

EMERGING AND PROFESSIONAL ARTLINKS BURSARIES 2024 GUIDELINES, CRITERIA, CONDITIONS & NOTES ON INFORMATION REQUIRED FOR APPLICATION.

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

ArtLinks Bursary Awards will be given to individuals within their chosen discipline. The Bursary Programme supports artists in the following categories: Emerging and Professional Artist Awards (Awards between €1,000 - €3,000 approx.).

The ArtLinks partners will make every effort to provide reasonable accommodation for people with disabilities or access requirements who wish to submit an application. If you have a requirement in this area, please contact ArtLinks artlinks.ie@gmail.com as early as possible before the award deadline.

All ArtLinks members are encouraged to watch the Kilkenny County Council Arts Office Wednesday Weeklies Session from 2021, titled [Achieving Success In Funding](#) before starting the application process.

The closing date for receipt of applications is 22/01/ 2024 at 4pm. ArtLinks members must be registered before **15/01/2024** to be eligible to apply for these bursaries. Email artlinks.ie@gmail.com to request a membership application form. Membership requests received after this date will not be processed until **26/01/2024** onwards.

EMERGING AND PROFESSIONAL ARTIST AWARDS

These Awards are designed to assist artists to develop their practice. We will consider applications for assistance with any of the following areas of support:

- Travel and training*
- Mentorship*
- To assist with education at graduate level*
- Projects with a demonstrable benefit to practice development

* Applicants for Bursary Awards for training courses and/or study purposes in any art form must provide detailed information on their chosen institution; indicate whether they have been accepted onto the course or what stage negotiations have reached. Bursaries will only be awarded once proof of acceptance on the course has been submitted to ArtLinks.

* If you are applying for mentorship, your supplementary material should include a written agreement with a mentor which includes the fee and timeline of the mentoring. If terms have not yet been agreed

with a mentor at the time of application you will be asked to provide these details before the award is granted.

APPLICATION CRITERIA

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

1. 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.
2. Applications will only be accepted from individuals.
3. Bursary Awards are available only to those over the age of 18 years.
4. The activity, for which you have applied, must take place within a twelve-month period from when you have received the bursary award.
5. Artists can only be awarded one arts bursary in any one Bursary Application period. Artists may apply for the ArtLinks bursary and their local Arts Acts Grant but will only be awarded with one of the grants in any one application period.

Please note the following:

- This is an online process only and the sole address for applications is 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
- Emails larger than 10MB will be rejected by our Firewall.
- On receipt of your application we will only acknowledge receipt.

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.

REMEMBER TO:

- Label all material included.
- Allow sufficient time for completion, formatting, 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
- Relevance to current artistic practice
- Demonstration of capacity to successfully plan and execute the project
- Budget management
- Tangible benefits from the award to practice development

ART FORMS

ArtLinks bursaries support professional and emerging artists to develop their art practice. It provides artists with the time and resources to think, research, reflect and critically engage with their art. 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 a twelve-month period of receipt of the award.
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 project.
4. If the project is altered, postponed or cancelled – in whole or in part – the relevant Arts Officer must be contacted in order to discuss the matter.
5. ArtLinks and the partner Local Authority 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 Office.
7. An evaluation report regarding the project must be submitted to the relevant Arts Office within the twelve month period of receipt of the bursary. Failure to submit an evaluation report without contacting ArtLinks could result in ineligibility for a bursary in the following year.

INFORMATION REQUIRED FOR AN ARTLINKS BURSARY APPLICATION

1. Fully completed Application Form
2. Detailed description of your proposal
3. Additional material to support the application. e.g. Images, links, etc.

4. Current Curriculum Vitae

BURSARY DECISION PROCESS

1. Canvassing of members or staff of ArtLinks, Arts Office staff or a Selector or on behalf of an applicant will disqualify the applicant.
2. ArtLinks reserves the right to distribute the ArtLinks Bursary(s) as deemed appropriate.
3. ArtLinks reserves the right not to award bursaries at its discretion.
4. ArtLinks Bursary decisions will be final and no correspondence will be entered into.

AWARDING OF BURSARIES

Successful applicants will be given details in their Letter of Offer from their individual Arts Office as to the logistics of how their bursary 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.

BEFORE YOU SUBMIT:

1. Read all questions thoroughly before you answer them.
2. Make your application clear, concise, unambiguous, and easy to handle.
3. Be selective with material submitted. It is better to submit less than to include work you do not consider to be your best.
4. Do not assume that those assessing know your work - treat the application as if it were your first.
5. Remember your application is assessed based on the information supplied within a competitive context of many other applications.
6. Get someone, perhaps working in your discipline, to look over your application before you send it in.
7. Provide good examples and reproductions of your work and/or relevant online links.
8. Have a clear and realistic idea of what you want and how much your proposal costs.
9. Provide a project timeline if appropriate.
10. Plan your application well in advance.
11. Keep a copy of your application for reference purposes.
12. 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.

If you are unsure of how to complete the budget please view this explanatory video - <https://youtu.be/eNOj-8UA4A>

- **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, tickets 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.
- **Total Income** means all the income listed plus the ArtLinks funding request.

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 specially 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 within your application form**. 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– 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, or blank form submitted.
- Incomplete budget or insufficient breakdown of costs in the budget (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 work (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.