Literature Bursary Award 2013

Guidelines for applicants

Literature Bursary Award: application checklist

Use the checklists below to make sure that your application is complete.

Items that are mandatory for all applications (tick all of these items)

- ☐ I have filled all of the sections of the application form that are relevant to my application.
- ☐ I have prepared an up-to-date CV for inclusion with my application, and have this ready to upload.
- ☐ I have prepared all required supporting material (as outlined in section 1.7 below) and have this ready to upload.

Items that are mandatory for certain applications (tick those that apply to your application)

- ☐ My proposal involves working with children or young people, and I have submitted a copy of my/our *Child Welfare Protection Policies and Procedures*.

Other items that I consider relevant to my application (tick those that apply to your application)

- ☐ My proposal includes letter(s) of support / reference, which I have ready to upload.
- ☐ My proposal relies on the expertise of other named people or organisations, and I have a document detailing those people and their expertise ready to upload.

Second opinion (tick this item)

- ☐ I have asked someone else to check over my application to make sure there are no errors and nothing is missing.

Getting help with your 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 at: 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
- If you require assistance with the content of your application, call the Arts Council on 01 6180200 or email awards@artscouncil.ie
- If you have access requirements, contact the Access Officer on 01 6180219

1. About the Literature Bursary Award

1.1 Deadline for submission of applications

All applications must be made using the Arts Council's Online Services.

The deadline for receipt of applications is: **5.30pm, 11 July 2013**

1.2 Objectives and priorities of the award

The objective of the Literature Bursary Award is to support individual professional artists in the field of Literature, writing in English or in Irish.

The award prioritises the value and benefit to a writer's development that might be derived from concentrating on their writing for a period of time. The award seeks to provide writers with the time and resources to think, research, reflect and write, usually by releasing them from financial commitments.

Potential proposals could be those that allow writers of poetry, fiction or creative non-fiction to concentrate on a collection, novel or other piece of critical or creative writing by releasing them from financial commitments.

Literature bursaries are awarded to writers at all stages of their careers, though larger bursaries are typically awarded to writers with an established track record.

A small number of bursaries will be awarded to writers who are at the beginning of their careers. These bursaries will be awarded at a value of €3,000.

1.3 Who is eligible to apply

The award is open to artists working in all genres and at all stages in their professional careers. To be eligible to apply, applicants must:

- Have been born in, or be resident in, the Republic of Ireland
- Be professional practising artists – although they might not earn income continuously or exclusively from their arts practice, applicants must identify themselves and be recognised by their peers as professional practising artists

The Arts Council is committed to equity and inclusion, and welcomes applications from individuals or groups within culturally diverse communities and from people with disabilities.

Who is the applicant?

The applicant is the person who will receive any grant offered and who will be required to accept the terms and conditions of that grant.

Any grant offered will only be paid into a bank account held in the name of the applicant.

All documentation provided must be in the name of the applicant. For example, if you apply to the Arts Council for funding under the name Máire de Barra, then all documentation, including bank and tax details must be in that name. Variations such as Mary Barry or Máire Barry are not acceptable.

1.4 Who is not eligible to apply?

People who are not eligible to apply include the following:

- Individuals currently in undergraduate education.

You may only apply for one Bursary Award in any one calendar year.

1.5 What may you apply for?

The maximum amount that may be awarded to each successful application is: **€15,000** for one year

Two and three-year bursaries are available in a very limited number of cases. For a two-year bursary, the maximum award is €30,000 and for a three-year bursary, the maximum award is €45,000.

The emphasis of the award is on writers 'buying time' specifically to assist with the development of their creative practice. To a limited extent the award also allows for other costs that are intrinsic to supporting the development of the writer's practice. In this context, applicants may apply for living costs. They may also apply for materials, resources, equipment, third-party expertise or the hiring of services where it can be demonstrated that such costs are intrinsic or necessary to the development of their practice.

In addition to the normal limits stated above the Arts Council will also consider costs specifically relating to the making of work by writers 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.

How much funding may you apply for?

The application you make to the Arts Council for funding must be related to **expenditure** that you will incur in the course of your bursary term, and you are asked to specify your expenditure in section 3.2 of the Application Form. This can include a contribution to living costs, materials, research and so on.

You are also asked to indicate on the application form any **income** that that you expect to receive related to your proposal. This includes any income (other than the Arts Council funding you are applying for) related specifically to the activities described in your proposal. Do not include any income that is not related to these activities. If you have no related income, leave section 3.3 of the Application Form blank.

The maximum amount you may request is the difference between the **expenditure** and the **income** you indicate, and must not exceed the maximum stated above per year (except where it relates to persons with disability).

You are asked to indicate expenditure, income and amount requested at two stages during your application:

- Online, when you initiate the application (totals only)
- In section 3 of the Application Form (itemised and totals).

Make sure that the totals are the same on both; and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

1.6 What may you not apply for

You may not apply for more than one bursary-type award (in any artform/arts practice) in any one round of funding. Activities and costs that you may not 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 or operated by other State agencies such as Culture Ireland
- Activities that have already taken place or which will have commenced before a decision is made on your application
- Activities undertaken 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
- Self-publishing – the publication of books and other media by their own authors rather than by established publishers
- Proposals to pursue non-literary writing. Literary writing is defined here as poetry, fiction, creative non-fiction and some works of literary criticism and literary biography focusing on contemporary writers. The words 'literature' and 'literary' here exclude all writing not included in the above definition, and specifically excludes areas such as religious, professional and academic publishing.

1.7 What support material must you submit with your application?

In order to be considered eligible for assessment for a Literature Bursary Award you **must** submit the following support material online:

- A completed Bursary Award application form
- A detailed up-to-date CV (3 pages maximum)
- Ten pages of relevant **work in progress**. The work in progress will form a central part of the assessment of your application; it must not have been previously published; and it must relate specifically to your proposed bursary project. Please do not provide more than ten pages as they will not be assessed.
- Where your proposal relies on the expertise of other people or organisations, you should submit details of their expertise, accreditation, and track record.

You may also submit extracts of previously published work, if available. This is not mandatory, but do not assume that assessors or panellists will be familiar with your work.

If your proposal involves working with children or young people then you must provide a copy of your *Child Welfare Protection Policies and Procedures*.

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

2. Making your application

2.1 Register with the Arts Council's Online Services

All applications must be made through the Arts Council's Online Services; applications made in any other way (by post, fax or email) will not be accepted.

To register as a user of Online Services, go to www.artscouncil.ie, choose the Online Services tab and follow the prompts for **New user? Sign up.**

Within five working days you will be issued (via email) with a unique ARN (artist reference number) and password which you can use to sign in to Online Services.

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

Please note: 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.

Give yourself enough time to complete the application

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 your application and submit it 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.

2.2 Fill in the application form

If you have not already done so, download the application form for the award you wish to apply for. The application form is a Word document which you fill in offline (on your own computer). The application form includes guidance on how to fill in each of its sections.

Please note: Applicants seeking support for writing in the Irish language should fill out the Irish language version of the application form and should complete the form in Irish.

Making your case

In order to make the very best case for why you should receive funding, you should give very careful consideration to what you include in the following sections of the form:

1.3 Tell us about yourself	Give a brief introduction to yourself and an outline of your recent artistic achievements.
2.1 Summary of your proposal	Give a summary of your proposal (up to three short points).
2.2 Details of your proposal	What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the full scope of what

	you want to do and why. It might include entries such as a practical explanation of the activity you propose, your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant.
2.3 Your application and the assessment criteria	Describe how your application meets each of the assessment criteria – see **3.3 Criteria for the assessment of applications** on page 8.

2.3 Prepare any support material required for the application

You are required to include support material with your application. Typically this include samples of your current work – for example, text, video, images, or sound recordings.

You must submit all support material online (unless otherwise specified in **1.7 What support material must you submit with your application?** on page 3. So, if necessary, you need to scan or save material in electronic format.

Acceptable file formats

The following table lists file formats that are acceptable as part of an application.

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

Gather together all the files you need in an accessible location on your computer.

Uploading web links

You may provide links to material hosted on YouTube (www.youtube.com) instead of uploading the material directly.

To do this, copy the URL (the full address of where your material is hosted on YouTube) into a Word document or equivalent and upload it as a web link supporting document.

Check that the link works from within the document you upload – that is, that it links correctly to your material on YouTube.

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.

Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent. For example it should be clear from the file name whether the document is a CV, a sample text or a review of previous work.

Good file names for an applicant called Jack Russell	russelljack application.doc russelljackWIP.doc russelljack Child ProtectionPolicy.doc russelljack youtube link.doc

The total combined limit for all support material uploaded with a single application is **40MB**.

2.4 Make your application online

To make your application online, you go through four main stages. Click **Save draft** at the end of each stage. You can come back to your application and revise it at any time before you finally submit it

1: Choose funding programme and download application form

To start a new application, you click the **Make an application** button on your home page, and follow the prompts to choose the funding programme you wish to apply for and to give your application a unique reference by which to identify it. At this stage you can also download the application form (if you have not already done so.)

2. Request funding amount

At this stage you specify the expenditure and income related to your proposal, and the amount of funding you are requesting. The amount you request should equal **Total expenditure** minus **Total income**. The final figures you enter here should be the same as those you enter in section 3 of the application form.

3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, your CV and any other required support material (see **1.7 What support material must you submit with your application?** on page 3. You don't have to upload everything at the same time. You can save your application as a draft, and come back to it later.

4. Submit application

When you are satisfied that you have uploaded everything you need to support your application, press **Submit**.

3. Processing and assessment of applications

3.1 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.

3.2 The assessment process

All applications received are processed by the Arts Council as follows:

1	The application is acknowledged.
2	Applications are assessed for eligibility, and any that are ineligible are excluded.
3	Adviser(s) and/or staff make a written assessment of the application.
4	Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.
5	A peer panel reviews all shortlisted applications and makes recommendations.
6	Recommendations are signed off by the chair of the peer panel, and these become decisions (with authority delegated by Council).
7	Decisions are communicated in writing to applicants.

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.

3.3 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 criteria of **a)** artistic merit, **b)** how they meet the objectives and priorities of the award, and **c)** feasibility – each of these criteria is described in turn.

Artistic merit

The assessment of artistic merit focuses on the artist's previous practice as well as on the nature of the proposed activity and might include, among 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 materials 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.

Meeting the objectives and priorities of the award

Applications are assessed on how well they meet the objectives and priorities of the award – see page 2 for details of these.

Such assessment might include, for example, 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.

Feasibility

The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity. This includes but is not limited to consideration of:

- The proposed timetable or schedule
- The availability of other supports / partners identified in the application

3.4 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 consist of 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.

3.5 Outcome of applications

All applicants are informed in writing about the outcome of their application.

If your application is successful, you are sent a letter of offer detailing the amount of funding you have been awarded and the terms and conditions of the award. You will also be told how to go about drawing down your award.

The Arts Council receives a large volume of applications and demand for funding always exceeds the available resources. If your application is not successful you can request feedback from Arts Council staff. Eligibility and compliance with application procedures alone do not guarantee receipt of an award.

Unsuccessful applicants are not eligible, however, to apply for another Arts Council award to do the same activity. 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.

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.

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or a deviation from, the Council's published procedures. For details of the appeals process, see http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx.