

Artist in the Community Scheme Bursary Award 2019: Collaborative Arts and Theatre

GUIDELINES FOR APPLICANTS

Deadline: 5pm, Monday 11 November 2019

Artist in the Community Scheme Bursary Award 2019: application checklist

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

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

-
- I have completed my proposal and budget (in one document- Word or PDF) - ready to upload
 - I have prepared an up-to-date CV for inclusion with my proposal- this ready to upload
 - I have prepared all required supporting materials (section 1.7 below). Please combine these into one document -Word or PDF- this ready to upload
-

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

-
- The Arts Council requires all individuals and organisations providing services (e.g. cultural, recreational, educational) to children and young people under the age of eighteen to have suitable child-protection policies and procedures in place. When making an application, you must indicate whether or not your proposal is relevant to this age group. If you answer 'Yes' to this question in the application form and your application is successful, as a condition of funding you will be required to confirm and demonstrate that you have suitable child-protection policies and procedures in place. Please see www.tusla.ie for more information.
-

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

-
- My proposal includes letter(s) of support/reference, which I have ready to upload.
 - My 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 proposal involves working with vulnerable persons and acknowledges that I adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* at www.hse.ie
 - If your proposal involves working with animals, you will be required to confirm and demonstrate you have appropriate *Animal Welfare Protection Policies and Procedures* in place.
-

Second opinion (check this item)

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

Getting help with your application

Create offers advice and support services to artists and communities. If you require advice on your application, or if you have a technical query about using the WeTransfer facility to apply, you can email support@create-ireland.ie or call (01) 473 6600.

Create is registered with the National Vetting Bureau for the purpose of vetting in the arts and can facilitate applicants to the AIC Scheme. Garda vetting of persons to undertake relevant work or activities, including cultural activities (paid and unpaid), is mandatory under the National Vetting Bureau Act, 2012. . Please check our website or email vetting@create-ireland.ie for assistance.

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1. About the Artist in the Community Scheme Bursary Award

1.1 Deadline for submission of applications

All applications must be made using WeTransfer

The deadline for receipt of applications is: **5pm, Monday 11 November 2019**

1.2 Objectives and priorities of the award

The objective of the Artist in the Community Scheme (AIC) Bursary Award is to support individual professional theatre artists whose practice centres on collaboration with individuals or groups (non-arts professionals). The AIC Bursary Award 2019: Collaborative Arts and Theatre aims to support individual professional artists working in collaborative socially engaged forms of theatre practice.

The purpose of the award is to support and nurture professional arts practice; it is specifically aimed at an artist with a track record of working collaboratively with communities of place or interest. The bursary of €10,000 provides the selected artist with time and resources to carry out research and to reflect and engage with and reflect on their practice. More particularly, it allows the artist to consider key questions associated collaborative methodologies in theatre practice.

It is expected that the successful applicant will share the learning arising from the bursary with the wider theatre community and collaborative arts sector. Create will work in partnership with Dublin Fringe Festival providing information sessions and on the selection process.

The AIC Scheme Bursary Award is aimed at artist who:

- Work collaboratively with individuals and groups (non-arts professionals) in the making and interpreting of art within the context of theatre
- Consider and prioritise the quality of engagement at all stages – e.g. in the planning, making and evaluation of work
- Demonstrate a clear commitment to artistic outcomes

The award aims to support professional artists to develop their collaborative arts practice.

Potential proposals could be those that enable artists working in the area of collaborative arts and theatre to reconsider their collaborative arts thinking and practice through:

- Research, dialogue and the negotiation of strategic partnerships
- Collaborative art making, critical reflection and evaluation
- Practice that influences and expands alternative and varied strands of contemporary arts practice

Proposals should show evidence of:

- Commitment to collaborative theatre practice
- A clear awareness and articulation of how the Bursary Award will extend and contribute to the artists knowledge of collaborative approaches in the context of theatre
- An indication of the areas of research and exploration
- An indication of how the Bursary award will extend and expand the professional development of the applicant artists collaborative practice

The **primary focus** of the AIC Scheme Bursary Award is **the artist**, and the exploration and development of the **artist's collaborative arts practice**. This may or may not include participatory/collaborative-arts workshop or project elements. However, it should be noted that delivery of a project is **not** the primary focus of the bursary

award. The Arts Council also offers a separate Arts Participation Project Award and the AIC Scheme offers a Project Realisation Award. Please review the guidelines for both awards, or call a member of the Arts Councils Arts Participation team or Create if you are unsure which award best suits your proposal.

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/>).

1.3 Who is eligible to apply?

The award is open to artists working in the artform area- theatre

To be eligible to apply, applicants must:

- Have a track record in collaborative arts practice, and particularly theatre practice
- Be professional practising artists – although they might not earn income continuously or exclusively from their arts practice, applicants must identify themselves and be recognised by their peers as professional practising artists
- Be 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 applicant would need to explicitly outline within the application how the outcomes of any such proposal would benefit the arts in the Republic of Ireland, and the Arts Council must be satisfied with same.

The Arts Council is committed to equity and inclusion, and welcomes applications from individuals within culturally diverse communities and from people with disabilities.

Who is the applicant?

The applicant is the person who 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.

1.4 Who is not eligible to apply?

People who are not eligible to apply include the following:

- Those who work in collaborative theatre where development and/or development education goals take precedence over artistic outcomes
- Those who work as artists in health contexts where therapy is the primary goal or outcome i.e. therapeutic outcomes (art therapy) as opposed to artistic outcomes that enhance health and well-being (arts and health)
- Those who work in communities where young people are the primary target group, unless there is a specific focus on intergenerational practice
- Individuals currently in undergraduate education or who will be during the period for which this bursary is offered. A postgraduate student may apply for a Bursary Award. In the application the applicant must provide the name of the course and outline how / if the proposed project relates to their course
- Aosdána members in receipt of a *cnuas*
- The artform/arts practice that is the main focus of your application is not provided for by the award to which you are applying
- Those who have been successful to a previous Arts Council bursary in the current calendar year

You may not apply to Round 1 of the Bursary Award in 2019 (closing date 31 January 2019) if you were awarded a Bursary Award in the second round of 2018 (closing date 12 July 2018).

You may not apply for a Bursary Award in 2019 if you were awarded a Next Generation Artists Award in 2018.

You may only apply to one of the following Awards in 2019:

- Bursary, round 1
- Bursary, round 2
- Bursary, Next Generation
- Anthony Cronin
- Markievicz Bursary

Your application will be considered ineligible if:

- You do not fulfil the eligibility requirements
- Your application or supporting documentation was late
- You submitted your application and supporting material by email or in hard copy- applications are accepted by WeTransfer only
- You did not submit your application
- You did not include with your application all the required supporting material

The AIC Bursary Award will not fund:

- An existing project or programme of work
- Non-arts project or programme of work
- Projects already in receipt of other Arts Council funding
- Non-collaborative work
- Project where the lead artist is not paid for their involvement
- Capital development projects and capital items

1.5 What can you apply for?

The maximum amount that may be awarded to one successful application is: **€10,000**

The bursary is available for up to one year; multi-annual awards will not be made.

The emphasis of the AIC Bursary Award is to contribute to artists' reflective research time. To a limited extent the award also allows for other costs intrinsic to supporting the development of the artist's practice. In this context, applicants may apply for living costs. They may also apply for funding for materials, resources, equipment, third-party expertise or the hiring of services where it can be demonstrated that such costs are intrinsic or necessary to the development of their practice.

What are your chances of receiving support?

This is an extremely competitive award. Many more applications are received than it is possible to support. There is only **one** AIC Scheme Bursary Award allocated each year.

How much funding can you apply for?

The application you make to the AIC Bursary for funding must be related to **expenditure** that you will incur in the course of your bursary term, and you are asked to specify your expenditure -This can include a contribution to living costs, materials, research and so on.

You need to also specify any **income** that that you expect to receive related to your proposal. This includes any income (other than the Arts Council funding you are applying for) related specifically to the activities described in your proposal. Do not include any income that is not related to these activities.

The maximum amount you may request is the difference between the **expenditure** and the **income** you indicate, and must not exceed the maximum stated above.

1.6 What you can not apply for?

You may not apply for more than one bursary-type award (in any artform/arts practice) in any one round of funding.

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 which will have commenced before a decision is made on your application
- Activities undertaken for charity fund-raising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council. An exception will be made if the Council has specifically advised you to redirect your application to this award. Please bear in mind that such advice is not an indication of a successful outcome.
- Activities outlined have already been assessed by the AIC Scheme. An exception will be made if Create has advised you to reapply to this award. Please bear in mind that such advice is not an indication of a successful outcome.

1.7 Your proposal and what supporting material you must submit with your application

All applications **must** include:

- Proposal -up to a maximum of 3 sides of A4, with your name and address. To include proposal, additional information detailing work history and examples of professional collaborative practice **see 2.2 Your proposal**

In addition to your proposal, in order to be considered eligible for assessment under the Bursary Award, you **must** submit the following supporting material:

- Detailed budget- see **1.5 What may you apply for?**
*Please combine proposal and budget in **one** document -Word or PDF- for upload*
- A detailed up-to-date CV (max. three pages)
- Documentation or examples of your previous work that supports your proposal - max 10 images or 3 texts/ video / audio (up to 5 min or 1GB in the following formats .doc, .jpg, .wav, .mp3, .mp4, .pdf.). These can include slides/images, references to similar initiatives and projects, draft manuscripts / scripts, videos / film / recordings, catalogues / publications / reviews

Please accompany your support material with a short description ie title, date, 1-2 lines description of work.

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

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 other material you consider relevant to your application e.g. letters of support/reference. *Please combine these into **one** document -Word or PDF- for upload*

2. Making your application

2.1 Using WeTransfer to make your application

All applications must be made online through WeTransfer.

How to use WeTransfer

- Go to www.wetransfer.com
- Select 'Take me to Free'
- Enter recipient email address: apply@create-ireland.ie
- Enter your own email address
- Add the files you wish to send
- Add the message – AIC Bursary 2019 (and your name)
- Click 'Transfer'

You will get an email from WeTransfer to confirm the files have been sent and a second email when the files are downloaded by Create.

The upload limit for WeTransfer is 2GB. You can only submit **once** on We Transfer and this must include the proposal and all your support materials.

2.2 Your proposal

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:

Your Proposal should be -up to a maximum of 3 sides of A4, with your name and address

Tell us about yourself	Give a brief introduction to yourself and an outline of your recent artistic achievements and examples of professional collaborative practice
Summary of your proposal	Give a summary of your proposal (up to three short points)
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
Your application and the assessment criteria	Describe how your application meets each of the assessment criteria – see 3.3 Criteria for the assessment of applications

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 – for example, text, video and/or images, or sound recordings.

You must submit all supporting material online; so, if necessary, you need to 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.

Submitting YouTube links

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

Please 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 file names that make it clear what they contain or represent. For example, it should be clear from the file name whether the document is a CV, a sample text or a review of previous work.

Please submit supporting documents in separate, appropriately named files.

Good file names for an applicant called Jack Russell	russelljack application.doc
	russelljackWIP.doc
	russelljack catalogue.pdf
	russelljack Child Protection Policy.doc
	russelljack youtube link.doc

The total combined limit for all supporting material uploaded with a single application is **2GB**

3. Processing and assessment of applications

3.1 Overview

Create manages the AIC Scheme on a devolved basis for the Arts Council and will consider all applications and support the panel assessment and decision-making process and communicate these to applicants in accordance with set procedures. Our aim is to ensure that the system for making awards is fair and transparent.

3.2 The assessment process

All AIC Scheme applications received are processed as follows:

- 1 The application is acknowledged via WeTransfer
- 2 The application is checked for eligibility – eligible applications then progress to the assessment stage
- 3 Create recommend an application as shortlisted or not shortlisted.
- 4 A peer panel reviews all applications, associated materials, then scores and makes decisions
- 5 Decisions are communicated in writing to applicants
- 6 Feedback on applications must be requested within 2 weeks of notification of the panel's decision
- 7 Decisions are noted by Create and the Arts Council

Time frame

Create endeavours to process applications as quickly as possible. The volume of applications and the rigorous assessment process mean that it may take up to 6 weeks from the closing date to making a 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 below.

a) Artistic merit

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

- The practice of the artist demonstrated through the supporting materials submitted
- The track record of the artist demonstrated through the CV and other supporting materials submitted
- The potential of the artist demonstrated through the proposal and other materials submitted
- The proposed arts activity as outlined on the proposal
- The artform/arts practice context in which the activity is proposed
- The ambition, originality and competency demonstrated by the artist.

b) Meeting the objectives and priorities of the award

Applications are assessed on how well they meet the objectives and priorities of the award (see **1.2 Objectives and priorities of the award**).

Such assessment might include, for example, consideration of the extent to which the artist's practice might benefit and be developed as a result of the proposed activity or the extent to which particular identified priorities are addressed.

c) Feasibility

The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity. Feasibility of the entire proposal, including financial feasibility and in the context of:

- The proposed timetable or schedule
- Available of other resources, supports/partners identified in the application
- Specific criteria of the award for which you are applying

3.4 Peer panels

The purpose of peer assessment 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.

A pool of potential panel members is agreed between Create and the Arts Council, in advance. This can include arts practitioners, arts managers and producers, and arts development officers with appropriate experience and local and social/community knowledge. The make-up of the Assessment Panel will vary according to the type and range of applications, to ensure appropriate balance and expertise. The panel meeting is chaired by a representative of Create, who does not vote or otherwise seek to influence the panel's decision.

Panellists have access to all 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.

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 Create's AIC Co-ordinator 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 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 Arts Council nominee 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.

This is a competitive award and demand for funding always exceeds the available resources. Eligibility and compliance with application procedures alone do not guarantee receipt of an award. If your application is not successful, you can request feedback from Create.

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.

Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or a deviation from the published procedures. The applicant makes a written appeal to the Arts Council, clearly stating the grounds for the appeal, and following the process outlined on its website at http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx

3.6 Conditions applying to all Arts Council awards

- All awards are offered subject to the availability of funds.
- Successful applicants must acknowledge the support of the Arts Council in all promotional material associated with their work. See *A Guide to Acknowledging Arts Council Funding*, available on request from the Arts Council
- All correspondence should be with the applicant personally, unless otherwise agreed
- Successful applicants must report on the utilisation of their award and supply receipts where appropriate

3.7 Documentation and evaluation

Activities realised under the AIC Scheme Bursary Award must be documented throughout the project and a written report with a visual record of the main stages or elements should be produced.

A brief evaluation report must be submitted on completion. It is important that this is an honest report, and where possible, includes the input of the artist(s), participants and management of the community group. The report should include a summary of the income and costs, signed by both the community group and the artist.

4. Data Protection

4.1 Privacy Statement

Privacy and data protection rights are important to Create and we are committed to safeguarding the privacy rights of all our service users. Create is committed to protecting the privacy of individuals in relation to the processing of personal data that we may collect, access, use and/or disclose. Any personal information that is volunteered to, or sought by, Create will be treated with the highest standards of security and confidentiality, in accordance with data protection law and regulation and at all times following best practice management approaches.

4.2 Data Management

Create may seek, collect and process personal information as part of its management of the AIC scheme. This information is sought and collected through the application forms used for the scheme.

As well as a commitment to clear operating policies and transparent decision-making processes in regard to applications, Create acknowledges its responsibility to safeguard any personal information gathered.

Information may be made available to the Arts Council, on request, and internally to other Create officers as circumstances dictate. Personal information will not be disclosed to any third party, without consent, except where it is necessary to comply with statutory requirements or where an organisation is acting on behalf of Create, with its consent. Where data is stored beyond the period of its original purpose, all personal information will be anonymised.

Individuals and organisations making applications to Create must agree to opt in to other communications and mailing lists before their contact details can be processed and used for those purposes.