

# Artist in the Community Scheme Bursary Award 2023

**Deadline: 5pm, Monday 16 October 2023**

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## Getting help with your application

- If you have a technical query about using the Online application form, you can email [info@create-ireland.ie](mailto:info@create-ireland.ie)
- If you would like to book a 1:1 advisory session call Create on (01) 473 6600 or email [info@create-ireland.ie](mailto:info@create-ireland.ie)

**Note for people with disabilities or access requirements. Create and the Arts Council aim to make the application process accessible to all.** We have increased supports to remove barriers for artist applicants to Artist in the Community Scheme awards. These additional supports may include: translation from other languages, Irish Sign Language (ISL) interpretation for advisory sessions, or transcription of audio and video files. We will use all reasonable endeavours to assist people with disabilities or access requirements who are eligible under the conditions of the award. To find out more please contact Create at least 3 weeks in advance of the closing date. Email us at [info@create-ireland.ie](mailto:info@create-ireland.ie) or call us on (01) 473 6600. If you feel your needs are not outlined here, please contact us and we will do our best to support you.

**NOTE ON COVID-19-RELATED PUBLIC-HEALTH GUIDANCE** While COVID-19-related public health restrictions have lifted, in preparing your proposal you should be aware of the possibility that it may still have an impact on the delivery of arts activities. Given this, you should ensure that what you are proposing is feasible or adaptable should social distancing and/or other public health measures impact on all or part of the period to which this proposal applies. In the event that your application is successful, and you subsequently need to change or alter some or all of your proposal on the basis of changed public-health advice, you should contact Create in advance to discuss this.

# 1. About the Artist in the Community Scheme Bursary Award

**Deadline for submission of applications: 5pm, Monday 16 October 2023**

## 1.1 Objectives and priorities of the award

Note:

- Create defines community in the broadest sense of the word, however for the AIC Scheme the artist must be collaborating with a community of non-arts professionals.
- Create defines collaborative arts as artists and communities working closely together, often over extended periods of time, to make art.

A full definition of the above can be found on Create's [website](#)

The objective of the Artist in the Community Scheme (AIC) Bursary Award is to support **individual professional artists<sup>1</sup>** in any artform to develop their **collaborative socially engaged** arts practice.

It is aimed at artists whose practice centres on **collaboration with individuals or groups/ communities (non-arts professionals)**. Artist **must** have a **track record** of working collaboratively with communities of place or interest in the making and interpreting of art.

The purpose of the award is to support and nurture professional arts practice. This is a developmental bursary aimed at practitioners **who are facing particular barriers and/or challenges in developing their collaborative socially engaged arts practice**.

The bursary of **€15,000** will provide the selected artist with time and resources to engage with and reflect on their practice. This may include time to carry out research. More particularly, it allows the artist to consider key questions associated with **their collaborative arts practice** and **collaborative methodologies**.

In addition, this bursary award offers bi monthly mentoring support from Create and up to two mentoring sessions with one of the experienced collaborative socially engaged practitioners from the [Mentoring Panel](#).

The Bursary Award is intended to support the **professional development** of practicing artists by enabling them to do one or more of the following:

- Spend focused time working at their practice, including critical reflection and evaluation
- Spend time researching/thinking about/developing a new idea for future dissemination
- Spend time developing their technical skills in a particular area
- Spend time developing/learning new skills related to their practice or area of interest
- Spend time working with a mentor (of your choice, not specifically a mentor from the Mentoring Panel) or collaborator(s) to develop an idea or to develop or upskill within a particular area of their practice
- Spend time developing an idea in collaboration with a potential partner(s)
- Undertake a short period of training by way of master classes or other professional training opportunities (whether national or international)

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<sup>1</sup> The Arts Council defines a professional artist as an individual who identifies themselves, and is recognised by their peers, as a practicing professional artist. The applicant does not have to make their living exclusively through their arts practice

- Purchase a limited amount of equipment and materials to assist with the development of their practice (Note: this can be no more than 15% of the value of the overall request for support)
- Spend time undertaking a combination of the above activities

The award emphasises the value and benefit to an **artist's development** of an extended process of engagement with their practice and seeks to provide artists with the time and resources to think, research, reflect and engage deeply with their practice.

It is expected that the successful applicant will share the learning arising from the bursary with the wider collaborative arts sector. Create will provide an information session on the award, for more information see [www.create-ireland.ie](http://www.create-ireland.ie)

#### Proposals should clearly articulate:

- Which aspect(s) of practice the **artist plans to focus on and explore**
- Why an award at this time **would facilitate significant development** in their collaborative practice
- How the applicant would **structure the bursary award period** in order to achieve their goals.

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 AIC Scheme offers a Project Realisation Award and Arts Council offers a separate Arts Participation Project Award. Please review the guidelines for both awards, or contact a member of Create's staff team 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/>).

## 1.2 Who is eligible to apply?

The award is open to professional artists working in all artforms and at all stages in their professional careers. To be eligible to apply, applicants must:

- Have a **track record in collaborative arts practice**- applicants must show evidence of previous collaborative projects/practice, as opposed to an interest in developing a collaborative practice. Past examples of work must:
  - 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
- Be **professional practising artists** –The Arts Council defines a professional artist as an individual who identifies themselves, and is recognised by their peers, as a practicing professional artist. The applicant does not have to make their living exclusively through their arts practice
- 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.

As part of [Equality, Diversity and Inclusion \(EDI\) Policy](#), the Arts Council is committed to offering equality of access, opportunity and outcomes to all potential applicants regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller community, or socio-economic background. In this funding scheme the Arts Council particularly welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above, and/or initiatives that deliver equitable opportunities or outcomes for those involved.

### 1.3 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 arts where development and/or development education goals take precedence over artistic outcomes
- Individuals working on projects where therapy or clinical outcomes is the primary goal or outcome:
  - In the area of Arts and Health, the Arts Council supports only proposals that prioritise artistic outcomes alongside those related to health and well-being (arts and health)
  - In the area of Arts and Disability, the Arts Council focuses exclusively on the engagement of people with disabilities in the arts as artists, audience and participants, and not clinical outcomes
- Those who work in communities where young people are the primary target group, unless there is a specific focus on intergenerational practice \*For further information on Arts Council supports for young people and children, please see <http://www.artscouncil.ie/Arts-in-Ireland/Young-people,-children-and-education/>
- 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*
- Those whose artform/arts practice is not provided for by the award
- You may only receive **one** of the following awards in **one arts area** in 2023:
  - Arts Council Bursary, round 1
  - Arts Council Bursary, round 2
  - Next Generation Artists Award
  - Markievicz Award
  - AIC Bursary Award

### 1.5 What can you apply for?

The amount that may be awarded is: **€15,000**. It is advised you apply for the full amount; awards will not be made for more or less.

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

The emphasis of the award is on artists 'buying time'. Therefore, the amount you request should include the amount you will pay yourself for the time you will spend developing your practice as an artist. This can be up to 100% of the award.

The amount you propose **to pay yourself** – and **any mentors or collaborators** that you might have working with you – should be commensurate with the nature of your practice and the amount of time you propose to take, and should be appropriate to standard conditions within your area of arts practice. You should pay yourself appropriately. Do not request less than you feel you need to achieve your objectives.

The award also allows for other costs intrinsic to supporting the development of the artist's practice – e.g.

- Appropriate fees for the time given by any mentors or collaborators working with you on the activity or activities for which you are seeking support

- Materials or the hiring of services that are critical to the development of your artistic practice provided the request is clearly linked to the proposal for 'buying time'.

### 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 will be **two** AIC Scheme Bursary Award allocated.

### How much funding can you apply for?

The maximum award amount is €15,000. It is recommended that you apply for the **full** amount. 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.

Note on artists' fees: The Arts Council is committed to improving the pay and conditions of artists. In this context, the Arts Council has published a policy on the fair and equitable remuneration and contracting of artists. You can access the Arts Council policy on Paying the Artist [here](#). In the budget section of the application form you must provide a breakdown of the artist fee i.e. how many days or hours in relation to the fee.

### Access costs for artists or participants with disabilities

In addition to the maximum amount permitted, the Arts Council will also consider access costs specifically relating to the making of work by artists or participants with disabilities and/or non-capital public-access costs (e.g. audio description, interpretation) in cases where your proposal has a public outcome.

The Arts Council takes the definition of disability from the UN Convention on the Rights of Persons with Disabilities, which states: 'Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.'

If you wish to apply for access costs, please upload the following information with your application:

- A short document outlining what your additional access costs are
- An amount for access costs in the expenditure section of your application-form budget. This figure should also be included in the total amount you request.

### What is an access cost?

Access costs for artists or participants with disabilities cover any requirements you may have in order to remove barriers that might stop you from completing your proposal. This may include, for example, costs towards additional time needed to complete an element of your proposal or additional assistance required to deliver your proposed activity.

**Note:** in the event that you are requesting access costs, you should include information about the costs and how you arrived at them as part of your supporting documentation.

## 1.6 What you cannot 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 that 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 must you submit with your application

You are invited to submit:

1. A **statement** which includes (max. 1,900 characters)
  - a. **Biography** outlining your current preoccupations as an artist
  - b. **Statement of practice**- Tell us about your experience of collaborative practice, outline your collaborative methodology - how you work with/engage with the communities
2. **An expression of interest (EOI)**- max 2 A4 pages. It is important you ensure your EOI reflect the Objectives and priorities of the award (See guidelines **section 1.1**)

### **EOI should clearly articulate:**

- Which aspect(s) of your practice you plan to focus on and explore and how you intend to go about it -for example what technical skills do you want to develop and how you will go about doing that, when working with a mentor identify what your needs are and why you chose the mentor, what areas of your practice warrant focused critical reflection, etc.
- Outline how you plan to structure the bursary-award period in order to achieve your goals for example a timeline outlining activities over the bursary period. Note: this bursary is for up to 12 months.
- Why the award at this time would facilitate significant development in your collaborative practice
  - The AIC bursary aims to assist an artist who has identified challenges and barriers to progressing their collaborative arts practice.

We are aware some challenges and barriers are more visible / apparent than others. It is important that there is opportunity in this process for you to articulate the particular challenges/ barriers you have experienced as part of describing how the bursary and the support it offers will have a transformational impact on your arts practice.

3. **An up-to-date CV** (max. three pages) to give a sense of previous projects

4. Up to **5 images or examples of recent projects** (relevant to your collaborative arts practice) with short descriptions. If you have relevant links to images and videos, please include them within these example
5. An **outlined budget**, indicative of primary areas of expenditure as you foresee them. Note the nature of the bursary is to buy you time, we expect to see an appropriate artist fee that reflect the time you will spend on your bursary. Please use the budget template
6. **Other supporting materials** statements or letters of support from key partners identified in the application that are integral to your proposal (e.g. participants or group representatives, other artists, mentors, funders and any other partners), a short document with a breakdown of access costs, or any other materials relevant to your application.

**If you do not submit the required supporting material, your application will be deemed ineligible.**

#### **Additional material required in certain circumstances**

If you are seeking additional access costs to support work by individuals with access requirements, or to support access to your work by audiences with disability requirements, please provide a document outlining these costs, and outlining how they have been arrived at. Please also ensure that you include this additional amount as part of your budget.

If your proposal involves working with animals, you must provide a copy of your Animal Welfare Protection Policies and Procedures.

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](http://www.tusla.ie) for more information.

If your proposal involves working with vulnerable persons, you must submit an acknowledgement that you adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* ([see here](#)).

### **1.8 Eligibility**

Your application will be deemed **ineligible**, and will not go any further in the process, if any of the following is true:

1. You miss the application deadline.
2. You submitted your application or supporting material by email or in hard copy – applications are accepted via the online application form only (see [Making your application](#) under [section 2](#)). If you cannot submit online please contact Create in advance of the deadline for support
3. You fail to complete all of the sections in the application form relevant to your proposal.
4. You cannot apply as set out in [sections 1.2 to 1.4](#) above.
5. You apply for an amount of funding greater than the maximum amount allowed for as set out in [section 1.5](#) above.
6. You apply for an activity or purpose that you cannot apply for, as set out in [section 1.6](#) above.
7. You fail to provide all mandatory supporting materials, as set out in [section 1.7](#) above.
8. Your application is better suited to another funding programme offered by the Arts Council or by another funding agency.

**Note:** in the event that your application is ruled ineligible, it will not be assessed, and you will be able to apply again with the same proposal in future funding rounds.

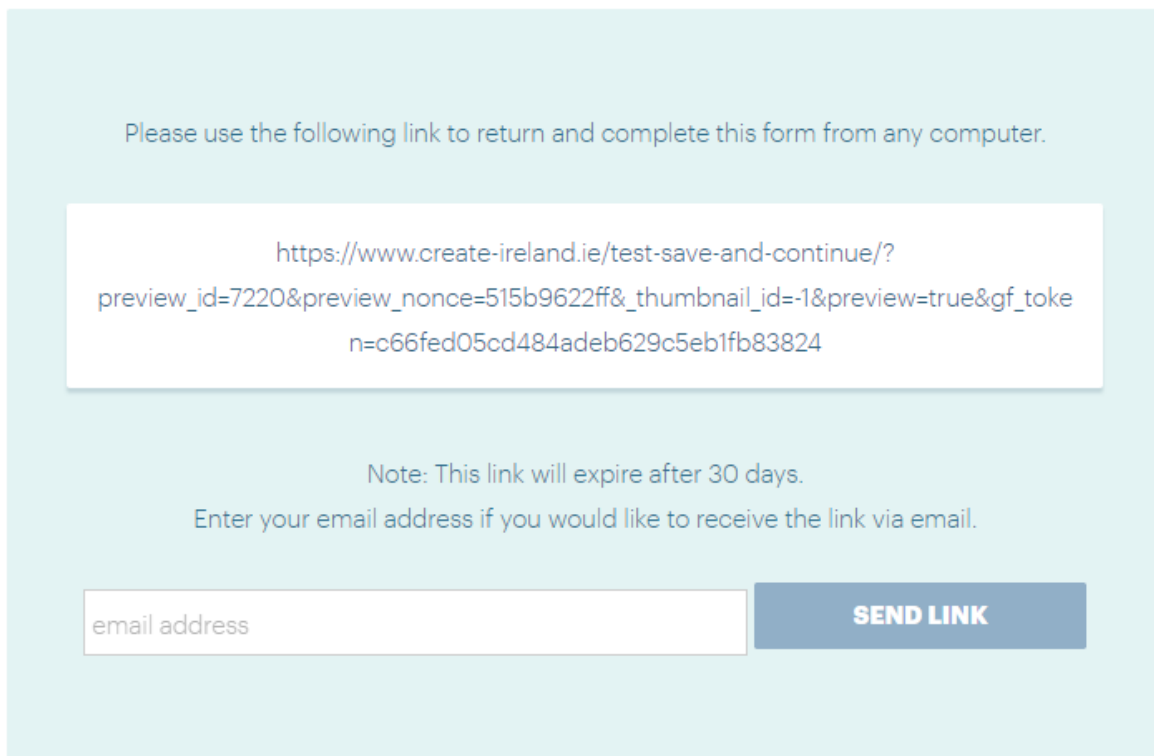
## 2. Making your application

All applications must be made using the online form, which you will find on the Create website. Please preview the questions, and prepare your answers, in advance of starting your application. You can save your application part-way through and access it again within 30 days, but remember that you must submit in full in advance of the deadline.

Use the previous and next buttons to navigate through the form. However, please note that you cannot advance through the form without completing all compulsory questions.



You may choose to “save and continue later” if you wish to revisit your online application. To do so, click on the “save and continue later” button. This will bring you to a page with a link. You can also choose to email this link to yourself, using the box provided.



Please use the following link to return and complete this form from any computer.

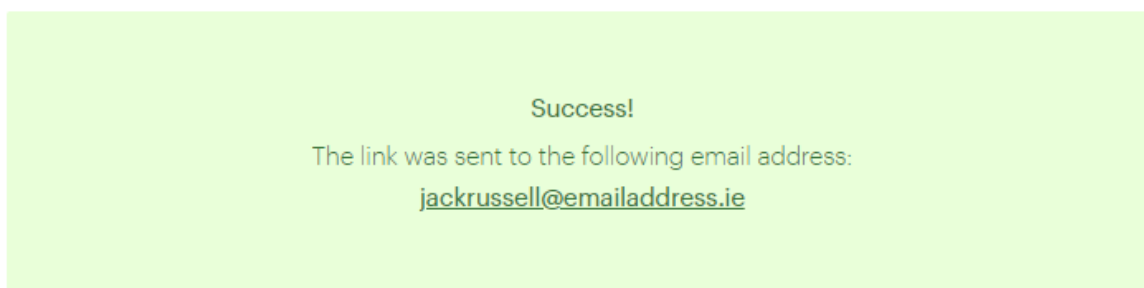
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https://www.create-ireland.ie/test-save-and-continue/?  
preview_id=7220&preview_nonce=515b9622ff&_thumbnail_id=-1&preview=true&gf_token=  
n=c66fed05cd484adeb629c5eb1fb83824
```

Note: This link will expire after 30 days.  
Enter your email address if you would like to receive the link via email.

Once you have completed the email address and pressed “submit” you will see the following screen:





You can access your application form using the link sent to your email address (please ensure you check your spam or junk folders). Please note that you must complete the form within 30 days of receiving the link, and before the application closing date.

## 2.1 Budget Guidelines

At this point we have asked you for an **outline budget**. Your budget should include rates of pay for all personnel, and **details** of relevant income from other sources (See note on income under [What you can apply for?](#) in [Section 1.5](#)). Rates of pay should be realistic and commensurate with experience. Please use the budget template.

For income related to your application indicate any funding you have received / applied for from other sources:

- Indicate if funding has been confirmed and attach confirmation
- Please indicate if contributions to funding are 'in-kind'

## 2.2 Prepare any supporting material required for the application

You are required to include supporting material with your application. Typically, this includes samples of your current work – e.g. text, video, images or sound recordings. See [What supporting material must you submit with your application?](#) under [Section 1.7](#)

You must submit all such supporting material online. So, if necessary, you may 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
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 Video and Audio links

You may not load audio or video files directly to the application form. If you wish to include audio or video in your application, you may provide links to material hosted on Soundcloud, YouTube or Vimeo. 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. Links to other hosting sites will not be viewed. Check the link from within the document you upload – make sure it links correctly to your material online.

If you do not wish material you upload for the purposes of your application to be publicly viewable, you can flag your video as ‘unlisted’ or password protected in its settings, ensuring that you also submit the password.

Please note, standalone supporting materials such as CVs and letters of support etc. must be uploaded as separate documents with your application. We will not accept links to file-sharing sites (e.g. Google Drive).

### Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent – e.g. it should be clear from the filename whether the document is a CV, a sample text or a review of previous work. Please submit supporting documents in separate, appropriately named files.

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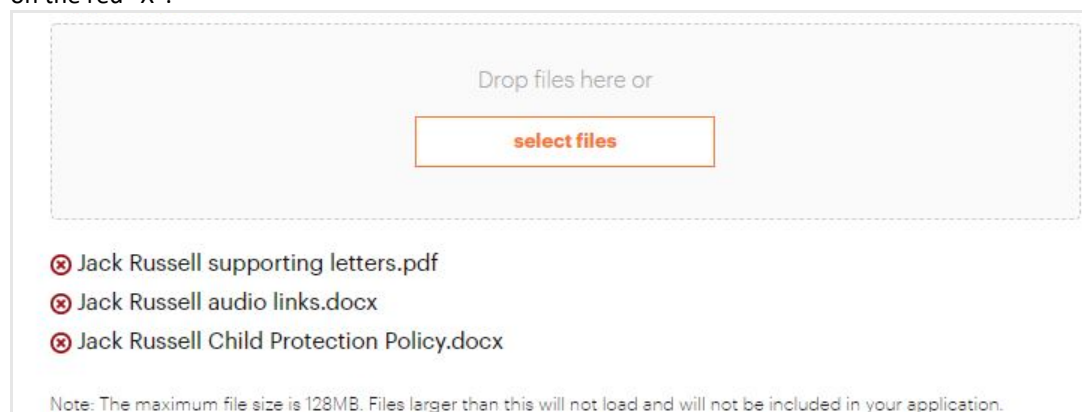
<b>Good filenames for an applicant called Jack Russell</b>	JackRussell soundcloud link.doc
	JackRussell support letters.pdf
	JackRussell Child Protection Policy.doc
	JackRussell youtube link.doc

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The total combined limit for all supporting material uploaded with a single application is **128MB**. The maximum size for each file is **16MB**. Files larger than this will not load and will not be included in your application.

To load supporting materials in the online form, simply drag and drop files into the box provided, or choose files individually. There is a maximum individual file limit of 128mb. Files over this size will not load, and will not be submitted with your application.

The below image shows the successful loading of three files. If you need to remove one or more, you can click on the red “X”.



## 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

AIC Bursary applications received are processed as follows:

1. **Deadline 16 October:** The application is received via online application form, you will receive an email to acknowledge receipt of your application
2. The application is checked for eligibility – eligible applications then progress to the assessment stage
3. Create and the panel recommend an application as shortlisted or not shortlisted.
4. Shortlisted applicants will be offered feedback and invited to interview. Allowing time for applicants to further develop their thinking for the interview
5. A peer panel reviews all applications, associated materials
6. **Interviews 22 November:** The Peer panel meet with individual artist for interview, before scoring and decision-making
7. Decisions are communicated in writing to applicants
8. Feedback on unsuccessful applications must be requested within 2 weeks of notification of the panel's decision
9. 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 8 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 track record of the artist demonstrated through the application form, CV and other supporting materials submitted
- The proposed arts activity as outlined in the proposal
- The practice of the artist demonstrated through the supporting materials submitted
- The artform/arts practice context in which the activity is proposed
- The ambition, originality and competency demonstrated by the artist.
- The track record of the mentor and quality of the mentorship programme, if relevant to the proposal, as demonstrated through the application form, CV and other supporting materials submitted
- The quality and appropriateness of supports offered from partner organisations, if relevant.

#### 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 **1.1 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 structure or timetable
- The amount of funding allocated to artist fee/ other expertise / recourses relative to the nature and duration of the work proposed
- Where relevant, the availability of other resources, supports/partners identified in the application

### 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. For this bursary the decision-making panel will also include members from the Artist Mentor Panel. 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](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.

## 4. Data Protection

### **Privacy Statement**

As well as a commitment to clear and transparent decision-making concerning applications for support, Create acknowledges its responsibility to safeguard the personal data of applicants to the AIC Scheme. We are committed to protecting privacy rights in processing personal data that we collect. We will treat any personal information sought or volunteered with the highest standards of security and confidentiality, in accordance with data protection law and regulation.

### **Data Management**

Information collected through the application process is used solely for purpose of the management of the scheme. Personal data will not be disclosed to any third party without consent. Where it is necessary to comply with statutory requirements or where a third party is acting on behalf of Create and with our consent, we may disclose information for a research purpose. If the Arts Council intends to process data we provide, all personal data will be anonymised. Application forms and supporting materials are retained in line with our Data Protection Policy.