

# Arts Council Travel and Training Award 2013

## Award Guidelines

## Section 1 - About the Award

<b>Name of award</b>	Travel and Training Award
<b>Deadline</b>	<p>There are no formal deadlines for the Travel and Training Award. Applications are accepted on an ongoing basis.</p> <p>Applicants seeking support for formal courses (postgraduate or equivalent) and for other eligible opportunities must submit their application at least six weeks before their course or work programme begins. You are advised that the Arts Council cannot guarantee to assess applications received less than six weeks before a course or work programme begins.</p>
<b>Artform / Arts practice availability</b>	Architecture, Arts participation, CCP International, Circus, Film, Literature, Music, Opera, Street Art and Spectacle, Traditional Arts, Venues, Visual Arts and Young People, Children and Education.
<b>Purpose and priorities of award</b>	<p>There are three strands to this award. The principal strand is Travel and Training Outbound, for which the majority of funding is available; a second strand is Travel and Training Inbound; a third strand is the CCP International Award as outlined below.</p> <p><u>Travel and Training Outbound</u></p> <p>The primary purpose of Travel and Training Outbound is to support individuals who wish to avail of training and other professional development opportunities abroad, where the focus is on the development of the individual's own arts practice.</p> <p>Travel and Training Outbound will facilitate participation in once-off training opportunities, specialist courses or masterclasses. The award will support formal postgraduate training <b>only</b> where the selected course is of a type and/or at a level not available in Ireland (artform variations may apply); applicants must provide evidence that this is the case.</p> <p>Other examples of eligible professional development opportunities include short-term research projects; residencies; participation in workshops; internships (with the exception of visual arts); mentoring programmes; attendance at conferences/seminars.</p> <p><u>Travel and Training Inbound</u></p> <p>The primary purpose of Travel and Training Inbound is to support individuals or organisations who wish to invite specialists from abroad to deliver high-level training or mentoring for the professional development of artists and others working professionally in the arts in Ireland. Where an individual or organisation wishes to bring in such specialists from abroad, the host individual or organisation may apply for the cost of travel and accommodation for the international guest(s). Payment will be made after the visit and only upon submission of receipts. Applicants must state whom they wish to invite and provide details of the training or mentoring to be provided.</p>

The CCP International Award

The **CCP International** Award only supports applications from arts organisations planning to make applications for EU culture funding under either the EU Culture Programme 2007-13 or the upcoming Creative Europe Programme 2014 - 2020. The award is intended to cover some of the costs associated with face-to-face meetings with partner organisations in Europe and will not support training costs or courses. Applicants must be able to demonstrate that they are in the process of preparing an application to the EU Culture Programme and be able to provide details of their proposed project and their key partners. It is likely that funding offered under CCP International will not exceed €2,000 and in most cases will be less. The CCP International Award supports applications from all art forms and arts practices. However, as EU culture funding does not support audio-visual projects, film is **not** eligible for support under the CCP International Award.

**Who is eligible to apply?**

Travel and Training Outbound is open to artists and other individuals who are resident in Ireland and working professionally in the arts, while Travel and Training Inbound may be availed of by individuals or by arts organisations.

CCP International will only support applications from arts organisations planning to make applications for EU Culture funding under either the EU Culture Programme 2007 - 2013 the Creative Europe Programme 2014– 2020.

**Who cannot apply**

Individuals in undergraduate education or vocational training.

**What you can apply for**

Eligible costs include those relating to travel, accommodation, subsistence, course fees, conference fees, etc. The maximum award available is €8,000. However, this is a highly competitive scheme and only a very limited number of awards will be offered at this level, while most awards will be made at a significantly lower level. Please see artform and arts practice guidelines below as many have set lower maximum funding thresholds *Note: the average award in 2012 was €950*

Where funding is offered, it may only cover a portion of the amount requested. Any financial contribution the applicant is making towards the proposed expenditure must be clearly identified in the budget section of the application form.

It should be noted that while an individual may receive a Travel and Training Award for one year of a course taking place over a number of years, Arts Council support for further years is in no way guaranteed.

The Council will consider additional costs if they are specifically related 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**

The following will not be considered eligible under this award:

- Applications that duplicate the effect of other Arts Council funding or that are more suitable for other Arts Council funding schemes;
- Applications that duplicate the effect of other State funding or that are more suitable for other State funding (Culture Ireland, Screen Training Ireland, etc.);
- Primary and secondary education;
- Undergraduate and vocational courses;
- Students using the award to travel to and from their studies abroad;
- Training and professional development within Ireland;
- Travelling abroad where the primary purpose is the promotion or presentation of work, e.g. exhibiting, presenting, performing or participating in arts productions/events. Please note that this includes film screenings, literature readings, etc. Please contact Culture Ireland for support of this kind.
- Delivering papers at conferences or seminars (with the exception of architecture);
- Placements within commercial arts or other businesses;
- Non-professional arts courses;
- Costs incurred in Ireland during travel abroad (e.g. rent, loss of income);
- Tours and touring groups;
- Attending interviews for employment;
- Commercial trips;
- Attending auditions;
- Fund-raising trips;
- Retrospective applications.

**Essential supporting material**

In order to be considered eligible for assessment under this award you must submit the following support material along with your application form:

- current CVs of all those involved in the application (including CVs of the person / profiles of the organisation you plan to visit where appropriate)
- relevant supporting material (e.g. examples of work; details of residency, workshop, conference course etc; letter of acceptance; letters of reference)
- In the case of CCP International only company profiles of all named organisations are required.

If you do not submit sufficient relevant supporting material your application will be considered ineligible and the Arts Council will not be able to make an assessment of it.

**Role of Culture Ireland**

The Arts Council's Travel and Training Award is not designed to support the international presentation of Irish arts. Where an Irish artist or arts organisation wishes to present their work to international audiences or participate in events abroad that will lead to opportunities for further presentation of their work internationally, they should contact Culture Ireland, the State body which promotes Irish arts worldwide.

Culture Ireland also operates See Here, a scheme which supports Irish artists and arts organisations who wish to invite international programmers, presenters, curators,

promoters or critics to see new Irish work (usually where a range of work is being presented, e.g. at a festival) with a view to subsequent international presentation.

The Arts Council and Culture Ireland liaise on matters of mutual concern to ensure efficient use of resources and normally will not both award funding to a single project or event unless it is a joint initiative. The responsibility rests with the applicant to identify the primary purpose of the project and to apply to the appropriate agency: the Arts Council for professional development and Culture Ireland for presentation and promotion of work. Please see below for contact details for Culture Ireland:

Culture Ireland  
Third Floor, 23 Kildare St  
Dublin 2  
Tel: 01 631 3905 / Email: [info@cultureireland.gov.ie](mailto:info@cultureireland.gov.ie)  
Web: <http://www.cultureireland.gov.ie>

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**Artform / arts  
practice  
guidelines/  
priorities**

The following describes the criteria or priorities for particular artforms or arts practices within the travel and training award.

In **architecture**, we will prioritise applicants who wish to attend recognised courses, conferences or seminars that will contribute to their creative development. Architects may apply for funding to attend and deliver at a conference if it can clearly be demonstrated that delivery at that conference is critically relevant to their creative development. The maximum award available under architecture is €3,000.

In **arts participation**, we will only consider applications from individual artists who wish to pursue opportunities abroad that will enhance their practice in areas such as health, disability, cultural diversity, older people and communities of place/ interest. Applications from organisations cannot be considered. Key factors in assessing the application will be the applicant's track record in working collaboratively with groups and communities in the making and interpretation of art, and a clear consideration of how their practice will be enhanced by the trip, taking account of the track record of the person/organisation that they will visit.

In the area of arts and health, please note that the Arts Council supports practices where artistic outcomes are prioritised as a means of enhancing health and well-being, not those where therapy is the primary goal or outcome. Where an artist's practice is focused on children and/or young people, they are advised to consult the specific supports provided under *Young People, Children and Education*, unless there is at least an equal focus on intergenerational practice, arts and health, arts and disability, or arts and cultural diversity. The maximum award available under arts participation is €3,000.

In **circus**, we will prioritise applications from practising circus artists who wish to advance their professional development by undertaking training that will enhance their arts practice and directly benefit the Irish circus sector. The applicant's track record and/or future potential to expand the skills base of circus in Ireland will also be a key factor in the assessment process.

In **film**, this award will only support applications from individuals engaged in the

development of audiences for cultural cinema in Ireland. Applications must have a strategic basis. Applications to support the business of film-making (attendance at film markets, etc.) will not be considered. Applications to present film screenings at festivals abroad should be directed to Culture Ireland. The maximum award available under film is €1,500.

In **literature**, we will prioritise applications from professional writers and literary publishers who wish to attend recognised courses, residencies or conferences abroad that will demonstrably contribute to their creative development; proposals from writers who wish to travel to research a literary project are also eligible. In Literature, the maximum award available is €1,500, and the average award is €600. Applications for readings abroad and attendance at industry book fairs should be directed to Culture Ireland

In **music**, we will prioritise applications from professional performers and composers seeking to avail of high-level training and professional development abroad. Academic activities are not supported unless they relate specifically to the development of a professional arts practice. The submission of sound files of work is essential. The maximum award available under Music is €3,000.

In **opera**, we will prioritise applications from singers and other opera practitioners (e.g. répétiteurs, directors) seeking to avail of high-level training and professional development abroad. Applications relating to international opera studios will be a particular priority. Academic activities are not supported unless they relate specifically to the development of a professional arts practice. A proposal will be strengthened by the submission of sound files of work where applicable. The maximum award available under Opera is €3,000.

In **street arts and spectacle**, we will prioritise applicants who wish to attend recognised courses or conferences that will contribute to their career development. Applications with a performance element will not be considered and should be directed to Culture Ireland.

In **traditional arts**, we will prioritise applicants who wish to attend recognised courses or conferences that will contribute to their career development. Applications with a performance element will not be considered and should be directed to Culture Ireland.

In **venues** we will prioritise applications for inbound awards which will help venues develop their programming, marketing and/or administration expertise and outbound awards which will allow venues to create relationships abroad with the aim of developing their programming, marketing and/or administration expertise

In **visual arts**, we will prioritise individuals with a proven track record and independent practice who have chosen to access structured training to enhance their professional development and individuals with a clearly stated purpose for choosing a particular residency in relation to structured or unstructured time, access to facilities or research resources. The maximum award available under visual arts is €3,000.

In arts practice involving **young people, children and education**, we will prioritise artists and practitioners experienced in the areas of early childhood arts, youth arts or arts-

in-education who wish to pursue opportunities abroad that will enhance their ongoing work and benefit projects with children and young people in Ireland. The maximum award available under young people, children and education is €2,000.

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**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 your application online

<b>Online services website</b>	<p><b>All applications must be submitted using the Arts Council's online services website at <a href="https://onlineservices.artscouncil.ie">https://onlineservices.artscouncil.ie</a></b></p> <p><b>Application forms must be submitted online via the Arts Council's online services website. Application forms submitted via email/post/fax will not be accepted.</b></p> <p><b>Supporting material must be submitted online</b></p> <p>Please note:</p> <ul style="list-style-type: none"> <li>• You should become familiar with the online services website well in advance of the deadline and in advance of preparing an application. It is likely that there will be heavy traffic on the site on the final afternoon of the closing date. You should prepare and submit well in advance of the deadline.</li> <li>• Upload times can be much longer than download time. It may take you longer than you think to upload your support materials.</li> <li>• There is frequently 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.</li> </ul> <p>If you experience technical difficulties at any time while making an online application you can contact the Arts Council for help by emailing <a href="mailto:onlineservices@artscouncil.ie">onlineservices@artscouncil.ie</a>.</p>
<b>Read the Award Guidelines</b>	<p>Before making an application you must read the Award Guidelines in full.</p>
<b>Decide who the applicant is</b>	<p>Before making an application you must decide who the applicant is. The applicant is the person or organisation 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.</p>
<b>Registering for an online services account</b>	<p>To make an online application you will need an online services account.</p> <p>If you have made a funding application since April 2010 and are applying in the same name, you will have an online services account, which you access with your ARN and password. If you have forgotten your password, you can reset it via the link on the online services homepage by entering your ARN and the email address associated with the account.</p> <p>If you have not made an online application within the last 2 years OR you are applying on</p>

behalf of group/organisation which has not previously made an online application, you must **register** for an online services account.

It may take **up to 5 working 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**.

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#### **Requirements for using online services**

Your computer and internet browser will need to meet the following requirements to use online services successfully:

##### **PC:**

Windows XP or higher  
with  
Internet Explorer 7.0 or higher OR  
Firefox 2.0 or higher

##### **Mac:**

Mac - Mac OS X v10.5 Leopard or higher  
with  
Safari 3.1 or higher OR  
Firefox 2.0 or higher

NB: You will also need to have Microsoft Word or OpenOffice installed to complete the application form itself. OpenOffice is free software which you can download here: <http://www.openoffice.org>.

If you cannot meet or do not understand any of these requirements, please contact us for advice as far as possible in advance of the deadline.

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#### **Making an online application**

The process for applying on line is as follows:

1. If you have not already done so; register on line at <https://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. Review your application and list of uploaded supporting material – you will not be able to add to or amend your application once submitted.
10. Hit the submit button (we will not receive your application until you click submit).

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#### **Using the application form**

The application form is a Word document which you download from the online services website, complete offline on your own computer and then upload again prior to submitting your application.

The form contains special formatting which allows the online system to validate it on

upload and ensures that you do not submit an incomplete form. To work with this formatting you **must** use either Microsoft Word or OpenOffice and follow the instruction at the beginning/end of the form.

We have a step-by-step guide to using the form with OpenOffice which can be downloaded here: <http://www.artsCouncil.ie/en/FAQ/online-services.aspx#faq12>

The application form restricts the number of characters (letters) that can be used to answer each question. The character limit is stated on the application form next to each question. Please note that the limit is set in characters and not words (although an approximate word limit is given for guidance purposes) and that the character limit includes spaces.

See **Section 5** of these Award Guidelines for help with preparing the content of your application form.

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### Preparing and submitting support material

**Supporting material must be uploaded and submitted electronically through the Arts Council's online services website (apart from any exceptions listed elsewhere in these guidelines).** You can upload a wide range of materials including images, videos and sound files.

NB Uploading material takes significantly longer than downloading. If you are uploading large files either to online services directly or to another URL (see 'Web links'), please upload your material well in advance of the deadline to ensure you can submit your application in time.

The total combined limit for all material uploaded to the online services site is 20MB.

The following file formats are accepted:

- image files - .jpg/.gif/.tiff/.png
- sound files - .wav/.mp3/.m4a
- video files - Quicktime/.avi/.mov/.mp4
- text files - .rtf/.doc/.docx/.txt
- Adobe Reader files - .pdf
- spreadsheets .xls/.xlsx

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 previous work.

When submitting supporting material:

- Upload each piece of supporting material separately, selecting the appropriate document type;
- Include the title of the work in the file name if submitting documentation of work;
- Follow any file naming conventions set out in Section 1

### Web links

You may provide links to material hosted at specific websites rather than uploading the material directly to online services. **Only** material hosted at <http://www.youtube.com> will be assessed. Links to material hosted at other web sites will not be viewed. To

submit your web link/s, copy the URL (link) for the specific piece of material e.g. video, music track that you wish to be viewed into a Word document or equivalent and upload as a 'Web links' supporting document.

If you do not wish material you upload to YouTube for the purposes of your application to be publicly viewable, you can flag your video as 'unlisted' in its settings. For more information see <http://www.artscouncil.ie/en/FAQ/online-services.aspx#faq18>.

See **Section 1** of these Award Guidelines for a list of the support materials that you must upload with your application. See **Section 5** for help with preparing the content of support materials.

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**Submitting on time**

Note: There are no formal deadlines for the Travel and Training Award. Applications are accepted on an ongoing basis.

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**Can I get help with my application?**

If you have a technical query about using the online services website you can email [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie).

Answers to common questions about using online services are available in the [FAQ section on the Arts Council's website](#)  
[http://www.artscouncil.ie/en/fundInfo/funding\\_faqs.aspx](http://www.artscouncil.ie/en/fundInfo/funding_faqs.aspx)

To watch our YouTube guide on making an application go to <http://www.youtube.com/artscouncildemos>

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 require assistance with the content of your application please see **Section 5 – Help with your Application**.

If you still require **general** assistance you can call the Arts Council on 01 6180200 or email [awards@artscouncil.ie](mailto:awards@artscouncil.ie).

If you have access requirements you can contact the Access Officer on 01 6180219.

## Section 3 - Assessment and Processing

<b>Overview</b>	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.
<b>The process</b>	<p>All applications received are processed as follows:</p> <ul style="list-style-type: none"> <li>• application acknowledged;</li> <li>• assessment made by relevant Arts Council team;</li> <li>• Arts Council decision communicated in writing to applicant.</li> </ul>
<b>Criteria for the assessment of applications</b>	<p>Applications are assessed in a competitive context and with consideration of the available resources. All applications are assessed against the following criteria:</p> <ol style="list-style-type: none"> <li>1. Artistic Merit</li> <li>2. Meeting the objectives and priorities of the award</li> <li>3. Feasibility</li> </ol> <p>1. <i>Artistic merit</i> An assessment on artistic merit would focus on the applicant and those involved in the project as well as the nature of the proposed arts activity and might include, amongst other things, consideration of:</p> <ul style="list-style-type: none"> <li>• the quality of the idea and the proposed arts activity as outlined on the application form;</li> <li>• the track record of the artistic personnel involved in the project demonstrated through the CV(s) and other support material submitted;</li> <li>• the potential of the of the applicant, the artist(s) and the idea demonstrated through the support materials submitted;</li> <li>• the artform/arts practice context in which the activity is proposed;</li> <li>• the ambition, originality and competency demonstrated in the proposal.</li> </ul> <p>2. <i>Meeting the objectives and priorities of award</i> 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.</p> <p>3. <i>Feasibility</i> 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 -</p> <ul style="list-style-type: none"> <li>• the proposed budget;</li> <li>• other sources of income;</li> <li>• the proposed timetable or schedule.</li> </ul>
<b>Timeframes</b>	The Arts Council endeavours to assess applications as quickly as possible. However the volume of applications means that in some cases, it can take approximately six weeks from date of submission to decision.

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<b>What happens if you receive an award?</b>	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.
<b>What happens if you do not receive an award?</b>	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.
<b>Appeals and complaints</b>	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.
<b>Am I able to re-apply?</b>	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 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.

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## 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 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 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 may 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](http://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.
- 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. Travel and Training Awards under €1,500 are an exception and may be paid in full in advance of submission of the final report.
- Successful applicants must draw down and spend any funding received within one year of being notified of the award.
- 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](http://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.

- The Arts Council publishes the names of successful applicants and a short summary of the details of the award.