

## **SHARON MAHER CREATIVE BURSARY PROVISIONS, TERMS & CONDITIONS**

### **What is The Sharon Maher Creative Bursary?**

**The Sharon Maher Creative Bursary (SMCB) is an initiative designed to support one deserving young student, resident in County Meath who is undertaking year one of an eligible Third Level course in the creative arts.**

This Bursary is intended to help finance the recipient's third level expenses for year one of that Student's third-level undergraduate course by €1,000

All eligible Applications will be finally adjudged in September/October each year and the winner will be notified as soon as practicable thereafter. The final decision will be decided by lottery among all eligible applications.

***Details on the management of Sharon Maher Creative Bursary, who is eligible to apply, selection criteria, the award process (including payment), reserved rights and data protection measures are described in the sections below.***

### **The Sharon Maher Creative Bursary and its Management**

This **total** amount of €1,000, to be disbursed in one lump sum, is currently offered to the qualifying, selected Student.

The Provisions, Terms and Conditions described in the 'Eligibility', 'Eligible Third Level Courses', 'Selection Criteria', 'Application Process & Timeframes', 'Award of The Sharon Maher Creative Bursary' and 'Reserved Responsibilities & Rights' sections that follow govern the disbursement of The Bursary.

The Sharon Maher Creative Bursary Trustees manage the Sharon Maher Creative Bursary through a structure of Associates, which includes The Sharon Maher Selection Panel and Management and Louth and Meath Education and Training Board (LMETB).

The Trustees have established a Selection Panel of 3 members, representing LMETB and the Maher Family. Its remit is to assess and adjudge all Applications and report to The Trustees. LMETB Management acts in a consultative and advisory capacity. LMETB has administrative, monitoring and disbursal management of the Bursary fund.

### **Eligibility**

#### **Who is Eligible to Apply?**

Young people who are:

Resident in County Meath

Beginning the first year of a third level undergraduate course (NFQ Level 7 or higher) – this course must be an Arts-based course on the island of Ireland – visual art, animation, dance, music, etc.

Not related to the Maher family

Between the ages of 17 and 23 as at the 21<sup>st</sup> of September this year

And who have submitted a completed application in advance of the application deadline – all sections must be complete, including the personal statements

#### **What Courses are eligible for the Sharon Maher Creative Bursary?**

All 3<sup>rd</sup> Level full-time Undergraduate Courses in the creative arts of three or four years' duration in any publicly-funded Third Level Institute/University in Ireland, including Northern Ireland are eligible for the Sharon Maher Creative Bursary. Eligible courses will be in the areas of visual art, animation, dance, music, drama, etc.

For added clarity, full time undergraduate Courses provided in private commercial third level colleges in Ireland, and which are validated by that college, and full time undergraduate Courses provided elsewhere in colleges akin to private commercial colleges in Ireland **are excluded**.

An indicative list of courses is available.

### **Selection Criteria**

Upon examination by the Selection Panel, all candidates deemed eligible for the Bursary will be entered into a lottery draw to determine the successful candidate.

### **Application Process and Timeframes**

Applications are invited from all students who meet the eligibility criteria outlined above and who agree to the processing of their personal data included in their application for the purpose of administering and applying this Scheme.

**N.B.: Applications must be made only on an original (photocopy not accepted) 'Sharon Maher Creative Bursary (Current Year) Application Form', available only from LMETB and bearing the LMETB official watermark.**

- The completed 'Sharon Maher Creative Bursary (Current Year) Application Form', must be submitted and properly lodged with LMETB on or before the set deadline **as clearly stated on the current application form**.
- Eligible Applicants must also be reasonably available for any Interview/Assessment deemed appropriate by the Selection Panel.
- The Selection Panel may, at any stage, seek additional information from individual candidates, or staff from the institutions named in the Application Form.
- The Selection Panel will then determine eligibility of Applicants and declare a short list of qualifying candidates for final selection by a lottery system.
- The selected Candidates will be contacted by LMETB Designated Staff

### **Award of 'The Sharon Maher Creative Bursary'**

1. Any offer of the Sharon Maher Creative Bursary depends on the truthfulness and accuracy of information and fulfilment of all the terms and conditions of the Bursary scheme. The right to withdraw an offer is maintained in the event of any error/ omission in the information provided by or on behalf of the Applicant.
2. The full Bursary award of €1,000 will then be awarded to the successful Student subject to:
  - any necessary verification of information provided in the Application Form/Interview
  - consent for EU Regulation-processing of personal data for purposes of the Scheme.

Please note that all verification processes referenced above will be conducted by Designated Staff only.

## **Bursary Payment**

1. It is a prime condition of Payment that The Selection Panel-nominated, successful Student must comply with all 'Provisions, Terms & Conditions', stated in this document;
  - and, within one week of the Offer being made, must accept in writing (to The Sharon Maher Creative Bursary Selection Panel, % LMETB) the full Bursary in respect of approved Third Level Course for the current academic year or the Offer will lapse.  
In the event of such lapsed Offer, the lottery will be held again and the Bursary will be offered to another short-listed Student, to whom the same condition applies.
2. The Bursary payment/s will be administered and managed by Louth and Meath Education and Training Board (LMETB) in concert with the Trustees.
3. The Bursary holder will be paid in one lump sum by Electronic Fund Transfer directly into her/his Irish bank account.
4. At periods — and in a manner — designated throughout the academic year by LMETB, the Registrar or the Dean of the Faculty of the Third Level Institute/University will be required to confirm that the Student is still registered and satisfactorily engaged in the approved Course in order to facilitate payment of subsequent CG Bursary instalments.

## **Reserved Responsibilities & Rights**

Having due regard for the rights and welfare of the Bursary Recipient, The Trustees of The Sharon Maher Creative Bursary reserve all rights to modify at any time and/or to terminate this Bursary scheme and/or to make whatever decisions in regard to the operation of this Bursary scheme that may be required and their determination(s) on all these matters shall be final and there shall be no right of appeal.

The Student recipient of the Bursary must sign (signature & date) a 'Sharon Maher Creative Bursary Form of Acceptance of these Provisions, Terms & Conditions' as well as a 'Receipt of Endowment of the Sharon Maher Creative Bursary, Subject to Acceptance and Consent to Liaise with LMETB'.

## **Data Protection Measures**

### **Preface**

In this Section, the terms, "We", "Our" and "Us" in all cases mean the Sharon Maher Creative Bursary Trustees and its direct appointees, for the administration of the Bursary, The Bursary Selection Panel.

The term, "Associates" means Management and relevant staff of Louth and Meath Education and Training Board (LMETB). It can also refer to the Selection Panel.

"The Bursary Scheme" means the set of principles and procedures we and our Associates use to: assess Applications; apply relevant verifications; determine the worthy recipient of the Sharon Maher Creative Bursary and bestow the award on that Recipient.

"You" and "Your" in all cases mean the eligible Student Applicant to the Bursary.

We intend that the language used throughout our documentation provides clear meaning to our target audience.

## **Introduction**

The measures incorporated in all the procedures and processes used by the Sharon Maher Creative Bursary Trustees and its Selection Panel, in offering this bursary are informed and guided by the legislation currently applying (Data Protection Acts, 1989 & 2003) and the imminent EU Regulation, titled, 'General Data Protection Regulation' (GDPR). You can find out more about this EU Regulation on the website of the national Data Commissioner at: [gdprandyou.ie](http://gdprandyou.ie)

Our focus in all our documentation, procedures and policies is on protecting the privacy of the individual by our effective design of our Scheme and clear description of its implementation.

### **Our Protection of Your Data**

The data/information supplied in the properly submitted Sharon Maher Creative Bursary Application will be securely held and processed by LMETB. In hardcopy form, (ie. The completed Application Form) it is stored in a locked filing cabinet: any/all related personal data documents in digital formats, are stored in a password-protected computer file by LMETB.

Only Management, relevant LMETB Finance Department Administrators and Members of our Selection Panel are granted controlled access to that data/information in all cases for purposes of necessary verifications, assessment, adjudication and administration only.

Our 'Sharon Maher Creative Bursary (Current Year) Application Form' is designed to gather the minimum of personal data to allow us to properly process eligibility and assess the individual applicant's worthiness to be a recipient of the Bursary.

Where we do need a (your) statement of, 'Personal Attainments...' to assess the applicant's (your) application, we nevertheless direct that you, "...do not disclose any confidential or sensitive information in this statement." This is by way of a regular reminder of our protectiveness of your personal data.

Further, we also rely on the rightfully qualified resources and data systems of Louth and Meath Education and Training Board to administer, monitor and disburse the Bursary fund to the successful Bursary Recipient.

We operate directly only on a 'need to know' basis, thus respecting the personal data rights of the Applicants and minimising the risk of data breaches.

Please note that we do not share your personal data/information with any organization, other than our close Associates, namely the selection panel and the Finance/Bursary Administration Section of Louth and Meath Education and Training Board.

Your data/information will be held/stored only for as long as necessary for the purposes of finalising the award of the Bursary in the current academic year.

With the exception of the successful Bursary Recipient, all other Applicants' personal data/information will be permanently deleted/destroyed (securely shredded) as soon as practicable after the Bursary has been ultimately awarded for that academic year.

In the case of the successful Bursary Recipient, their personal data/information will be securely retained for the duration of their retention of the Bursary (one academic year) for the purposes of monitoring and disbursal.

You are free to cancel your Application and have all your personal data/information related to that application permanently deleted any time during our selection process by giving reasonable, written notice to, Sharon Maher Creative Bursary Selection Panel, LMETB.

You will be given rightful access to all your personal data/information submitted in your Application by giving reasonable, written notice to, Sharon Maher Creative Bursary Selection Panel, LMETB.

**In the case of all Applicants for the Bursary, please note carefully that signing and dating (both required) the official Application Form is acceptance of these, 'Provisions, Terms and Conditions (Current Year)' and is clear consent to necessary processing for the purposes of the Sharon Maher Creative Bursary Scheme.**

**In the case of the successful Recipient, please note carefully that signing and dating the 'Form of Acceptance of Provisions, Terms & Conditions (Current Year)' is acceptance of same.**

A copy of these 'Provisions, Terms & Conditions' (P,T&Cs) will be provided to eligible Applicants by arrangement with LMETB and/or The Trustees of The Sharon Maher Creative Bursary.

A hardcopy of these 'PT&Cs', combined with both the 'Form of Acceptance of Provisions, Terms & Conditions 2018' and 'Receipt of Endowment of the Sharon Maher Creative Bursary, Subject to Acceptance and Consent to Liaise with LMETB' will be given to the successful Student for completion at the time the actual offer of the award is made.