

# The Rosemary James Memorial Trust Award

**Applicants should read the Guidance Notes carefully before completing an online application form.**

<b>SCHEME</b>	<b>Schemes open</b>	<b>Application Deadline</b>	<b>Decisions by</b>
The Rosemary James Memorial Trust Award	1 August 2017	4.00 pm, 22 September 2017	27 October 2017

## **APPLICATION DEADLINE**

**Completed forms must be submitted via the online application system by 4.00pm on 22 September 2017.**

**Applicants are advised to read the full guidelines before completing any section of the online application form. All questions must be answered, even if it is to state that the question is not applicable (N/A) to your particular project giving a short explanation.**

All applications must be submitted to the online system by **4.00 pm** on the closing date. The Arts Council will not accept any application which is submitted after the closing time/date. It is your responsibility to ensure that your application is received in time.

The information provided on the application form may be used by the Department for Culture, Media and Sport and the Department of Culture, Arts and Leisure.

This Application Form and the relevant Guidance Notes are available on request in large print format, disk and audio tape and also on the Arts Council's website:  
<http://www.artscouncil-ni.org>

### **How you can apply**

**You may only apply online.** We will not accept applications in hard copy or by email.

Online applications may be edited, saved and returned up to the closing date (with the exception of the Travel Awards, which is a rolling programme). You **MUST** submit **ALL** documents associated with any part of the application at the same time.

**All documents must be in acceptable formats as detailed in the guidance notes (p.7). We cannot accept documents in other formats. The total size of all your uploaded documents and artform-appropriate support material must not exceed 25 Mb.**

**Please ensure that you leave sufficient time to upload all enclosures to the system as there can be long delays as the closing deadline approaches and the system will shut down at 4.00 pm on the closing date.** If your complete application is not uploaded when the system closes your application will not be accepted.

**It is your responsibility to ensure that we receive the application form and documents by the closing time and date.**

All of the information you provide will be held on computer. This information will be used for the administration of applications and grants, for producing statistics and information on successful applicants.

**NOTE: Applications submitted in hard copy, by fax, disk or e-mail cannot be accepted.**

**REMEMBER TO KEEP A COPY OF THE COMPLETED FORM AND ENCLOSURES FOR YOUR RECORDS**

**SECTION 1 – APPLICANT DETAILS**

1.1 Name

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1.2 Address

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Postcode 

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1.3 Daytime telephone number

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Fax number

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Email address

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1.4 a) What is your current occupation?

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1.5 Place of birth

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Date of birth

*Date*

*Month*

*Year*

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1.6 Do you consider yourself a disabled artist? Yes/No

1.7 Education/ Qualifications/ Training if applicable: please provide the name and dates of third level institutions attended and qualifications gained; including specialist training and related qualifications. If you did not attend a third level institution, please write not applicable.

Name of Institution	Dates Attended	Qualifications gained

1.8 Employment: please provide details of your relevant employment. Starting with the most recent, include the name of employer, dates of employment, and position held.

Name of employer	Dates of employment	Position held

SAMPLE

## SECTION 2 - PROJECT DESCRIPTION

**Please note that information provided in excess of the stated maximum word counts will not be considered in the course of the assessment.**

### 2.1 Project Title

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Please describe the purpose for which you are seeking the Rosemary James Memorial Trust Award in the box below, giving a brief overview of what you plan to do **in no more than 100 words**. It should also include project location if applicable.

2.2 Proposed start date of project and/or travel: .....

2.3 Proposed end date of project:.....

SAMPLE

### 2.3 Project Description

The Project Description should describe the project, including your aims and objectives, **in no more than 600 words**, and must address the criteria listed below. The information you give below will be used to judge how well you meet the criteria of the programme.

**YOU MUST NUMBER THE SECTIONS OF YOUR PROJECT DESCRIPTION SO THAT THE ROSEMARY JAMES TRUSTEES CAN CLEARLY SEE WHICH CRITERION YOU ARE ADDRESSING. IF THE SECTIONS BELOW ARE NOT SEPARATELY NUMBERED AND ADDRESSED YOUR APPLICATION WILL BE INELIGIBLE.**

1. Evidence of applicant's artistic quality (Do not write "See attached CV/history of craft practice")
2. Evidence of the applicant's contribution to the arts (Do not write "See attached CV/history of craft practice")
3. Artistic quality, innovation and/or challenge of the proposal  
(Criterion 4 addressed in separate section of form)
5. Evidence of how the proposal may enhance the applicant's skills
6. Evidence of how the proposal may enhance the applicant's career

SAMPLE

2.4 How will you measure the success of the project and the achievement of its aims and objectives?

2.5 Are any other artists or organisations involved in the project?

Yes/No      If yes, please give details below

SAMPLE

### SECTION 3 - FINANCIAL INFORMATION

**NOTE: The information you give below will be used to judge how well you meet criterion 4 of the programme: The detail and accuracy of planning and budgeting.**

3.1 How much will your project cost?

£ \_\_\_\_\_

Applicants **MUST** attach a **detailed** breakdown of the expenditure you expect to incur e.g. materials, equipment, travel, subsistence, course fees, accommodation, etc.

**Please give as detailed a budget as possible, e.g. rather than Equipment £1000 you should list each item separately. If you are applying to “buy time” please indicate how you have calculated the total amount, e.g. X days at £X.**

3.2 How much are you asking the Rosemary James Memorial Trust for?

£ \_\_\_\_\_

3.3 Please give details of any other funding towards the project (e.g. your own money, grants, sponsorship, in-kind sponsorship).

## SECTION 4 - EQUALITY MONITORING

The application form includes an **Equality Monitoring Form**, which enables the Rosemary James Memorial Trust 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 Arts Council who is administrating the award is obliged to comply with equality legislation.

You **MUST** complete this section of the form, but the information provided in this section **will not** be used as part of the application assessment process. Failure to complete this section will mean your application will be rejected. For each question “mainly comprise”, means more than 60%.

- 4.1 Do you consider yourself to have a disability, or the board/ management of your organisation to mainly comprise of people with a disability?

Yes	
No	

The Disability Discrimination Act defines a disabled person as someone with a disability or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.

- 4.2 Please indicate your gender, or what gender does the board/ management of your organisation mainly comprise of:

Male		Female		Transgendered	
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- 4.3 Do you have any dependants, or does the board/ management of your organisation mainly comprise of people with dependents?

Yes	
No	

- 4.4 How would you describe your perceived religious beliefs, or how is the perceived religious beliefs of the board/ management of your organisation mainly comprised?

Protestant		Catholic		Sikh	
Buddhist		Hindu		Other religious belief	
Islam / Muslim		Jewish		No religious belief	

- 4.5 a) How would you describe your political opinion, or how is political opinion of the board/ management of your organisation mainly comprised?

Unionist generally		Nationalist generally	
Other			

- b) Are you an active member of any political party, or is the board/ management of your organisation mainly comprised of members of any political party?

Yes	
No	

- 4.6 Please indicate which ethnic group you consider yourself to belong to, or which ethnic group the board/ management of your organisation is mainly comprised of:

Black African		Black Caribbean		Other Black Background	
Indian		Pakistani		Bangladeshi	
Other Asian Background		Chinese		Mixed Ethnic Group	
Irish Traveller		White		Other (Please specify)	

- 4.7 What is your marital status, or what marital status the board/ management of your organisation is mainly comprised of?

Married		Unmarried		Divorced		Separated		Widowed	
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- 4.8 What is your age group, or what age group is the board/ management of your organisation mainly comprised of?

Under 16		16-25		26-49		50-65	
Over 65							

- 4.9 How would you describe your sexual orientation, or how is the sexual orientation of the board/ management of your organisation mainly comprised?

Heterosexual		Bisexual	
Gay		Lesbian	

## SECTION 5 – ENCLOSURES

Please ensure that you upload all the necessary enclosures when you submit your application form online. If you do not upload the enclosures your application will not be assessed. **You will not be contacted for further information.**

**All documents must be in pc-compatible formats (see guidance notes). We cannot accept documents in other formats. The total size of all the documents and enclosures to be uploaded should not exceed 25 Mb. Please ensure that you have all your supporting documentation ready for upload in an appropriate format and leave sufficient time to upload all the documents to the system with your application. Remember: there can be long delays as the closing deadline approaches and the system will shut down at 4.00 pm on the closing date.**

### ENCLOSURES REQUIRED FOR ROSEMARY JAMES MEMORIAL TRUST AWARD

***History of Crafts Practice*** - Starting with the most recent examples – this should include prizes, nominations, awards, commissions, major exhibitions/ performances, publications, etc. Do not provide unnecessary narrative.

***Detailed project budget*** - breakdown of the expenditure to be incurred e.g. materials, equipment, travel, subsistence, course fees, accommodation, etc. Please give as detailed a budget as possible, e.g. rather than Equipment £1000 the budget should list each item separately. If are applying to “buy time” please indicate how the total amount has been calculated, e.g. X days at £X.

***Support Material*** In addition to the documentation listed above, all applications **MUST** include artform-appropriate support material as outlined in the guidance notes on page 7.

### ROSEMARY JAMES MEMORIAL TRUST AWARD – MANDATORY ENCLOSURES

Mandatory documents	Please tick ✓
• History of crafts practice	
• Detailed project budget	
• Artform-appropriate Support Material (see page 7 of the guidance notes)	

## **SECTION 6 - PUBLICITY, OPENNESS AND ACCOUNTABILITY**

### **Publicity**

Full listings of all the grants we award are published in our Annual Report and on our website. You will be required to acknowledge Arts Council of Northern Ireland funding in all your publicity. Failure to credit the Arts Council of Northern Ireland will affect payment of your grant.

If you are successful in receiving an award, it will be a condition of offer that you agree to your contact details, biographical note, artist's statement and examples of your work being stored electronically on a database for the following purposes: Research inquiries; commissioning opportunities; general inquiries and promoting the arts. This database will be available to the public on the Arts Council's website.

### **Openness and accountability**

Under the Freedom of Information Act 2000 any information held by us (which will include your application) is potentially accessible by the public.

Information supplied by you will be held in manual files. It will then be summarised and details transferred to a computer-based grants management system. Reports from the information you supply and from comments made on your application by external assessors and staff members are likely to be held on both manual and computer-based systems. The information you supply will be made available to those assessing any other grant applications you make.

By submitting your application you waive any right to raise any type of proceedings against the Arts Council of Northern Ireland as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under the Freedom of Information Act 2000.

### **Data protection**

Data held on our grants management system is used for the following purposes; statistical reporting, application assessing, accounting purposes and for contacting you. The details of your grant will be public information (see Openness and Accountability). However, your personal details will be held within our grants management system and our paper files, and accessed only by our staff; appointed auditors and individuals or organisations who may help us assess or monitor grants. You have a right under the Data Protection Act 1998 to access the data held on you by Arts Council of Northern Ireland.

We view your signature on your application form as acceptance of the use of your data as outlined above.

**Please note that if you deliberately give any false or misleading information, we will withdraw your application or, if a grant has already been awarded, ask you to pay back any money we have given you. This will also have implications for any future applications you may submit.**

## SECTION 7 - APPLICANT'S STATEMENT

You must tick the box below to indicate that you have read and agree the following statements:

- To the best of my knowledge and belief, all the information supplied on this form, and any accompanying documents submitted in support of this application, is true and accurate.
- I undertake immediately and fully to inform the Arts Council of Northern Ireland if any changes in circumstances require the application to be amended.
- I understand that the information provided on this form may be made available to other departments/agencies for the purposes of preventing or detecting fraud.
- I understand that if I have deliberately given any false or misleading information, the Arts Council will withdraw this application or, if a grant has already been awarded, repayment of any funds already paid will be necessary. This will also have implications for any future applications I may submit.
- I have attached all the listed enclosures required for submission in conjunction with this application.

I have read and agreed the above statements

**REMEMBER TO KEEP A COPY OF THE APPLICATION FORM AND ENCLOSURES**