

## 2022 ARTLINKS BURSARY COLLABORATION AWARD

### GUIDELINES, CRITERIA, CONDITIONS & NOTES ON INFORMATION REQUIRED FOR APPLICATION FORMS

ArtLinks supports the professional development of creative practitioners, aged 18 years and over, who are resident in the Local Authority administrative areas of Carlow, Kilkenny, Waterford and Wexford and who fulfil the appropriate criteria as outlined below.

### ARTLINKS COLLABORATION AWARD 2022

The Collaboration Award is open to application by Professional Artists and Emerging Artists who are members of ArtLinks. ArtLinks members must be registered before **11/4/2022** to be eligible to apply for this bursary. Email [artlinks.ie@gmail.com](mailto:artlinks.ie@gmail.com) to request a membership application form. **The closing date for receipt of applications is Tuesday 19<sup>th</sup> April 2022 at 5pm.**

- The aim of this award is to encourage more collaboration between artists across the Artlinks counties and support artists seeking to expand their practice and networks regionally.
- The award must involve collaboration between artists from two or more Artlinks counties in the development of new work, to be showcased in two or more Artlinks counties.
- The development reason for this collaboration must be evident in the proposal and collaborations that are new or recent will be prioritized over ongoing collaborations.
- The total value of the award will be up to €10,000.

### To qualify for this award, an artist must meet the criteria outlined below.

- All applicants must be currently living in the Local Authority administrative areas of Carlow, Kilkenny, Waterford or Wexford for a minimum period of 2 years and be a registered member of Artlinks.
- It is requested that a lead practitioner submits the application on behalf of the other artist(s) and the Collaboration Award.
- Collaboration can be made up of Professional and/ or Emerging Artists. A Professional Artist must be named as the lead artist and they must submit the application.
- Priority will be given to new Applicants.
- Each member of the collaboration must also submit personal current Curriculum Vitae in the supporting documentation.
- There must be a minimum of two public outcomes (e.g. exhibition, concerts, reading, and performances) of new work arising out of this Collaboration Award that take place in two or more Artlinks counties.
- Projects must take place in the ArtLinks administrative areas, and /or have specific significance to the ArtLinks administrative area.
- These outcomes should take place within a 1- 2 year period of receiving the award
- The relevant local authority arts offices and Art links must be notified of these events with Artlinks support and logos included in all PR and documentation.

This is an online process only and the sole address for applications is [artlinks.ie@gmail.com](mailto:artlinks.ie@gmail.com).

Applications received to Arts Office emails will not be processed.

- One PDF document under 10MB is eligible to be submitted to [artlinks.ie@gmail.com](mailto:artlinks.ie@gmail.com)
- All supporting material **MUST** be included in the PDF and attached to ONE email.
- Emails larger than 10MB will be rejected by our Firewall.
- On receipt of your application we will only acknowledge receipt.

Note: As we have very strict security, we cannot download from external portals i.e. Google docs.

LATE AND INCOMPLETE APPLICATIONS (SECTIONS NOT COMPLETED/ALL RELEVANT SUPPORTING MATERIALS NOT ENCLOSED) WILL BE INELIGIBLE.

**If you do not adhere to the above requirements your application will not be accepted for adjudication.**

**The closing date for receipt of applications is Tuesday 19<sup>th</sup> April 2022 at 5pm.**

Late applications will not be processed and retrospective applications will not be considered.

REMEMBER TO:

- Label all material included.
- Allow sufficient time for completion, merging files and emailing of application before the closing date.
- **Ensure all online supporting material opens/ works/ is easily accessed. If supporting material does not open/ work it is deemed ineligible. We will not be checking this on submission, this is the sole responsibility of the applicant.**

## APPLICATION ASSESSMENT

Applications will be assessed based on the following:

- Comprehensiveness of application form
- Demonstration of capacity to successfully plan and execute the project and deliver public outcomes in a minimum of 2 Artlink's Local Authorities.
- Evidence of the developmental nature of the collaboration and relevance to current artistic practices.
- Budget breakdown and management
- Tangible benefits from the award
- **Note: Application forms must be completed in full. Incomplete or late applications will not be considered.**

## ART FORMS

The Art forms which we support are : Architecture, Circus, Dance, Film, Literature, Music, Opera, Street Arts, Theatre, Traditional Arts, Visual Arts.

## CONDITIONS

All offers of ArtLinks Bursary Awards are conditional and subject to the receipt of evidence of fulfilment of the Bursary conditions.

1. The funding offered must only be used for the purposes specified in the application.
2. The award must be spent within the specified time period.
3. Where a grant is allocated for a specific project, ArtLinks will not be responsible for the insurance of that project. ArtLinks recommends that adequate insurance is in place prior to the commencement of any collaborative project.
4. If the project is altered, postponed or cancelled – in whole or in part – the relevant Arts Officers must be contacted in order to discuss the matter.
5. ArtLinks and the partner Local Authorities must be acknowledged on all publicity, press and marketing material produced in connection with the undertaking or event. A copy of these logos is available on request.
6. Copies of all material produced must be sent to the relevant Arts Offices.
7. An evaluation report regarding the collaborative project must be submitted to the relevant Arts Offices within the twelve month period of receipt of the bursary.

## INFORMATION REQUIRED FOR AN ARTLINKS BURSARY APPLICATION

- Fully completed Collaborative Award Application Form
- Statement of Interest
- Detailed description of your proposal, separate to application form
- Additional material to support the application. e.g. Images, links, etc.
- Current Curriculum Vitae to be submitted by each member of the collaboration

## BURSARY DECISION PROCESS

- Canvassing of members or staff of ArtLinks, Arts Office staff on behalf of an applicant will disqualify the applicant.
- ArtLinks reserves the right to distribute the ArtLinks Collaborative Award as deemed appropriate.
- ArtLinks reserves the right not to award bursaries at its discretion.
- ArtLinks Bursary decisions will be final and no correspondence will be entered into.

## AWARDING OF ARTLINKS COLLABORATION AWARD

Successful applicants will be given details in their Letter of Offer from their individual Arts Office as to the logistics of how their award will be paid. A report on the utilisation of the award will be required at the end.

## FREEDOM OF INFORMATION

ArtLinks partner Arts Offices coordinate the administration for this Award on behalf of ArtLinks. As such all partner Arts Offices undertake to their best endeavour to hold confidential any information provided by you in this application subject to the Council's obligations under law including the Freedom of Information Acts 1997 and 2003. If you consider that any of the information supplied by you in this application should not be disclosed because of its sensitivity, you should, when providing the information, identify the same and specify reasons for its sensitivity. Your Arts Office will consult with you about this sensitive information before making any decision on any Freedom of Information request received. In the event of a decision to release particular information provided by you, you will have the option of appealing the decision to the Information Commissioner. Please note that unless information is identified by you as sensitive, with supporting reasons, then it is likely to be released in response to a request under the Freedom of Information Acts.

### **A NOTE ON COVID 19 RESTRICTIONS**

You should base your initial proposal 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 period to which this proposal applies. 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, to your contingency plan, you should contact the Arts Office in advance to discuss this.

The Arts Office recognises now more than ever artists need supporting and we appreciate that your plans may change – however please do ensure you can provide as much information in your contingency plan in case what you propose changes due to unforeseen circumstances this year.

Further information on Public Health Guidance is available on HSE & Government websites and is updated frequently.

<https://www.gov.ie/en/>

<https://www.hse.ie/eng/>

### **NOTES FOR COMPLETING YOUR APPLICATION FORM**

- Read all questions thoroughly before you answer them.
- Remember that a number of people may be involved in the decision-making. Make your application clear, concise, unambiguous and easy to handle.
- Be selective with material submitted. It is better to submit less than to include work you do not consider to be your best. Remember that you are trying to persuade as to why your proposal should be funded.
- Do not assume the your work is known - treat the application as if it were your first.
- Remember your application is assessed on the basis of all information supplied within a competitive context of many other applications.
- Get someone, perhaps working in your discipline, to look over your application before you send it in.

- Provide good examples and reproductions of your work and/or relevant online links.
- Have a clear and realistic idea of what you want and how much your proposal costs.
- Provide a project timeline if appropriate.
- Plan your application well in advance.
- Keep a copy of your application for reference purposes.
- Canvassing in any form will disqualify you from the process.

### COMPLETION OF BUDGET ELEMENTS

Provide information on all sources of income relevant to your proposed project / activity. It is expected that you find at least 10% from other sources.

- **Private Income** means your own resources, i.e. your own earnings that you are willing to spend on this activity
- **Earned Income** means income from sale of art work etc.
- **'Income in Kind'** means services or goods offered to you, i.e. if someone is willing to design posters for you for free, donate wine for the preview etc. The value of this 'Income in Kind' is the price of that service had they not offered it to you for free.
- **Other Income** means monies you have been awarded from other organisations, sponsors etc.
- **Amount requested from ArtLinks** means the amount of money you require from ArtLinks to undertake this activity.

Give a breakdown of all expected costs, this can include

- Artists fees with approx. breakdown of hours.
- Overhead and administration costs directly associated with this project / activity
- Travel costs associated with your project / activity and give details
- Materials you may need to buy especially to undertake this project, please note that we do not fund equipment
- Cost of any public outcomes
- Advertising , PR
- Evaluation / documentation of your project
- Other costs relevant to your specific proposal

### SUPPORTING DOCUMENTATION

You are required to include supporting material with your application. Online applications only are accepted (max 10 MB per application)

This may include images, pamphlets, brochures, texts, sound bites, transcripts (4 pages max), video links.

- Max of 12 still images (PDF or jpeg only) – clearly labelled.

- Video Show reel (You Tube or Vimeo) links max 6 minutes accepted- if links are password protected please ensure you have included the password to view.
- A Contents List of the supporting material clearly labelled must be included in supporting application.

### COMMON MISTAKES

- No application form submitted
- Incomplete budget or insufficient breakdown of costs in the budget (i.e. please itemise all costs).
- Blank sections on application form - if a question is not appropriate to you, it should be marked 'N/A'
- No examples of your own work. An application cannot be assessed without examples of your work.
- Not enough information - we will have no basis on which to make a recommendation.
- Poor examples / poorly presented work / poor documentation.
- Badly photographed worked (e.g. artwork photographed under poor lighting, particularly installations).
- No list of supporting documentation: For example when assessing visual artists' work, a lack of a List of supporting documentation can lead to confusion over dimensions, media and context. Not identifying tracks to listen to on music CD's, film DVD's can also lead to confusion for the assessors reviewing your work etc.
- Too much irrelevant information (e.g., reviews). Be selective with what you submit.
- Examples of old work only –we are interested in both old and current work, including images / sketches of your proposed installations, project or event.