

Dear [name],

The Arts Council is issuing a call for peer panel nominees to improve representation and add additional equality expertise to their peer panel process. They have asked us to put forward nominations and we would like to nominate you for consideration as part of this call.

Peer panels are an essential part of how the Arts Council makes informed decisions on funding for artists. If you are added to the list, you should know this won't exclude you from applying for Arts Council funding. If you apply for any particular round of a funding scheme you won't be asked to sit on a panel in that round. You can read more about what's involved in being a panellist and about the nomination process and criteria in the [Peer Panel Nominee Terms and Conditions](#).

Panellists are paid a **fixed fee** when they take part in a peer panel.

Accepting your nomination

If you are happy to accept your nomination, follow these steps:

1. Register for an Arts Council Online Services account
2. Confirm you are happy for the Arts Council to contact you with information on the next steps
3. Submit information about your background and expertise when the Arts Council contacts you

What now?

1. Register with the Arts Council

- **If you don't have an ARN**, register as an individual on the Arts Council Online Services website at this link: [Online Services](#)
- **If you already have an ARN but do not have an online services account**, register for an individual account with online services at this link: [Online Services](#)
- **If you have an online services account but have forgotten your ARN**, you can contact the Arts Council for assistance by emailing onlineservices@artscouncil.ie

When you register you will receive an email from onlineservices@artscouncil.ie with your ARN (Arts Reference Number) and log-in details.

2. Accept the nomination

To accept the nomination and confirm you are happy for the Arts Council to contact you with information on the next steps in the process, please complete this short online form: [Accepting your nomination](#). The form link cannot be forwarded or shared with anyone else.

To move forward with your nomination, this form should be completed and submitted by **5.30pm on Friday 4 June**. You will need your ARN to complete it.

3. After you accept the nomination

The Arts Council will contact you after the 4 June to invite you to submit some information about your background and expertise. They will then consider all the nominations against the criteria for this call (outlined in the [Peer Panel Nominees Terms and Conditions](#)) and communicate with you directly on the outcome.

It is possible, because of your experience and expertise, that you may be contacted by more than one nominator. If this happens, you need only register and complete the online form once.