

Rosemary James Memorial Trust Award

Applicant Name: _____

Applicants should read the Guidance Notes carefully before completing this application form.

Completed forms should be returned by 4.00 pm on Friday 24th April, 2020 to:

Rosemary James Memorial Trust Award
c/o Arts Council of Northern Ireland
Linen Hill House
23 Linenhall Street
Lisburn
BT28 1FJ

Late applications will not be accepted. Please note that proof of postage is not proof of delivery.

- Please ensure that all sections of the form are fully completed.
- Please answer the questions within the spaces provided and within the number of words stated.
- Write “not applicable” if a section does not apply to you.
- The form may be typed or reproduced on your own word-processing system.
- Please use **BLOCK CAPITALS** and **BLACK INK** if handwriting. The Arts Council may decide your application is ineligible if we cannot read your handwriting.
- If the form is not fully completed and **all** relevant enclosures attached and returned by the deadline, your application will be returned to you and will not be assessed. **Information relating to the form cannot be forwarded at a later date.**

APPLICATION DEADLINE

Completed forms must be received by the Arts Council by 4.00pm on **24th April, 2020**

SECTION 1 – APPLICANT DETAILS

1.1 Name

1.2 Address

_____ Postcode _____

1.3 Daytime telephone number _____

Fax number _____

Email address _____

1.4 a) What is your current occupation? _____

1.5 Date of birth _____ *Date* _____ *Month* _____ *Year*

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

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

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 300 words**. It should also include project location if applicable.

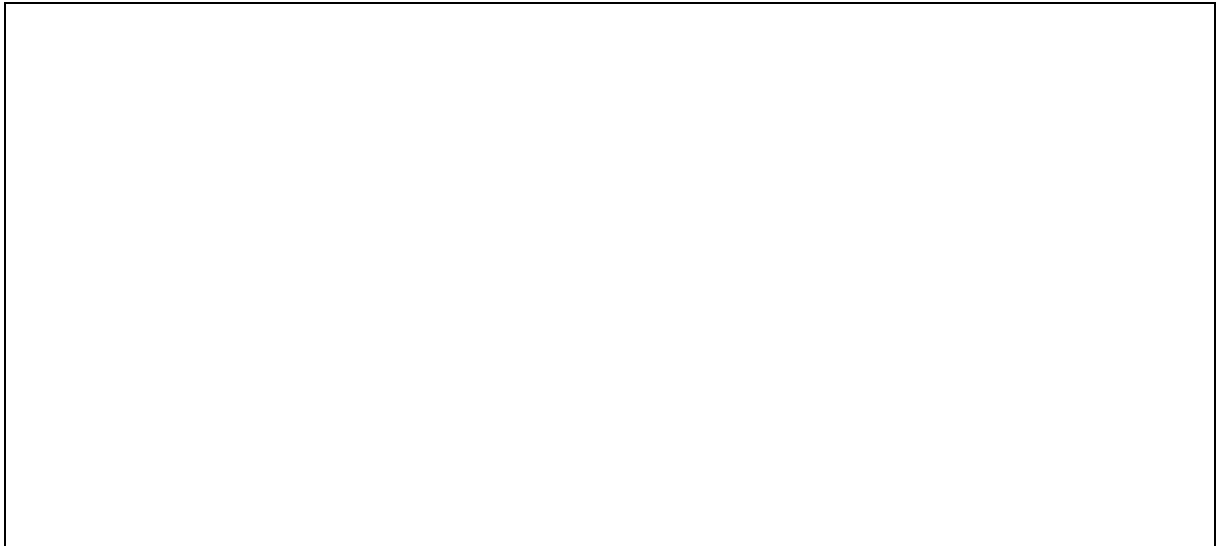
2.2 Proposed start date of project:

2.3 Project Description

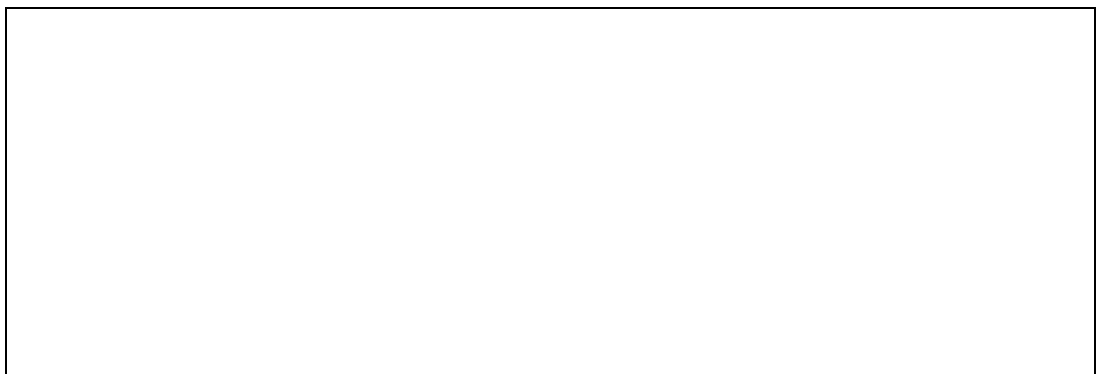
In this section you must address each of the criteria listed below. You should include a further description of the project under criterion 3, including your aims and objectives. This section should be **no more than 800 words in total** across all the criteria. The information you give below will be 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 and creativity. (Do not write "See attached CV/history of craft practice")
2. Evidence of the applicant's contribution to the arts and experience as a maker. (Do not write "See attached CV/history of craft practice")
3. Artistic quality, innovation and/or challenge of the proposal.
4. The detail and accuracy of planning and budgeting. (Criterion 4 addressed in separate section of form)
5. Evidence of how the proposal may enhance the applicant's skills and abilities from concept to realization.
6. Evidence of how the proposal may enhance the applicant's career.

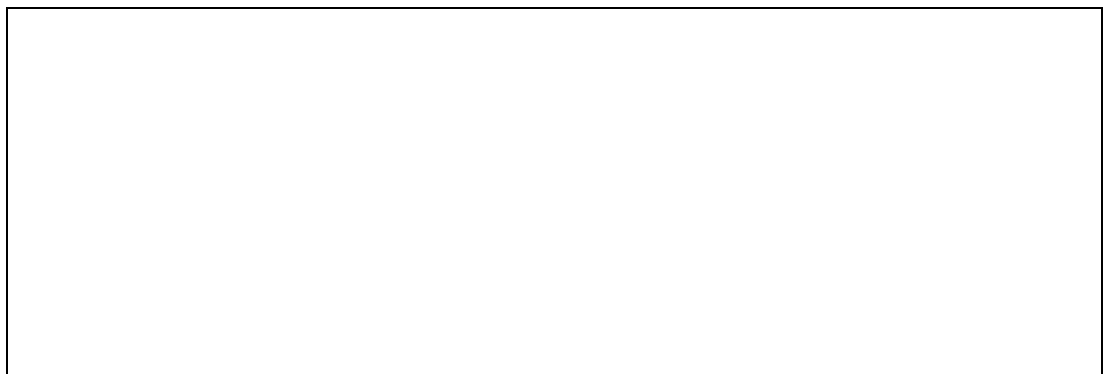


2.4 How will you measure the success of the project and the achievement of its aims and objectives?



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

Yes/No If yes, please give details below



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 – ENCLOSURES

Please ensure that you send all the necessary enclosures. If you do not send the enclosures your application will be returned to you and will not be assessed. You will not be contacted for further information.

- 4.1 All applications **must** include a separate history of crafts practice documentation with the application form. Starting with the most recent examples – this should include prizes, nominations, awards, commissions, major exhibitions/ performances, publications, etc. **Do not provide unnecessary narrative.**
- 4.2 Applicants **MUST** attach a detailed breakdown of the expenditure they 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 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.

4.3 Enclosures for Individuals

	Please tick ✓	Office use only
History of crafts practice		
Detailed project budget		

- 4.4 **ALL** applications **MUST** submit support material as outlined in the guidance notes. **If support material is not enclosed, the application will not be accepted. All data must be PC compatible. If non-PC compatible information is provided, your application will be ineligible and will be returned to you without assessment.**

Support Materials	No.	Office use only	Support Materials	No.	Office use only
Audio CD			Photographs		
CD Rom			Publications		
Catalogue			Reviews		
DVD					

Other (please specify)

SECTION 5 - 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 of 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 above).

For full details of how the Arts Council uses personal data please refer to our Privacy Policy here: (<http://artscouncil-ni.org/site/page/privacy>)

We view submission of 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 6 - APPLICANT'S STATEMENT

I have completed all relevant sections of this application form and confirm that all information provided, and any material submitted in support of the application, is truthful and accurate. I undertake to inform the Arts Council of Northern Ireland at once if any changes in circumstances require the application or supporting material to be amended.

Signed: _____
(The Applicant)

Date: _____

The information provided on this form may be made available to other departments/agencies for the purpose of preventing or detecting fraud. If you knowingly falsify information on the application form, payments will be stopped and you will have to repay grants already received.

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

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.

Arts Council in its responsibilities in administering the award is to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined in Section 75 of the Northern Ireland Act 1998 (the Act).

Monitoring can assist us to deliver better public services and continuous improvements. Section 75 monitoring information involves the processing of sensitive personal data (data relating to the racial or ethnic origin of individuals, sexual orientation, political opinion, religious belief, etc).

In order to carry out monitoring in a confidential and effective manner, Arts Council of Northern Ireland follows guidance from the Office of the Information Officer and the Equality Commission.

To assist with this, you may wish to provide responses to the questions below. **Please note you are not under any obligation to respond.**

Any information provided in this section will not be used as part of the application assessment process. This does not form part of the decision-making process.

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.

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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3. Do you have any dependants, or does the board/ management of your organisation mainly comprise of people with dependents?

Yes	
No	

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	

5a) 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			

5b) 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	

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)	

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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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							

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	