

## ANNE O'DONOGHUE AWARD 2026/27 GUIDANCE DOCUMENT

### Introduction

The Anne O'Donoghue Award celebrates the legacy of Anne O'Donoghue, an important figure in Community Arts practice in Northern Ireland.

The award supports the professional development of Arts Managers and Administrators currently employed within Northern Ireland-based Community Arts and participatory arts organisations, including those working in Arts & Disability, Minority Ethnic Arts, Circus, Carnival, Arts & Health, Youth Arts, intercultural arts, older persons' arts, and related settings. The award is funded by the Arts Council of Northern Ireland.

### Award Objectives

- Foster professional development through courses, mentoring, coaching, supervision, research, and cultural exchange.
- Strengthen business, leadership, governance and managerial skills.
- Promote continuous professional development.
- Encourage innovation, resilience and long-term organisational capacity.

### Eligibility

- Arts Managers / Administrators employed by a Northern Ireland-based Community Arts or related organisation.
- Minimum four years' relevant experience.
- Freelance arts administrators or project managers with demonstrable Community Arts track record may apply.

### Ineligibility

- Artists applying solely for artistic production activity. This is not a project grant.
- Previous recipients of the award.
- Current CAP staff.
- CAP Board members.
- Applications focused primarily on artistic creation rather than professional development.
- Applications without mandatory supporting letters from would-be training organisations, mentors etc, as well as a letter of support from their own sponsoring organisation or guarantor for freelancer will make their application ineligible and ruled out from consideration.

### Scheduled Timeline

- Application Period Opens: 5th June 2026
- Application Deadline: 26 June 2026
- Eligibility Checking and Administrative Review: 29 June to 3 July 2026
- Assessment and Selection Process: Wednesday 8th July 2026
- Final Decision and Approval Process: 10th July 2026
- Contract Agreement sign-off deadline: Late July 2026
- Project Start Date: 1 August 2026
- Project End Date: 30 April 2027 (9 months inclusive)
- Final End of Project Report Submission: 21 May 2027

## **Funding Available: What You Can Apply For**

One award of up to £5,000 is available for:

- Training course fees to support business, leadership, governance, managerial, fundraising, policy, communications, or organisational skill development.
- Conference, seminar, workshop, or accredited learning fees where clearly relevant to the proposal.
- Professional fees for mentors, cultural leaders, managers, consultants, trainers, or other specialists whose contribution directly supports the applicant's professional development.
- Fee rates:
  - £125 per day for any period up to 5 days
  - £500 per week, on a pro rata basis for any period longer than 5 days

Travel and Accommodation:

- Travel costs including bus, rail, ferry, taxi (where justified), and air travel.
- Personal car mileage at approved rate of 25.7p per mile
- Accommodation costs where overnight stay is necessary. (Please note, no subsistence costs are admissible)

Equipment and Materials:

- Technical equipment, materials, or resources directly related to the project or proposal.
- Equipment requests cannot comprise more than 50% of the total value of the application.
  - Maximum contribution towards laptops / desktop computers: £1,200
  - Maximum contribution towards tablet devices: £500
- Software purchases directly linked to the proposal may be included.
- All such technical or electronic equipment must be new (not used or refurbished)

**Applicants must include a full breakdown of costs with quotations or screenshots.**

## **Exclusions**

The award **cannot** be used for:

- Costs related to covering any current position in the applicant's absence.
- Self-commissioning, vanity publishing, or personal commercial production costs. • Work that forms part of undergraduate or postgraduate study.
- Applications primarily to fund or establish websites.
- Projects or commissions already in receipt of Arts Council of Northern Ireland funding.
- Residencies or rent of premises already in receipt of Arts Council NI funding where duplication would arise.
- Costs for the purchase or manufacture of musical instruments.
- Retrospective expenditure incurred before the approved project start date.
- General office overheads not directly attributable to the proposal
- Utility costs or any general day to day living/subsistence costs

## **Assessment Criteria**

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(Scored out of 60 marks in total).

### **The Applicant**

1. Evidence of your experience in managing Community Arts projects (10 marks) Assessed against applicant's History of Arts Management (CV) and written response within the experience description section.
2. Evidence of your contribution to Community Arts (10 marks)  
Assessed against applicant's History of Arts Management (CV) and written response within the evidence of contribution description section.

### **The Proposal**

3. Innovation and/or challenge of the proposal (10 marks)  
Assessed against written response within the project description section.
4. The detail and accuracy of planning and budgeting (10 marks)  
Assessed against the financial budget provided.

### **The Potential**

5. Evidence of how the proposal may enhance your skills (10 marks)  
Assessed against written response within the project description section.
6. Evidence of how the proposal may enhance your career (10 marks)  
Assessed against written response within the project description section.

Should CAP require clarification of any information received, you will be contacted via email. Indeed. If applicants require further clarification, contact CAP senior management.

### **Contact**

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Community Arts Partnership  
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