

2020 ARTLINKS BURSARY PROFESSIONAL DEVELOPMENT AWARD

GUIDELINES, CRITERIA & CONDITIONS & NOTES ON INFORMATION REQUIRED FOR APPLICATION FORM

ArtLinks supports the professional development of creative practitioners, aged 18 years and over, who are resident in the Local Authority administrative areas of Carlow, Kilkenny, Waterford and Wexford and who fulfil the appropriate criteria as outlined below.

During 2020, ArtLinks Bursary Awards will be given to individuals within their chosen discipline. The Bursary Programme supports artists in the following categories:

- Emerging Artist Award (Awards between €1,000 - €3,000 approx.)
- Professional Development Award (Awards between €1,000 and €3,000 approx.)
- Collaboration Award (One award of €10,000)

PROFESSIONAL DEVELOPMENT AWARD

The Professional Development Award is designed to assist artists who qualify for Artlinks Membership, to develop their practice. We will consider applications for assistance with any of the following areas of support:

- Travel and training
- Mentorship
- To assist with education at graduate level
- Projects with a demonstrable benefit to practice development

APPLICATION CRITERIA

To qualify for this award, an artist must meet the criteria outlined below.

1. Applicants must be currently living in the Local Authority administrative areas of Carlow, Kilkenny, Waterford or Wexford for a minimum period of 2 years and be a registered member of Artlinks (www.artlinks.ie).
2. Applications will only be accepted from individuals.
3. Bursary Awards are available only to those over the age of 18 years.
4. The activity, for which you have applied, must take place within a twelve month period from when you have received the bursary award.
5. Projects must take place in the ArtLinks administrative areas, and /or have specific significance to the ArtLinks administrative area.

6. Please take note of the applications requirements particular to your own local authority and submit completed applications to the relevant Arts Offices as below:

Hard Copies to the stated address below only (marked ArtLinks Bursaries 2020)
Carlow County Council, Arts Office, Athy Road, Carlow.

The closing date for receipt of applications is Wednesday 22nd January 2020 at 4pm.

Late applications will not be processed and retrospective applications will not be considered.

APPLICATION ASSESSMENT

Applications will be assessed based on the following:

- Comprehensiveness of application form
- Relevance to current artistic practice
- Demonstration of capacity to successfully plan and execute the project
- Budget management
- Tangible benefits from the award

Note: Application forms must be completed in full. Priority will be given to new Applicants.

CONDITIONS

All offers of ArtLinks Bursary Awards are conditional and subject to the receipt of evidence of fulfilment of the Bursary conditions.

1. The funding offered must only be used for the purposes specified in the application.
2. The award must be spent within a twelve month period of receipt of the award.
3. Where a grant is allocated for a specific project, ArtLinks will not be responsible for the insurance of that project. ArtLinks recommends that adequate insurance is in place prior to the commencement of any project.
4. If the project is altered, postponed or cancelled – in whole or in part – the relevant Arts Officer must be contacted in order to discuss the matter.
5. ArtLinks and the partner Local Authority must be acknowledged on all publicity, press and marketing material produced in connection with the undertaking or event. A copy of these logos is available on request.
6. Copies of all material produced must be sent to the relevant Arts Office.
7. An evaluation report regarding the project must be submitted to the relevant Arts Office within the twelve month period of receipt of the bursary.

8. Artists may only apply for **one** award (i.e. from one of the three categories) in any one Bursary Application period.

INFORMATION REQUIRED FOR AN ARTLINKS BURSARY APPLICATION

- Fully completed Professional Development Application Form
- Statement of Interest
- Detailed description of your proposal, separate to application form
- Additional material to support the application. e.g. Images, video links, brochures etc.
- Current Curriculum Vitae

BURSARY DECISION PROCESS

1. A Selection Panel will assess applications. Canvassing of members or staff of ArtLinks, Arts Office staff or members of the Selection Panel by or on behalf of an applicant will disqualify the applicant.
2. ArtLinks reserves the right to distribute the ArtLinks Bursary(s) as deemed appropriate.
3. ArtLinks reserves the right not to award bursaries at its discretion.
4. ArtLinks Bursary decisions will be final and no correspondence will be entered into.

AWARDING OF BURSARIES

Successful applicants will be given details in their Letter of Offer from their individual Arts Office as to the logistics of how their bursary will be paid. A report on the utilisation of the award will be required at the end.

FREEDOM OF INFORMATION

ArtLinks partner Arts Offices coordinate the administration for this Award on behalf of ArtLinks. As such all partner Arts Offices undertake to their best endeavour to hold confidential any information provided by you in this application subject to the Council's obligations under law including the Freedom of Information Acts 1997 and 2003. If you consider that any of the information supplied by you in this application should not be disclosed because of its sensitivity, you should, when providing the information, identify the same and specify reasons for its sensitivity. Your Arts Office will consult with you about this sensitive information before making any decision on any Freedom of Information request received. In the event of a decision to release particular information provided by you, you will have the option of appealing the decision to the Information Commissioner. Please note that unless information is identified by you as sensitive, with supporting reasons, then it is likely to be released in response to a request under the Freedom of Information Acts.

NOTES FOR COMPLETING YOUR APPLICATION FORM

1. Read all questions thoroughly before you answer them.
2. Remember that several people will be involved in the decision-making. Make your application clear, concise, unambiguous and easy to handle.
3. Be selective with material submitted. It is better to submit less than to include work you do not consider to be your best. Remember that you are trying to persuade a selection panel why your proposal should be funded.
4. Do not assume the Selection Panel knows your work - treat the application as if it were your first.
5. Remember your application is assessed on the basis of all information supplied within a competitive context of many other applications.
6. Get someone, perhaps working in your discipline, to look over your application before you sent it in.
7. Provide good examples and reproductions of your work.
8. Have a clear and realistic idea of what you want and how much your proposal costs.
9. Provide a project timeline if appropriate.
10. Plan your application well in advance.
- 11. Keep a copy of your application for reference purposes. Remember to submit TWO copies of your proposal if a hard copy is requested (see Carlow and Waterford requirements)**
12. Canvassing in any form will disqualify you from the process.

COMPLETION OF BUDGET ELEMENTS

Provide information on all sources of income relevant to your proposed project / activity. It is expected that you find at least 10% from other sources.

- **Private Income** means your own resources, i.e. your own earnings that you are willing to spend on this activity
- **Earned Income** means income created from ticket sales, catalogue / programme sales etc.
- **'Income in Kind'** means services or good offered to you, i.e. if someone is willing to design posters for you for free, donate wine for the preview etc. The value of this 'Income in Kind' is the price of that service had they not offered it to you for free.
- **Other Income** means monies you have been awarded from other organisations, sponsors etc.
- **Amount requested from ArtLinks** means the amount of money you require from ArtLinks to undertake this activity.

Give a breakdown of all expected costs, this can include

- Artists fees with approx. breakdown of hours.

- Overhead and administration costs directly associated with this project / activity
- Travel costs associated with your project / activity and give details
- Materials / equipment you may need to buy especially to undertake this project
- Cost of any public outcomes,
- Advertising, PR
- Evaluation / documentation of your project
- Other costs relevant to your specific proposal

SUPPORTING DOCUMENTATION

You are required to include supporting material with your application. Online applications only accepted by Wexford and Kilkenny (max 10 MB) and Hard Copy applications only accepted by Waterford and Carlow Arts Offices.

This may include images, pamphlets, brochures, texts, video links.

- Max of 12 still images (PDF or jpeg only) – clearly labelled.
- Video Show reel (You Tube or Vimeo) links max 6 minutes accepted
- Catalogues, flyers, publications, reviews accepted
- A Contents List of the supporting material clearly labelled must be included in supporting application.

COMMON MISTAKES

- No application form submitted
- Incomplete budget or insufficient breakdown of costs in the budget (i.e. please itemise all costs).
- Blank sections on application form - if a question is not appropriate to you, it should be marked 'N/A'
- No examples of your own work. An application cannot be assessed without examples of your work.
- Not enough information - the selection panel will have no basis on which to make a recommendation.
- Poor examples / poorly presented work / poor documentation.
- Badly photographed worked (e.g. artwork photographed under poor lighting, particularly installations).
- No list of supporting documentation: For example when assessing visual artists' work, a lack of a List of supporting documentation can lead to confusion over dimensions, media and context. Not identifying tracks to listen to on music CD's, film DVD's can also lead to confusion for the assessors reviewing your work etc.
- Too much irrelevant information (e.g., reviews). Be selective with what you submit.

- Examples of old work only - the selection panel will be interested in both old and current work, including images / sketches of your proposed installations, project or event.

FURTHER NOTES FOR EACH ART FORM

Note: Applicants for Bursary Awards for training courses and/or study purposes in any art form must provide detailed information on their chosen institution; indicate whether they have been accepted onto the course or what stage negotiations have reached. Bursaries will only be awarded once proof of acceptance on the course has been submitted to ArtLinks.

Dance

Awards are available to support all forms of dance development i.e. traditional, contemporary, ballet etc. Work examples such as a recorded performance or any other supporting media may be submitted. A Content List of support material must be included.

Film

Awards are available to support all forms of film development. Examples of work e.g. video links on Vimeo or YouTube only (max. 6 mins). A contents list of the supporting material must be included.

Literature

Awards are available to writers of literary fiction and literary non-fiction to enable them to concentrate on specific writing projects in Irish or English. Applicants for this bursary should note that works of local historical research will not qualify for this award. Applications should be accompanied by an excerpt (of not less than twenty pages) of a published, unpublished or incomplete work. A Content List of support material must be included.

Music

Awards are available to support all forms of music development in classical, jazz, traditional, folk, rock etc and is open to both performers and composers. Examples of work e.g. sound links, scores or recorded performances may also be submitted to support an application. A Content List of support material must be included.

Theatre / Drama

Awards are available to support all forms of theatre/drama development. Examples of theatre / drama work e.g. recorded performances or any other supporting media may be submitted. A Content List of support material must be included.

Visual Arts

A maximum of 12 images on jpgs should be submitted. An accompanying Content List of support material, detailing images must be included and should list title, date of work, media and dimensions. The list must correspond with the labelling.