.00
<input type="text"/>	<input type="text"/>
TOTAL INCOME	<input type="text"/>

3.3 How much are you requesting from the Arts Council?

The amount of funding that you apply for must equal the difference between your TOTAL EXPENDITURE and your TOTAL INCOME (as indicated in sections 3.1 and 3.2), and must not exceed the amount specified in section 1.5 of the guidelines for your artform/arts practice, except where it relates to people with a disability. In the event that you are required to request a specific amount, please be sure to enter one of those amounts.



Amount requested from the Arts Council (€)

A Budget Timeline

5 weeks out: Research rates: VAI, ITI / Theatre Forum; colleagues & networks; Consult Arts Council's Paying The Artist; Discuss fees with collaborators, if known | **2 - 3 hours**

3 - 4 weeks out: As the what, where & who of your idea begins to take shape, populate your budget | Research costs (travel, accommodation, materials) | **4 - 5 hours**

2 weeks out: Is your budget feasible within award amount? Ask for advice if necessary | **2 hours**

1 week out: Ask a third party to review your budget. Ensure you have supporting material for all in-kind amounts & agreed fees | **2 - 3 hours**

Week of Deadline: Carefully populate the AC budget(s) from your working doc to their templates. Ask a third party to review | Double check all figures entered at all stages of application | **2 hours**

Total budget hours: up to 17

Time Allotted

- 17 on application text
- 17 on budget
- LOS / partners 5 hrs approx
- Labelling & uploading process 2 - 3 hrs

42hrs approx

Other Good Ideas

- File labelling
- To-do list
- Upload supporting documents in the final week
- Aim to apply **the day before the deadline**
- Expect delays: give yourself a buffer

Healthy Approaches to Applications

- Start early & plan well
- Think about a plan B: what can you do without funding? What other funding is there? What other projects do you want to develop? What programme are opening?
- See every application as learning curve: distilling ideas, generating blurbs, making contacts, planning
- Write yourself a letter for the occasion that you *don't* get it
- Congratulate yourself on every submission (treat yo'self)