

**dlr Creative Ireland
Artist professional development and mentorship bursary 2019**

Guidelines

**Deadline for submission
12 noon, Monday 23rd September 2019**

Dún Laoghaire-Rathdown County Council is delighted to invite applications for dlr Creative Ireland Artist Professional Development and Mentorship Bursaries 2019.

Creative Ireland is a culture-based programme designed to promote individual, community and national wellbeing. The core proposition is that participation in cultural activity drives personal and collective creativity, with significant implications for individual and societal wellbeing and achievement.

Creative Ireland focuses on 5 pillars with local authorities leading on pillar 2, Enabling Creativity in Every Community. The artist professional development and mentorship bursaries will offer the opportunity to support and invest in the capacity of professional artists working in Dún Laoghaire-Rathdown.

The bursary can support short term training courses, residencies in artist retreats, a skills exchange or mentorship with a more experienced practitioner.

Bursaries will be awarded to a maximum of €1,500.

Bursaries are available for activity taking place from October to December 2019.

The closing date for applications is Monday 23rd of September at 12 noon

Objectives:

- To support further creative development among professional artists in Dún Laoghaire -Rathdown
- To grow that capacity of the arts community by supporting professional development and mentorship opportunities.

Eligibility:

- A maximum of one application will be accepted from any individual or artist collective.
- Applications must be living or working in Dún Laoghaire-Rathdown.
- Dún Laoghaire-Rathdown County Council aims to support projects, events, groups, organisations and individuals whose work is of a high quality.
- Dún Laoghaire-Rathdown County Council seeks to support financially sustainable ventures.
- The success or otherwise of previous grant aided activities will be taken into account when assessing the applications and previous grant reports submitted by applicants will be available to the selection panel.
- Grants will not cover building programmes, third party grants, assistance to cover loans or deficits, projects which could be undertaken on a commercial basis, charity fundraising events or the hire fee of Council premises.
- Employees of Dún Laoghaire-Rathdown County Council are not eligible to apply.

Conditions:

- Successful applicants will be required to acknowledge the support of Dún Laoghaire-Rathdown County Council and Creative Ireland in writing on all promotional materials. The Dún Laoghaire-Rathdown County Council and Creative Ireland logos must also be on all promotional materials.
- The funding offered must only be used for the purposes specified in the application and any alterations to the proposed use of the bursary must be approved in advance by the Dún Laoghaire-Rathdown County Council.
- The award must be spent within the designated timeframe.
- Successful applicants must hold adequate public liability insurance. Dún Laoghaire-Rathdown County Council will not be responsible in any way for insurance of grant aided events or projects.
- Where relevant, successful applicants must have in place a policy and proper procedures regarding working with children, young people and vulnerable adults.
- The provisions of the Freedom of Information Act 1997-2003 apply to Dún Laoghaire-Rathdown County Council. Applicants should state if any of the information supplied by them is confidential or sensitive and should not be disclosed in response to a request for information under the aforementioned Act. Applicants should state why they consider the information to be confidential or commercially sensitive.
- Canvassing of the members of the selection panel, councillors or members of staff of Dún Laoghaire-Rathdown County Council will disqualify the applicant/s.

- A report on the grant-aided activity must be submitted. A template for this report will be provided and must be used.
- Two referees are required and Dún Laoghaire-Rathdown County Council reserves the right to contact the referees. Proposed mentors cannot act as referees for mentees/applicants.
- Specific conditions may be outlined in a letter of offer, which must be signed and returned to Dún Laoghaire-Rathdown Arts Office prior to the drawdown of funding.
- Generally payment will be given in two instalments.
- Payments will be made by electronic fund transfer. Successful applicants will be required to complete an electronic fund transfer form prior to requesting the drawdown of any funding.
- Proposals received by individuals that have outstanding debts to Dún Laoghaire-Rathdown County Council will not be funded.
- Dún Laoghaire-Rathdown County Council will use the information you provide on this form for the purposes of assessment. Additionally, if your submission is successful project details will be used in monitoring project progression, promotion of the bursary and shared with our funder, Creative Ireland. You can change your mind at any time by contacting us at arts@dlrcoco.ie. We will treat your information with respect. For more information about our privacy practices please visit our website. By signing and submitting the application form you agree that we may process your information in accordance with these terms.

Application Process:

Applications can be made via email or postal submission.

Emailed submissions must be sent to arts@dlrcoco.ie no later than noon, Monday 23rd September 2019 and must include your application form and supporting material with 'Professional Development and Mentorship Bursaries' in the subject line. The email must include

- Completed and signed application form
- CV of applicant (and mentor if applicable)
- If applicable, evidence of other funding you have secured to support the proposal

Postal submissions, to be received no later than noon, Monday 23rd September 2019, must include 3 copies of:

Applications must be typed or completed in clear block capital letters

Applications must include **3 copies** of

- Completed and signed application form
- CV of applicant (and mentor if applicable)
- If applicable, evidence of other funding you have secured to support the proposal

Supplementary materials are recommended. Please assume that the selection panel is not familiar with any of your past work.

Include 1 copy of supplementary materials to support your application. Examples of appropriate supplementary materials may include

- Examples of previous work- maximum 10 (if supplying images they should be in j-peg format and if supplying cd's and/or dvd's they must be pc compatible)
- Reviews of previous work
- A more detailed proposal
- A more detailed budget
- Letters of support from individuals, groups or organisations you will be working with, venues you intend to use, etc

Criteria for Selection:

Applications will be marked on the following criteria:

- Quality of previous work
- Quality of proposal
- Ability to achieve applicants outlined objectives within timeframe and budget.

Timeline:

Friday 23 rd Aug 2019	Launch of dlr Creative Ireland bursaries
Monday 23 rd Sept at 12 noon	Closing date for submissions
Week of 30 th Sept	Selection Panel to assess grant applications
Week of 7 th Oct	Successful applicants informed
Project completion date	end December 2019

Selection Process:

- Grants will be selected through a competitive process.
- Applications may be short-listed by Dún Laoghaire-Rathdown Arts Office.
- Short-listed applications will be considered at a selection panel and the panel's decision is final.
- 2 copies of a letter of offer will be issued to successful applicants. This may contain specific conditions. 1 copy must be signed and returned to Dún Laoghaire-Rathdown Arts Office prior to the drawdown of funding.

For queries please contact:
arts@dlrcoco.ie
(01) 236 2759