

# Dance Artist Residency Scheme

2013/2014

## Guidelines

Deadline 5.30pm, 2 May, 2013

### General advice

- read these Scheme Guidelines **thoroughly** before you begin making an application;
- plan your application well in advance and allow plenty of time to submit your application online;
- 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, and make your budget as clear as possible;
- ensure you include the supporting materials that are **essential** and be selective with other items;
- have someone else look over your application before you submit it.

**PLEASE NOTE:** These guidelines have changed since this award was last offered. You must read these guidelines in full before making an application. In particular, please note that if applying to this scheme as an individual you must be resident in the Republic of Ireland.

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## Section 1 - About the scheme

**Name of scheme** Dance Artist Residency Scheme

**Deadline** **5.30pm, Thursday, 2 May 2013**

PLEASE NOTE: applications must be submitted using the Arts Council's online services website. Please allow plenty of time to ensure that you meet the deadline. Do not leave your application until the last minute, as you may miss the deadline if you encounter any technical issues. ***Applications will not be accepted after the deadline under any circumstances.***

**Available funding** The maximum amount awarded to each successful application will be **€20,000.**

**Aims and priorities of scheme** The purpose of this scheme is to stabilise and support a network of dance artists in residence across the country. The specific contents of the work programme will be designed by the dance artist in collaboration with the venue and local authority.

**The aims of this scheme are:**

- to consolidate both professional and community based dance practice in a variety of regional contexts;
- to offer opportunities to dance artists around the country to engage in a programme of artistic work relevant to their own practise;
- to offer opportunities to local authorities and venues to develop dance practise in their area;
- to encourage the development of long-term planning and sustainability of independent dance activities.

**Proposals will be prioritised based on:**

- the relevance of the dance artist's track-record/experience to the content of the residency;
- the clarity of the proposed activities as part of a coherent artistic programme;
- the quality of engagement with local communities;
- the suitability of the artistic and administrative resources available to the dance residency;
- the positive level of engagement and reciprocal support between all parties involved in the residency.

This scheme requires the committed support in writing of local authorities and venues to the proposal.

**Who is eligible to apply?** Professional dance artists, venues or local authorities can apply for this scheme.

Applications must demonstrate the committed support of at least one local authority **and** one venue **or** a combination of local authorities and venues. This does not preclude the involvement of other funders such as educational institutions, private sponsors etc. Applications will be considered from residencies which are currently in existence and which are applying to continue for another

year.

Individual applicant dance artists must be resident in the Republic of Ireland<sup>1</sup>.

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**Who cannot apply?**

Applicants who are not eligible to apply include the following:

- artists without the committed support of a local authority and a venue or a combination of local authorities and venues;
- dance artists who are already employed on a full-time basis by organisations in receipt of funding from one of the Arts Council grant funding streams (i.e. RFO, Annual Funding or Annual Programming Grant);
- organisations seeking funding to support vocational / undergraduate training.

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**What you can apply for**

The structure of each programme's content will be entrusted to the applicant local authority, venue or dance artist, thereby enabling each residency to respond to the specific needs of the geographical location in which it takes place. It is understood that this programme will have been agreed with relevant partners.

Some suggested activities of the Dance Residency could be:

- creating new choreographic work throughout a period of research and development;
- performing in local venues;
- collaborating with local dance artists or artists working in other media;
- programming events such as symposia, guest residencies or dance platforms;
- connecting and creating synergies with other dance artists in residence countrywide;
- leading local dance workshops and classes;
- working in local schools to inform practical appreciation of and academic discussion around dance;
- working with youth dance groups;
- working in a mentoring capacity with artists/audiences/groups from minority ethnic backgrounds and disability groups;
- assisting local venues in the promotion of its professional dance programme;
- advising local venue directors on the programming of professional dance.

Please note that, although the residency may span a number of years, this application form is for activities taking place in 2013/2014 only.

*The Arts Council will consider additional costs if they are specifically related to the making of art by artists with disabilities. If you wish to apply for additional funding on this basis, you should provide information with your application outlining what these additional costs are.*

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**What you cannot apply for**

Activities and costs that cannot be applied for include the following:

- major capital purchases;
- ongoing core costs;
- activities that have already been funded from any source. However, co-funding of projects where the arrangements clearly do not represent "double funding" is encouraged.

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<sup>1</sup> The definition of 'resident' is based on the definition offered by Revenue and is referenced in Section 4 below.

- activities or costs that do not fit the purpose of the scheme;
- activities which are more suited to another scheme 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 scheme. Please bear in mind that such advice is not an indication of a successful outcome.

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**Essential supporting material**

Your application will be deemed **ineligible** if you do not provide the following supporting documentation with your application form:

1. A Memorandum of Understanding between all of the applicant partners (i.e. the artist, the venue and the local authority), including an outline of the activities that the theatre artist will undertake during the residency, a list of the cash, in-kind and infrastructural resources that will be made available to support the artist, and a clear breakdown of the roles and responsibilities of each partner to the residency ;
2. A CV of the proposed artist(s) in residence;
3. A detailed budget breakdown indicating all items of income and expenditure for the proposed residency.

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**Criteria for the assessment of applications**

All eligible applications are assessed under 3 criteria as follows:

- Artistic merit
- Meeting the **Aims and Priorities** of the scheme (as outlined above)
- Feasibility

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

## Section 2 – Making an 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.**

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](mailto:onlineservices@artscouncil.ie).

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**Read the Award Guidelines** Before making an application you **must** read the Award Guidelines in full.

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**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.

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**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.**

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**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.

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**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).

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**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.

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### Preparing and submitting support material

**Supporting material must be uploaded and submitted electronically through the Arts Council's online services website.** 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.

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**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.

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**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](mailto: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](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](mailto: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.

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**The process** All applications received are processed as follows:

- Application acknowledged
- Application checked for eligibility;
- Adviser(s) and/or staff make written assessment;
- Adviser(s) and/or staff recommends as shortlisted or not shortlisted;
- Peer panel considers and assesses shortlisted applications and makes recommendations;
- Decision authorised by Council;
- Decisions communicated in writing.

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**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 aims and priorities of the scheme, as outlined in Section 1.
3. Feasibility

1. Artistic merit

An assessment on artistic merit would focus on the applicant and those involved in the project as well as the nature of the proposed arts activity and might include, amongst other things, consideration of:

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

2. Meeting the aims and priorities of the scheme

An assessment under this criterion would focus on the benefit and strategic significance of the proposed activity in relation to the stated aims and priorities of the scheme outlined in Section 1 above.

3. Feasibility

An assessment on feasibility would consider the extent to which the applicant demonstrates capacity to deliver the proposed activity. This might include but not be limited to consideration of:

- the personnel involved in managing, administering, delivering the project;
- the extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists;
- the involvement of project partners;

- the proposed budget;
- other sources of income;
- the proposed timetable or schedule.

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| <b>Peer panels</b>                                  | The purpose of peer panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally comprise at least two external adjudicators with relevant artform and/or arts practice expertise. An Arts Council staff member or adviser also sits on the panel in a non-voting capacity. Peer panels are chaired by a non-voting Arts Council member. Panellists receive relevant information on each shortlisted application in advance and have full access to all submitted material on the day of the assessment. |
| <b>Timeframe</b>                                    | It is intended to communicate decisions by the end of <b>June 2013</b>   |
| <b>What happens if you receive an award?</b>        | A letter of offer will be sent to you detailing the amount of funding, and the terms and conditions of the scheme. You will also be informed of the process by which your award should be drawn down.  |
| <b>What happens if you do not receive an award?</b> | <p>You will be informed in writing if your application is not successful.</p> <p><b>PLEASE NOTE:</b> <i>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.</i></p> <p>If your application is not successful you can request feedback from Arts Council staff.</p>   |
| <b>Appeals and complaints</b>                       | 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.   |
| <b>Am I able to re-apply?</b>                       | 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 scheme or award. An exception may be made if the Arts Council feels that the proposed activity would have been more suited to a different scheme. In such circumstance you will need to seek clarification from the Arts Council in advance of making another application..  |

## Section 4 – Terms and Conditions

- By submitting an application applicants are confirming that they have **read and understood** the information set out in the Scheme Guidelines relating to this scheme.
- Individual applicants must 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 or Northern 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 or Northern Ireland in year one and 10 days in year two, you will not be considered resident in year two.
- Your application will be considered **ineligible**, and returned to you, if:
    - You applied by sending an emailed or faxed application form;
    - You did not fully complete the application form;
    - You did not include with your application all the required supporting material;
    - You sent your supporting material by email or fax;
    - The proposed activity or costs you are applying for do not fit the purpose or function of the scheme.
  - This scheme is 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](http://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 produce on completion of the residency a report which shows how the funding has been used. A report template will be made available in the event that funding is offered.
- Successful applicants will be required to submit a full income and expenditure account for the project in order to draw down the final instalment.
- 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. Details are set out in the document Requirements for Acknowledging Arts Council Funding available from the publications section of the Arts Council's web site.
- 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, available on request from the Arts Council or on [www.artscouncil.ie](http://www.artscouncil.ie).
- Applicants whose activities involve the use of live animals must submit evidence of compliance with the Arts Council's Animal Welfare Framework available on the publications section of the Arts Council's web site.
- Awards may be offered with additional specific conditions attached.
- Applicants should note that information provided to the Arts Council may be disclosed in response to a request made under the Freedom of Information Acts 1997 and 2003. Information provided is retained on the Council's Management Information System. Every effort will be made to protect client confidentiality.

## Section 5 - Help with your Application

**Name of scheme** Dance Artist Residency Scheme

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

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**Help with the online services website** The Arts Council will provide technical support to applicants using the online services website. If you experience any difficulties at any stage while making an online application you can contact the Arts Council for help.

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 also advised to prepare and submit well in advance of the deadline. It is likely that there will be heavy traffic on the site on the final afternoon of the closing date. It is also common for the Arts Council to receive a high volume of enquiries and phone calls on the day of any funding deadline so if you have a last minute query you may find it more difficult to get through to us.

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**Application** **Section 1 – The Scheme**

**form help** 1.1 At section 1.1 of the application form you are asked to tick a box to confirm that you have read the Scheme 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 give the name of the artist or artists who will undertake the residency.

2.2 At section 2.2 of the application form you are asked to provide 3 short points outlining your proposal.

2.3 At section 2.3 of the application form you are asked to provide a full description of your proposal. This will help those involved in assessing your application to understand the full scope of your proposal. What you include in your description will depend on the nature of the proposed activities. It might include but not necessarily be limited to:

- a practical explanation of the residency, i.e. what will happen, when it will happen, how it will happen, who will be involved;
- the artistic goals and ambitions;
- the envisioned benefits, i.e. who will benefit and how;
- the context in which the proposal is being made;
- a schedule of the key steps of the residency;
- information on key partners/collaborators and their roles;
- any additional and relevant administrative details;
- any additional and relevant technical details;
- any additional and relevant financial details.

- 2.4 At section 2.4 of the application form you are asked to explain how you feel your proposal meets the assessment criteria for the scheme to which you are applying. To understand the assessment criteria for the award you should read carefully the Scheme Guidelines and in particular **Section 1: About the scheme** and **Section 3: Assessment and Processing**
- 2.5 At section 2.5 of the application form you are asked to identify any other artists, individuals, groups or organisations that are involved in your proposal. You should only identify those that play a significant part in your proposal. This might include the venue hosting your proposed activity, the main artists involved, key partners, key administrative personnel etc. The form allows you to briefly describe the way in which each of these partners will be involved in the proposed project.

### Section 3 – Budget

- 3.1 Section 3.1 of the application form asks you to identify the expenditure relating to your proposal. You should consult the Scheme Guidelines particularly Section 1. About the Scheme to see what expenditure is eligible within the Scheme. A more detailed budget must be submitted in support of your application but you should still fill in this section of the form.
- 3.2 Section 3.2 of the application form asks you to identify any income relating to your proposal. If you have income from other sources that is specifically being put towards the cost of the activities described in your proposal then you should identify that income here. You need only include other income if it is relevant and appropriate to your proposal. This might include for example box office projections, other funders, sponsorship etc. You can include in-kind support here; however, you must make sure that you also reflect the value of that in-kind support in the expenditure section so that your budget balances.
- 3.3 Section 3.3 of the application form asks you to state how much you are seeking from the Arts Council. The amount requested should be equal to the total expenditure minus any income that you have declared as counting towards the cost of the proposal. It is very important that these figures match. If there is a discrepancy in the figures the Arts Council will not be in a position to properly assess your application. It is very important that you clearly state how much you are seeking from the Arts Council. The Arts Council is not able to grant money where an amount has not been requested. You cannot ask for more money than you need i.e. more than the expenditure that you have identified for the proposal.

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#### Supporting material help

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

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

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. As well as the essential support material that is identified in the Scheme Guidelines there may be other items that you may wish to submit in support of your application. Such additional material might include but would not necessarily be limited to:

- documentation of the practice of the artist(s) and/or organisation(s) involved (see below for more information on prescribed formats and labelling for such documentation);
- a detailed budget breakdown – this scheme requires submission of a more detailed budget breakdown in addition to the budget details on the application form;
- invitations or letters supporting any claims of collaboration, offers of funding, etc;
- evidence of child protection policies and procedures for those organisations delivering programmes that involve children and young people;
- evidence of compliance with the Arts Council’s Animal Welfare Framework for those organisations and individuals whose activities involve the use of live animals;
- evaluation plans or audience projections;
- references to similar initiatives or projects that might give a context to your proposal;
- other material.

You must include a current CV for each of the artistic personnel. 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 performances or recordings. Each CV should be no more than three A4 pages in length.

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). A minimum of five minutes is advised. Long pieces should be edited; otherwise a selection of three extracts (maximum five minutes each) should be submitted.

All of the above may be submitted on line. Hard copy support material cannot be submitted for this scheme. The Arts Council can only access the following electronic file formats:

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

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#### **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 Scheme 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.