



**Ards and  
North Down**  
Borough Council

**Ards and North Down Borough Council**  
**Ballinglen Arts Foundation Bursary**  
**Two-week Studio Residency at Ballinglen Arts  
Foundation, North County Mayo**

*Please refer to the Guidance Notes before completing the Application Form*

### **Application Guidance Notes**

**For residencies taking place between 1 April 2024 – 31 March 2025**

**DEADLINE: Monday 22 January 2024, 12noon (sharp)**

This bursary award is for a two-week Studio Residency at Ballinglen Arts Foundation. Only one award is available for the 2024/25 financial year\*. Applicants may only submit one application form.

**Application for the Ards and North Down Bursary to Ballinglen Arts Foundation 2024/25 is by an online application form available via our website:**  
<https://andculture.org.uk/funding>

**If you require special assistance with this application process, or would prefer to complete a Word version of this application, please contact us before the deadline (no later than 12 noon on Friday 12 January 2024) so this can be arranged. Email: [artsgrants@ardsandnorthdown.gov.uk](mailto:artsgrants@ardsandnorthdown.gov.uk) for more information.**

*\*Awards are subject to budget approval*

### **Who is Eligible?**

To be eligible you must meet all the following criteria:

- Resident within the Ards and North Down Borough Council Area.
- A practicing professional artist in visual art and/or craft.
- Aged 18 years+.

### **The applicant must be able to:**

- Demonstrate a quality professional practice.
- Have sufficient experience and significant achievement in their creative practice.
- Be able to clearly state what they wish to accomplish during their residency, and clearly outline the benefits the residency will provide for the applicant and their practice.

- The residency cannot start before 1 April 2024 and must be completed by 31 March 2025.

**The following essential documentation must be provided with your application:**

- Up-to-date CV
- Artists Statement
- Support materials of your artistic practice (Images\* and other supporting materials that would be relevant to your practice where applicable, such as publications, etc)

**It is recommended that you compile the essential documentation in the following formats before completing your application online, ready to be uploaded:**

- Up-to-date CV (PDF document is preferable)
- Artists Statement (PDF document is preferable)
- Supporting materials in the following formats where applicable (Jpeg images no less than 1MB, publications as one PDF document)

*\* A maximum of 6 high quality images can be provided. Images which show examples of artists' work should be of high quality/resolution and clearly demonstrate the work. If you require further information on photographing your artwork, see page 4*

**Failure to supply the requested essential documentation at time of application will result in your application not being assessed.**

### **Further Information**

Applicants should show significant achievement in their chosen field by providing supporting evidence appropriate to their particular art discipline. For example: visual artists should have had solo exhibitions in reputable galleries and craftspeople should have had their products retailed in reputable outlets. Otherwise the applicant must demonstrate a high degree of promise attested by references from established figures in the arts.

**Applicants who were successfully awarded a bursary to Ballinglen Arts Foundation from Ards and North Down Borough Council in the previous financial year (1 April 2023 – 31 March 2024) will not be applicable to apply for the following financial year (1 April 2024 - 31 March 2025). Applicants in visual art/craft will however still be able to apply to the *Tyrone Guthrie Centre* Bursary for the 2024/25 financial year.**

Applicants should state clearly what they wish to accomplish during their stay at Ballinglen Arts Foundation. This project outline is often decisive and should demonstrate that the artist is working towards a body of work which would be enhanced by a bursary residency at the Foundation.

### **Scoring**

Applications will be scored on the following criteria:

- Is the applicant resident within the Ards and North Down Borough Council area? (Yes/No)
- Quality of applicant's current artistic practice and experience of applicant (35%)
- Quality of work proposed and applicant demonstrates how the residency will benefit their artist's practice/skills (50%)

- Applicant demonstrates a tangible outcome EG: exhibition, new body of work, publication, etc (15%)

### **What happens to your Application?**

- Applications for the Ards and North Down Bursary to Ballinglen Arts Foundation are assessed after the deadline by a panel made of members of the Ards and North Down Borough Council Arts and Heritage Advisory Panel.
- The deadlines for receipt of applications are published on the cover of the application form. Completed applications should be submitted via the online application form by the relevant deadline.
- Successful residency awards must take place between 1 April 2024 and 31 March 2025.
- Applicants should note that while careful consideration will be given to each application, it may not be possible to assist every applicant even if all the criteria are met.
- You will be contacted by letter/email to inform you of the outcome of your application. This usually takes eight weeks from the application deadline.
- Please refer the Council website regarding appeals procedure.  
[www.ardsandnorthdown.gov.uk](http://www.ardsandnorthdown.gov.uk)

### **Bursary Guidelines**

- The Ards and North Down Borough Council Ballinglen Arts Foundation Residency Award is for a two-week Studio Residency at Ballinglen Arts Foundation. Only one award is available for the 2024/25 financial year. Applicants may only submit one application form.
- Applicants must be aged 18 years+
- Applications are welcome irrespective of an individual's religious belief, political opinion, racial group, age, gender, sexual orientation, marital status, whether they have dependents or not, or whether they have a disability or not. Please be advised that those applicants who have indicated that they have a disability or a physical or mental impairment will be required to provide more detail if their application is successful to ensure their needs may be met through putting in place reasonable adjustments (if applicable).
- Residency awards are subject to budget approval.
- Payment of the residency award will be made by Ards and North Down Borough Council directly to the Ballinglen Arts Foundation. No payment or financial award will be given to the successful applicant.
- Applications received after the stated deadline will not be assessed.
- The residency cannot start before 1 April 2024 and must be completed by 31 March 2025.
- Evaluation forms will be forwarded to successful applicants and must be returned one month after the completion of the residency.

### **TIPS FOR PHOTOGRAPHING YOUR ARTWORK**

- Position the artwork on a plain flat surface or hang on a wall, and position the camera looking straight at the artwork.
- Ensure the full artwork is shown in the photograph and not cropped.
- You may provide a detail/close up image of artwork if you have included a photograph of the full artwork as well.
- Use bright, indirect, natural light avoiding glare/reflections on the artwork or on glass of framed work.

- Do not use your camera flash.
- Do not include other objects in the photograph other than the artwork unless providing a high-quality photograph of the artwork in situ in a gallery space.
- Ensure that the photograph is clear (not blurred or too dark) and an accurate depiction of your artwork.
- Please ensure the photograph is of high quality and resolution.

## **DATA PROTECTION**

Ards and North Down Borough Council values your right to personal privacy. Personal information provided to the Council is processed in order to fulfil its obligations under the Arts and Heritage Strategy. Personal information will not be shared with any other organisation, unless there is a legal requirement to do so, and will be held for a period of seven years. All information will be processed in accordance with the Data Protection Principles.

You have a right to see and review the personal information held on you. If you wish to request your personal information or have a data protection query, please contact the Council's Data Protection Officer), stating clearly who you are and the nature of your query to:

Data Protection Officer, Ards and North Down Borough Council, Town Hall, The Castle, Bangor, BT20 4BT

Email: [dataprotection@ardsandnorthdown.gov.uk](mailto:dataprotection@ardsandnorthdown.gov.uk) or tel: 0300 013 3333