Arts Participation Bursary Award
Award Guidelines

Please read these Award Guidelines before preparing and submitting your application.

PLEASE NOTE – The information in these Award Guidelines may be different to that which was published for the same award in previous award rounds. You are advised to pay particular attention to:

- 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 Arts Participation Bursary Award

Name of award	Arts Participation Bursary Award
Deadline	5.30pm Thursday 17 January 2013
Purpose and priorities of award	The Arts Participation Bursary Award aims to support individual professional artists in any artform whose practice centres on collaboration with groups of people in any of the following contexts: health, disability, cultural diversity, older people and communities of place or interest. The purpose of the award is to support professional artists to develop their arts participation practice. The award emphasises the value and benefit to an artist's development that is derived from an extended process of engagement with their practice. The award therefore provides artists with the time and resources to think, research, reflect and engage with their practice. It is aimed at artists who: • work collaboratively with individuals and groups in the making and interpreting of art; • consider and prioritise the quality of the engagement at all stages (e.g. in the planning, making and evaluation of work); • demonstrate a clear commitment to artistic outcomes alongside related aims in areas such as health, disability, well-being, integration or social inclusion. Potential proposals could be those that enable artists working in the contexts named above to develop their arts participation thinking and practice through: • research, dialogue and the negotiation of strategic partnerships; • collaborative art making, critical reflection and evaluation; • mentoring.
Who is eligible to apply?	The award is open to artists working in all artforms and at all stages in their professional careers. To be eligible to apply applicants must: • have a track record in Arts Participation practices; • have experience of working as an artist in the contexts named above; • have been born in, or be resident in, the Republic of Ireland. • be professional practicing artists. Although they may not necessarily earn income continuously from their arts practice, they must identify themselves and be recognised by their peers as professional practising artists.
Who cannot apply?	Applicants who are not eligible to apply include: • those who work as artists in health contexts where therapy is the primary goal or outcome; • those who work in communities where young people are the primary target group unless there is a specific focus on intergenerational practice, arts and health, arts and disability, or arts and cultural diversity; • individuals currently in undergraduate education;
What you can apply for	The maximum award available is €10,000 for up to one year. Multi-annual awards will not be made. The emphasis of the award is on artists 'buying time', however, to a limited extent the award also allows for other costs that are intrinsic to supporting the development of

the artist's practice. In this context applicants may apply for living costs, they may also apply for materials, resources, third-party expertise or the hiring of services where it can be demonstrated that such costs are intrinsic or necessary to the development of the artist's practice.

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

What you cannot apply for

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

- 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 e.g. Artist in Community Scheme 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:

- your CV;
- documentation or examples of your art practice.

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

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

PLEASE NOTE – all support material for the Arts Participation Bursary Award must be submitted online. Hard copy support material will not be accepted.

Criteria for the assessment of applications

All eligible applications are assessed in a competitive context under 3 criteria as follows:

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

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

Section 2 – Making an online application

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** apart from any specific exceptions listed elsewhere in these guidelines. 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 entity 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 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. **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 online

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.

Hard copy support material	The **only** supporting material that can be submitted in **hard copy** is as follows: • Film/video footage on **DVD –** This applies only to applicants to the **Visual Arts Bursary.** Any other material submitted on disc will be ineligible (eg if you submit still images or your CV on a disc then these items will be deemed ineligible). • Music scores -For applicants to the **Music Bursary Award** only. Music scores **must** be submitted in hard copy. Where relevant, hard copy support material must reach the Arts Council before the published deadline and must be submitted in an envelope **clearly labelled with:** • **your name** • **your artform** • **your ARN** The online services website will ask you to identify if you are going to submit any materials in hard copy. DVDs must also comply with the file formats listed above. Hard copy materials will not be returned.
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; • adviser(s) and/or staff make written assessment; • adviser(s) and/or staff recommends as shortlisted or not shortlisted; • peer panel reviews all shortlisted 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 artist's previous practice as well as the nature of the proposed activity and might include, amongst other things, consideration of: • the practice of the artist demonstrated through the support materials submitted; • the track record of the artist demonstrated through the CV and other support material submitted; • the potential of the artist demonstrated through the application form and other materials submitted; • the proposed arts activity as outlined on the application form; • the artform/arts practice context in which the activity is proposed; • the ambition, originality and competency demonstrated by the artist. *2. Meeting objectives and priorities of 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. For example, this might include amongst other things, consideration of the extent to which the artist's practice might benefit and be developed as a result of the proposed activity or the extent to which particular identified priorities are addressed. *3. Feasibility* An assessment on feasibility would consider the extent to which the applicant demonstrates capacity to deliver the proposed activity. This might include but not be limited to consideration of - • the proposed timetable or schedule; • the availability of other supports / partners identified in the application.

Peer panels	The purpose of peer panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally comprise at least three external adjudicators with relevant artform and/or arts practice expertise. Each meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information. Panellists receive a summary of each shortlisted application in advance and have full access to all submitted 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 means that it will take up to 10 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. There are additional restrictions relating to applicants to the Literature Bursary Award as outlined in **Section 1.**

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, faxed or hard copy 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, fax or hard copy (except in cases where hard copy is specifically stated as allowable) ;
  - 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.

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

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

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

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

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

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

  Successful applicants must acknowledge the support of the Arts Council in all promotional material associated with their work 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 . A 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.

- 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.

- 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

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 relating to the award for which you are applying. 1.2 Section 1.2 of the application form asks you to identify the artforms /arts practices that are relevant to your application. In many cases it is likely that only one box will need to be ticked, however, in some cases there may be more than one. You should only select an artform/arts practice if it represents a significant element of the activities described in your application. Selecting more than 1 box will not in itself make your application any more or less of a priority. 1.3 Section1.3 of the application form asks you to briefly describe who you are and to outline your most recent artistic achievements. **Section 2 – Proposal** 2.1 At section 2.1 of the application form you are asked to provide 3 short points outlining your proposal. 2.2 At section 2.2 of the application form you are asked to provide a full description of your proposal. This will help those involved in assessing your application to understand the full scope of what you want to do and why. What you include in your description will depend on the nature of the proposed activities. It might include but not necessarily be limited to: o a practical explanation of the activity, i.e. what will happen, when it will happen, how it will happen, who will be involved; o the artistic goals and ambitions; o an explanation of why a bursary is important for you and your practice at this particular point in your career; o your most recent achievements as an artist and how these relate to what you want to do next; o the envisioned benefits of what you propose; o the wider context in which the proposal is being made; o information on any partners/collaborators and their roles; o any additional and relevant technical details; o any additional and relevant financial details. 2.3 At section 2.3 of the application form you are asked to explain how you feel your

proposal meets the assessment criteria for the award to which you are applying. To understand the assessment criteria for the award you should read carefully the Award Guidelines and in particular **Section 1: About the Award** and **Section 3: Assessment and Processing**

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

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

Section 3 – Budget

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

3.2 Section 3.2 of the application form asks you to identify the expenditure relating to your proposal. Expenditure for a Bursary Award might include subsistence or living costs, materials, research etc. You should consult the Award Guidelines particularly **Section 1. About the Award** to see what expenditure is eligible within the award.

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

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

Supporting material help

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.

Support material must be submitted online unless explicitly stated otherwise.

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

See **Section 2** of these award guidelines under the heading **Preparing and submitting support material** for 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:

- 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.