



Artist in the
Community
scheme

Artist in the Community Scheme

Bursary Awards

*Guidelines
for Applicants*

2026

Contents

1. About the Artist in the Community Scheme Bursary Awards	1
1.1 Who is this bursary aimed at?	2
1.2 Objectives and Priorities of the award	4
1.3 Who can apply?	5
1.5 Who cannot apply?	6
1.6 How much can you apply for?	7
1.8 Supporting Materials that you need to submit	10
1.9 Eligibility	12
2. Making your application	13
2.1 Budget Guidelines	15
2.2 Prepare any supporting material required for the application	15
3. Processing and assessment of applications	17
3.1 The Assessment Process	18
3.2 How we assess your application	19
3.3 The peer panel process	20
3.5 Next steps	22
3.7 Making an appeal	22
3.8 Documentation and evaluation	22
4. Glossary	23
5. Data Protection	25

Important information

You must read the guidelines before starting your application. This will ensure the bursary is right for you and that you are eligible. Reviewing the guidelines will also help you prepare the required supporting material.

Getting help with your application

- If you have a technical query about using the Online application form, check the [FAQs/troubleshooting document](#) and email 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
- If it is your first time making an application to the AIC Scheme, come to an [information session](#) and book a 1:1 advisory session at least 3 weeks before the deadline.

Audio Guidelines

In 2024, we introduced [audio guidelines](#) to support applicants. These can be used in conjunction with the written text, or to assist those with additional access needs.

Outcome of applications

Create tries to process applications as quickly as possible. The volume of applications and the rigorous assessment process mean that it may take up to 7 weeks from the closing date to making a decision.

If you are a person with disabilities or other access needs

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 to/ from other languages
- Irish Sign Language (ISL) interpretation for advisory sessions
- Transcription of audio and video files.

We will do everything we reasonably can 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.

You can view the range of access supports [on Create's website](#) or email us at info@create-ireland.ie or call us on (01) 473 6600. If you have a question about other needs we may be able to assist you with, please contact us and we will do our best to support you.



1. About the Artist in the Community Scheme Bursary Award

The deadline for receipt of applications is:

5pm, Monday 20 July 2026

- Create defines collaborative arts as artists and communities working closely together, often over extended periods of time, to make art.
- 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.

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

1.1 Who is this Bursary aimed at?

The bursary award is aimed at individual professional artists who collaborate with individuals or groups/ communities (non-arts professionals). Artists must have a track record of making and interpreting art collaboratively with communities.

One of the two bursary awards is specifically for an early career/emerging artist with a track record in collaborative arts practice. We are deeply aware that, within the arts in Ireland, many inequities still exist and that there are many artists who experience barriers to engaging with, and developing, their arts practice due to their:

- Gender
- Sexual orientation
- Civil or family status
- Religion
- Age
- Disability
- Race
- Membership of the Traveller community
- Socio-economic background

This bursary is informed by the Arts Council's [Equality, Diversity and Inclusion \(EDI, formerly EHRD\) Policy](#) and Create's [Equality, Diversity and Inclusion Policy](#) and is aimed at artists who identify with the experiences described above.

The bursary is for **artists who are facing particular barriers and/or challenges in developing their collaborative socially engaged arts practice**. We do not require artists to focus on these barriers during their Bursary.

1: *An artist in the early stages of their career who is developing their practice and reputation and becoming recognised by fellow artists and critics. Sometimes, artists have a well-developed individual or studio-based arts practice, but they have more recently started working in collaborative arts. In this case, you may wish to identify as 'emerging' for the purposes of the AIC Bursary. Practically, it is important to ensure that you are considered for the early career/ emerging artist award if this is suitable.*

What does the award offer?

The bursary of **€20,000** will provide the selected artist with **time and resources to engage with and reflect** on their collaborative arts practice.

In addition, this bursary:

- offers bi-monthly mentoring support from Create
- offers up to two mentoring sessions with one of the experienced collaborative socially engaged artists from the Artist [Mentoring Panel](#).
- is supported by partners who will offer the successful artist up to two support meetings, where appropriate

Who are the partners and what can they support?

We work with a number of partners who align with our work and the purpose of the Bursary. These partners help us to share the bursary and support the successful artist with up to two support meetings, where appropriate.

The bursary award is intended to support the development of your collaborative practice, as defined by you. The additional support from partner organisations (below) is intended to assist with any individual circumstances or difficulties you may be facing, rather than to directly contribute to your artistic practice. Applicants who wish to involve any of these organisations in their creative practice should discuss and agree this with the organisation in advance.

Partners include [Transgender Equality Network Ireland \(TENI\)](#), Movement of Asylum Seekers in Ireland ([MASI](#)), Irish Refugee Council ([IRC](#)), Irish Network Against Racism ([INAR](#)), Arts and Disability Ireland ([ADI](#)), Housing Action Now ([HAN](#)), [Minding Creative Minds](#), Irish Traveller Movement ([ITM](#)), Irish Council for Civil Liberties ([ICCL](#)), [ATD \(All Together in Dignity\) Ireland](#), [Dublin LGBTQ+ Pride](#) and [Age and Opportunity](#).

This list of allies and partners is always growing. We are open to exploring further partnerships in order to address relevant themes and challenges identified by applicant artists.

NOTE: This award is not intended to fund the realisation of a project or artwork. The successful artist is not expected to produce an artwork. The funding is aimed at artists who are facing particular barriers and/or challenges in developing their collaborative socially engaged arts practice. We do not require artists to focus on these barriers during their Bursary. Bursary supports are offered no matter what themes or topics the successful artists chose.

1.2 Objectives and priorities of the award

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

The Bursary Award is intended to support the **professional development** of practicing artists. It allows the artist to consider key questions associated with their collaborative arts practice and collaborative methodologies.

You can use this bursary to **spend time**:

- Working at your practice, including critical reflection and evaluation
- Researching, thinking about or developing a new idea. This may include working with a mentor, potential partners, other artists or arts professionals
- Developing or learning new skills related to your practice
- Addressing the barriers and/or challenges experienced while developing your practice.

You can also use this bursary to:

- Undertake a short period of training such as master classes or other professional training opportunities (national or international)
- Purchase a limited amount of equipment and materials to assist with the development of your practice. Note: this can be no more than 15% of the value of the Bursary
- Do a combination of any of the activities above

Your proposal should clearly outline:

- Which aspects of your practice that you plan to focus on and explore
- Why an award at this time would significantly help to develop your collaborative arts practice
- How you will plan the timeline of your proposal's activities to achieve your goals

The **primary focus** of the Bursary Award is on the artist and the exploration and development of the applicant's own **individual artistic practice**. The successful artist is expected to share the learning from their Bursary with the wider collaborative arts sector. The delivery of a project is not the focus of the Bursary and is not expected.

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

1.3 Who can apply?

This award is open to professional artists working in any artforms. Professional artists can apply no matter what career stage they are at.

You can apply for this bursary if you:

- Have a **track record of working collaboratively** to make art with individuals and groups that are not arts professionals. You must show evidence of previous collaborative practice/projects. Past examples must:
 - Demonstrate clear artistic vision and commitment to artistic outcomes in your work, alongside any other goals such as inclusion, community development, human rights, social justice, climate justice and other areas
 - Ensure quality of engagement in your work - for example, in the development, planning, making, presentation and evaluation of work.
- Are a **professional practising artist**. 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.
- Are **resident in the Republic of Ireland**. In some exceptions, we may accept applications from outside the ROI. However, you must let us know in your proposal how your proposal would benefit the arts in the Republic Of Ireland. We need to be satisfied with your explanation.

As outlined in **section 1.1 Who is this Bursary aimed at?**, one of the two bursary awards is specifically intended for an early career/emerging artist with a track record in collaborative arts practice. In the event that there is not a suitable applicant who identifies as an emerging collaborative artist and meets the minimum scoring criteria, the second bursary is awarded to the next highest scoring candidate overall.

You should select the stage of practice that best reflects your experience in collaborative arts practice specifically. For example, sometimes, artists have a well-developed individual or studio-based arts practice and may identify as mid- career, but they have more recently started working in collaborative arts. In this case, they may wish to identify as 'emerging' for the purposes of the AIC Bursary. This will ensure that they are considered for the emerging artist award if suitable.

1.4 Who is the applicant?

The applicant is the person who will receive any funding offered and who will be required to accept the terms and conditions of that funding.

We will only pay award funding into a bank account held in the name of the applicant.

All documentation provided must be in the name of the applicant.

1.5 Who cannot apply?

We won't be able to accept your application if your proposal:

- Has development or development education goals as more important than artistic outcomes
- Has a primary focus on therapeutic or clinical outcomes
- Has young people as the primary target group, unless the proposal focuses on intergenerational practice ([Further information on Arts Council supports for young people and children](#))
- Is in an artform or arts practice that the bursary doesn't fund
- Is seeking support towards work in preparation for, or as part of, a formal course, internship or volunteer work

We also cannot accept your application if you are:

- Not a professional artist who is proposing to develop your individual arts practice - for example creative producers, curators, arts managers and other arts professions
- A full-time undergraduate student (including foundation courses)
- Looking for support towards fees for postgraduate/ higher education or study (including unaccredited courses)
- Looking for support towards work you're doing as part of a formal course, internship or volunteer work
- Not resident in the Republic of Ireland (see [1.3 Who can apply?](#) for exceptions to this)
- An Aosdána member in receipt of a *cnuas*
- A previous recipient of the AIC Scheme Bursary Award
- If you are in full time employment, you must be seeking time away from employment to work on your practice, and how you plan to approach this should be outlined in your application
- You may only receive **one** of the following awards in one arts area each year:
 - Arts Council Bursary, round 1
 - Arts Council Bursary, round 2
 - Next Generation Artists Award
 - Markievicz Award
 - AIC Scheme Bursary Award

1.6 How much can you apply for?

You can apply for €20,000. You should apply for the full amount.

However, artists with disabilities can include additional access costs in their application. This is separate from the amount that you request for your proposal.

This bursary is a one-year award. It is not a multi-annual award.

Note about paying yourself

The Bursary “buys time” for your arts practice.

The amount that you request should include what you want to pay yourself for the time you spend to develop your practice. This can be up to 100% of the award.

You should pay yourself appropriately. Make sure that you ask for enough to achieve your objectives.

The amount you propose to pay yourself and any individual, organisation or group should correspond to:

- Your/their career stage
- The nature of your/their practice
- The duration of your proposal
- It should also be appropriate for the industry standards within your arts practice.

If you have included other people or organisations in your proposal and you're paying them fees, it should be clear in your application how you decided on the fee amounts.

Note about other costs

This award also allows you to include other costs that may support you to develop your practice. For example:

- Fees for the time that any mentors or collaborators give you while working with you on the activities in your application
- Costs for materials that are critical to the development of your practice. These materials must be clearly linked to the purpose of “buying time”. These costs can be up to 15% of the total amount you request

The Arts Council is committed to improving the living and working conditions of artists. Their Paying the Artist policy outlines this commitment to the fair and equitable remuneration and contracting of artists.

Access costs for artists or participants with disabilities

Create and the Arts Council are committed to making our funding programmes accessible to everyone.

To meet this goal, we offer financial supports to remove barriers for artists and participants with disabilities. These are known as disability access costs.

We take the description of disability from the UN Convention on the Rights of Persons with Disabilities, together with Irish legislation and case law. We broadly include all people with disabilities. For example, people with physical, medical, cognitive, intellectual, learning, emotional, or sensory impairments.

You can include disability access costs within your application. There are two types that you can apply for.

1. Participant or Personal Disability Access Costs

We provide separate funding for personal disability access costs in addition to your core budget.

These supports should remove barriers for artists or participants with disabilities who are delivering your proposal. For example:

- You
- The main artists, individuals, groups, or organisations involved in your proposal
- Partners , mentors and collaborators
- Production staff
- Core staff or key administrative personnel

Examples of support may include:

- An ISL interpreter for a participant or participants
- Services of an access support worker
- Additional rehearsal or studio time

Note: You can apply for these participant and personal disability access costs **in addition to** the maximum amount available for the award.

2. Audience Disability Access Costs

These are costs for making your work accessible to people with disabilities and should be considered a normal part of your work.

Examples of access costs to make your work accessible to your audience may include:

- Having an ISL interpreter for your event or performance
- Using an audio-description service
- Making your website compatible with screen readers
- Producing exhibition materials in other formats such as Braille or audio

Note: You should include audience disability access costs in the total amount that you request. They must be **within** the maximum amount available for the award.

We ask that you provide explicit consent for providing this data. You provide it by ticking the consent box on the application form. We recommend that you read our data protection section for information on how we process and protect your personal data.

Note: This consent is for receiving sensitive data and supporting material. If you're awarded disability access costs, we hold on to relevant data on a different basis for legal and other requirements.

How to apply for disability access costs

If you include disability access costs in your proposal, you must upload a document listing these costs with your supporting material.

You can use this optional [Disability Access Costs template](#) to do so.

You must show the costs in two separate lines in your budget template:

- A line for participant or personal disability access costs (see section 6.2 in the budget template)
- A line for audience disability access costs (see section 5 in the budget template)

How do I claim my personal disability access costs?

If your application is successful, we will give you information on how to draw down your funding. Personal disability access costs are drawn down separately from your core funding. You may be asked to complete a short report on how you used these funds.

What are my chances of receiving the Bursary?

This is a very competitive award. We receive many more applications than we can fund. We award two Bursary Awards each year. One of these bursaries is specifically for an early career/ emerging artist with a track record of collaborative arts practice.

1.7 What you cannot apply for

You cannot apply for:

- More than one bursary-type award in any one funding round
- Activities and costs that do not fit the purpose of the award
- Capital requests for purchasing equipment or improvements to workspaces
- Subscriptions that are unrelated to this proposal. This includes ongoing software licences
- Membership fees
- Activities that are better suited to another Arts Council award
- Activities that are better suited for support from another Government agency or public agency. Some examples include Culture Ireland, Screen Ireland and third-level institutions
- Non-artistic activities, such as academic activities
- Activities that you've already completed or will have begun before a decision is made on your application
- Activities undertaken for charity fundraising, for taking part in competition, or for primarily profit-making purposes

You cannot apply for activities that the Arts Council or Create has already assessed unless you can demonstrate that you have significantly developed the proposal.

This includes external schemes that are managed on behalf of the Arts Council. For example Arts & Disability Connect scheme.

The exception to this is if we have specifically recommended that you redirect your application to this award.

Note: This recommendation is not an indication that the application will receive funding.

1.8 Supporting material that you need to submit

You must include supporting material with your application. These documents help the person assessing your application to get a clearer understanding of your proposal.

If you do not upload supporting materials, your application is incomplete and we cannot assess it. Missing supporting material is the most common reason for ineligible applications.

It's important that you read the information below carefully and that you include the supporting materials that we ask for in your application.

Mandatory supporting material for all applicants

- An up-to-date CV (three pages maximum), to give a sense of previous projects
- Up to five images or examples of your artistic practice.
- A budget, outlining how you will spend the funding. The bursary is to buy you time. We expect to see an appropriate artist fee that reflects the time you will spend on your bursary. [Please use the budget template provided.](#)
- Other supporting materials:
 - statements or letters of support from key partners identified in the application (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.

If you've included other people or organisations in your proposal, you must also submit the following additional supporting material with your application.

- Statements or letters of support from key partners identified in your application that are integral to your proposal, such as participants or group representatives, other artists, mentors, funders and any other partners
- Brief biographies outlining their expertise, accreditations and track records.

Additional material in certain cases

In some cases, you may need to submit additional supporting material with your application.

Disability access costs

If your application includes disability access costs, you should upload a document listing these costs.

Make sure to list your total disability access costs separately in your own budget document.

Working with animals

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

Working with children or young people

If your proposal provides services to children or young people under the age of 18, you must have suitable child-protection policies and procedures in place.

- You must indicate that your proposal is relevant to this age group in the application form.
- If you answer “Yes” and your application is successful, you must demonstrate that you have suitable child-protection policies and procedures in place.

It’s important to remember that the AIC Scheme will not fund projects where young people are the primary target group, unless the proposal focuses on intergenerational practice. See **Section 1.5 Who cannot apply**

Working with vulnerable adults

If your proposal involves working with vulnerable adults, you must indicate this in the application form.

By doing this, you acknowledge that you adhere to the [National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse](#).

Note: We may ask you to provide more evidence of these policies and procedures if your application is successful.

1.9 Eligibility

Your application will be deemed ineligible, and will go no further in the process, if any of the following is true:

- You missed the application deadline.
- You did not complete your application and supporting material through our Online application form. (If you cannot submit online please contact Create in advance of the deadline)
- You failed to complete all of the relevant sections in the application form
- You did not meet the criteria in sections **1.1 Who is this bursary aimed at?** and **1.5 Who cannot apply?**
- You asked for more than the allowed amount. Remember, you can ask for additional personal disability access costs if your proposal requires it.
- You applied for activities or costs that are not covered by this award.
- You failed to provide all mandatory supporting materials
- Your application is better suited to another funding programme offered by the Arts Council or by another funding agency

2: Making your application

Give yourself enough time to prepare your application. All applications must be made using the online form, which you will find on the Create website. Please preview the questions using the “reference only” application form, 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.

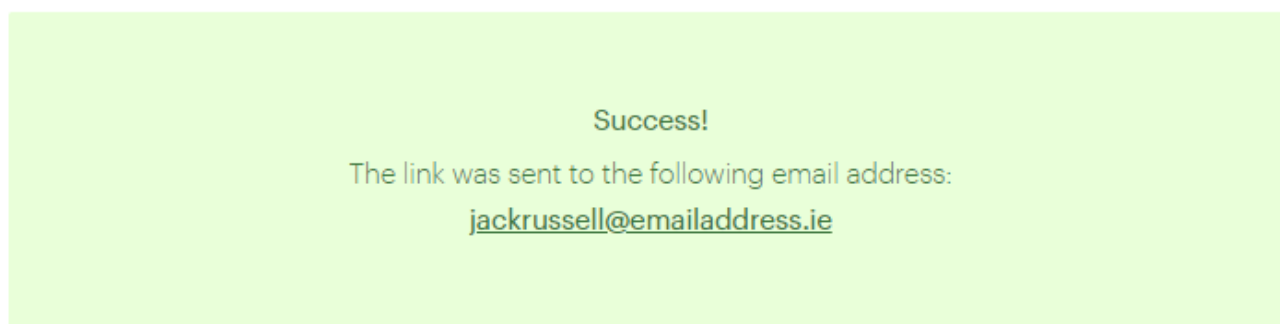
previous

next

[Save and Continue Later](#)

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.

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 (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

Your budget should include rates of pay for all personnel, and details of relevant income from other sources (See note on income under **How much can you apply for?** in **Section 1.6**). Rates of pay should be realistic and pay should match 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'. See our [FAQ document](#) for more information on what do we mean by In-Kind Support.

2.2 Prepare any supporting material required for the application

You are required to include supporting material with your application. See **Supporting material that you need to submit** under **Section 1.8**

You must submit all such supporting material online. So, 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. You may provide links to material hosted on Soundcloud, YouTube or Vimeo. Links to other hosting sites will not be viewed. To do this, copy the URL (the website address) into a Microsoft Word or OpenOffice Writer document, and upload it. Check the link – make sure it links correctly to your material online.

You can flag your video as 'unlisted' or password protected in its settings, when you submit it to us. Please make sure that you also submit the password.

Please note, supporting materials such as CVs and letters of support 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 clear names. 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.

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

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.

The image below shows you what the file upload section looks like. Here, three files have been successfully loaded. If you need to remove one or more, you can click on the red “X”.

Supporting material

Drop files here or

select files

- ⊗ Jack Russell supporting letters.pdf
- ⊗ Jack Russell audio links.docx
- ⊗ Jack Russell Child Protection Policy.docx

Note: The maximum file size is 128MB. Files larger than this will not load and will not be included in your application.

2.3 After you apply - what happens next

After you submit your application, you'll get an email immediately to tell you that we received your application. We process applications as quickly as possible. Because we receive so many applications and because of the rigorous application process, it may take up to 7 weeks from the closing date to making a decision.

3. Processing and assessment of applications

3.1 The assessment process

Create manages the AIC Scheme for the Arts Council. We support the panel assessment and decision-making process. Our aim is to make sure that the system for awarding funding is fair and transparent.

The panel is asked to score using a two-stage process, at the shortlisting stage and the interview stage, to ensure that both the written application and the interview carry equal weight in the final outcome.

This is what happens when we process an application:

- The application is checked for eligibility. Eligible applications then progress to the assessment stage
- A peer panel reviews all eligible applications and their associated supporting materials and scores the applications. The panel score applications (see [section 3.3 The peer panel process](#)) and recommend an application as shortlisted or not shortlisted.
- Decisions on ineligible and not shortlisted applications are communicated by email
- Shortlisted applicants will be offered feedback and invited to interview
- Interviews: The Peer panel meet with individual artists for interview, before scoring and decision-making. The score from the written application and interview are combined to inform final decisions
- Decisions are communicated to all applicants by email
- Feedback on unsuccessful applications must be requested within 2 weeks of notification of the panel's decision
- Decisions are noted by Create and the Arts Council
- The Arts Council board notes the decisions.

Time frame

Create endeavors to process applications as quickly as possible. The volume of applications and the rigorous assessment process mean that it may take up to 7 weeks from the closing date to making a decision.

3.2 How we assess your application

This Bursary award is competitive.

Your application will be assessed based on the following Criteria:

- Artistic merit
- How the proposal meets the objectives and priorities of the award
- Feasibility

Artistic merit

Our assessment of artistic merit focuses on your previous practice as an artist as well as on the proposal.

This assessment includes:

- Your track record and the potential that you've demonstrated through your application, your CV and the other supporting materials that you submitted
- The proposed arts activity or activities that you've outlined in your application form
- The practice that you've demonstrated through your support materials
- The artform/arts practice context that your proposed activity is in
- The ambition, originality and competency that you demonstrated
- If you intend to work with a mentor: the track record of the mentor and quality of the mentorship
- If you intend to work with partner organisations: the quality and appropriateness of supports offered by the partner organisations.

Meeting the objectives and priorities of the award

We assess applications on how well they meet the objectives and priorities of the award. See [1.1 Who is this bursary aimed at?](#) for more information.

In this assessment, we consider:

- How much your arts practice might benefit from the proposed activity and how it might develop as a result of it
- How much your proposed activity addresses the priorities of the award.

Feasibility

We assess the feasibility of your application based on how you demonstrate your capacity to deliver your proposed activities.

In this assessment, we consider:

- The feasibility of your proposed timetable or schedule
- The amount of funding allocated to artist fees/ other expertise relative to the nature and duration of the work proposed
- Where relevant, the availability of other supports/partners that you identified in your application.

3.3 The peer panel process

We use peer panels to include a diversity of expert views in our assessment process.

Peer panels normally consist of at least three external experts. These experts generally have:

- Arts practice expertise
- A broad working knowledge and general understanding of the professional arts.

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 is a non-voting chair and does not seek to influence the panel's decision.

Panel members have access to the shortlisted applications before the day of the shortlisting meeting. During the meeting, they review, discuss and score applications. Resulting in a shortlist for interviews.

The Peer panel meet with the individual shortlisted artists for interview, before scoring and decision-making. The score from the written application and interview are combined to inform final decisions.

Note: The level of competition for funding is high. Create and The Arts Council cannot fund every application that we receive.

Panel scoring process

We ask each panel member to score applications according to the following system:

A+	10	A - Must Fund: 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.
A	9	
B+	8	B - Should Fund: 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.
B	7	
B-	6	
C+	5	C - Could Fund: 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
C	4	
C-	3	
D	2	D - Not a Priority: 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.

The panel is asked to score applications using a two-stage process to ensure that both the written application and the interview carry equal weight in the final outcome.

The standard must meet a minimum criterion – 'should fund' or above to be funded.

3.4 Declaration of interest

The Arts Council has a Conflict of Interest (Col) Policy which applies to the AIC Scheme, to make sure that the assessment process is not unfairly influenced. To ensure fairness and equity in decision-making, staff members and panel members must declare a conflict of interest where:

- They have a close personal or professional link with the applicant
- They are linked in any way with the application.

An “interest” can be either “pecuniary” or “non-pecuniary”.

- Pecuniary: where a person may stand to gain financially from a decision
- Non-pecuniary: familial relationships or partnerships, personal friendships, or formal or informal business partnerships, etc.

Declaration of Interest of Panel Members

Panel members must declare the conflict of interest as soon as they become aware of it. This may be at the point when they are approached to sit on the panel (if the interest is known at that stage) or after they have received the list of applicants.

When a panel member declares a conflict of interest, they will not receive assessment materials relating to that applicant. They will also be required to leave the room when the specific application is being reviewed. The chair will vote instead of the panel member.

In some situations, a panel member may not realise that they have a conflict of interest until they receive and review the assessment material. If this happens, the panel member must tell a Create staff member or the panel chair as soon as they become aware of the potential conflict of interest. If two panel members declare a conflict of interest for the same application, the chair will be part of the decision-making process for that specific application.

If the nominated panel chair has a conflict of interest, they must declare it in writing in advance of the meeting as soon as they become aware of it. In this situation the head of the relevant art team will chair the discussion on the application.

3.5 Next steps if your application is successful

All applicants are informed by email 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 receive your award.

3.6 Next steps if your application is unsuccessful

This is a competitive award and we can't fund every application received. You are not guaranteed funding if you comply with eligibility guidelines and application procedures. If your application is not successful, you will be informed by email and you can request feedback from Create. You must request this within two weeks of receiving notification.

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, you will be informed.

3.7 Making an appeal

You can appeal against a funding decision if you feel that:

- We did not follow our published procedures for administration and assessment
- We did not apply our published procedures for administration and assessment fairly

You must be able to show us the reasons for your appeal. [Learn more about the Arts Council's appeals process.](#)

3.8 Documentation and evaluation

You must document your activities and submit a written report with images or with a visual record of the main stages or elements of the bursary.

It is important that this is an honest report. The report should include a summary of the income and costs.

4 Glossary

Artist

A person who is actively pursuing a career as an artist in any art form, and who considers their arts work as their main profession or career. This applies even if their work in the arts is not their main source of income or they have other employment.

Artist - emerging

An artist in the early stages of their career who is developing their practice and reputation and becoming recognised by fellow artists and critics.

Sometimes, artists have a well-developed individual or studio-based arts practice, but they have more recently started working in collaborative arts. In this case, they may wish to identify as 'emerging' for the purposes of the AIC Bursary. This will ensure that they are considered for the early career/ emerging artist award if this is suitable.

Artist - mid-career

An artist, who is recognised by other artists and critics as a practitioner and whose work is gaining more general public recognition.

Artist - established

A well-known artist, who has produced an extensive body of independent work and is generally recognised as a professional practitioner with a good track record. The established artist produces quality work on a consistent basis.

Collaborative arts

Create defines collaborative arts as: Collaborative arts practice involves artists and communities working closely together, often over extended periods of time, to make art. Artists must aim to plan and develop a project from its earliest stages through to completion in collaboration with a specific group or groups, rather than seeking participants to join a pre-planned arts project. [See a full definition of 'Collaborative arts' on the Create website.](#)

Community

In the Artist in the Community Scheme, we mean community in the broadest sense. A community can be defined as a group of people brought together by a shared purpose. This may include communities of place (people brought together by a shared place, for example where they live, their place of work, etc) or communities united by a specific interest, or both.

Outcome

Outcomes are the short-to-medium-term changes that are the result of activities, such as increased skills or heightened confidence.

Output

The immediate results from activities: examples of outputs are an exhibition or event.

Qualitative

Qualitative information is descriptive and is usually written or expressed in other forms such as images or sound. It is often provided in response to questions such as ‘how’ or “why”. For example, how relationships between community and artist have developed.

Quantitative

Quantitative information is numerical and is usually expressed in numbers and quantities. For example, how many community members were involved and for how long.

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.



Create
2 Curved Street
Temple Bar
Dublin 2
D02 PC43
create-ireland.ie

Create is the trading name of C.A.F.E. Company Limited by Guarantee (Dublin 121298)
Charity Registration (CRA 20024291) Revenue Commissioner Charitable Approval (CHY 9695)

Create is funded by the Arts Council/ An Comhairle Ealaíon, with additional support from
the Department of Culture, Communications and Sport / An Roinn Cultúir, Cumarsáide agus
Spóirt



An Roinn Cultúir,
Cumarsáide agus Spóirt
Department of Culture,
Communications and Sport



create national development
agency for collaborative arts