Street Arts and Spectacle Bursary Award
Award Guidelines

Please read these Award Guidelines before preparing and submitting your application.
PLEASE NOTE – The information in these Award Guidelines may be different to that which was published for the same award in previous award rounds. You are advised to pay particular attention to **requirements relating to the submission of support materials.**

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Section 1 - About the Street Arts and Spectacle Bursary Award

Name of award	Street Arts and Spectacle Bursary Award
Deadline	5.30pm Thursday 14 July 2011
Purpose and priorities of award	The Street Arts and Spectacle Bursary Award supports individual professional artists in the field of Street Arts and Spectacle. The purpose of the award is to support professional artists to develop their art practice. The award emphasises the value and benefit to an artist's development that is derived from an extended process of engagement with their practice. The award therefore provides artists with the time and resources to think, research, reflect and engage with their art practice. Potential proposals could be those that: • are from professional artists in either discipline who wish to undertake a structured process of practice based research around the creation of performance based work; • are from emerging artists in either discipline who wish to develop new skills or extend the level of skills previously learnt, through a clear developed pathway; • allow artists to forge new partnerships with those working in other art forms through one or a variety of methodologies (e.g. mentoring/ work placements/ internships). The Arts Council has identified the following as a strategic priority for support through this award: • applicants who have clearly thought through both the process and their outcomes and matched these with the activity proposed; • applicants who can demonstrate that over and above their individual learning that there is scope for others in the field to benefit (e.g. through a blog or dvd) • applications which involve partnership working, with a festival, local authority, theatre/ arts centre or similar, to enable a shared-learning process to take place.
Who is eligible to apply?	The award is open to artists working in all genres and at all stages in their professional careers. To be eligible to apply applicants must: • have been born in, or be resident in, the Republic of Ireland; • be professional practicing artists. Although they may not necessarily earn income continuously from their arts practice, they must identify themselves and be recognized by their peers as professional practicing artists.
Who cannot apply?	Applicants who are not eligible to apply include the following: • individuals currently in undergraduate education; • Individuals who wish to attend a vocational course as part of the award.
What you can apply for	The maximum level of award available is €15,000. The emphasis of the award is on artists 'buying time', however, to a limited extent the award also allows for other costs that are intrinsic to supporting the development of the artist's practice. In this context applicants may apply for living costs, they may also apply for third-party expertise or the hiring of services where it can be demonstrated

that such costs are intrinsic or necessary to the development of the artist's practice.

In addition to the normal limits stated above the Arts Council will also consider costs specifically relating to the making of art by artists with disabilities. If you wish to apply for additional funding on this basis you should provide information with your application outlining what these additional costs are.

What you cannot apply for

You cannot apply for more than one bursary type award (ie more than one artform) in any one round of funding. Activities and costs that you cannot apply for include the following:

- activities that your employer might usually cover through their training budget;
- activities or costs that do not fit the purpose of the award;
- activities which are more suited to another award funded by the Arts Council or operated by other organisations on behalf of the Arts Council;
- activities that have already taken place or which will have commenced before a decision is due to be made on your application;
- where the activity is 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

Essential supporting material

In order to be considered eligible for assessment under the Street Arts and Spectacle Bursary Award you must submit the following support material:

- a detailed up to date CV;
- video clips showing recent work;
- details of your training (if not included on your CV) and the specific skills you have learnt.

PLEASE NOTE – all support material must be submitted on-line. Hard copy support material will not be accepted.

If your proposal involves working with children or young people then you must provide a statement that describes your code of practice regarding child protection and welfare.

If you do not submit the required supporting material the Arts Council will not be able to make an assessment of your application.

Criteria for the assessment of applications

All eligible applications are assessed under 3 criteria as follows –

- Artistic merit
- Meeting the objectives and priorities of the award
- Feasibility

You can see more information on each of these criteria in **Section 3 – Assessment and Processing.**

Section 2 – Making an Application

PLEASE NOTE - New online services website	**All applications must be submitted using the Arts Council's new online services website** **Application forms and supporting material and can only be submitted online. You cannot submit any material in hard copy.** Before you will be able to make an online application you will have to register with the online services website. It may take **up to 5 days** for your registration to be confirmed so it is very important that you register as early as possible. If for exceptional reasons you are not able to use the internet or the Arts Council's online services web site or if you have special access requirements then the Arts Council will consider allowing you to submit your application form in hard copy. In such circumstances you must contact the Arts Council at least 2 weeks in advance of the deadline.
Read the Award Guidelines	Before making an application you must read the Award Guidelines in full.
Decide who the applicant is	Before making an application you must decide who the applicant is. The applicant is the person that will receive any award offered and who will be responsible for the terms and conditions of that award. Please be aware that any award offered will only be paid into a bank account held in the name of the applicant.
Making an online application	The process for applying on line is as follows: 1. Register on line at http://onlineservices.artscouncil.ie and keep a note of your ARN (art reference number) and password 2. Choose the appropriate funding type 3. Follow the prompts and fill in the required fields 4. Download the application form and save it to your computer 5. Complete the application form and save it 6. Return to the online site, log in and go to your home page 7. Browse for and upload your application form 8. Browse for and upload your supporting material 9. Hit the submit button (we won't receive your application until you press submit)
The application form	The application form asks you to outline what it is you want to do and how much funding you require. It also asks you to explain how you feel that your proposal meets the assessment criteria for the award and provides space for you to outline key dates or activities and to list any other individuals or organisations involved in your proposal.
Supporting material	You must submit supporting material with your application. See **Section 1** of these award guidelines under the heading **Essential Supporting Material** for the list of supporting materials that you must submit with this application. If you do not submit the required supporting materials the Arts Council will not be able to make an assessment of your application.

Preparing and submitting support material

Supporting material **must** be uploaded and submitted electronically through the Arts Council's online services website. You can upload a wide range of materials including images, videos and sound files (up to a total combined limit of 20Mb).

The following file formats can be accepted:

- image files - (JPEG)
- sound files - (WAV / mp3)
- video files - (QuickTime / AVI / MOV)
- text files - (RTF / .doc)
- other (PDF / .xls)

All files that are uploaded as support material must be appropriately named. The file name should make it clear what the file represents or contains. For example it should be clear from the file name whether the document is a CV, or a review of your work. Where documentation of work is submitted the file name should include the title of the work. It is not necessary to include the applicants own name in the title of each file.

The online services web site also allows you to **upload links to URL's**. The only URL's that will be viewed as part of the assessment process are those that are hosted on 'youtube'. Links to material hosted at other web sites will not be viewed. To submit a URL you must write it into a word document or equivalent and then upload the word document.

Submitting on time

Completed applications including all supporting materials must be received by the Arts Council by the specified deadline. The Arts Council makes no exceptions to this rule. Applications submitted after the deadline will not be accepted and will deem the applicant ineligible.

Can I get help with my application?

You can get assistance by going to **Section 5 – Help with your Application**. You can also look at the FAQ section on the Arts Council's website.

If you have a technical query about using the online services website you can email onlineservices@artscouncil.ie .

To watch our YouTube guide on making an application go to: http://www.youtube.com/watch?v=Pg55NgY4ujE

If you use Twitter you can follow the Arts Council's Twitter support stream for online services. Subscribers receive information about funding deadlines, decisions and help for online services. Our tweets are then often retweeted by other Twitter users. See: http://twitter.com/artscouncilhelp

If you still require further assistance you can call the Arts Council on 01 6180200 or email awards@artscouncil.ie .

If you have access requirements you can contact the Head of Artists' Supports on 01 6180 221.

Section 3 - Assessment and Processing

Overview	The Arts Council considers all applications, makes decisions and communicates these to applicants in accordance with set procedures. The aim is to ensure that the system for making awards is fair and transparent.
The process	All applications received are processed as follows: • application acknowledged; • adviser(s) and/or staff make written assessment; • adviser(s) and/or staff recommends as shortlisted or not shortlisted; • peer panel reviews all applications and makes recommendation; • final decision authorised by Council; • decision communicated in writing.
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 the following criteria: 1. Artistic merit 2. Meeting the objectives and priorities of the award 3. Feasibility *1. Artistic merit* An assessment on artistic merit would focus on the artist's previous practice as well as the nature of the proposed activity and might include, amongst other things, consideration of: • the practice of the artist demonstrated through the support materials submitted; • the track record of the artist demonstrated through the CV and other support material submitted; • the potential of the artist demonstrated through the application form and support materials submitted; • the proposed arts activity as outlined on the application form; • the artform/arts practice context in which the activity is proposed; • the ambition, originality and competency demonstrated by the artist. *2. Meeting objectives and priorities of award* An assessment under this criterion would focus on the benefit and strategic significance of the proposed activity in relation to the stated objectives and priorities of the award. For example, this might include amongst other things, 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. *3. Feasibility* An assessment on feasibility would consider the extent to which the applicant demonstrates capacity to deliver the proposed activity. This might include but not be limited to consideration of - • the proposed timetable or schedule; • the availability of other supports / partners identified in the application.

Peer panels	The purpose of peer panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally comprise at least three external adjudicators with relevant artform and/or arts practice expertise. Each meeting is led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information. All those attending receive information in advance of the meeting about all applications (including those where short listing is not recommended). Panel members have full access to application forms and supporting material on the day of the assessment. The peer panel has the opportunity to add or remove applications to/from the shortlist.
Timeframe	The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process means that it will take at least 10 weeks from closing date to decision. You can track the status of you application through the Arts Council's online services website.
What happens if you receive an award?	A letter of offer will be sent to you detailing the amount of funding, and the terms and conditions of the award. You will also be informed of the process by which your award should be drawn down.
What happens if you do not receive an award?	You will be informed in writing if your application is not successful. Unfortunately, eligibility and compliance with application procedures alone do not guarantee receipt of an award. Because of the large volume of applications, demand for funding always exceeds the available resources. If your application is not successful you can request feedback from Arts Council staff.
Appeals and complaints	If you feel that the Arts Council's procedures have not been followed, check the Appeals and Complaints Procedure, or contact the Arts Council for a copy of the Appeals and Complaints information sheet.
Am I able to re-apply?	Unsuccessful applicants may only re-apply where they have made significant changes to their application that make a clearer case for support through the award. Successful applicants may apply for a bursary award in consecutive years but their application must demonstrate a clear progression that builds on the outcomes of the work for which they were previously awarded. Only in exceptional circumstances will a Bursary be awarded to the same artist in successive rounds. If your application has been assessed and you did not receive an award then you are not eligible to reapply for the same activity to any other Arts Council award. 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.

Section 4 – Terms and Conditions

- By submitting an application applicants are confirming that they have read and understood the information set out in the Award Guidelines relating to this award.

- Individual applicants must have been born in, or be resident in, the Republic of Ireland. 'Residency' is based on the following definition used by the Revenue Commissioners (in which Ireland means the Republic of Ireland):

  You will be considered resident in Ireland, in a given year, in either of the following circumstances:
  - If you spend 183 days or more in Ireland in a calendar year (1 January – 31 December)
    OR
  - If you spend 280 days or more in Ireland over two consecutive years. In this case you will be considered resident for the second year. However, for this condition to apply you must spend a minimum of 30 days in Ireland in both of the tax years.

  Examples:
  1. If you spend 140 days in the Republic of Ireland in year one and 150 days in year two, you are considered resident in year two.
  2. If you spend 365 days in the Republic of Ireland in year one and 10 days in year two, you will not be considered resident in year two.

  Residents of Northern Ireland are not eligible to apply unless born in the Republic of Ireland.

- Your application will be considered ineligible, and returned to you, if:

  - Your application or supporting material was late;
  - You applied by sending an emailed or faxed application form;
  - You did not fully complete the application form;
  - You did not include with your application all the required supporting material;
  - You sent your supporting material by email or fax;
  - The proposed activity or costs you are applying for do not fit the purpose or function of the award.

- Awards are subject to different limits, and all awards are offered subject to the availability of funds. Awards may be withheld or divided among applicants at the discretion of the Arts Council.

- All correspondence will be between the Arts Council and the applicant personally, unless otherwise agreed.

- Any offer of financial assistance is made on the basis of plans outlined in the application, and any alteration to plans or budget which materially affects that basis or does not comply with the terms of the offer, shall be made known at once. The Council reserves the right to revise its offer in such circumstances.

- Successful applicants will be informed of the conditions of the offer and the steps required in order to draw down funding.

- Applicants will be required to manage their payments and the submission of relevant materials through the Arts Council's online services web site.

- Successful applicants will be required to provide proof of their bank account.

- Applicants receiving €10,000 or more must be able to demonstrate that they are in possession of a tax clearance certificate from the Revenue Commissioners in the name of the awarded applicant. Tax clearance certificates can be requested online at www.revenue.ie. It is not necessary to submit a tax clearance certificate with your application; however, if your application is successful, it will be necessary to provide relevant details in order to receive payment.

- Applicants receiving €650 or more will be required to supply a valid PPS number.

- Successful applicants will be paid by bank transfer only. The Arts Council does not issue cheques.

- Awards will only be paid into a bank account in the name of the awarded applicant.

- Successful applicants must report on the utilisation of their award and supply receipts where appropriate. A report form will be provided for this purpose. The report form must be submitted with your request to receive the final instalment of your funding.

- Successful applicants must draw down and spend any funding received within one year of being notified of the award. In the case of a multi-annual Bursary Award, the funding must be drawn down within two or three years as appropriate.

- Successful applicants must acknowledge the support of the Arts Council in all promotional material associated with their work. Details are set out in the document *Requirements for Acknowledging Arts Council Funding* available from the publications section of the Arts Council's web site.

- Applicants who are working with children and young people must demonstrate that they have adequate child protection and welfare policies and procedures in place. If your funding application involves work with children and young people you must submit a copy of your child protection policy and procedures with your supporting documentation. For further information see Guidelines for the Protection and Welfare of Children and Young People in the Arts Sector, available on request from the Arts Council or on www.artscouncil.ie.

- Applicants whose activities involve the use of live animals must submit evidence of compliance with the Arts Council's Animal Welfare Framework available on the publications section of the Arts Council's web site.

- Awards may be offered with additional specific conditions attached.

- Applicants should note that information provided to the Arts Council may be disclosed in response to a request made under the Freedom of Information Acts 1997 and 2003. Information provided is retained on the Council's Management Information System. Every effort will be made to protect client confidentiality.

Section 5 - Help with your Application

Overview

This section of the Award Guidelines provides information and advice to help you through the process of preparing and submitting your application form and support materials.

Using the online services website

The Arts Council has a new online services website. All applications for the Bursary Award must be submitted through the online services website.

The online services website is simple to use and allows you to upload a wide range of support materials in electronic format along with your application form.

It is recommended that applicants become familiar with the application section of the online services website well in advance of the deadline and in advance of preparing an application.

Applicants are advised to prepare and submit well in advance of the deadline. It is likely that there will be heavy traffic on the site on the final afternoon of the closing date. Please be aware that upload times can be much longer than download times, it may take you longer than you think to upload your support materials. It is also common for the Arts Council to receive a high volume of enquiries and phone calls on the day of any funding deadline so if you have a last minute query you may find it more difficult to get through to us.

If you have not already registered with the online services website you will have to do so before you will be able to make an application. It may take **up to 5 days** for your registration to be confirmed and for you to receive a password, so it is very important that you register as early as possible.

If you experience technical difficulties at any time while making an online application you can contact the Arts Council for help by emailing onlineservices@artscouncil.ie.

Application form help

When making an application the online services website will ask to confirm your name and contact details and to select which award you are applying for. You will then be allowed to download the application form.

These help notes should be read in conjunction with that application form. The numbered sections below relate to the numbered sections on the application form.

Section 1 – The Award

1.1 At section 1.1 of the application form you are asked to tick a box to confirm that you have read the Award Guidelines relating to the award for which you are applying.

1.2 Section 1.2 of the application form asks you to identify the artforms /arts practices that are relevant to your application. In many cases it is likely that only one box will need to be ticked, however, in some cases there may be more than one. You should only select an artform/arts practice if it represents a significant element of the activities described in your application. Selecting more than 1 box will not in itself

make your application any more or less of a priority.

Section 2 – Proposal

2.1 At section 2.1 of the application form you are asked to provide 3 short points outlining your proposal.

2.2 At section 2.2 of the application form you are asked to provide a full description of your proposal. This will help those involved in assessing your application to understand the full scope of what you want to do and why.

What you include in your description will depend on the nature of the proposed activities. It might include but not necessarily be limited to:

- a practical explanation of the activity, i.e. what will happen, when it will happen, how it will happen, who will be involved;
- the artistic goals and ambitions;
- an explanation of why a bursary is important for you and your practice at this particular point in your career;
- your most recent achievements as an artist and how these relate to what you want to do next;
- the envisioned benefits of what you propose;
- the context in which the proposal is being made;
- information on any partners/collaborators and their roles;
- any additional and relevant technical details;
- any additional and relevant financial details.

2.3 At section 2.3 of the application form you are asked to explain how you feel your proposal meets the assessment criteria for the award to which you are applying. To understand the assessment criteria for the award you should read carefully the Award Guidelines and in particular **Section 1: About the Award** and **Section 3: Assessment and Processing**

2.4 At section 2.4 of the application form you are asked to identify any other artists, individuals, groups or organisations that are involved in your proposal. You should only identify those that play a significant part in your proposal. You can leave this section blank if it is not relevant or appropriate to your proposal.

2.5 At section 2.5 of the application form you are asked to identify key activities, dates or locations that are relevant to your proposal. You need only complete this section if there is a particular schedule or programme of activities that is relevant to your proposal. If this section is not relevant or appropriate to you or your proposal then you can leave it blank.

Section 3 – Budget

3.1 Section 3.1 of the application form asks you to identify if you are making a multi annual application. The option of making a multi-annual award is only available in some awards. In all cases multi annual awards are only offered in exceptional circumstances. You must consult the Award Guidelines and in particular the section About the Award to see if multi annual awards are available in the award for which you are applying. If you are making a multi annual application you must also identify if it is for 2 years or for 3 years.

3.2 Section 3.2 of the application form asks you to identify the expenditure relating to your proposal. Expenditure for a Bursary Award might include subsistence or living costs, materials, research etc. You should consult the Award Guidelines particularly

Section 1. About the Award to see what expenditure is eligible within the award.

3.3 Section 3.3 of the application form asks you to identify any income relating to your proposal. If you have income from other sources that is specifically being put towards the cost of the activities described in your Bursary proposal then you should identify that income here. You should not list your personal income here. You need only include other income if it is specifically relevant and appropriate to your proposal. If you do not have other sources of income that you are putting towards the activities identified in your proposal then you should enter zero here. It is important that your budget balances but whether or not you have other income to put towards your proposal will not in itself make your application any more or less of a priority.

3.4 Section 3.4 of the application form asks you to state how much you are seeking from the Arts Council. The amount requested should be equal to the total expenditure minus any income that you have declared as counting towards the cost of the proposal. It is very important that these figures match. If there is a discrepancy in the figures the Arts Council will not be in a position to properly assess your application. It is very important that you clearly state how much you are seeking from the Arts Council. The Arts Council is not able to grant money where an amount has not been requested. You cannot ask for more money than you need i.e. more than the expenditure that you have identified for the proposal.

Supporting material help

Supporting material is a vital part of your application. Clear, concise and relevant supporting material will help assessors to understand your proposal. Support material must be submitted on line unless explicitly stated elsewhere in the Award Guidelines.

See **Section 1** of these award guidelines under the heading **Essential Supporting Material** for the list of materials that you must submit with this application.

See **Section 2** of these award guidelines under the heading **Preparing and submitting support material on lin**e for information on how to provide your support material**.**

You must include a current CV. Full CV(s) should be provided rather than short biographies. Each CV should identify relevant work or skills, e.g. information about expertise in a particular area of work, or information about exhibitions, performances or recordings. Each CV should be no more than three A4 pages in length.

If you are submitting music or sound based material please identify the tracks you want the assessors to listen to. All files should include track listings, names of performers, and instrumentation where appropriate.

If you are submitting visual stills please ensure that images are clearly labelled and there is relevant contextual information. This might include details of the title and date of works, media and dimensions, where work was presented etc.

If you are submitting moving image work please provide relevant contextual information. This might include details of the piece, date, thematic/general comments, where it was presented, names of performers, how the work was financed (e.g. award, self-financed). Long pieces should be edited; no more than 3 extracts should be submitted.

General advice

Common mistakes to avoid when submitting materials documenting arts practice:

- inadequately labelled materials;
- no indication of the relevance of materials to your application;
- no list of works – this can lead to confusion over dimensions, media and context;
- no examples of your own work;

- too much irrelevant information (e.g. too many reviews). Be selective with what you submit. It is better to submit one high-quality example than a large amount of lesser-quality, irrelevant material;
- not enough information. Assessors will have no basis on which to make a recommendation;
- examples of old work. Assessors are interested in your recent or current work.

Other general advice to consider when making an application:

- plan your application well in advance;
- read the Award Guidelines thoroughly before you begin making an application;
- remember that several people will be involved in making a decision about your application – so make your application clear, concise and unambiguous;
- do not assume that the assessors will know you or your work. Treat each application as if it were your first;
- have a clear and realistic idea of what you want and how much your proposal costs;
- be selective with supporting material and ensure you include those items that are essential;
- have someone else look over your application before you submit it.