

Guidelines for Submissions to the 2025 ICOP Travel Award

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 out 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 about applying for this award please email Camille on irelandchairofpoetry@gmail.com

Deadline for submission of applications: 5.00 pm Wednesday 12th March 2024

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 Jack Smith, 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?

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.

Declaration of conflict of interest

To ensure fairness and equity in decision-making, all those involved in the 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, 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. The decision of the panel is final.

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.