Award Guidelines

Traditional Arts Commissions Award

For commissions in 2013

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:

- the requirement for both the commissioner and the artist to register with online services in advance;
- the purpose and priorities of the award;
- essential requirements relating to the submission of support materials;
- file formats and URLs that can be used in submitting support material;
- the new file size limit on the online services site - the total combined limit for all uploaded material has been increased to 40MB;
- the assessment criteria.

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Section 1 - About the award

Name of award	Traditional Arts Commissions Award
Deadline	5.30pm Thursday 21 February 2013
Purpose and priorities of award	The Traditional Arts Commissions Award supports fees paid to artists for commissions in the field of Traditional Arts (i.e. commissions involving traditional music, song, dance or oral arts). The award also supports collaboration between the traditional arts and other artforms that are in line with the Arts Council's policy on the traditional arts. The primary purpose of this award is to facilitate creative partnerships between a range of commissioners and artists. The process must lead to some form of outcome or conclusion. This might be a public performance, a process of engagement with a community of place or interest or some other form of dissemination or presentation of the commissioned work in Ireland or abroad. In the context of this award the definition of a 'commission' is where one person or entity (the commissioner) supports and pays another (an artist or group of artists) to create or deliver an artistic work or project that takes place within a set of parameters agreed to by both partners. Potential commissions could be those that involve individuals, groups/bands, organisations, promoters, venues or festivals commissioning: • a traditional artist (with a proven track record or with potential) to compose a new work, or a new work that derives from the traditional repertoire; • a work for solo and/or ensemble performance by established and/or emerging and/or young artists; • a collaboration between the traditional arts and other artforms; • a collaboration between Irish and international artists in the creation of a work; • a work for performance within Ireland or internationally. This award prioritises applications that: • provide for an extended life for the work or project that has been created; • demonstrate a strong collaborative process between the commissioner and the commissioned artist(s) across all aspects of the project; • are from new types of commissioners; • extend the boundaries and deepen the experience and understanding of the artform.
Who is eligible to apply?	The award is open to individuals or organisations. Applications can only be made by the commissioner and **not** by the artist to be commissioned. Organisations or individuals based outside of Ireland (in all cases Ireland/Irish refers to the Republic of Ireland) are eligible to apply if they are commissioning Irish born or Irish resident artists. Similarly, Irish based organisations and individuals who were born in or are resident in Ireland can commission artists from outside Ireland. For example, a German festival may commission an Irish artist, or an Irish musician may commission an American composer.

Organisations in receipt of funding from other Arts Council funding programmes are eligible to apply for this award. However, they must demonstrate that the proposed project represents a significant departure from, and is distinctly additional to, their existing programmes. In particular, this award is not intended to act as a 'top-up' fund for organisations in receipt of support under any of the following funding programmes:

- Regularly Funded Organisations
- Annual Funding
- Annual Programming Grants

Who cannot apply?

Applicants who are not eligible to apply include the following:

- Artists who wish to commission themselves.

What you can apply for

The maximum award is €10,000 per application.

A commissioner can commission an individual artist or a group of artists in any one application. A commissioner can also submit multiple applications.

This award only supports fees paid to the artist(s) by the commissioner. All other costs relating to the rehearsal, production, presentation or dissemination of the commissioned work must be borne by the commissioner.

Even though the Arts Council will only fund the commission fee, you must provide details of all income and expenditure relating to the project in order to demonstrate the overall viability of the commission.

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

Activities and costs that you cannot apply for include the following:

- where the proposal does not have a significant focus on the Traditional Arts;
- costs other than the commission fee to be paid to the artist/s; e.g. performance fees or rehearsal fees are not eligible.
- applications that duplicate an organisation's existing work;
- commissions already completed or where the fee has already been paid;
- 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, Music Network or operated by other state agencies;
- activities that are an intrinsic part of on-going formal education;
- 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 this award you must submit the following support material along with your application form: • CVs /biographies for all artists involved in the commission; • Examples of the artist's previous work which demonstrate the artist's abilities and track record; • A proposed schedule for payment of fees to the commissioned artist/s. Where sounds files are up-loaded please title the files accurately using the following naming convention: • Composer – performer/ensemble – track name **PLEASE NOTE – all support material must be submitted online. Hard copy support material will not be accepted.** The total combined limit for all material uploaded to the online services site has been increased to **40MB**. Please note that the Arts Council will **only** accept URLs to support material hosted at 'youtube'. If you do not submit the required supporting material the Arts Council will not be able to make an assessment of your application.
What criteria are applications assessed against.	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

Online services website	**All applications must be submitted using the Arts Council's online services website at https://onlineservices.artscouncil.ie** **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.** **Supporting material must be submitted online.** Please note: • 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. • Upload times can be much longer than download time. It may take you longer than you think to upload your support materials. • 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. 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.
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 application must come from the commissioner.** The applicant will be the person or organisation that will receive any award offered and who will be responsible for paying the commissioned artist/s and for meeting 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. For commissioners that are not resident or based in Ireland the Arts Council may consider making payments directly to the commissioned artist under certain conditions. The Commissioner must still be responsible for making the application.
Registering for an online services account	To make an online application you will need an online services account. 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. If you have not made an online application within the last 2 years OR you are applying on behalf of group/organisation which has not previously made an online application, you

must **register** for an online services account.

In order to make an application **both the commissioner and the artist/s to be commissioned must register** separately and individually with the online services site. 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. **Please note** that there will be no registrations between Friday 21 December 2012 and Wednesday 2 January 2013.

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**.

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.

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).

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.

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 **40MB.**

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.

Submitting on time	The online services system closes to applications on the deadline. You will not be able to upload material or submit your application once the deadline time/date passes. The Arts Council makes no exceptions to this rule.
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. 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 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. If you have access requirements you can contact the Access Officer on 01 6180219.

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;
- peer panel reviews all applications and makes recommendation;
- recommendation is signed off by panel chair and becomes a decision (with authority delegated 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 commissioner and the commissioned artist/s as well as the nature of the proposed arts activity and might include, amongst other things, consideration of:

- the quality of the idea and the proposed arts activity as outlined on the application form;
- the track record of the arts personnel involved in the project demonstrated through the CV(s) and other support material submitted;
- the potential of the of the applicant, the artist(s) and the idea demonstrated through the support materials and application form;
- the artform/arts practice context in which the activity is proposed;
- the ambition, originality and competency demonstrated in the proposal.

2. Meeting the objectives and priorities of the 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.

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 personnel involved in managing, administering, delivering the commission;
- the extent to which the applicant demonstrates the provision of equitable conditions and remuneration for the commissioned artist/s;
- the nature of the involvement of any project partners;
- the proposed budget;
- other sources of income;
- the availability of and access to other resources;
- the proposed timetable or schedule.

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 two external adjudicators with relevant artform and/or arts practice expertise. An Arts Council staff member and adviser also sit on the panel in a voting capacity. Peer panels are chaired by an Arts Council member. The chair does not vote. All those attending receive information in advance of the meeting about all applications. Panel members have full access to application forms and supporting material on the day of the assessment.
Timeframe	The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process mean that it may take approximately 4 weeks from closing date to decision.
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?	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 round of the Commissions Award or 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.

- '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.

- 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.

- Any award offered may only be used to pay the commissioning fee to the commissioned artist/s. The commissioner must pay the total amount awarded to the commissioned artist/s.

- 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.

- 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.

- Successful applicants must acknowledge the support of the Arts Council in all promotional material associated with their work in the style and manner as laid out in the Arts Councils guidelines on acknowledging funding available on the funding acknowledgment section of the Arts Council's web site http://www.artscouncil.ie/en/FAQ/logo-guide.aspx. Compliance with the rules of acknowledgement of funding will be monitored throughout the life of each funded project. Non-compliance is a breach of the terms and conditions and may affect payments and future funding. The Arts Council reserve the right to request copies of all public communications prepared by the award recipient

- 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; http://www.artscouncil.ie/Publications/ChildGuidelinesEnglish.pdf . An code of practice specifically for solo practitioners is also available; http://www.artscouncil.ie/Publications/Solo.pdf

- 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 reserves the right to publish relevant details of recipients and awards including the names of recipients, the amount of the award offered and a summary of the proposed activity.

- In exceptional circumstances where a commissioner based outside Ireland has received a Commissions Award the Arts Council may at its discretion consider making the payment of the award directly to the commissioned artist/s. In such cases the artist/s will be expected to comply with the conditions set out above.

Section 5 - Help with your Application

Read the Award Guidelines	Before making an application you must read the Award Guidelines in full.
Help with completing your application form	These help notes should be read in conjunction with the application form. The numbered sections below relate to the numbered sections on the application form. The application form asks you to outline what it is you want to do, how much it will cost 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. **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. 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 if you have a title for your proposal. This might be the title of the commissioned work or the event or production, etc. 2.2 At section 2.2 of the application form you are asked to provide 3 short points outlining your proposal. 2.3 At section 2.3 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 your proposal What you include in your description will depend on the nature of the commission. It might include but not necessarily be limited to: o the context in which the proposal is being made; o a practical explanation of the commission, i.e. what will happen, when it will happen, how it will happen, who will be involved; o an outline of instrumentation (where relevant) and expected duration of the work as well as details of the score, text or form that the completed work will take; o plans for public performances /dissemination promotion of the commissioned work; o information on key partners/collaborators and their roles; o the artistic goals and ambitions of the commission; o any additional and relevant technical details; o any additional and relevant financial details.

2.4 At section 2.4 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**

2.5 At section 2.5 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. This might include the artist/s involved, the performer/s of the commissioned work (if appropriate), the venues hosting any public performances, key partners, key administrative personnel etc. The form allows you to briefly describe the way in which each of these parties will be involved in the proposed commission.

2.6 At section 2.6 of the application form you are asked to identify key activities, dates or locations that are relevant to your proposal. This might include identifying the key stages in the artistic process or the dates of rehearsals, workshops, launches, performances etc.

3 Section 3 – Budget

3.1 Section 3.1 of the application form asks you to identify the expenditure relating to your proposal. Even though the Arts Council will only fund the commission fee, you must provide details of all income and expenditure relating to the project in order to demonstrate the overall viability of the commission. A more detailed budget can be submitted in support of your application but you should still fill in this section of the form.

3.2 Section 3.2 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 proposal then you should identify that income here. You need only include other income if it is relevant and appropriate to your proposal. This might include for example box office projections, other funders, sponsorship etc. You can include in-kind support here, however, you must make sure that you also reflect the value of that in-kind support in the expenditure section so that your budget balances.

3.3 Section 3.3 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.

Help with your supporting material

You must submit supporting material with your application. Supporting material is a vital part of your application. Clear, concise and relevant supporting material will help assessors to understand your proposal.

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

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

CV's are an essential requirement for all applications. 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 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.

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 etc. 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;
- no examples of the artists 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.