

Creative Practitioner Bursary Award

2025 Application Guidelines

- Please submit your application by **25 February 2025**.
- Submit your final application form by answering the questions in the online form and by uploading the required documents.

Before starting your application:

- Please read the guidelines below thoroughly.
- The application is an online process.
- If you have a disability which means you have difficulty using or accessing our online services, please contact Galway City Council on 091 536 400.

1. Creative Practitioner Bursary Scheme Overview:

In accordance with the Arts Act 2003, Galway City Council invites applications to the Creative Practitioner Bursary 2025.

The bursary is for Galway City-based creative practitioners to develop new work and support creative and professional practices.

The purpose of the bursary is to provide financial support to individuals and for activities that enhance public interest, promote knowledge, or improve standards in the arts.

The bursary can fund:

- A creative practitioner's shift in the direction of work. Research, development and presentation of new work that will significantly impact the applicant's professional creative practice.
- Professional development, mentoring, education or training opportunities (excludes third-level study).
- Costs essential to making creative work: Production, showcasing, dissemination, performance, publishing, exhibition and materials costs; artist's time; equipment and space hire; and expertise from others.

Additional Guidance:

- Bursaries are for activity in 2025.
- Applicants can apply for up to €3,000. Previous awards have ranged from €300 to €2,500.
- Galway City Council may grant less than the requested amount.
- Funding will only be awarded to applications that meet the eligibility criteria and subject to available funding.

- Funding is limited and the process is competitive; therefore, not all applicants can be successful. In 2024 Galway City Council received 87 applications and awarded bursaries to 20 applicants.
- The decision of Galway City Council on bursaries is final.

Who is eligible for the Creative Practitioner Bursary?

- The bursary is targeted at individual creative practitioners.
- Applicants who live in [Galway City Council's administrative area](#).

Who is ineligible for the Creative Practitioner Bursary?

- Organisations and groups should not apply.
- Applicants who live outside [Galway City Council's administrative area](#).

What is not supported through the Bursary?

- International travel and associated expenses.
- Applications for costs for third-level education, undergraduate or postgraduate study.
- Initiatives that are part of a charity fundraising activity.
- Purchase of large items of equipment such as laptops.

Public Funding:

Applicants are reminded that public funding must be spent with clarity, governance, value for money, and fairness as set out by the [Department of Public Expenditure and Reform](#). Where applicants receive bursaries/grants from other publicly funded agencies or organisations, grantees are required to provide, as a condition of funding, a declaration that there will be no duplication of bursaries/grants for the same activity/project. Financial records returned to Galway City Council must be rigorous and may be audited.

Assessment of Applications:

- The closing date for applications is **25 February 2025**.
- Applications must be submitted by the deadline.
- Late submissions will not be accepted.
- A formal acknowledgement of your application with a reference number will be issued within one week of the deadline.
- If you do not receive the communication within this timeframe, it is your responsibility to contact the Arts Office at arts@galwaycity.ie.
- The Arts Office staff will not be available for meetings with applicants during the bursary application period.
- Canvassing may disqualify applications.

What supporting material is required to make an application?

- Examples of previous work

- Ensure your examples are labelled, relevant to your practice, not password-protected, and that media files are edited to a showreel or a manageable length for review. The maximum attachment size on our server is 350Mb (Megabytes). If the work has several creators, please explain your role.
- Applicant C.V and for others involved, if relevant, such as a mentor.
- A budget that accounts for all costs of your proposed activity.
- If you are seeking funding for a larger project (match funding), include details of other funds and the sources.
- Evidence of support or partnerships in letters of support.
- All supporting material must be submitted with your application.

2. ASSESSMENT OF APPLICATIONS

- Your application is assessed based on all information supplied within a competitive context. Your application for the Creative Practitioner Bursary 2025 must be submitted by the deadline. Late submissions will not be accepted. A formal acknowledgement of your application will be issued within one week of the deadline.
- It is your responsibility to contact the Arts Office at arts@galwaycity.ie if you do not receive a reply within this timeframe. All applications are evaluated by the Creative Practitioner Bursary Panel.

3. CRITERIA

Applications are evaluated, scored and weighted using these criteria:

A	Artistic	40%
B	Strategic	30%
C	Operational	30%

A. ARTISTIC

- Artistic ambition of the proposed activity.
- Quality of artistic work demonstrated in the supporting materials.
- Quality of the proposed artistic activity.
- Potential impact on the individual's creative practice.

Follow-up activity or results beyond 2025 (for example, an exhibition) can be described as planned outcomes, if relevant.

B. STRATEGIC:

Strategic relevance in a regional/national context, such as:

- Potential impact of your project or activity on others, for example, on an art form, practitioners, or audiences, or addressing development of practices with specific artistic, economic, or other challenges.
- How does the proposed activity align with Galway City, regional, or national priorities? You may refer to Galway City Council's [New](#)

[Directions: Strategic Plan for the Arts 2021-2026](#) or other relevant research, expertise, reviews, or strategies.

C. OPERATIONAL

- Feasibility of the proposal: Include your plan, timeline, budget, and evidence of your ability to carry out the activity.
- Documentary evidence of your planned activity such as acceptance from symposium, contract with mentor, or letters of support.
- The plan for documenting the creative process; creative outcomes; any events, your reflections, and financial documents in a report to Galway City Council.
- The funded activity and use of funds must take place in 2025.

4. SUBMITTING YOUR APPLICATION

Please note that the maximum attachment size on our server is 350mb. The applicant is responsible for the username and password as Galway City Council does not have access. We recommend that you save these as soon as you start the process. You can save your form as you work through it online.

If you require assistance with your application, contact arts@galwaycity.ie as soon as possible.

5. CONDITIONS FOR SUCCESSFUL APPLICANTS

- The funding must be spent by 30 September 2025.
- Funding is split: 50% is paid on signing the agreement and 50% after completing the activity and submitting a final report.

Artists Pay: Galway City Council is committed to the fair and equitable payment of artists. See the [Arts Council Guidelines on fair payment practices](#).

6. FREEDOM OF INFORMATION:

Galway City Council proposes that the following information relating to this grant application be made available on request:

- Name of the successful applicants.
- Reasons an applicant did not qualify for grant consideration.

You are welcome to ask for feedback if your application does not qualify for funding. Information provided to Galway City Council may be disclosed in response to a request made under the Freedom of Information Act 2014. Applicants are requested to consider if any of the information supplied should not be disclosed because of its sensitivity. If this is the case, candidates should, when providing the information, identify the same and specify the reasons for its sensitivity. If such information is not identified as sensitive and Galway City Council upon consideration does not deem it sensitive, then such information is liable to be released in response to a Freedom of Information request without further consultation with the applicants. Galway City Council will consult with any candidates about sensitive information before deciding on any Freedom of Information Act request received. Details of successful applicants will be published on our website and social media channels. To familiarise yourself with the provisions of the Act, see www.foi.gov.ie.

7. DATA PROTECTION

All personal information received will be held in line with our [Data Protection Policy](#).

8. ENQUIRIES

Email arts@galwaycity.ie with the subject line 'Creative Practitioner Bursary 2025'.