

Deadline for receipt of applications is 12.00 Noon Monday, 24<sup>th</sup> June 2019. No late applications will be accepted.

**Internal Use Only:**

DATE:

REF:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Date: \_\_\_\_\_

Please indicate which arts discipline you are applying for by ticking the relevant box: **(one box only)**

Visual Art  Drama  Music  Literature  Dance

Details of previous awards received, please include Name of Funder, Name of Award, date and amount.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please enclose a current C.V and list any accompanying material enclosed with application.

\_\_\_\_\_  
\_\_\_\_\_

If you are applying for an award towards studies please give details of the course and confirm whether you have been accepted on this course. Otherwise, state the stage your negotiations have reached. If you have not yet applied, give names of colleges or tutors to which you will apply. (Additional pages may be attached).

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APPLICATION FOR ARTS BURSARY 2018 (Continued)

If you are applying for an award towards research & development, please give details of what you hope to achieve. (Additional pages may be attached).

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Give detailed costing of your proposal. Please state ALL INCOME, excluding possible bursary from Dublin City Council, but including other funding; Arts Council, college grants or other contributions to the cost of your proposal.

Cost of Project	Estimated Income for Project (excluding) Possible award from Dublin City Council
_____	_____
_____	_____
_____	_____

How much do you wish for Dublin City Council to contribute? (Maximum Bursary is €4,000)

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Please give the names and addresses of two persons from whom references may be requested.

1. \_\_\_\_\_
2. \_\_\_\_\_

Return of enclosed material (please tick as appropriate)

I do not wish to have my material returned

I wish to collect the material

I enclose addressed envelope/stamps/money order to cover return postage

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Deadline for receipt of applications is **12 Noon Monday, 24<sup>th</sup> June 2019**. No late applications will be accepted.

Applications to be sent in hardcopy format only

**Please send to:**

Paula Farrell, Art Bursary Awards 2018, Dublin City Council, The LAB, Foley Street, Dublin 1

Tel: (01) 222 7843, Fax: (01) 817 8985.

**Conditions and Criteria applying to Art Bursary Awards 2019**

We recommend that panels utilise the following Criteria as a useful mechanism for assessment:

1. The purpose of the Bursary Awards is to support artists in their pursuit of studies at an advanced level or the development of work/professional skills:
  - Quality of existing work
  - Relevance of proposal
  - Timeliness – appropriate to development
  - Opportunities for advancement
  - If applying for Education- Quality of Course
  - If applying for Project- feasibility
2. Applicants must live in the administrative area of Dublin City Council. (To view map click [HERE](#) or see <http://www.dublincity.ie/sites/default/files/content//Planning/DublinCityDevelopmentPlan/Documents/MapsetK.pdf>)
3. Application forms must be completed by the applicant personally and every section of the form should be completed. Please ensure legibility on handwritten applications.
4. Dublin City Council may seek the advice of external assessors.
5. Arts Bursaries may be withheld or divided among applicants at the City Council's discretion.
6. Canvassing of members or staff of Dublin City Council or of outside assessors by, or on behalf of, an applicant will disqualify the applicant.
7. If successful, applicants must provide report (s) on the utilization of their award on request by Dublin City Council.
8. Material submitted in support of applications for awards must be collected from the Arts Office no later than one month from the date of notification of the City Council's decision. The City Council will not be responsible for material unclaimed after that period.
9. All Arts Bursaries are offered subject to the availability of funds.
10. All applications for Bursaries, in any discipline, must be accompanied by a current biography, curriculum vitae or equivalent giving details of career to date.
11. Applications for a Bursary in Visual Arts should provide supporting material and can include any of the following:
  - Clearly titled documentation of selected work either as a pdf or printed (max 12 sheets)
  - Moving image/film/sound recordings not exceeding 10 mins in length. Master copies should not be submitted.
  - Online links where the supporting platform is vimeo, soundcloud or youtube
  - Text work, catalogues, books, CD ROM and DVD.
12. Applicants for the Bursary in Music should provide supporting material\* in the form of:

- A copy of a recording on tape or CD (the quality does not have to be pristine, just as long as the music can be heard clearly), and a lyric sheet if relevant.
- Applicants may be requested to attend for interview and / or audition and to present two contrasting pieces of music.
- Candidates should supply copies of the music to be performed for the adjudicators and should provide their own accompanists.
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13. Applicants for a Bursary in Drama should provide supporting material\* in the form of:

- A DVD/Script (the quality does not have to be pristine, just as long as the recording can be seen and heard clearly).
- Applicants may be invited to attend for interview and / or audition and to present two contrasting solo pieces.

14. Applicants for the Bursary in Dance should provide supporting material\* in the form of:

- A DVD (the quality does not have to be pristine, just as long as the recording can be seen and heard clearly).
- Applicants may be interviewed / auditioned and will be expected to offer one classical solo and one solo in a contrasting style (or if they wish to concentrate on contemporary dance exclusively, two contrasting solo pieces).
- Music tracks or an accompanist for solo pieces must be supplied by the applicant.

15. Applicants for the Bursary in Literature should provide supporting material\* in the form of two samples of recent work.

16. Applicants who are applying for more than one category must submit a separate application for each category.

17. **Privacy (General Data Protection Regulation G.D.P.R.).** The purpose for processing your data is to process your application for an Arts Bursary in according with the Arts Act 2003. This information you provide will be assessed by a panel made up of staff of Dublin City Arts Office and external invited arts specialists.

Your information will be retained for five years if you are granted an award and for one year if not granted an award. If you do not furnish the personal data requested, Dublin City Council will not be able to process your application.

You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

- the right to access the personal data that we hold about you, together with other information about our processing of that personal data
- the right to require us to rectify any inaccuracies in your personal data
- the right to require us to erasure your personal data
- the right to request that we no longer process your personal data for particular purposes
- the right to object to our use of your personal data or the way in which we process it

Please note that to help protect your privacy; we take steps to verify your identity before granting access to personal data. If you would like to exercise any of these rights, please submit a request to our Data Protection Officer outlining the specific details of the request: Email: [dataprotection@dublincity.ie](mailto:dataprotection@dublincity.ie) Tel: 01 2223775. All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended by up to two further months where necessary.

\*Supporting material is required to facilitate a comprehensive assessment of the application. Please do not supply any original art works as supporting materials, copies will suffice.

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Checklist for applicants:

Original Application and supporting documentation	
2 copies of application and support documentation	
Return Address Envelope (if required)	