○ Update your CV

ensure it is a professional artist/maker CV and take out anything that isn't relevant.

O Have good photographs

of your work – particularly recent work – and carefully select images to back up your application.

• **Label your supporting material**

and include an image list with dates, the medium and dimensions.

O Ensure your proposal is achievable

make sure that your proposed activity is realistic and can be delivered within the level of bursary that you are applying for.

O Ask a friend

to check your application – is it easy to understand what you do, and is it clear what support you're looking for? Ask someone who doesn't know your practice to check over what you've written.

O Check the deadline

of your local scheme – not all schemes run both deadlines so make sure you check ahead of applying.

