

ANNE O'DONOGHUE AWARD 23/24

GUIDANCE DOCUMENT

Note: Applicants for this scheme are required to have a preliminary discussion with their line manager or senior manager before submitting their application.-

Introduction:

The Anne O'Donoghue Award celebrates the legacy of Anne O'Donoghue, a significant figure in Community Arts practice in Northern Ireland. The award aims to support the professional development of Arts Managers/Administrators currently employed in Northern Ireland-based Community Arts and participatory arts organisations including those working in Arts & Disability, Minority Ethnic Arts, Circus, Carnival, Arts & Health and Youth Arts settings and organisations*.

Tragically, Anne passed away in September 2014. As a longstanding champion of Community Arts practice in Northern Ireland, having led the establishment and operation of the ground-breaking Play Resource Warehouse, Anne has left an enduring legacy. Her exceptional commitment to maintaining the highest standards in service design and delivery, as well as her dedication to advancing the professional development of arts practitioners, has had a profound and lasting impact. Anne's family representatives continue to endorse this award, as they have done since its inception.

Award Objectives:

The Anne O'Donoghue Award, funded by the Arts Council of Northern Ireland and now managed and hosted by the Community Arts Partnership (CAP), aims to:

- Foster professional development through formal or informal courses, mentoring, coaching, supervision, research, and/or cultural exchanges.
- Strengthen business and managerial skills within the Community Arts sector.
- Promote the continuous professional development of those working in this field.

About Community Arts Partnership:

Community Arts Partnership serves as the lead agency for the advocacy, promotion and development of community arts in Northern Ireland. CAP champions community arts, believing it not only ignites a passion for creativity but actively contributes to the emergence of a just, inclusive, peaceful, and creative society, where differences are welcomed and participation is valued.

Eligibility:

Eligible applicants are Arts Managers/Administrators currently employed by a Northern Ireland-based Community Arts or related organisation with a minimum of four years' experience in the sector*.

Ineligibility:

Unfortunately, the following are ruled ineligible:

- Artists
- Past awardees
- CAP staff

Application Development:

To apply for this programme, it is essential to contact your line manager and/or most senior manager before submission. Your application must include a letter of support from an officer on the board of trustees of your organisation. If your proposal involves cultural exchange or training with a national or international institution or organisation, please also include a letter of invitation or support with your application. Similarly, if you have a mentor or cultural leader in mind, be sure to include a letter detailing invitation, timescales and their cv with your application.

NB: Awardee Project Start date: 25th March 2024 & End date: 31st January 2025

All project work and related expenditure is only admissible within these dates.

Funding Available:- What you can apply for ?

One award, up to £5,000, is available for:

- Training course fees to support business/managerial skill development.
- Professional fees for mentors/cultural leaders/managers, (including training integral to professional development) as a contribution to the time of others helping you. (To a maximum £35 per hour/£150 per day.)
- Travel, accommodation, and subsistence:
 - Travel costs, i.e. bus, train etc (including personal car mileage @25.7p per mile) and air travel (see page 4 below for rates). Applicants must provide evidence that they have been expressly invited by an arts-based training host in the country to which they intend to travel.
 - Subsistence costs @ £25 per day (maximum) to include food/drink and related daily expenses when working away from your primary base.
- Equipment and materials. Technical equipment related to the project/proposal (equipment requests cannot comprise more than 50% of the value of your request)
- IT Equipment: (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. Software purchases can also be applied for.) Remember to include a full breakdown of any equipment, software or other item purchase costs. Also, make sure you attach evidence of how you have calculated your costs e.g. screen shot, quotations etc.

Exclusions:

The award cannot be used for:

- Costs related to covering your current position in your absence.
- Self-commissioning or publishing costs.
- cont/d
- Work that forms part of undergraduate or postgraduate study.
- Applications to fund or establish websites.
- Projects/commissions already in receipt of Arts Council of Northern Ireland funds.
- Residencies or rent of premises at venues already in receipt of Arts Council funding.
- Costs for the purchase or manufacture of musical instruments.

Assessment Criteria:

(Scored out of 60 marks in total).

The Applicant

1. Evidence of your experience in managing Community Arts projects (10 marks)

Assessed against applicant's History of Arts Management (CV) and written response within the experience description section.

2. Evidence of your contribution to Community Arts (10 marks)

Assessed against applicant's History of Arts Management (CV) and written response within the evidence of contribution description section.

The Proposal

3. Innovation and/or challenge of the proposal (10 marks)

Assessed against written response within the project description section.

4. The detail and accuracy of planning and budgeting (10 marks)

Assessed against the financial budget provided.

The Potential

5. Evidence of how the proposal may enhance your skills (10 marks)

Assessed against written response within the project description section.

6. Evidence of how the proposal may enhance your career (10 marks)

Assessed against written response within the project description section.

Should CAP require clarification of any information received, you will be contacted via email. Indeed, should applicants require clarification, contact CAP senior management.

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Travel Rates

How much money is available?

The following amounts will be awarded to cover travel specifically related to the country/city of destination.

DESTINATION	PEAK (June-August)	OFF-PEAK (September-May)
East Coast USA	£726	£573
West Coast USA	£1,316	£643
East Coast Canada	£919	£714
West Coast Canada	£1,129	£676
Far East	£765	£664
Australia	£966	£1,409
Europe	£145	£141
South America	£1,247	£901
South Africa	£866	£802
Great Britain (ie Enland, Scotland and Wales) (ex. London)	£62	£72
London	£82	£91
Scandinavia	£149	£176
Middle East	£1,021	£745

Please note the following:

- Travel booked before the date of submission of your application will not be considered
- The amounts detailed above are the maximum award levels available
- Applicants must ensure the cheapest tickets are purchased
- All travel must be from Northern Ireland

Any destinations not listed above may be considered.

Return your application and all supporting documents to aod@capartscentre.com

Please take a moment to check that you have included everything required before sending in your application:

Have you?

- answered all six sections of the application form
- attached CVs – including details of your education, training and employment and that of your trainer/mentor/leader with whom you'd like to work
- attached letter(s) of invitation from any organisation and/or individual practitioner with whom you wish to visit/work
- attached all relevant evidence required to support the budget for which you are applying and labelled/filed in any accessible way and format (MS Word, PDF)

Please include your name in the application file name eg

Person McPerson Anne O'Donoghue Award form 23_24.docx

and send your application and all supporting documents in either MS Word or PDF formats, in **ONE** email with the subject line ::Anne O'Donoghue Award 23 24 Form

Applications close on Friday 9th February, 2024 at 5pm precisely.

No application will be accepted after this time. CAP reserves the right to seek additional information if deemed required. Any request must be responded to within 3 working days.