

Applicant Guidance

Bursary Award - Dublin City Council Arts Office

The application form, guidance, and assessment criteria for this award have been updated for this funding round.

Applicants are advised to read the guidance information carefully before applying.

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About the Bursary Award

This is an annual award and is offered once per year, subject to available funding.

Applications are assessed competitively based on the assessment criteria and the funding available.

The purpose of the award

Bursary Awards support individual professional artists living within the Dublin City Council administrative area to develop their artistic practice.

Bursaries are intended to support activities that contribute to the development of an artist's work and practice, providing artists with time and resources to develop skills, explore new ideas, or deepen their artistic practice. Bursaries support artistic development rather than the delivery of a finished public project.

For the purposes of this award, a professional artist is an individual who maintains an active artistic practice and is demonstrably engaged in and recognised within the professional field of their artform.

Supported artforms:

- Architecture
- Visual Art
- Circus
- Street Art & Spectacle
- Dance
- Film
- Literature
- Multidisciplinary
- Music
- Opera
- Theatre
- Traditional Art
- Young People and Children Artist Bursary

Who should apply

The Bursary Award is open to individual professional artists who live within the Dublin City Council administrative area working in any artform supported by Dublin City Council Arts Office.

Dublin City Council Arts Office is committed to supporting equality, diversity and inclusion in all aspects of its work. Applications are welcome from artists of all backgrounds and experiences.

Is this the right award for you?

Bursary Awards support individual artists to develop their artistic practice.

Activities supported through the bursary may include:

- research and development
- mentoring or professional development
- training or study opportunities
- experimentation or exploration of new ideas
- development of new skills or approaches within an artistic practice

The Bursary Award does not support:

- the creation or public presentation or dissemination of new or existing work
- organisational activity
- ongoing programmes of work
- projects better suited to other grants

Funding available

Applicants may request a bursary of up to €5,000.

Funding limits

The amount requested must be within the funding limit for this scheme - up to €5,000 (excluding personal access costs).

The bursary may support up to 100% of the proposed activity costs. Applicants are not required to show income from sources other than this award to be eligible.

Applying to multiple funding strands

Applicants may apply to more than one Dublin City Council Arts Office grant. However, applicants may receive funding from a maximum of two grants, to a combined total of €40,000.

Applicants who have previously received a Bursary Award are not guaranteed funding in subsequent years.

Eligibility

This section outlines the eligibility requirements that all applications must meet to be considered.

Funding is awarded on a competitive basis, and meeting the eligibility requirements does not guarantee that an application will be successful.

Location

- Applicants must live within the Dublin City Council administrative area. See map [here](#).

Applicant

- You must be a professional artist.

For the purposes of this grant, a professional artist is an individual who maintains an active artistic practice and is demonstrably engaged in and recognised within the professional field of their artform.

- You cannot be in undergraduate education.
- Your work must come under the art forms supported by Dublin City Council Arts Office above.

Funding limits

- The amount requested must be within the funding limits for this scheme - up to €5,000 (excluding personal access costs).

Costs

- Applications that include ineligible costs will be deemed ineligible and will not be assessed. See Eligible Costs section below.

Timeline

- The proposed bursary activity must take place in 2027.
- Applications must be submitted through the online portal before the deadline. Applications submitted after the deadline, by email or in hard copy, will not be accepted.

Completed information

- All application questions must be completed.
- All mandatory supporting material must be uploaded. See list of mandatory supporting materials under the Supporting materials section below.

If you are unsure about your eligibility you are encouraged to contact the Arts Office before submitting an application.

Eligible costs

This section explains the types of costs the award can and cannot support.

Eligible costs must relate directly to the research, learning or development activity proposed and not to the production or presentation of finished work.

Costs the award can fund

The award can support the following types of expenditure directly related to the development of your artistic practice.

Proposed expenditure may include:

- training or course fees
- research costs
- travel and accommodation associated with development activity
- mentoring fees
- expendable/consumable materials for research, experimentation or development
- materials for research, experimentation or development
- artist time associated with undertaking the bursary activity

Applicants may also apply for additional funding for access costs. See the personal access costs section.

Costs the award cannot fund

Applications that include ineligible costs will be deemed ineligible and will not be assessed.

The award cannot support the following costs:

- organisational costs
- capital purchases, including reusable equipment after the project is complete (for example; cameras, computers or instruments)
- activities that do not align with the purpose of the bursary
- activities that have already taken place or will be completed before a funding decision is made
- participation in competitions
- undergraduate education or undergraduate degree programmes
- production or presentation of finished work

Personal access costs

Applicants may request additional funding to support personal access requirements related to the proposed activities.

Dublin City Council Arts Office is committed to supporting access and participation in the arts. You only need to complete this section if personal access costs apply to your proposal.

What are personal access costs?

Personal access costs are additional expenses required to remove barriers that would otherwise prevent an individual from participating in the proposed activities.

For the purposes of this grant, personal access costs relate to physical, sensory, or cognitive barriers. These may arise in connection with disability or long-term health conditions that affect how a person engages with the proposed activities.

You are not required to provide personal or medical details when applying for personal access costs.

Dublin City Council Arts Office recognises that other barriers—such as financial, geographic, and institutional barriers, can prevent individuals from fully participating in the arts. However, these are not supported through personal access costs within this scheme. They may be addressed as part of the proposed activities and included in the main project budget where relevant.

For example:

- Financial barriers may be addressed by reducing ticket prices, which can be reflected in the income section of the budget.
- Geographic barriers may be addressed by delivering work in specific locations, as part of the project design.
- Institutional barriers may be addressed through engagement with underrepresented or structurally excluded groups (e.g. socio-economically disadvantaged communities or minority groups), through partnerships, outreach, or project rationale.

Key points to note

- Personal access costs are only considered where the proposal is recommended for funding.
- Your project must be viable without personal access costs.
- Personal access costs are assessed separately and do not affect the assessment of your proposal.
- Personal access costs may or may not be awarded, depending on the information provided and available resources.
- Personal access costs may be awarded in full or in part, at the discretion of Dublin City Council Arts Office.

What personal access costs are for

Personal access costs may apply to the individuals listed below, where additional supports are required to enable their participation in the proposed activities.

- artists, toward developing and sustaining their practice
- key collaborators involved in delivering the development activity

Eligible costs are specific, necessary supports that enable equitable participation in the proposed activities.

Typical (non-exhaustive) examples include:

- ISL interpretation
- captioning, surtitles, or audio description
- personal assistants or support workers (for the purposes of the project)
- accessible transport (where specifically required)
- materials in alternative formats
- additional time or support required to realise the work or enable inclusive delivery

Capital costs, such as equipment, may be eligible where they are directly related to the proposed activities and are proportional to the duration of the project. Capital costs are limited to 15% of the total personal access costs budget.

What personal access costs do not cover

Personal access costs enable the artist or key collaborators to make and deliver the work, while costs relating to creating access for audiences to engage with the work should be planned and budgeted within the main project budget. For example, the following are not considered eligible under personal access costs:

- general project costs not directly related to access needs
- core costs of the organisation, group, or individual (e.g. standard equipment, organisational upgrades, production, or staffing costs)
- access supports relating to audiences, participants, or general organisational and production staffing, which should instead be addressed through the main application budget where relevant
- costs relating to barriers not included under personal access costs for the purposes of this grant (e.g. financial, geographic, or institutional barriers, which should be addressed within the main project budget and design, where relevant)
- costs that are not clearly linked to the proposed activities
- day-to-day supports or personal provision not arising specifically from the proposed activities
- optional enhancements rather than specific, necessary supports related to access needs

Assessment criteria

Applications are assessed competitively against the criteria below, with each section weighted as indicated. Assessors will consider the information provided across the application form and supporting material when scoring each section.

Artistic Ambition (40%)

Assessors will consider evidence of:

- quality and originality of the applicant's existing work
- clarity and ambition of the proposed bursary activity
- how the proposed activity builds on or develops the applicant's artistic practice

Relevance and Timeliness (30%)

Assessors will consider evidence of:

- clear articulation of why this activity is important at this stage
- relevance of the activity to the development of the applicant's practice
- potential impact of the activity on the applicant's future work

Feasibility and Development Plan (30%)

Assessors will consider evidence of:

- a clear and realistic plan for undertaking the proposed activity
- feasibility of proposed research, training, mentorship or development activity
- appropriate timeline and budget
- the budget should show that the proposed activity is realistic and achievable.

How to apply

Deadline

The deadline for submission is 12 noon, Wednesday 28 October 2026. Late submissions will not be assessed.

Submission

Applications must be submitted through Submittable. You will need to create an account or sign in to apply. You can save your progress and return to your application before submitting. For technical issues, use Submittable's support resources.

Help

A live online information session for the Bursary Award will be available, including a short overview of the application process followed by a questions and answers session. The date and time of the live session will be announced with the award deadline. A recording will be made available on the Bursary Award webpage after the session.

Technical support

For technical assistance with the online application form, contact artsoffice@dublincity.ie.

Access assistance

Dublin City Council Arts Office is committed to ensuring that the application process is accessible to all applicants.

If you have access requirements relating to the application process, please contact the Arts Office at least two weeks before the application deadline to arrange appropriate support. Supports will be provided where reasonably possible and subject to available resources.

Support may include:

- Irish Sign Language (ISL) interpretation for advisory sessions
- Transcription of advisory session content
- Application materials in alternative formats (e.g. printed copies)
- Bookable one-to-one advice sessions (up to 30 minutes) are available for applicants requiring access support in relation to the application process. For general application advice, please refer to the online information session.

Contact

Dublin City Council Arts Office
email: artsoffice@dublincity.ie
phone: 01 222 5455

Guidance for completing the application form

Application questions

All sections of the application form must be completed. Applications with incomplete sections will be deemed ineligible.

All questions must be answered. If a question is not directly applicable, please provide a brief explanation.

If you include the names of third parties in your application, you must have their consent to do so.

Eligibility

This section provides administrative information only. It does not form part of the assessment score.

Applicants must confirm that all of the following statements apply to their application.

See Eligibility section on pages 3-4 above for more information on these criteria.

Confirm that the following statements apply to your application

- ☐ You live in the Dublin City Council administrative area.
- ☐ The proposed bursary activity will take place in 2027.

Tick any Dublin City Council Arts Office arts grants you are applying for this year.

Select one. If 'Other', please specify.

Applicant context

This section gathers contextual information about the applicant and their work. It does not form part of the assessment score.

Applicant details

- Name
- Address
- Eircode
- Phone number
- Email
- Website (if applicable)

Which artform best describes your practice?

Select one option. If your art does not fall into any of these categories, there is an option on the form to select 'Other' and explain the nature of your art discipline/practice. Multidisciplinary refers to work spanning three or more artforms.

Where in the Dublin City Council administrative area do you live?

Select area from the dropdown menu. There is a map linked for guidance.

Relationship with Dublin City Council Arts Office

This section gathers contextual information about any previous support received from Dublin City Council Arts Office. This information does not form part of the assessment score.

Have you received funding from Dublin City Council Arts Office in the past three years?

If yes, provide:

- year
- name of grant
- amount received

Have you received funding from any other department of Dublin City Council in the past three years?

If yes, provide:

- year
- department
- purpose of funding

Artistic Ambition (40%)

This section considers the quality of the applicant's artistic practice and the strength of the proposed bursary activity.

Provide a short summary of the activities proposed for funding.

(Max 50 words)

This summary may be used for Dublin City Council reporting purposes.

Provide a short overview of the activities for which you are seeking support.

Provide a short overview of your artistic practice and the type of work you create.

(Max 120 words)

This might include, as relevant:

- the type of work you create or present
- the materials, media or processes you use
- the themes or ideas explored in your work
- the context in which your work is presented (for example exhibitions, performances or publications)

Describe your key artistic activity over the past two years, including any significant developments in your work.

(Max 200 words)

This might include, as relevant:

- exhibitions, performances or presentations of work
- research or development activity
- collaborations or commissions
- significant shifts or developments in your practice

Describe the development activity you propose to undertake through this bursary.

(Max 350 words)

If you have an alternative approach to developing your practice outside of formal study, for example skills development, action research or mentorship, you are encouraged to apply. You should clearly outline the intended developmental impact on your practice. Where applicable, applicants should also upload letters confirming course acceptance, residency offers, or mentor participation under supplementary information.

This might include, as relevant:

- the focus of the development activity
- the process or format of the activity (for example research, training, mentorship or experimentation)
- key stages in the development process
- collaborators, mentors or courses involved (if applicable)
- the ideas, themes or artistic approaches you wish to explore

Relevance and Timeliness (30%)

This section considers why the proposed activity is important at this stage in the applicant's practice and how it will contribute to their future artistic development.

Explain why bursary support is relevant to your practice at this stage and what you expect to gain or develop through the proposed activity.

(Max 200 words)

Strong applications clearly describe the current stage of the applicant's practice, the development need identified, and how the proposed activity addresses that need and expected outcomes.

This might include, as relevant:

- recent achievements or developments in your work
- areas of practice you wish to explore or expand
- future artistic direction
- the impact this opportunity may have on your practice
- skills or knowledge developed
- new approaches or techniques
- how the activity may influence your future work

Feasibility and Development Plan (30%)

This section considers whether the proposed development activity is realistic, well planned and achievable within the available time and resources.

Describe how you will undertake the proposed development activity, including key stages and timeline.

(Max 200 words)

Applicants should outline the development activity in clear stages or milestones, including duration, and timeframe.

This might include, as relevant:

- the main stages of the development activity
- research, study or training involved
- mentorship or collaboration (if applicable)
- key milestones or periods of work
- how the activity will be managed within the available time and resources

If your proposal involves a mentor, collaborator or course, describe their role, experience and why they are appropriate.

(Max 200 words)

This might include, as relevant:

- the experience or expertise of the mentor, collaborator or course provider
- how their involvement will support the development activity
- how this collaboration will contribute to the development of your practice

Financial information

Funding requested: €

Enter the amount of funding you are requesting from the Dublin City Council Arts Office Bursary Award.

Total estimated cost of the bursary activity: €

Enter the cost of the activities for which funding is sought. This should include a relevant fee to you as the artist.

Income from other sources (if applicable): €

If applicable, enter the total income or funding you expect to receive from other sources for these activities. You may leave this blank if you have no other income.

Budget

Applicants must upload a budget outlining the anticipated costs and income associated with the proposed bursary activity.

Expenditure

Examples of eligible costs are:

- training or course fees
- research costs
- travel and accommodation related to the development activity
- materials required for research or experimentation
- artist fees, with a breakdown of fees, indicating the number of days or hours and the rate used

Dublin City Council Arts Office is committed to the equitable payment of artists and arts workers. Applicants should show the fees they plan to pay to artists and arts workers involved in the project and reference any relevant industry pay rates or guidelines used.

Personal access costs may be requested in addition to this amount where appropriate.

Income

Provide the amount of income expected from other sources, including:

- grants from other organisations
- in-kind support - any non-monetary contributions towards your proposed activity e.g. a free service or product

Where funding is not yet confirmed, applicants may include what is applied for or anticipated.

Personal access costs

Personal access costs are considered separately and may be awarded in addition to the maximum grant amount.

Total personal access costs requested for the proposed activities: €

This amount should match the total included in the personal access costs section of the budget template.

Outline your personal access requirements, including the barriers these supports address, how they enable the proposed activities, who they support, and a breakdown of costs.

(Max 200 words)

You are not required to provide personal or medical details when applying for personal access costs.

You may refer to:

The barriers these supports address (e.g. difficulty accessing a venue, engaging with audio or visual elements of the work, processing information, or sustaining participation over time)

- How the supports enable the proposed activities (e.g. enabling attendance at rehearsals or events, supporting participation in making or presenting the work)
- Who they support (e.g. artists, key collaborators) and their role in the proposed activities
- A detailed breakdown of costs, showing each support, its associated cost, and how the cost has been calculated. Include daily or hourly rates where relevant, and outline how costs relate proportionately to the duration of the project.

If you are applying for personal access costs, include the total amount requested in the 'personal access costs' section of the budget template only. Do not include them in the main project budget.

Supporting Material

Supporting material helps assessors understand your artistic practice and the proposed activity.

Mandatory supporting material

Applications that do not include all mandatory supporting material will be deemed ineligible.

- budget
- CV (maximum 3 pages)
- examples of previous work (maximum five examples)

Optional supporting material

Applicants may upload up to ten pages of optional supporting material directly relevant to the proposal. This is not required. Applicants should select supporting material carefully and clearly label each item or section to show its relevance. If more than ten pages are uploaded, only the first ten pages will be assessed.

Examples include:

- letters from key personnel (e.g. mentors) confirming their involvement
- letters confirming offers (course, residency or training programme)
- mentor or collaborator C.V
- research outline or work plan
- links to moving image/film/sound recordings (only the first three minutes per item will be reviewed up to a limit of 5 items)
- further detail of personal access costs

References

Provide the names and contact details of two referees, who may be contacted if further information about your practice is required. Referees will only be contacted where clarification of the applicant's practice is required.

Reference 1:

Reference 2:

Diversity Monitoring

Applicants will be asked to complete a short optional demographic survey.

This information:

- will not be shared with the assessment panel
- will not influence funding decisions
- will be used only in anonymised statistical analysis

You may select 'Prefer not to say' for any question. Choosing not to answer will not affect your application.

Declarations

Applicants will be required to confirm, as part of the application process, that:

- the information provided in the application is accurate and complete to the best of their knowledge
- the activities or costs outlined in the application are not fully funded by another public funding source
- any grant awarded will be used only for the purposes outlined in the application

Freedom of information

Dublin City Council is subject to the provisions of the Freedom of Information Act 2014.

Information supplied as part of an application may therefore be subject to disclosure in response to a Freedom of Information request.

If you consider that any information supplied in your application is commercially sensitive or confidential, you should clearly indicate this and provide the reasons for its sensitivity. In the event of a Freedom of Information request, Dublin City Council will consider the request in accordance with the exemptions provided for under the Act.

Data Protection

Dublin City Council will process personal information provided in applications in accordance with data protection legislation for the purposes of administering the Arts Grants programme.

After you apply

Assessment

- All applications are processed by the Arts Office team reporting to the City Arts Officer.
- Applications that are deemed ineligible will not proceed to assessment.
- Applications considered more suitable for a different grant may be redirected where this would benefit the applicant.
- Applications are assessed by the Arts Office team with support of independent external assessors with relevant experience and expertise. Applications are assessed competitively based on the information provided in form and supporting material.
- An independent external assessor also reviews the application and assessment process.
- All applications, funding recommendations and the external assessor's report are considered by a Strategic Policy Committee sub-committee of the elected members of Dublin City Council.
- Following consideration by the sub-committee, final approval is sought at a full meeting of the elected members of Dublin City Council.
- Applicants will be notified by email of the outcome of their application.

Outcome of your application

If your application is successful, you will be required to:

- use the award only for the purposes outlined in your application.
- maintain basic financial records and submit a brief activity report to the Arts Office on completion of the funded activity.
- return any unused funds to the Arts Office.
- notify the Arts Office as soon as possible if the proposed activity cannot proceed.
- comply with all relevant statutory requirements and local authority byelaws, including appropriate Child Protection policies where relevant.
- for grants of €10,000 or more, provide a current Tax Clearance Certificate or Tax Clearance Access Number before the first payment is made and before any subsequent payments.

If your application is not successful

Applicants may request brief feedback on your application by emailing artsoffice@dublincity.ie within twenty days of notification of the outcome. Due to the volume of applications received, it may not be possible to provide detailed feedback.