

Arts Council of Northern Ireland

# Rosy James Memorial Trust Award

## Application Guidance Notes

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

**Deadline for Applications:** 4pm, Friday 3 May 2024

**Decisions:** June 2024



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## Introduction

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 Rosy James Bursary' will be administered by the Arts Council on behalf of the Rosy James Memorial Trust. The value of the annual award is up to £15,000.

Rosy 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.

Rosy 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.

Rosy 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 Rosy James' substantial legacy, through the establishment of 'The Rosy James Bursary'.

These notes give information on who is eligible to apply to the programme and how to apply. It also describes how your application will be assessed, how payments will be made and what you will be asked to do if you are awarded a grant.

These Guidance Notes and the relevant application form are available on our website at [Rosy James Memorial Trust Award \(opens in a new window\)](#). They may also be requested in large print or other accessible formats if required. Please contact us at [artgrants@artscouncil-ni.org](mailto:artgrants@artscouncil-ni.org) if you need further assistance in this regard, including alternative language versions. You can also contact Suzanne Lyle ([slyle@artscouncil-ni.org](mailto:slyle@artscouncil-ni.org)) if you have any queries about any aspect of the programme or its application requirements.

**If you have a disability which affects your ability to complete the online application form, please contact the University of Atypical (UoA). The UoA will provide tailored advice and support to D/deaf, disabled and Neurodiverse applicants when submitting applications to ACNI Programmes.**

The Rosy James Memorial Trust particularly welcomes applications from groups referenced in Section 75 of the Northern Ireland Act 1998.

## **Aims of the Programme**

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. In addition, the award aims to:

- Inspire excellence through the support of high-quality, ambitious, innovative and imaginative opportunities for artists.
- Increase the capacity and opportunities for artists to take professional and creative risks.

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

## **Is your proposal timeframe suitable?**

The Rosy James Memorial Trust will only fund proposals that will take place between 1 June 2024 and 31 December 2025. All eligible expenditure must be incurred within these dates. If this is not the case for your proposal, you should NOT apply to this scheme.

## **How much funding is available?**

The total budget for the Rosy James award is £15,000 per individual award.

No partnership funding is required, but if your proposal cost is greater than the award value you must detail the total cost of your project and all other sources of funding in your application.

# Eligibility

## Who can apply?

Eligible applicants to the Rosy James Memorial Trust are as follows:

- Artists, designers, and makers steeped in practice using materials singly or in combination in all types of working practice.
- Employees of statutory bodies<sup>1</sup>, undergraduates and postgraduates are eligible to apply but they must prove that the funds which they are seeking are for work/costs which are not properly the concern of their employer and/or are not related to their work or academic study. They must submit evidence of this in the form of a letter on headed paper from their Head of Department.
  - In the case of post-graduate students, the letter must clearly state the title of the student's PhD thesis and include a declaration by the Head of Department. This declaration must state "The project for which funds are being sought 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".
  - 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.

**Please note:** The Rosy James Memorial Trust may use its own judgement in determining this matter.

### Eligible applicants must also

- Have made a contribution to artistic activities in Northern Ireland for a minimum period of 1 year within the last 5 years.
- Live in Northern Ireland  
(The Rosy James Memorial Trust priority must be for artists living and regularly contributing to the arts within Northern Ireland. If you are primarily living in another region of the UK, Republic of Ireland or elsewhere (ie. you live in that region for the majority of the year), you should search for funding opportunities in the relevant jurisdiction.)
- Be at least 18yrs old and not in secondary education.

## Who cannot apply?

- Applicants who have broken the conditions of any previous ACNI award and applicants who remain in breach of any previous letters of offer (regardless of the letter of offer date).

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<sup>1</sup> A statutory body is a formally established organisation that is, at least in part, publicly funded to deliver a public or government service and which is regulated by government legislation. All schools, further education colleges and universities are statutory bodies under the Education Authority.

- Previous recipients of the Rosy James award are not eligible to apply.

## **What you can apply for**

The main thrust is to be directed towards the body of work and may include:

- Project assistance
- Art materials/equipment
- "Buying time" to replace other earned income costs lost due to time spent on the intended project/creating new work.\* Eg, if you were taking unpaid leave from work to spend time on the proposed project.
- Fees for training courses
- Artistic fees of Mentors
- Artistic or technical fees including those towards production or post-production costs associated with presentation or exhibition of work
- Technical equipment related to the project/proposal\*\* (equipment requests cannot comprise more than 50% of the value of your request)
- Documentation costs
- Childcare costs
- Project-related travel costs, eg., mileage costs of 25.7p per mile, commuter and air travel
- Residencies
- Subsistence costs @£25 per day
- Accommodation costs

\* If you are applying for loss of earnings, the Rosy James Memorial Trust acknowledges an average of up to £125 per day as a set contribution. It is unlikely we will award a higher rate per day. You should set out clearly how you have costed your time. It is unlikely that the Rosy James Memorial Trust will be able to cover the full value of the replacement costs but will aim to contribute towards it.

\*\* Equipment requests cannot comprise more than 50% of the value of your request; a maximum contribution of £1,200 will be made towards laptops and pcs, and £500 towards tablet computers.

*If you are including costs for technical or creative equipment as part of your application, it's important you tell us:*

- *why the equipment is necessary for the project and appropriate for your needs*
- *why buying equipment is more appropriate than hiring it, where applicable*
- *your plans for continued use of the asset after the end of the project*
- *your plans for maintenance, storage and insurance, and any additional ongoing costs after the project ends*

*If you do not include this information, we may decide not to fund the equipment element of your request.*

## **What you cannot apply for**

- Projects which take place or start before the decision date for this programme.
- Prolonged study at centres of further and higher education or fees for same or any cost related to such study or related academic work, including: under- and post-graduate fees; fees for study leading to a professional qualification; travel, subsistence or accommodation.
- 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.
- Self-publishing costs.
- Applications to fund or establish websites.
- Film/TV or media projects, including:
  - projects in relation to the production and exhibition of experimental and innovative lens-based work by artists intended for exhibition; or
  - projects by digital artists whose artwork is created exclusively in the digital space.
- Applications relating to projects/commissions already in receipt of Arts Council of Northern Ireland funds.
- Costs already covered by the Arts Council of Northern Ireland, other funders, or Government schemes.

**Please note that these lists are not exhaustive. If you have any queries about the eligibility of your project or a cost within it in relation to a particular scheme, please contact Suzanne Lyle ([slyle@artscouncil-ni.org](mailto:slyle@artscouncil-ni.org)) at least two weeks before the closing date.**

## How to apply

Complete and return the application form, **ALL** relevant enclosures and supporting material as specified by **email** to [rstephenson@artscouncil-ni.org](mailto:rstephenson@artscouncil-ni.org). Completed forms must be received by the Arts Council by 4.00pm on **Friday, 3<sup>rd</sup> May 2024**.

### Making an application

Prior to submission of your application, you may seek advice on any aspect of the form from the Arts Council Visual Arts team. Suzanne Lyle is the Head of Visual Arts and a Rosy James Memorial Trust member. She can be contacted at [slyle@artscouncil-ni.org](mailto:slyle@artscouncil-ni.org). You must apply by email. We will not accept applications in hard copy. Send your completed application form and all the requested mandatory enclosures to [rstephenson@artscouncil-ni.org](mailto:rstephenson@artscouncil-ni.org).

**If you feel you have a disability which affects your ability to complete the online application form, please contact the University of Atypical (UoA). The UoA will provide tailored advice and support to D/deaf, disabled and Neurodiverse applicants when submitting application to ACNI Programmes.**

- You must submit all mandatory enclosures associated with the application at the same time as your application. Please refer to pages 9 and 10 for further guidance.
- Applications will not be accepted after the closing date of **4pm, Friday 3<sup>rd</sup> May 2024**.
- If you submit your application by the closing deadline, you will receive an email advising that your application has been successfully received.

Please remember that it is your responsibility to ensure that we receive the application form and enclosures by the closing time and date.

### Mandatory Enclosures

Before you submit your application, you **must** attach the mandatory enclosures listed below: Further detailed guidance on these enclosures is included below and from page 9 onwards:

- **Artistic CV**
- **Detailed Project Budget**
- **Detailed Programme of Planned Work/Activity**
- **Artistic Support Material**

### What supporting documentation should I send?

You must provide supporting documentation. Any application received without the required supporting documentation will not be assessed. Please note that providing website addresses/links to online support material is not acceptable. Applications which provide such links in lieu of support material will be considered ineligible and returned without assessment.

You must be selective about what you submit – it is better to submit selected high-quality examples 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). The total size of all your uploaded documents should not exceed 25 Mb.

Please note: **DO NOT**, under any circumstances, send unique material to the Arts Council office. The Arts Council of Northern Ireland and The Rosy James Memorial Trust will not be responsible for any such material.

- **IF** applying for a residency – **Confirmation Statement from the Host Organisation** or venue accepting your residency will be required when available.
- **IF** you are an employee of a statutory body, an undergraduate or postgraduate, you must submit evidence of this in the form of a letter on headed paper from your Head of Department or supervisor stating that your proposal is not properly the concern of your employer and/or is not related to your academic study. See page 10 for further detail on the wording of this letter.
- **IF** you are a Masters or PhD student, a statement which provides information on how the project applied for differs from your Masters or PhD work.

Please keep in mind the following important points:

- All mandatory enclosures must be in the accepted formats as listed. We cannot accept documents in other formats.
- **The total size of all your documents should not exceed 25 Mb.**
- You must submit **all** necessary enclosures with your application form. If any enclosures are missing, your application will be ineligible.
- If you submit an enclosure in a format which we do not accept or which is corrupted or which we cannot open, the enclosure will be considered missing, and your application will be ineligible.
- Do not compress files into one zip file. Files must be uploaded as individual documents.
- **All data must be PC compatible.** If non-PC compatible data is supplied, your application will not be assessed. For example, if using a MAC, it is the applicant's responsibility to ensure that any enclosures uploaded to the online application are PC compatible.
- The submission of weblinks or website addresses in lieu of enclosure documents is not acceptable and will result in your application being made ineligible.
- Use of Dropbox or similar cloud-based storage is not permitted as ACNI cannot access sites of that nature.

## Detailed guidance on mandatory enclosures

Further information on all mandatory enclosures is detailed below. If you have any queries about any of the documents, please contact the Arts Council of Northern Ireland by emailing Robert Stephenson (rstephenson@artscouncil-ni.org)

Mandatory Enclosure	Guidance on Enclosure
<b>Artistic CV</b>	<p>Starting with the most recent examples of your practice – this should include prizes, nominations, awards, commissions, major exhibitions/performances, publications, etc.</p> <p><u>NB:</u></p> <ul style="list-style-type: none"> <li>- Do not provide unnecessary narrative.</li> <li>- Please note web links to the applicant’s website or to examples of artistic practice are not acceptable.</li> </ul>
<b>Detailed Project Budget</b>	<p>A breakdown of the expenditure to be incurred throughout your project e.g. materials, equipment, travel, subsistence, course fees, accommodation, etc. Please give as detailed a budget as possible, e.g. rather than <i>Equipment £1,000</i> the budget should list each item separately. If are applying for buying time “” please indicate how the total amount has been calculated, e.g. X days at £X.</p> <p><u>NB:</u></p> <ul style="list-style-type: none"> <li>- The maximum daily subsistence rate is £25</li> <li>- Mileage rate is 25.7 pence per mile</li> <li>- Daily rate for “buying time” up to 5 days is £125</li> </ul> <p><b>NB:</b> How you cost your project impacts how it will be scored in relation to its financial planning. Detailed costings from named suppliers will score more highly than estimated rounded figures and while the provision of quotations is not mandatory, your project may score more highly in relation to financial planning if quotations are provided.</p>
<b>Detailed Programme of Planned Work/ Activity</b>	<p>This should include a timeline of the activity which will be undertaken during your project. It should also outline what you aim to achieve overall.</p>
<b>Artistic Support Material</b>	<p><b>These will be examples of your work as an artist.</b></p> <p><b><u>ACCEPTABLE FILE FORMATS</u></b></p> <p><b>All data must be PC compatible. If non-PC compatible data is supplied, your application will not be assessed. For example, if using</b></p>

<b>Mandatory Enclosure</b>	<b>Guidance on Enclosure</b>
	<p><b>a MAC, it is the applicant's responsibility to ensure that any enclosures uploaded to the online application are PC compatible.</b></p> <p><b>We can accept ONLY the following file formats:</b>  <b>Image files (JPEG, GIF, TIFF, PNG)</b>  <b>Sound files (MP3, WMA)</b>  <b>Video files (QuickTime – AVI, MOV, MP4, WMV)</b>  <b>Text files (DOC, DOCx, PDF)</b>  <b>Spreadsheet files (XLS, XLSx)</b></p> <p><b>Artists must provide a maximum of 10 images, with an accompanying image list.</b></p>
<b>Confirmation Statement from the Host Organisation</b>	<b>IF applying for a residency, you must provide written confirmation from the Host Organisation or venue accepting your residency when available. The letter should state the dates of your residency and any other relevant terms.</b>
<b>Letter from Head of Department/ Supervisor</b>	<p><b>IF</b> you are an employee of a statutory body, an undergraduate or postgraduate, you must submit evidence of this in the form of a letter on headed paper from your Head of Department or supervisor stating that your proposal is not part of your professional or academic employment and/or the work is not related to and does not form part of under-graduate/post-graduate study and is not intended to be assessed as part of any academic course.</p> <p><b>IF</b> you are a post-graduate Masters or PhD student, the letter must clearly state the title of the student's PhD thesis and include a declaration by the Head of Department. This declaration must state "The project for which funds are being sought 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".</p>
<b>PhD or Masters Statement</b>	<b>IF</b> you are Masters or PhD student, you must submit a statement which briefly describes the subject of your post-graduate thesis and sets out how the project applied for differs from your Masters or PhD work

## **After You Submit Your Application**

- The Arts Council will acknowledge receipt of the application form.
- The Arts Council will undertake a completeness check on the application form and notify you if your application is ineligible.
- Eligible applications will be assessed by Rosy James Memorial Trustees, based on the information provided in the application form and enclosures.
- The Arts Council will contact you with the final decision of the Trustees by letter by email. If rejected, the Arts Council can provide you with feedback on request.

## If you receive an award

### Letter of Offer

Following the decision, Arts Council will issue the successful applicant with a contract outlining the conditions attached to the award and the specific purposes for which the award can be used.

- You will not be able to incur expenditure until you have received your letter of offer from the Arts Council. You should take this into account when planning your proposal.
- It is important that you read the letter of offer and enclosed conditions carefully before signing and returning it. The letter of offer will set out what you may spend the grant on and by what date the proposal must be completed.
- **If there are any changes to your agreed project from the original application, you must inform Suzanne Lyle immediately in writing before incurring any proposal expenditure.** If you don't tell us about changes you may have to repay the award, and this will affect decisions on any future applications you might make.

### How payments will be made

Payments are normally made as follows:

100% of the award on submission via email of a signed Grant Recipient Statement and a completed BACS form.

The Arts Council will make payments to UK-based bank accounts in the applicant's name only, or to joint accounts where the applicant is a named account holder. Payments are by BACS transfer only. You will need to complete and return the BACS form issued with your letter of offer.

### Post project monitoring

At the conclusion of your project, you will have to submit an End of Project Report and provide a final income and expenditure account for the project, in addition to evidencing the appropriate use of the Rosy James award throughout the course of project delivery. The project report will include:

- Details of the how the project has benefited you.
- Details of planned public exhibition of your work.
- An evaluation of the project – was it successful? Did you meet your aims? etc.

We may discuss with you how this information is to be collected.

# How we will make our decision

## Assessment Criteria

We will assess your proposal against the following criteria.

The Artist		Assessed Against
1.1	Evidence of the quality of the applicant's artistic practice	CV, work submitted and written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the application.
1.2	Evidence of the applicant's contribution to the arts and experience as a maker	CV, work submitted and written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the application.
The Proposal		Assessed Against
2.1	Artistic quality, innovation and/or challenge of the proposal	The written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the application.
2.2	Detail and accuracy of planning and budgeting	The detail and accuracy of the provided budget enclosure.
The Potential		Assessed Against
3.1	Evidence of how the proposal may enhance the applicant's skills and abilities from concept to realization	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> and <i>Measuring the Success of Your Project</i> sections of the application.
3.2	Evidence of how the proposal may enhance the applicant's career.	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> and <i>Measuring the Success of Your Project</i> sections of the application.

**The Rosy James Memorial Trust decision is final.**

## Other Information

If you have any queries about the programme or need any help or advice completing the application, please contact Suzanne Lyle ([slyle@artscouncil-ni.org](mailto:slyle@artscouncil-ni.org)).

## **Arts Council of Northern Ireland**

Linen Hill House  
23 Linenhall Street  
Lisburn  
BT28 1FJ

[www.artscouncil-ni.org](http://www.artscouncil-ni.org)

T: +44 (28) 9262 3555

E: [info@artscouncil-ni.org](mailto:info@artscouncil-ni.org)

Alternative formats of this publication may be available upon request.

For further information, email: [info@artscouncil-ni.org](mailto:info@artscouncil-ni.org)