

Theatre Project Award

For projects commencing in 2011

Award Guidelines

Section 1 - About the award

Name of award Theatre Project Award

Deadline 5.30pm Thursday 2 September 2010

Purpose and priorities of award The Theatre Project Award is designed to support the creation, presentation and production of **theatre pieces** across three strands of work up to the amounts shown here:

- **Theatre Creation** – up to €25,000
- **Theatre Presentation** – up to €50,000
- **Theatre Production** – up to €100,000

Theatre Creation: The purpose of the creation strand is to enable the development of ideas for new work in a collaborative and inter-disciplinary context. The emphasis of the award is on innovation and experimentation. The concept behind a proposal can be non-text-based, or can be based on a piece of new writing for the theatre, a pre-existing dramatic text, an adaptation from another literary form, or a translation or adaptation of a text from another language. The objective of the award is to allow for the development of ideas over time without the requirement to present to audiences.

Priority will be given to proposals that:

- seek to break new ground through innovation and experimentation and/or;
- seek to develop new forms of theatre through collaboration and/or;
- seek to develop new and innovative concepts for productions of pre-existing dramatic material.

Theatre Presentation: The purpose of the presentation strand is the presentation of innovative, collaborative and/or experimental work to audiences. The emphasis of the award is on presenting new types of theatre in a live performance context. The concept behind a proposal can be non-text-based, or can be based on a piece of new writing for the theatre, a pre-existing dramatic text, an adaptation from another literary form, or a translation or adaptation of a text from another language. The objective of the award is to offer artists the opportunity to present new concepts in theatre to audiences.

Priority will be given to proposals that:

- seek to present new forms of theatre to audiences and/or;
- seek to present the collaborative ideas of more than one creative artist to audiences and/or;
- seek to present new work or existing repertoire in an innovative and/or experimental context.

Theatre Production: The purpose of the production strand is to enable the presentation of professional theatre productions to audiences. The emphasis is on interpretations of pre-existing dramatic texts, although new plays and non-text based projects will also be considered where a compelling argument can be made for their appeal to potential audiences (for example where the applicant artist, or the writer, or partner organisation, has a strong track record for attracting audiences). The objective of the award is the production of technically excellent

and ambitious theatre in the context of contemporary practice and tradition, and on attracting and developing audiences for professional theatre while offering high-level employment opportunities to freelance theatre artists.

Priority will be given to proposals from established theatre artists/companies that:

- seek to present high quality and ambitious theatre to audiences in partnership with existing theatre and/or arts organisations, where that partnership is additional to and separate from that organisation's core funded activity, and/or;
- seek to develop audiences for theatre on a regional basis, on the basis of partnerships with a number presenting venues, festivals or networks;
- offer clear evidence of setting appropriate income targets from box office and other sources.

Who is eligible to apply? The award is open to individuals or groups of individuals working in collaboration. Under the production strand, the express support of a theatre and/or other arts organisation is required.

The award is also open to organisations that are **not** in receipt of funding under any of the Arts Council grant funding programmes (Regularly Funded Organisations, Annual Funding, Annual Programming Grant). Organisations who received funding for the first 4 months of 2010 but whose application for grant aid for 2010 was unsuccessful are eligible to apply.

While grant-aided organisations are not eligible to apply, it is anticipated that funded organisations who present theatre as part of a wider programme (e.g. festivals, venues, networks and production companies) will play a role in supporting or partnering applications for the production strand of the award (and may play a role in the creation and presentation strands). The applicant will need to demonstrate that the support offered and the proposed role of the funded organisation is additional to and separate from the activities for which that organisation has received core funding.

Organisations based outside the Republic of Ireland are eligible to apply; however, such organisations must demonstrate that the primary benefit of any proposed project is delivered in the Republic of Ireland.

If applying as an individual you must have been born in, or be resident in, the Republic of Ireland.

Who cannot apply? Applicants who are not eligible to apply include the following:

- organisations in receipt of funding under any of the main Arts Council grant programmes (Regularly Funded Organisations, Annual Funding, Annual Programming Grant);
- individuals/organisations without a demonstrable track-record as professional theatre artists;
- in the case of the Theatre Production strand, individuals who do not have the express support of at least one existing theatre or other arts organisation.

What you can apply for There are three bands of funding available according to which strand you are applying for and according to the scale of the proposal:

- For creation, up to a maximum of €25,000
- For presentation, up to a maximum of €50,000

- For production, up to a maximum of €100,000

PLEASE NOTE: The same applicant can only apply for **one** strand in each round, and you **must** clearly identify which strand you are applying for in your application.

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	<p>You cannot apply for more than one project type award in any one round of funding. Activities and costs that you cannot apply for include the following:</p> <ul style="list-style-type: none"> • major capital purchases; • ongoing core costs; • 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 state agencies including Culture Ireland; • 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	<p>In order to be considered eligible for assessment under this award you must submit the following support material along with your application form:</p> <ul style="list-style-type: none"> • a detailed artistic statement outlining the impulse or idea behind the proposal and the proposed outcome of the project applied for; • CV's of all those involved in the proposed project; • examples of previous/relevant work; • evidence of previous public dissemination of work where relevant (e.g. reviews, critical evaluations, audience feedback); • a detailed budget for the proposed activity, including proposed rates of pay for all personnel involved – rates of pay should be realistic and commensurate with practitioners' level of professional experience; • audience and income targets where relevant; • letter/documentation of support from partnering organisation where relevant; • evidence of other financial support/sponsorship where relevant;
Criteria for the assessment of applications	<p>All eligible applications are assessed under 3 criteria as follows:</p> <ul style="list-style-type: none"> • Artistic merit • Meeting the objectives and priorities of the award • Feasibility <p>You can see more information on each of these criteria in Section 3 – Assessment and Processing.</p>

Section 2 – Making an Application

PLEASE NOTE - New online services website

All application must be submitted using the Arts Council's new online services website.

Hardcopy application forms cannot be submitted. Hard copy support material will not be accepted (an exception is made for moving image material on DVD which may if necessary be submitted 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 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.
Making an online application	<p>The process for applying on line is as follows:</p> <ol style="list-style-type: none"> 1. If you have not already done so; 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 will not receive your application until you press submit)
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 your 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	<p>You must submit supporting material with your application.</p> <p>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</p>

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 along with your application form through the Arts Council's online services website. You can upload a wide range of material including images, videos and sound files up to a maximum 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 support material must be submitted online, however, an exception is made for moving image material on DVD which may if necessary be submitted in hard copy. This material must reach the Arts Council before the published deadline and should be submitted in an envelope clearly labelled with your name and ARN. The online services website will ask you to identify which elements of your supporting material will be submitted in hard copy. Only moving image material on DVD can be submitted in hard copy. DVDs must also comply with the file formats listed above. DVDs will not be returned.

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 received after the deadline will be 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 our Access Officer directly on 01 6180 223.

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 considers and assesses all applications and makes recommendations;
- Council considers panel recommendations and make a decision;
- decisions 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 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:

- the quality of the idea and the proposed arts activity as outlined on the application form;
- the track record of the artistic 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 submitted;
- 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 project;
- the extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists;
- the involvement of 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 three external adjudicators with relevant artform and/or arts practice expertise. An Arts Council staff member or adviser also sits on the panel in a non-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 (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 mean that it takes at least 14 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 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.
- 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 will be required to submit a full income and expenditure account for the project in order to draw down the final instalment. Where the award is over €25,000 the income and expenditure account will need to be prepared by a qualified auditor.
- 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 from www.artscouncil.ie. 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 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>
- 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.
- Applicants in receipt of a Project Award will not be eligible to receive grant aid through any of the following grant programmes: Regularly Funded Organisations; Annual Funding; Annual Programming Grant.

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 Project 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. 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.

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. Do not tick more than 3 boxes.

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 event, the production, the work etc. *You **must** also state here which of the three strands you are applying to: Creation,*

Presentation or Production.

- 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 proposed activities. It might include but not necessarily be limited to:
- a practical explanation of the project, i.e. what will happen, when it will happen, how it will happen, who will be involved;
 - the artistic goals and ambitions;
 - the envisioned benefits, i.e. who will benefit and how;
 - the context in which the proposal is being made;
 - a schedule of the key steps of the project;
 - information on key partners/collaborators and their roles;
 - any additional and relevant administrative details;
 - any additional and relevant technical details;
 - 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 venue hosting your proposed activity, the main artists involved, 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 project.
- 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 planning stages or listing the dates of a launch, an event or a performance etc.

Section 3 – Budget

- 3.1 Section 3.1 of the application form asks you to identify the expenditure relating to your proposal. You should consult the Award Guidelines particularly **Section 1. About the Award** to see what expenditure is eligible within the award. 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 (excluding the income you hope to secure from the Arts Council). If you have income from other sources that is specifically being put towards the cost of the activities described in your project 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.

Supporting material help

Along with your completed application form, you must include supporting material. This is a vital part of your application. Clear, concise and relevant supporting material will help assessors to understand your proposal.

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.

You can submit all of your support material through the online services website. The total file size of all support material combined cannot exceed 20 Mb.

All supporting material must be clearly labelled or identified. It should be expressly clear what the item of supporting material represents.

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 if there are particular tracks you want the assessors to listen to. Sound files should be identified using the following naming convention: Composer – performers/ensemble – track name

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 it was financed etc. A minimum of five minutes is required. Long pieces should be edited; otherwise a selection of three extracts (maximum five minutes each) should be submitted.

All of the above can be submitted on line. Please note that the Arts Council can only access the following electronic file formats:

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

The only support material that can be submitted in hard copy is video / moving image work in DVD format.

-
- 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.