Please read these guidance notes carefully as there may be changes from the last funding round.

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Please note that all applications to this funding round are for a residency in Rome for a period of 6 months between the start of January 2020 and the end of June 2020.

Application forms and information on each scheme are available in large print format, disc and audio tape and also on [http://www.artscouncil-ni.org/](http://www.artscouncil-ni.org/)
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3    General Guidance and Programme Criteria
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Information on the Support for Individual Artist schemes:

8    British School at Rome Residency
General Guidance Notes

These guidelines govern ALL schemes for individual artists and you should read these before you read the guidelines for each scheme.

The emphasis will be the quality of the work submitted in support of the application and the potential of an award to develop skills, expertise and career.

A full list of SIAP recipients since 2005/06 can be viewed on the Arts Council’s website.

In promoting these award schemes, the Arts Council particularly welcomes applications from groups referenced in Section 75 of the Northern Ireland Act 1998.

Common criteria for assessment of British School at Rome Fellowship applications

All applications from individual artists will be assessed against the following criteria.

The Artist
1. Evidence of applicant’s artistic quality. (5 marks)
   Assessed against History of Artistic Practice, Artist’s Statement, work submitted and written response within the project description section.
2. Evidence of the applicant’s contribution to the arts. (5 marks)
   Assessed against History of Artistic Practice work submitted and written response within the project description section.

The Proposal
3. Artistic quality, innovation and/or challenge of your proposed programme of work – please outline the nature of the work you propose to develop in Rome. (5 marks)
   Assessed against written response within the project description section.
4. Relevance of time at the British School at Rome to your proposed programme of work.
   (5 marks)
   Assessed against written response within the project description section.

The Potential
5. Evidence of how the proposal may enhance the applicant’s skills (5 marks)
   Assessed against written response within the project description section.
6. Why would the Fellowship in Rome be valuable to the applicant at this particular point in their career?
   Assessed against written response within the project description section.
Eligibility and Assessment Process

WHO CAN APPLY?

Visual artists working in any discipline, who

(a) have made a contribution to artistic activities in Northern Ireland for a minimum period of one year within the last five years.

Employees of statutory bodies and established artists who are undergraduates or postgraduates are eligible to apply but they must prove that work undertaken during the residency is not properly the concern of their employer and/or is not related to their academic study. Please also note that established artists currently undertaking recognised academic courses will be considered only in exceptional circumstances. Employees of statutory bodies, undergraduates and postgraduates must submit evidence of this in the form of a letter on headed paper from their Head of Department (see Section 5.4 on the application form). In the case of post-graduates, the letter must clearly state the title of their PhD thesis and include a declaration by the Head of Department that “The residency does not form part of any academic work undertaken in relation to the above-titled PhD nor will it be assessed as part of any academic course”. Please note that the Arts Council may use its own judgement in determining this matter. Applicants undertaking a Masters or a PhD must also include a separate statement which provides information on how the project applied for differs from their Masters or PhD work. This is listed as a mandatory enclosure in Section 5 of the application form.

WHO CANNOT APPLY?

- Applicants who have held a British School in Rome Fellowship in the last ten years.
- Students currently in full-time or part-time educational courses. Established artists currently undertaking recognised academic courses may be considered only in exceptional circumstances.
- Applicants who have broken the conditions of previous grant awards within the previous 4 years (taken from the date of the letter of offer).

WHAT CAN YOU APPLY FOR

- British School at Rome Residency

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 artistic 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 at venues already in receipt of Arts Council funding (for example, residencies to the Tyrone Guthrie Centre).
• Costs for the purchase or manufacture of musical instruments. (Individual artists seeking to purchase musical instruments can access the Arts Council of Northern Ireland’s “Take It Away NI” loan scheme which is run in association with Arts Council England. The scheme provides applicants with interest-free loans through a network of approved instrument retailers in Northern Ireland.)

APPLICATION DEADLINES
All schemes operate on a deadline basis except Travel Awards. The Arts Council will not fund any project which is due to start before it makes its decision (see decision dates on front page).

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 (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 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 an Arts Development Officer.

4. Decisions on all awards are made by Directors based on recommendations by artform officers.

5. 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.

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. Where appropriate, a copy of the completed work should be submitted, eg published work, draft script, catalogue of works exhibited. Copies of travel ticket(s) and receipts for goods and materials purchased must also be returned with the report. **If the report and receipts are not returned the balance of the award will not be paid 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.**

8. Unsuccessful applicants will receive a letter detailing the reason/s why the application was unsuccessful.

**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 SUPPORT MATERIAL SHOULD YOU SEND?

In addition to the mandatory enclosures 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)

VISUAL ARTS

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.
The British School at Rome Fellowship

This residency offers visual artists the opportunity to work in Rome for a period of 6 months between the start of January and the end of June 2020 on a project of their choosing. Rather than experimenting on new techniques, scholars are encouraged to use their time to work on developing ideas for a new body of work or exploring themes that will advance their practice. The Fellow is encouraged to be self-reliant and adaptable.

The British School at Rome aims to attract visual artists of the highest calibre to work and develop in the unique, multidisciplinary community. Fellows represent the best of established and up-and-coming contemporary practitioners and they can draw on and contribute to the BSR’s unique, lively and engaged intellectual environment to enhance their own practice and research.

More details about the British School at Rome may be found http://www.bsr.ac.uk/

Who can apply?
Visual artists working in any discipline.

Who cannot apply?
- Applicants who have held a British School in Rome Fellowship in the last ten years.
- Students currently in full-time or part-time educational courses. Established artists currently undertaking recognised academic courses may be considered only in exceptional circumstances.

What are the facilities?
The school is a residential centre for the practice of the fine arts for research in the humanities. The studios are each two stories high, approx 42 sq m. with a traditional art studio window forming the north wall and part of the roof. The building provides working and living accommodation for staff and 20-25 scholars and other residents. The Library possesses an important collection of books and periodicals mainly on archaeological, artistic, classical and historical subjects. Adjacent to the studios is a small workshop equipped with a bandsaw, workbench and basic tools. Some studios are equipped for painting with easels and some for sculpture with armature stands, welding and carving equipment. Access to a darkroom outside the school can be arranged.

The successful applicant’s partner may be able to stay at the School by prior arrangement but he/she will be responsible for their own expenses at the School’s prevailing rates. Children cannot be accommodated.

What is included in the award?
The Arts Council pays the cost of board and lodging directly to the School. In addition, a living and travel allowance of £700 per month will be paid direct to the successful applicant in monthly installments.
Additional Assessment Procedures

Applicants must submit an Artist’s Statement about their work with their completed application form, in addition to the normal mandatory enclosures.

The assessment process will involve interviews which will take place in September after shortlisting. Applicants should provide appropriate contact details for the period in order that they can be called to interview if required.