



Award Guidelines

Opera Production Award

For productions in 2014

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 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 Opera Production Award

Name of award	Opera Production Award
Deadline	5.30pm Thursday 21 February 2013
Purpose and priorities of award	<p>The award is intended to support the making and presentation of opera productions during 2014, in line with the Arts Council's published policy for opera (available to download from the publications section of the Arts Council website: http://www.artscouncil.ie/en/publications/policy.aspx).</p> <p>Applicants may seek support for the production of opera at varying scales, such as:</p> <ul style="list-style-type: none"> • Main scale opera for presentation to audiences in larger venues • Small and medium scale opera, for presentation to audiences in small/medium venues <p>The emphasis of the award centres on encouraging a collaborative approach to opera production based on partnerships between artists, producers and presenters. The term 'producers' here refers to artists/individuals/organisations with a <i>significant</i> track record in opera production and the term 'presenters' can here refer to venues, festivals or others. Proposals seeking funding to present opera in unusual 'off-site' locations will also be considered, provided they meet the criteria. The objective of the award is to encourage new approaches to the presentation of opera to audiences.</p> <p>Priority will be given to proposals that demonstrate:</p> <ul style="list-style-type: none"> • A clear artistic vision; • Experience in professional opera production; • Strong evidence of partnership between a number of 'value adding' partners; • A clear plan for attracting audiences.
Who is eligible to apply?	<p>The award is open to organisations, groups and individuals working in collaborative partnerships. Applicants in receipt of Arts Council funding via the RFO/AF/APG grant programmes will be eligible to apply, provided it is clear that the activity for which funding is sought is additional to and is distinctively complementary to activity supported by any other funds provided by the Arts Council.</p> <p>For applications which involve a partnership or consortium, an individual/single organisation must be clearly nominated as the applicant. This individual / organisation will need to be able to provide a tax clearance certificate, bank account and be responsible for complying with terms and conditions.</p> <p>Organisations/individuals based outside the Republic of Ireland are eligible to apply, either on their own basis or in partnership with others within the Republic of Ireland. However, such applications must clearly demonstrate that the primary purpose for which funding is sought is to create and present an opera production in the Republic of Ireland.</p>
Who cannot apply?	<p>Applicants who are not eligible to apply include the following:</p> <ul style="list-style-type: none"> • Individuals/organisations/partnerships without any demonstrable track-

record within professional opera.

What you can apply for

Applications will be assessed within a competitive context. Applicants are advised to be realistic in terms of both the level of funding sought and the proportion of overall expenditure that this will represent. Applicants are therefore encouraged to clearly demonstrate how other income streams will contribute to ensuring the feasibility of proposals.

Applicants can only submit one application per funding round

Applicants are advised to contact the opera team at the Arts Council in advance of submitting an application.

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

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

- Major capital purchases;
- Ongoing core costs;
- Activities or costs that do not fit the purpose of the award;
- Multiple artistic activities within the same application;
- 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

In order to be considered eligible for assessment under this award you **must** submit the following support material along with your application form: A completed **Opera Production Budget Template** – you must use the Arts Council's template for this purpose. You can download this template from the Arts Council website at the following link: <http://bit.ly/XHHFTo>

- Alternatively please contact a member of the Opera Team at the Arts Council who can supply you with one;
- CV's and/or background information of all those involved in the proposed project;
- List of previous relevant work;
- Written evidence of a partnership approach to production (e.g. copies of correspondence between contributing partners);
- A marketing plan, including a clear indication of which partner will fulfil each role and responsibility. Please include audience and income targets as part of this plan;

- Evidence of other financial support, including cash and/or in-kind contributions from partner organisations and sponsorship where relevant.

If you do not submit the essential supporting material itemised above, your application will be automatically deemed ineligible and will not be assessed.

You may also submit the following supporting material (not essential):

- Evidence of previous public dissemination of work where relevant (e.g. reviews, critical evaluations, audience feedback);

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

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

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 as noted above;
- Feasibility and value for money.

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 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.

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.

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.**

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 should 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>

We now provide updates and assistance on the use of online services through our new [Facebook page](#). Feel free to post or send us a message via the page if you need online services support when making a Project Award application:
<http://www.facebook.com/artscouncilireland>

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;
- adviser(s) and/or staff make written assessment;
- staff recommends application for funding/ not funding to Grants Committee;
- grants Committee reviews staff recommendations and makes its recommendation for funding/not funding to Council;
- Council plenary make final 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 and value for money.

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 evidenced through the CV(s) and other support material submitted;
- the potential of the of the applicant, the artist(s) and the idea evidenced through the application form and 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 including its relevance in relation to the Arts Council's Opera Policy.

3. *Feasibility and value for money*

An assessment on feasibility and value for money would consider the extent to which the applicant demonstrates capacity to deliver the proposed activity and the level to which it enhances the impact of public funding. 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.

Grants Committee	Once staff and advisers of the Arts Council have assessed applications according to the criteria outlined above, their recommendations are sent to the Grants Committee for consideration. The Grants Committee is a sub-committee of the Arts Council, and sits regularly to make funding recommendations to the full Council. Once the Grants Committee has considered and discussed staff recommendations, it will make final recommendations to Council for decision.
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 fourteen 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 did not use the online services website to submit your application form or supporting material
 - You did not fully complete the application form;
 - You did not include with your application all the required supporting material;
 - 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 an income and expenditure account, certified as correct by the awardee(s), in order to draw down the final payment. Where the award is €25,000 or above the income and expenditure account will need to be certified by a practising accountant / 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 Council's guidelines on acknowledging funding available on the funding acknowledgment section of the Arts Council's web site <http://www.arts council.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.
- In the case of activities involving young people under the age of 18, you must demonstrate that adequate child protection and welfare policies and procedures are in place. You must submit a copy of your child protection policy and procedures or, in the case of an individual artist or leader, your code of practice. For further information see Guidelines for the Protection and Welfare of Children and Young People in the Arts Sector, available on the Arts Council website at <http://www.arts council.ie/en/areas-of-work/actions/child-protection-and-welfare.aspx>.
- 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 http://www.arts council.ie/Publications/AC_Animal_Framework_ENG_Web.pdf
- Awards may be offered with additional specific conditions attached.
- 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, during the life of that Project Award.
- The Arts Council reserves the right to publish relevant details of recipients and awards including but not necessarily limited to the names of recipients, the amount of the award offered and a summary of the proposed activity.

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

Section 5 – Help with your application

Overview

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

Using the online services website

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

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

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

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

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

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

Application Form Help

When making an application the online services website will ask you 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 fill in your name.

1.2 At Section 1.2 of the application form you are asked to tick a box to confirm that you have read the Award Guidelines relating to the award for which you are applying.

Section 2 – Proposal

2.1 At section 2.1 of the application form you are asked to provide a title for your proposal.

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 what you want to do and why. It might include but not necessarily be limited to:

- The rationale and vision for your proposal;
- A practical explanation of the activity, i.e. what will happen, when it will happen, how it will happen;
- Clear artistic objectives;
- Track record in opera production;
- Your most recent achievements as an artist/organisation and how these relate to what you want to do in this project;
- A schedule of the key steps of the project;
- Any additional and relevant administrative details;
- Any additional and relevant technical details;
- Any additional support/funding.

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 list key dates, locations/venues, audience capacities and planned audiences for your production.

2.6 At section 2.6 of the application form you are asked to identify key artists and their involvement in the production.

2.7 At section 2.7 you are asked to describe the role of each partner in the proposed production, specifying their contribution.

Section 3 – Budget

3.1 At section 3.1 of the application form you are asked to fill out an Arts Council Opera Production Budget Template for your proposal. This is downloadable from the Arts Council website at the following link: <http://bit.ly/GGjOE8> Alternatively please contact a member of the Opera Team at the Arts Council who will supply you with this.

3.2 At section 3.2 of the application form you are asked 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.

CVs 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. This might include details of the title and date of works, media and dimensions, where work was presented etc.

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

General advice

Common mistakes to avoid when submitting materials documenting arts practice:

- no indication of the relevance of materials to your application;
- poor labelling or description 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.