



English Language Literature Bursary Award 2021

Guidelines for Applicants

Deadline: 5.30pm, Thursday 24 June 2021

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Key points to remember

- This document contains important information about the English Language Literature Bursary Award and how to go about making an application.
- We strongly advise that you read this document carefully before beginning the process of making your application.
- We also strongly advise that you start the process early, and give yourself **plenty of time** to make your application
- We recommend that you aim to upload your application **at least forty-eight hours** before the advertised deadline. That way, if you encounter a technical problem, you will have time to contact us so that we can assist you in resolving it.
- Please note that, on account of the large volume of applicants using the online system on the last day of the deadline, we cannot guarantee that we can resolve any technical issues you may have if you contact us **after 2.00pm on the day of the deadline.**
- Please read the following checklist carefully:

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- I have read and understand these guidelines.
 - In the event that I have had an issue, I have contacted the Arts Council for assistance.
 - I have filled in all of the sections of the application form relevant to my application.
 - I have prepared all required supporting material as set out in these guidelines, and have this ready to upload.
 - I have asked someone else to check over my application to make sure there are no errors and that nothing is missing.
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Getting help with your application

If you have questions about using the Online Services website, visit the FAQ section on our website: www.artscouncil.ie/FAQs/online-services/

If you have a technical question about the online application process and your question is not answered in the FAQ section, you can email onlineservices@artscouncil.ie or call the Arts Council on **01 618 0200/01 618 0243**

If you have a query about your application that is not technical in nature, you should email or phone the arts team to which you are applying for funding.
<http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/>

To watch our YouTube guide on making an application, go to <http://www.youtube.com/artscouncildemos>

NOTE FOR PEOPLE WITH DISABILITIES

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 (01 618 0219) or by email (adrienne.martin@artscouncil.ie) **at least three weeks** before the deadline.

A NOTE ON COVID-19-RELATED PUBLIC-HEALTH GUIDANCE

In preparing your application, you should base it on the best public-health advice and guidance available at the time you are making your application.

You should ensure that what you are proposing is feasible or adaptable should social distancing and/or other public-health measures impact on all or part of the bursary period.

In the event that your application is successful and you subsequently need to change or alter some or all of your proposal on the basis of changed public-health advice, you should contact your arts team in advance to discuss this.

1. About the English Language Literature Bursary Award

1.1 Objectives and priorities of the award

The objective of the English Language Literature Bursary Award is to support individual professional artists in the field of literature in English.

The award seeks to provide writers and picture-book illustrators with the time and resources to think, research, reflect, create and write. It enables writers and picture-book illustrators to concentrate on their creative work for a period of time, usually by releasing them from their financial commitments.

Literature bursaries are awarded to professional writers and picture-book illustrators at any stage of their career.

Definition of literature

For the purposes of this award, **literature** is defined by the Arts Council as:

- Fiction
- Poetry
- Creative non-fiction
- Graphic novels
- Children's fiction & poetry
- Illustrated picture books
- Literary criticism
- Contemporary literary biography/autobiography

This definition specifically **excludes** writing in areas such as screenwriting, journalism, history, religious writing, professional, instructional and academic writing, and proposals for literary translation. It also excludes illustration for advertising purposes or illustration for uses outside of book publication.

Individuals seeking support for playwriting should contact the Theatre Team at the Arts Council.

All awards are informed by the Arts Council's ten-year strategy (2016–25), *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: <http://www.artscouncil.ie/arts-council-strategy/>).

1.2 Who can apply?

The award is open to professional writers or illustrators working in all genres and forms outlined in section 1.1. To be eligible to apply, applicants must:

- 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 how the outcomes of any such proposal would benefit the arts in the Republic of Ireland, and the Arts Council must be satisfied with same.

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- 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.

As part of its Equality, Human Rights & Diversity policy, the Arts Council is committed to offering **equality of access, opportunity and outcomes** for all potential applicants, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community, or socio-economic background. In this funding scheme the Arts Council particularly welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above, and/ or initiatives that deliver equitable opportunities or outcomes for those involved.

1.3 Who is the applicant?

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

Any funding 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.

1.4 Who cannot apply?

People not eligible to apply include the following:

- Individuals currently in undergraduate education (including those undertaking foundation courses)
- Individuals seeking support towards fees for postgraduate (including unaccredited)/higher education or study
- Individuals seeking support towards work undertaken as part of a formal course of study
- Individuals seeking support towards the costs of undertaking an internship
- Aosdána members in receipt of a *cnuas*.

You may receive only **one** of the following awards in **one arts area** in 2021:

- Bursary, round 1
- Bursary, round 2
- Next Generation Artists Award
- Markievicz Award

1.5 What may you apply for?

Funding will be offered at fixed amounts. You should apply for one of the following amounts:

- **€20,000**
- **€15,000**

- **€10,000**

Please indicate which of these amounts you are applying for in **section 3** of the application form. You should apply based on the scale of your project and the amount of time you wish to devote to it.

Your application will be deemed **ineligible** if you apply for more than the maximum amount stated above.

The bursary is available for up to one year; multi-annual awards will not be made.

The emphasis of the award is on artists 'buying time'. Therefore, the amount you request should include the amount you will pay yourself for the time you will spend developing your practice as an artist. This can be up to 100% of the award.

The award also allows for other costs intrinsic to supporting the development of the artist's practice – e.g.

- Appropriate fees for the time given by any mentors or collaborators working with you on the activity or activities for which you are seeking support
- Materials or the hiring of services that are critical to the development of your artistic practice provided these costs are clearly linked to the proposal for 'buying time'.

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 an extremely competitive award. Many more applications are received than it is possible for the Arts Council to support.

Where proposals are recommended for funding, we will aim where possible to provide in full the amounts requested. However, the Arts Council reserves the right to offer applicants a lower amount than that requested if proposals are considered to be feasible at a reduced scale.

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 that are better 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
- Activities that have already been/are currently being 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

- Activities undertaken for charity-fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Self-publishing – the publication of books and other media by their own authors rather than by established publishers
- Proposals to pursue activities or projects that do not fall within the term ‘literature’ as defined in section 1.1 above. This definition specifically **excludes** a number of areas, as outlined in 1.1.
- Applications for large-scale capital costs.

1.7 What supporting material must you submit with your application?

Supporting material means material that is **separate from** and **additional to** your application form. This helps the people assessing your application to get a clearer understanding of your proposal. Please read the following list of what supporting material is required very carefully, as failure to comply with this is the most common reason for applications being deemed ineligible.

In order to be considered eligible for assessment under the English Language Literature Bursary Award, you **must** submit the following supporting material online:

1. **Your CV, highlighting your achievements as a professional artist** (max. three pages)
2. **A 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 or activity. Please submit according to your form:
 - **For prose:** 4,000 words of a work in progress for which the application is being made. It should be in 12-point font and double spaced.
 - **For poetry:** ten pages of poetry, single spaced.
 - **For illustrators:** ten good-quality images/pages that relate specifically to your bursary proposal. You should also include up to five images that demonstrate your illustration practice to date. If you have a dummy book available, please submit this.
3. **A one-page draft synopsis or summary of your writing or illustration project** that contextualises your sample pages or images for those assessing your application.

You may also submit extracts of **previously published work**, if available. This is not mandatory.

Additional material required in certain circumstances

- 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 (in section 1.3 of the application form). 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 for more information.

- If your proposal involves working with vulnerable persons, you must submit an acknowledgement that you adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* (see [here](#)).
- If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

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

For information on the formats you may use for supporting material you wish to upload as part of your application, see section **2.3 Prepare any supporting material required for the application**.

1.8 Eligibility

Your application will be deemed **ineligible**, and will not go any further in the process, if any of the following is true:

1. You miss the application deadline.
2. You do not submit a completed application form through Online Services (an application form attached as a supporting document will not be accepted).
3. You fail to complete all of the sections in the application form relevant to your proposal.
4. You cannot apply as set out in sections 1.2 to 1.4 above.
5. You apply for an amount of funding greater than the maximum amount allowed for within the award to which you are applying, as set out in section 1.5 above.
6. You apply for an activity or purpose that you cannot apply for, as set out in section 1.6 above.
7. You fail to provide all mandatory supporting materials, as set out in section 1.7 above.
8. Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case we will redirect you to the more appropriate funding opportunity).

Note: in the event that your application is ruled ineligible, it will not be assessed, and you will be able to apply again with the same proposal in future funding rounds.

1.9 How long will it take to get a decision?

The length of time it will take us to make decisions will depend on how many applications we receive. We will write to you shortly after the application deadline to give you an indication of how long decisions will take, but, in general, depending on the volume of applications, it will take somewhere between eight and twelve weeks.

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2. How to make 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.

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:

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

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.

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>.

OpenOffice Users:

You **must** use OpenOffice Writer version 4.0.1 or earlier. More recent versions of OpenOffice Writer than 4.0.1 have changed how our application forms appear when they are submitted through Online Services.

Important note for Apple Mac users: you cannot download OpenOffice 4.0.1 onto a Mac with the macOS Catalina operating system. If your Mac has this operating system or a newer version installed, you will need to download and use OpenOffice version 4.1.9.

Please refer to our video *Using OpenOffice to download, complete and upload the application form* at <https://www.youtube.com/watch?v=iT9XxgmgoEo>

If you use an Apple Mac, note the section (at 1 minute 20) that deals with the issue of downloading version 4.0.1 on Macs with the operating system macOS Mojave or an earlier version installed.

Note: Mac OS 10.15 Catalina or later requires OpenOffice 4.1.7 or later.

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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 times. It may take longer than you think to upload your supporting materials.

Technical support

If you need technical support while making an online application, you can contact the Arts Council by emailing onlineservices@artscouncil.ie or by phoning 01 6180200/01 6180243. 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 **2.00pm 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 are applying 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.

Note: the application form is formatted in such a way that the Arts Council can extract information from the form for assessment purposes. It is **very important** that you type inside the grey boxes in the form, and that you do not delete them and/or type outside them. If you do this, the form will not upload properly.

2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. Typically, this includes samples of your current work – e.g. text, video, images or sound recordings.

You must submit all 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

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 Microsoft Word or OpenOffice Writer document and upload it as a weblink-supporting document.

Note: any links you provide **must** be for YouTube. Links to other hosting sites will **not** be viewed. This is because only YouTube links can be verified as having been uploaded in advance of the deadline.

Check that the link works from within the document you upload – i.e. 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

In order to aid the assessment process, you should 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.

You may submit documents in separate, appropriately named, files, as follows:

Good filenames for an applicant called Jack Russell	russelljack application.doc
	russelljackWIP.doc
	russelljack catalogue.pdf
	russelljack youtube link.doc

In certain artform or arts-practice areas, you may submit all supporting material combined into a single document. If you do this, be sure to include a contents page.

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

2.4 Make your application through Online Services

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

Enter the amount you are requesting in part **A. Application amount requested**. The amount you enter here should be the same as the amount you request in section 3 of your 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 **1.7 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 if you **do not** receive the second confirmation email containing the application number. Note also that confirmation that your application has been received is **not** confirmation that it is eligible and will go forward for assessment.

3. How we assess your application

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 awarding funding is fair and transparent.

3.2 The assessment process

Once received, your application will be processed by the Arts Council as follows:

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1. After you submit your application, you should receive two emails:
 - The first will be sent immediately and will acknowledge your application.
 - The second should arrive a few minutes later. It will contain your application number, which we will use in all correspondence about your application.

Note: these emails only mean that our online system recognises that you have submitted an application. They do not mean that your application is eligible to be assessed.

If you do not receive the email with your application number, contact onlineservices@artscouncil.ie

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2. Your application is checked for eligibility. Please see section **1.8 Eligibility** above.
 3. In some cases, the arts area to which you have applied may not be the best fit for your proposal. In such a case, we will contact you and ask you if you are happy for us to move your application to a more appropriate arts team. You will then have a choice to have your application moved, or for it to remain under the arts area to which you applied.
 4. Adviser(s) and/or staff make a written assessment of the application based on the criteria for assessment set out in section 3.3 below.
 5. Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted
 6. A peer panel reviews all shortlisted applications and associated materials, then scores and makes decisions.
 7. Decisions are communicated in writing to applicants.
 8. Decisions are noted by Council.
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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:

- Artistic quality
- How they meet the objectives and priorities of the award

- Feasibility

Each of these criteria is assessed as follows:

Artistic quality

The assessment of artistic quality focuses on the artist's previous practice as well as on the nature of the proposal. This includes:

- The track record and/or the potential of the artist demonstrated through the application form, CV and other supporting materials submitted
- The proposed arts activity or activities as outlined in the application form
- The practice of the artist demonstrated through the supporting materials submitted
- The artform/arts-practice context in which the activity is proposed
- The ambition, originality and competency demonstrated by the artist
- The track record of the mentor and quality of the mentorship programme, if relevant to the proposal, as demonstrated through the application form, CV and other supporting materials submitted
- The quality and appropriateness of supports offered from partner organisations, if relevant.

Meeting the objectives and priorities of the award

Applications are assessed on how well they meet the objectives and priorities of the award – see section **1.1 Objectives and priorities of the award** for details.

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 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 arts team.

Feasibility

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

- The proposed timetable or schedule
- The amount of funding requested relative to the nature and duration of the work proposed
- Where relevant, the availability of other supports/partners identified in the application.

3.4 Peer-panel process

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, and/or with a broad working knowledge and general understanding of the professional arts.¹

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.

Panel 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' (e.g. where a person may stand to gain financially from a decision) or 'non-pecuniary' (e.g. familial relationships or partnerships, personal friendships, 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.

¹ In the case of artforms with smaller numbers of applications, panels may be convened to consider groups of applications at the same panel meeting.

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 better suited to a different award programme, an exception may be made. In such circumstances you will be informed in writing.

3.6 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 or contact the Arts Council for a copy of the appeals-process information sheet.