**Guidelines for Applicants**

**Purpose and objectives of the award:**

The Ireland Chair of Poetry Trust has established this award to encourage and assist poets in their creative development. Recognising the restraints often imposed by location and external obligations, this award will offer £2,000 to one recipient to help realise a project requiring travel within or outside Ireland. The Trust hopes that this award will offer a poet an opportunity to step outside his or her everyday space and work on a project that will benefit their professional development.

**Application checklist**

Use the checklist below to make sure that your application for the Ireland Chair of Poetry Travel Award is complete.

* I have included my application form and cv
* I have filled all of the sections of the application form
* I have included up-to-date CVs of people or profiles of organisations involved in this application
* If my proposal involves working with children or young people under eighteen years of age, or presenting work to this age-group, I will ensure that appropriate policies are put in place
* I have included other items that I consider relevant to my application
* If my proposal relies on the expertise of other named people or organisations I have a document detailing those people and their expertise ready to upload.
* I have asked someone else to check over my application to make sure there are no errors and nothing is missing.

**Getting help with your application**

If you have a query applying for this award please email [irelandchairofpoetry@gmail.com](mailto:irelandchairofpoetry@gmail.com) before 16th February.

**Deadline for submission of applications: 5.30pm on 17th February 2017**

**Who is eligible**

Poets who are resident in the Republic of Ireland or Northern Ireland.

**Who is the applicant?**

The applicant is the person who will receive any grant offered and who will be required to accept the terms and conditions of that grant.

Any grant offered will only be paid into a bank account held in the name of the applicant.

All documentation provided must be in the name of the applicant. For example, if you apply for funding under the name Eiléan Ní Chuilleanáin, then all documentation, including bank and tax details, must be in that name. Variations are not acceptable.

**Who is not eligible to apply?**

Individuals currently in undergraduate education are not eligible to apply

**What you may apply for**

Eligible costs include those relating to travel, accommodation, subsistence, course fees and so on.

**How much will be awarded?**

One award will be made, to the value of £2,000.

Please indicate any other sources of income. Activities that are already supported by other state funding are not eligible.

**What supporting material must you submit with your application?**

In order to be considered eligible for assessment, you must submit the following:

* A completed application form
* An up-to-date CV of the person applying for funding (max 2 pages)
* Examples of your work (3).

If you are applying for an award to take up a training opportunity (such as a residency, workshop or masterclass), you must include a letter of acceptance from the training provider showing clearly that you have been offered a place.

If your proposal involves working with children or young people under eighteen years of age, or presenting work to this age-group, you must ensure that appropriate policies are put in place.

**Making your application**

All applications must be made to the Ireland Chair of Poetry via email: irelandchairofpoetry@gmail.com . Only complete applications will be accepted, and additions/edits cannot be made after the fact. Please mark the subject as ‘Ireland Chair of Poetry Travel Award’. Applications made in any other way (by post, fax etc.) will not be accepted.

Give yourself enough time to complete the application

**The assessment process**

* All applications received are acknowledged.
* Applications are checked for eligibility.
* All eligible applications are assessed by an assessment panel comprising of the current Ireland Professor of Poetry and two Trustees of the Trust.
* Decisions are communicated in writing to applicants.

**Time frame: The panel’s decision is final, and will be communicated by 31st March 2017.**

**Declaration of conflict of interest**

In order to ensure fairness and equity in decision-making, all those involved in assessment of applications (or other aspects of the decision-making process e.g. shortlisting, sign off, budget setting) must declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An ‘interest’ is either ‘pecuniary’ or ‘non-pecuniary’ (e.g. familial relationships, personal partnerships, or formal or informal business partnerships, etc.).

**Criteria for the assessment of applications**

Applications are assessed in a competitive context and with consideration of the application form and the supporting material submitted. All applications are assessed against criteria of a) artistic merit, b) how they meet the objectives and priorities of the award, and c) feasibility.

**Outcome of applications**

All applicants will be informed, via email, of the outcome of their application.

If your application is successful, you will be sent a letter of offer outlining the details and terms and conditions of the award. You will also be told how to go about drawing down your award.

**Report**

The Trustees of the Ireland Chair of Poetry request that the successful applicant submit a short report detailing how the award fulfilled the intentions of the proposal, within three months of the end of the project.