

The Rosemary James Memorial Trust Award

GUIDANCE NOTES

Please read these guidance notes carefully before completing an online application.

SCHEME	Application Deadline	Decisions by
The Rosemary James Memorial Trust Award	4.00 pm, 22 September 2017	27 October 2017

The Rosemary James Memorial Trust Award

Rosemary (Rosy) James died in 2010, having bequeathed over £500,000 to establish an annual bursary in her name to help artists, designers and makers to pursue their careers by developing a new body of work. 'The Rosemary James Bursary' will be administered by the Arts Council on behalf of the Rosemary James Trust. The value of the annual award is up to £15,000.

Rosemary James was born in Belfast in the mid-1940s and attended the Ulster College of Art from 1966-1971 where she studied textile design. Following her studies in Belfast, she took up a teaching post in Bristol, later settling in Cambridge where she continued as a teacher of Art and Design until 2007. She maintained her close connection with Northern Ireland throughout her life with regular visits to her father, Dr James Ford Gillies OBE, former principal of the Belfast College of Technology and an important figure in the establishment of the University of Ulster.

Rosemary James maintained a lifelong commitment to the arts as well as to her birthplace of Northern Ireland. In life she was an outspoken and colourful character. Towards the end of her life, with typically idiosyncratic humour, she stated that she had every intention of living until she was at least 130 years old, of spending all her 'dosh' on travels and luxuries, and of returning to haunt those who failed to comply with her last wishes.

Rosemary achieved only half of her intended longevity; however, thanks to the generosity of her bequest and the natural eagerness on the part of the Trustees and the Arts Council to fulfil her last wishes, artists, designers and makers in Northern Ireland will now be the significant beneficiaries of Rosemary James's substantial legacy, through the establishment of 'The Rosemary James Memorial Trust Award'.

This unique award is directed at makers steeped in practice using materials singly or in combination. Such materials might include fired clay or glass; fine or base metals; textiles using any kinds of applications; wood; plastics; paper or other materials not included in this list, where the emphasis is based upon the transformation of materials through the use of sustained practice towards a series of critical outcomes.

It aims to assist makers to investigate and develop a body of work which would otherwise be unaffordable.

The period of the award will culminate in an exhibition of work on public display in Northern Ireland.

GUIDELINES

CRITERIA FOR ASSESSMENT

All applications from individual crafts practitioners will be assessed against the following criteria:

The Artist

1. Evidence of the artist's creativity (5 marks)
Assessed against history of craft practice, work submitted and written response within the project description section.
2. Evidence of the applicant's experience as a maker (5 marks)
Assessed against history of crafts practice, work submitted and written response within the project description section.

The Proposal

3. Innovation and/or challenge of the proposal (5 marks)
Assessed against written response within the project description section.
4. The detail and accuracy of planning and budgeting (5 marks)
Assessed against financial budget provided.

The Potential

5. How the proposal may enhance the applicant's abilities from concept to realization. (5 marks)
Assessed against written response within the project description section.
6. Evidence of how the proposal may enhance the applicant's career (5 marks)
Assessed against written response within the project description section.

WHO CAN APPLY?

Makers steeped in practice using materials singly or in combination in all types of working practice, who

- have made a contribution to artistic activities in Northern Ireland for a minimum period of one year within the last five years.
- Professionally engaged makers.

WHO CANNOT APPLY?

- Students studying in either a full time or part time capacity
- Previous recipients of the Rosemary James Memorial Trust Award
- Applicants who have broken the conditions of previous grant awards from the Arts Council of Northern Ireland within the previous 4 years (taken from the date of the letter of offer).

WHAT CAN YOU APPLY FOR

The main thrust is to be directed towards the body of work but may also provide assistance towards

- Travel abroad to pursue additional skills, training or research
- Residencies/Master classes
- Research(materials, technology, practices)
- Collaboration with makers and artists in other disciplines

WHAT YOU CANNOT APPLY FOR

- Self-Commissioning or publishing costs
- Prolonged study at centres of further and higher education
- Work that forms part of under-graduate or post-graduate study or is intended to be assessed as part of an academic 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 crafts practice
- Study leading to a professional qualification
- Applications to fund or establish websites
- Applications relating to projects/commissions already in receipt of Arts Council of Northern Ireland National Lottery funds
- Applications relating to residencies or rent of premises already in receipt of Arts Council funding (for example, residencies to the Tyrone Guthrie Centre).

APPLICATION DEADLINE

Completed forms must be received by the Arts Council by 4.00pm on 22 September 2017.

APPLICATION PROCESS

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

Online applications may be edited, saved and returned up to the closing date. You **MUST** upload **ALL** documents and support material associated with the application prior to its submission to the system.

All documents must be in Word, Excel or pdf format. We cannot accept documents in other formats. The total size of all your uploaded documents and enclosures must not exceed 25 Mb.

Please ensure that you leave sufficient time to upload all documents 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.

The application form includes an **Equality Monitoring Form**, which enables 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 20 working days of receipt of your application.
3. Applications will be assessed against the criteria listed above by the Rosemary James Trust.
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 Rosemary James Trust 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. 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.

6. Successful applicants will be required to notify the Arts Council of the location of the works on public display and will be required to complete a post-project report and submit a description (not less than 750 and no more than 1,000 words) of the work carried out with the grant. Where possible, you should submit a copy of the completed work, e.g. catalogue of works exhibited. Copies of travel ticket(s) and receipts for goods and materials purchased must also be returned with the report. **If you do not return the report, description and receipts, 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) and we may ask for the return of the first instalment of the grant. .**
7. Unsuccessful applicants will receive a letter notifying them of the outcome of their application.

The decision of the Rosemary James Trust is final.

ARTFORM-APPROPRIATE SUPPORT MATERIAL

In addition to the documents listed in Section 5 of the sample application form, you must provide artform-appropriate support material as listed below. You should not include any support material in excess of that stated below. Any application uploaded without support material will not be assessed. The total size of all your uploaded documents and enclosures must not exceed 25 Mb.

DO NOT compress files into one zip file. Files must be uploaded as individual documents

ACCEPTABLE FILE FORMATS

All data must be PC compatible. If non-PC compatible data is supplied, your application will not be assessed.

We can accept ONLY the following file formats:

Image files (JPEG, GIF, TIFF, PNG)

Sound files (WAV, MP3, WMA)

Video files (QuickTime – AVI, MOV, MP4, WMV)

Text files (DOC, RTF, PDF)

Spreadsheet files (XLS, XLSx)

SUPPORT MATERIAL FOR CRAFT APPLICATIONS

Artists must provide a **MAXIMUM 10 IMAGES with image list**

OR

A **link to a website address** is acceptable but you must clearly identify which 10 images you wish us to view. If a link or website is not working correctly, your application will be deemed ineligible as critical support material has not been made available.