

## Drama Training & Development Bursaries Guidance Notes

As part of the Arts Council's Drama Strategy recommendations we are offering awards for theatre practitioners to attend and participate in short courses, masterclasses and professional development training opportunities until the end of this current financial year (March 2010).

The Arts Council wishes to encourage the creation of access to professional/vocational training, specifically in relation to CPD for theatre practitioners living in Northern Ireland. Potential applicants are requested to identify their own training opportunities in line with the priorities of this scheme.

Potential applicants should be able to clearly identify areas of practice or skills deficits that they believe require development. You should ensure that the venue/training course provider is reputable and is appropriate for your training and/or development needs. Potential applicants should apply to this programme as soon as an offer of acceptance from the training course provider has been received. We will not consider speculative training proposals. The aim of this programme is to enable access to professional, continual training opportunities for theatre practitioners; it is not a route for funding full-time/part-time training courses in drama or technical theatre. **The Arts Council does not receive funding from Government to assist students of full-time educational/vocational training courses.**

In promoting these awards schemes, the Arts Council particularly welcomes applications from under-represented groups in accordance with Section 75 of the Northern Ireland Act 1998.

### COMMON CRITERIA FOR ASSESSMENT

All applications will be assessed against the following criteria:

#### *The Artist*

1. Evidence of applicant's artistic quality. (5 marks)  
*Assessed against History of Artistic Practice and work submitted*
2. Evidence of the applicant's contribution to the arts (5 marks)  
*Assessed against History of Artistic Practice and work submitted*

#### *The Proposal*

3. Artistic quality, innovation and/or challenge of the proposal (5 marks)  
*Assessed against project description*
4. Venue, Training Provider Reputation (5 marks)  
*Assessed against support material provided*

#### *The Potential*

5. Evidence of how the proposal may enhance the applicant's skills (5 marks)  
*Assessed against project description*
6. Evidence of how the proposal may enhance the applicant's career (5 marks)  
*Assessed against project description*

## **WHO CAN APPLY?**

### **Theatre Practitioners** who

(a) have made a contribution to artistic activities in Northern Ireland for a minimum period of one year; **and**

(b) are domiciled in Northern Ireland. Broadly speaking, you are domiciled in the country where you have your permanent home. Domicile is distinct from nationality or residence. You can only have one domicile at any given time. For a fuller definition of Domicile, please consult the Inland Revenue website ([www.inlandrevenue.gov.uk](http://www.inlandrevenue.gov.uk)).

## **WHO CANNOT APPLY?**

- Applicants who have broken the conditions of previous grant awards within the previous 4 years (taken from the date of the letter of offer).
- Administrators of professional artistic companies

## **HOW MUCH MONEY IS AVAILABLE?**

The maximum award is £2,000. Please note that the total budget for the Drama Training Bursaries Programme for 2009/10 is £10,000, so you should be realistic in your expectations and budgeting.

## **WHAT CAN YOU APPLY FOR**

- Course fees only

## **WHAT YOU CANNOT APPLY FOR**

- Prolonged study at centres of further and higher education.
- Work that forms part of post-graduate study or is intended to be assessed as part of a post-graduate course.
- Work which forms part of your professional or academic employment. This does not exclude those working in an academic institution or statutory body who are continuing to pursue their artistic practice.
- Study leading to a professional qualification
- Applications relating to projects/commissions already in receipt of Arts Council of Northern Ireland National Lottery funds.
- Applications to fund or establish websites.

**If you are unsure about the eligibility of your proposal you should contact the Arts Development Officer – Drama & Dance for advice**

## **APPLICATION DEADLINES**

Applications for funding are accepted on a rolling basis and you will be notified of the decision within three weeks. You must apply at least four weeks before your course commences.

The Arts Council will not fund any project which is due to start before it makes its decision.

## PROCESS

1. Complete and return the application form, all relevant enclosures and supporting material as specified. **If you do not enclose the mandatory documents we will return your application to you and it will not be assessed.** You may seek advice from Arts Council Officers on any aspect of the form.

**You can also apply on-line. Your online application must be received by the programme deadline. Following submission of your application you will receive an email asking you to submit the Confirmation of Online Application Form (available from the Arts Council website) and necessary enclosures within five days. See website for full details.**

**We cannot accept applications by fax as they are often illegible.**

All applications from individual artists must be accompanied by **History of your Artistic Practice**. Starting with the most recent examples this should include, nominations, awards, commissions, major performances, etc... **Do not provide unnecessary narrative.**

The application form includes an **Equality Monitoring Form**, which is most important in helping the Arts Council of Northern Ireland to ensure fair and wide access to this programme. This does not form part of the decision-making process, however, you are required to fill this in as the Council is obliged to comply with equality legislation.

2. The Arts Council will acknowledge receipt of application forms within one week.
3. Applications will be assessed against the 6 criteria above by an Arts Development Officer assisted by a specialist advisor where appropriate.
4. Following the decision successful applicants will be issued with a contract outlining the conditions attached to the award and the purposes for which the award can be used. **If there are any changes to the original application the Arts Council must be informed immediately in writing.** Failure to do so may involve repayment of any award made, and will affect decisions on any future applications you might make.
5. Unsuccessful applicants will receive a letter detailing the reason/s why the application was unsuccessful.
6. On receipt of a signed contract, payment of the award will be made electronically through the BACS system which can take up to three weeks to clear. Ten percent of the award will be withheld until the project is completed and a satisfactory post-project report has been received.
7. Successful applicants **will be required** to complete a brief post-project report form and submit a description (not more than 500 words) of the development/training carried out with the grant. The Arts Council also requires that successful applicants submit a copy of the receipt for the course/training carried out. **If you do not return the report,**

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**description and receipt we will not pay you the balance of the award and you will be ineligible to apply for funding again for 4 years (from the date of your letter of offer)**

**IS THE ARTS COUNCIL DECISION FINAL?**

There is a review procedure, which is available on the web site and will be sent out to any unsuccessful applicants.

## **WHAT SUPPORTING DOCUMENTATION SHOULD I SEND?**

**You must provide supporting documentation.** Any application received without supporting documentation will be returned to you and not assessed.

**You must be selective about what you submit** – it is better to submit one high quality example rather than a large amount of lesser quality, irrelevant material. Treat every application as if it were your first. You cannot assume that all of the assessors will know your work. **All supporting documentation must be correctly labeled and submitted in the most appropriate format (see below).**

**DO NOT**, under any circumstances send any unique material. The Council will not be responsible for any such material. You **MUST** provide a suitable stamped addressed envelope for the return of supporting documentation.

### DVD

Standard DVD only. A page of context should be provided with a DVD. Information should include two to three lines detailing the name of the piece, date, thematic/general comments, where it was presented, names of performers, how the work was financed (i.e., an award, self-financed). A maximum of five minutes is required. Long pieces should be edited; otherwise a selection of three extracts (maximum five minutes each) should be submitted.

### Reviews

Copies of reviews are not mandatory. If you wish to include reviews with your application, please limit to a maximum of two.