

# Markievicz Award 2019

## Guidelines for Applicants

**Deadline: 5.30pm, Thursday 25 April 2019**

### Markievicz Award: application checklist

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

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

- I have filled in 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 a one-page statement of my artistic practice, and have this ready to upload.
- I have prepared all required supporting material (as outlined in section 1.8 below), and have this ready to upload.

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

- The Arts Council requires all individuals and organisations providing services (e.g. cultural, recreational, educational) to children and young people under the age of eighteen to have suitable child protection policies and procedures in place. When making an application, you must indicate whether or not your proposal is relevant to this age group. If you answer 'Yes' to this question in the application form and your application is successful, as a condition of funding you will be required to confirm and demonstrate that you have suitable child protection policies and procedures in place. Please see [www.tusla.ie](http://www.tusla.ie) for more information.
- My proposal involves working with vulnerable persons, and I have submitted an acknowledgement that I adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* at [www.hse.ie](http://www.hse.ie)
- My proposal involves working with animals, and I have submitted a copy of my/our *Animal Welfare Protection Policies and Procedures*.

#### Other items that I consider relevant to my application (check 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.
- My proposal includes other material relevant to my application, which I have ready to upload.

#### Second opinion (check 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](mailto: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/FAQ/online-services.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](mailto:awards@artscouncil.ie)
- The Arts Council makes every effort to provide reasonable accommodation for people with disabilities who wish to submit an application or who have difficulties, in accessing Online Services. If you have a requirement in this area, please contact the Arts Council's Access Officer, Adrienne Martin, by phone (01 6180219) or by email ([adrienne.martin@artscouncil.ie](mailto:adrienne.martin@artscouncil.ie)) at least three weeks in advance of the deadline day.

## About the Markievicz Award

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### 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, Thursday 25 April 2019**

### 1.2 Purpose and objectives of the award

The purpose of the Markievicz Award is to:

- Honour Countess Constance de Markievicz – herself an artist – as the first woman to be elected to parliament; and to
- Provide support for artists from all backgrounds and genres to buy time and space in order to develop new work that reflects on the role of women in the period covered by the decade of centenaries 2012–23, and beyond.

Markievicz Award recipients will receive €20,000, and awards will be made to up to five applicants each year. Joint applications are welcomed.

The award is administered by the Arts Council on behalf of the Department of Culture, Heritage and the Gaeltacht, and is open via a public call to artists working in all arts genres supported by the Arts Council.

### 1.3 Priorities of the award

In addition to the general purpose and objectives of the award (outlined in section 1.2), the following priority area has been identified:

Given the importance of the Irish-language-revival movement during the revolutionary period, and the Department's ongoing and particular responsibilities to support the Irish language and the Gaeltacht, one of the awards each year will be assigned to an artist working in the Gaeltacht and through the medium of the Irish language.

### 1.4 Who is eligible to apply?

The award is open to artists working in all arts genres supported by the Arts Council.

To be eligible to apply, an applicant must:

- Demonstrate recent artistic achievements
- Be resident in the Republic of Ireland. There are certain exceptions where the Arts Council may deem eligible applications made by those based outside the Republic of Ireland. However, before admitting as eligible any such application, the applicant would need to explicitly outline within the application that the outcomes of any such proposal would benefit the arts in the Republic of Ireland.
- Be a professional practising artist; although you might not earn income continuously or exclusively from your artistic practice, you must identify yourself, and be recognised by your peers, as a professional practising artist.

For the purpose of this award, the Arts Council's definition or focus in certain artforms is set out as follows:

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<b>NOTE:</b> <b>Film</b>	The Arts Council supports film artists who engage in experimental or non-narrative film-making that is made for cinema exhibition in the first instance.
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<b>NOTE:</b> <b>Literature</b>	The Arts Council supports literary writing. For the purposes of this award, <b>literary writing</b> is defined as fiction, poetry, creative non-fiction (e.g. memoirs and essays), graphic novels, children's fiction and poetry, illustrated picture books, literary criticism and contemporary literary biography/autobiography. This definition specifically <b>excludes</b> writing in areas such as screenwriting, playwriting, journalism, religious writing, professional, instructional and academic writing.
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This award supports writing in the English and Irish languages.

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**NOTE:** The Arts Council supports traditional music, song, dance and the oral arts.  
**Traditional Arts**

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In line with the Public Sector Equality and Human Rights Duty, the Arts Council is committed to ensuring that it takes positive policy measures to promote equality of opportunity for all those living in Ireland, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community. Furthermore, the Arts Council notes the ground of socio-economic background as a further basis for which equality of opportunity must be guaranteed.

The Arts Council therefore welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above.

### **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 – e.g. 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.

## **1.5 Who is not eligible to apply?**

People who are not eligible to apply include the following:

- Individuals currently in undergraduate or postgraduate education or who will be during the period for which this award is offered
- Aosdána members in receipt of a *cnuas*.

## **1.6 What may you apply for?**

The amount awarded to each successful applicant will be:

**€20,000**

The emphasis of the award is on artists 'buying time' specifically to assist with the development of their creative practice and which is in line with the purpose of the award. The award allows for costs that are intrinsic to supporting 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 work 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 are your chances of receiving support?**

This is expected to be an extremely competitive award.

### **How much funding must you apply for?**

Each award has a fixed value of €20,000.

The application you make to the Arts Council must be related to **expenditure** that you will incur in the course of your award term, and you are asked to specify your expenditure in section 3.1 of the application form. This can include a contribution to living costs, and development needs such as research, mentoring, materials, etc.

You are asked to indicate expenditure 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 ensure that the amount requested equals €20,000.

**Note:** as each award has a fixed value of €20,000, you are not required to have any income. Please leave all income fields in the application form blank.

## 1.7 What may you not apply for?

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 that are more suited to awards 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/proposals 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
- Major capital requests for the purchase of equipment or improvements to workspace
- Academic activities.

## 1.8 What supporting material must you submit with your application?

In addition to, and separate from, your application form, in order to be considered eligible for a bursary award, you **must** submit the following supporting material online:

- A detailed up-to-date CV (max. three pages)
- A separate statement of your artistic practice (of no more than one page). This should briefly set out your interests, influences, ambitions and motivations as an artist.
- Letters of support or references where applicable, including evidence of any financial or in-kind support itemised within your proposal
- Examples of work demonstrating your artistic ability – e.g. a ten-page writing sample, still or moving images, YouTube clips, or audio recordings. All still and moving images should be clearly labelled and accompanied by an image list, including a brief description of the work.

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<b>NOTE:</b>	You <b>must</b> include evidence of your qualification in architecture.
<b>Architecture</b>	<p>You <b>must</b> include good-quality visual and/or written examples of your work. Depending on the format you use, the following should be used as a guide:</p> <ul style="list-style-type: none"> <li>● A maximum of ten still images</li> <li>● A maximum of three excerpts from moving-image work (three-minute samples), with corresponding explanations.</li> </ul>

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<b>NOTE:</b>	You must submit up to three examples of your recent work in film that are indicative of your film practice. These should be in the form of three ten-minute (maximum) excerpts, and should not be presented as a showreel. You may submit these as video files or as YouTube links only.
<b>Film</b>	

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<b>NOTE:</b>	If you are a writer applying for support, you <b>must</b> submit a ten-page writing sample with your application. This should be submitted as a <b>Microsoft Word or OpenOffice Writer document (not PDF)</b> .
<b>Literature</b>	

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<b>NOTE:</b>	You <b>must</b> include good-quality visual and/or written examples of your work. Depending on the media used in your practice, the following should be used as a guide:
<b>Visual Arts</b>	<ul style="list-style-type: none"> <li>● A maximum of ten still images, including detailed images and installation shots</li> <li>● A maximum of three excerpts from moving-image work (three-minute samples), with corresponding explanations.</li> </ul>

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**If you do not submit the required supporting material, your application will be deemed ineligible.**

**Optional supporting material**

- In addition to the required supporting material listed above, you may also submit any other material you consider relevant to your application – e.g. professional references, reviews, essays, catalogues, monographs or relevant publications, etc.
- Where your proposal relies on the expertise of other people or organisations, you should submit details of their expertise, accreditation and track records.

**Format for supporting material**

All supporting material for the Markievicz Award must be submitted online. Hard-copy supporting material will not be accepted.

- Moving images and audio material must be submitted by way of YouTube links in a separate **Microsoft Word or OpenOffice Writer document** – see **Submitting YouTube links** in section 2.3. Please note that interactive web-based artworks should be screen-recorded and uploaded to YouTube.
- All other artistic material and other supporting material (e.g. budget, CVs, etc.) must be uploaded as **separate, individual documents**.
- Include image lists and contextual information for all supporting material in a clearly labelled separate text file. For artistic material, this should include details of the work, when and where it was presented, and thematic/general comments.

## 2. Making your application

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### 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.

You must have an Online Services account to make an application. If you do not already have an Online Services account, sign up by filling out the registration form here: <https://onlineservices.artscouncil.ie/register.aspx>

Within five working days you will be issued (via email) with a unique ARN (artist reference number) and password that 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:

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**PC** Windows 7 or higher  
with  
Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher

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**Mac** Mac OS X v10.5 Leopard or higher  
with  
Safari 3.1 or Safari 10 OR Firefox 27 or higher OR Chrome 32 or higher  
**Note:** if Safari 11 prevents upload of documents, use Firefox or Chrome.

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**Note:** you will also need to have Microsoft Word or OpenOffice Writer installed to complete the application form. OpenOffice Writer is free software that can be downloaded from here: <http://openoffice.org>.

#### You must use OpenOffice Writer version 4.0.1 or earlier

More recent versions of OpenOffice Writer than 4.0.1 have resulted in problems with the appearance of application forms when they are submitted through online services.

Please refer to the Arts Council video *Using OpenOffice to download, complete and upload the application form* at <https://www.youtube.com/user/ArtsCouncilDemos>.

Apple Mac users should take note of the section that deals with the issue of downloading version 4.0.1 on Macs that have the latest versions of Mac OS installed.

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.

#### Technical support

If you need technical support while making an online application, you can contact the Arts Council by emailing [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie) or by phoning 01 6180200. We recommend you report any technical issues with us well in advance of the deadline. Please provide a contact phone number and make sure that you are available to receive a return call from us.

We deal with queries on a first-come first-served basis.

Please note that there is often a high volume of calls as the deadline approaches, and that technical-support calls received after **2.30pm on the closing date** may not be resolved before the deadline.

### 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 Microsoft Word/OpenOffice Writer-compatible document that you fill in offline (on your own computer). The application form includes guidance on how to fill in each of its sections.

#### 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.

1.4 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	<p>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.</p> <p>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.</p>
2.3 Your application and the assessment criteria	Describe how your application meets each of the assessment criteria – see section <b>3.3 Criteria for the assessment of applications</b> .

### 2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. Typically, this might include samples of your current work – e.g. text, YouTube links and/or images.

You must submit all such supporting material online; if necessary, you should 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	.avi/.mov/.mp4
spreadsheets	.xls/.xlsx
Adobe Acrobat Reader files	.pdf

For convenience, gather together all the files you need in an accessible location on your computer.

#### Submitting YouTube links

If you are submitting moving images or audio material as part of your application, you may do this only by way of YouTube links. Individual moving-image or audio files are not accepted and will **not** be viewed. Links to material on websites other than YouTube will **not** be viewed.

To upload material to YouTube, click upload on the YouTube home page ([www.youtube.com](http://www.youtube.com)) and follow the prompts. 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.

**Note:** any links you provide must be for YouTube. Links to other hosting sites will not be viewed.

For each item you upload, YouTube gives you a URL – this is the full address of where the item is hosted on YouTube. You need to copy the URL(s) for your material into a Microsoft Word or OpenOffice Writer file, which you can then save and submit as part of your application. Ensure that you include some contextual information to describe the linked material.

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

#### Naming files appropriately

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

Please submit supporting documents in separate, appropriately named files.

<b>Good filenames for an applicant called</b>	russelljack application.doc
	russelljack Child Protection Policy.doc

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<b>Jack Russell</b>	russelljack youtube link.doc
	russelljack income and expenditure.xls

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The total combined limit for all supporting 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, 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, specify the expenditure related to your proposal, and the amount of funding you are requesting, which should equal €20,000. Please leave the income section blank. The final figure you enter here should be the same that you entered 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 supporting material (see section **1.8 What supporting material must you submit with your application?**). You do not 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, click **Submit**. Once submitted, your application cannot be amended. Do not submit your application until you are completely satisfied.

You should expect to receive two emails. The first will be issued immediately your application is received by the Arts Council. The second may arrive a few minutes later and will contain your application number, which will be used in all correspondence related to this application. **Note:** it is important that you contact [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie) if you **do not** receive the second confirmation email containing the application number.

## 3. Processing and assessment of applications

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### 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 The application is checked for eligibility – all eligible applications then progress to the assessment stage.
- 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 multidisciplinary panel reviews all shortlisted applications and associated materials, then scores and makes decisions.
- 6 Decisions are announced by the Minister for Culture, Heritage and the Gaeltacht, and will be communicated in writing to applicants.

#### Time frame

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 ten 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 purpose, objectives and priorities of the award, and **c)** feasibility. Each of these criteria is described in turn.

While applicants may select other artforms/arts practices as being relevant to their application, the application will be assessed by the team responsible for the chosen primary artform, and which may, in certain instances, ask for a secondary assessment from another team.

#### Artistic merit

The assessment of artistic merit focuses on the artist's previous practice as well as on the nature of the proposed activity. This includes:

- The practice of the artist demonstrated through the supporting materials submitted
- The track record of the artist demonstrated through the CV and other supporting 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 purpose, objectives and priorities of the award – see sections **1.2** and **1.3** 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.

While applicants may choose other artforms/arts practices that are relevant to their application, the assessment will be undertaken by the team specific to the chosen primary artform, which may, in certain instances, ask for a secondary assessment from another team.

### Feasibility

The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity. This includes consideration of:

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

### 3.4 Panel

The purpose of a multidisciplinary panel meeting is to allow for a diversity of expert views to inform the decision-making process. It will normally consist of at least three external adjudicators with 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 as required. Panellists have access to all shortlisted applications and associated materials prior to the day of the meeting, at which point they review, discuss and score shortlisted applications. Following this, applications are ranked by score. In light of the competitive context and the available budget, it is likely that the Arts Council will be able to fund only a proportion of the applications received.

#### Scoring process

The panel is asked to score applications according to the following system:

- A – Must Fund (10 points): this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.
- B – Should Fund (8 points): this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.
- C – Could Fund (5 points): this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.
- D – Not a Priority (2 points): this means that, in the view of the panel member, the application is deemed to have not met the criteria to an extent sufficient to merit funding.

#### Declaration of interest

In order to ensure fairness and equity in decision-making, a panel member must declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An 'interest' is either 'pecuniary' or 'non-pecuniary' (e.g. familial relationships, personal partnerships, or formal or informal business partnerships, etc.).

The interest must be declared as soon as the panellist becomes aware of it. This may be at the point when s/he is approached to sit on the panel (if the 'interest' is known at that stage) or following receipt of the list of applicants. Where an interest is declared, the panellist will not receive papers relating to that applicant, and will be required to leave the room when the specific application is being reviewed. Where this situation arises, the chair will vote in lieu of the panellist.

In some instances a panellist may not realise that a conflict of interest exists until s/he receives and reviews the panel papers. In such instances the panellist must alert an Arts Council staff member or the panel chair as soon as they become aware that a conflict may exist.

In the event of two panellists declaring a conflict of interest for the same application, the chair will be part of the decision-making process for that specific application.

If the nominated panel chair has a conflict of interest, s/he must declare it in writing in advance of the meeting as soon as s/he becomes aware of it. In this instance the head of team will chair the discussion on the conflicted application.

### 3.5 Outcome of applications

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

If your application is successful, you will be 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 to apply for another Arts Council award to undertake 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**

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or deviation from, the Arts Council's published procedures. If you feel that the Arts Council's procedures have not been followed, please see the appeals process at

[http://www.artscouncil.ie/en/fundInfo/funding\\_appeals.aspx](http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx) or contact the Arts Council for a copy of the appeals-process information sheet.