

Support for the Individual Artist Programme

Application Form

Indicate below (✓) which scheme you are applying to.

If you wish to apply to more than one Scheme you **MUST** complete a separate application form for each Scheme.

NOTE: You can now apply on-line, but you will still have to send in the signature page and supporting documentation in hard copy.

SCHEME	✓
General Arts Award (National Lottery funded)	
Self-Arranged Residency	
Professional Arts Abroad	
Major Award (Currently closed)	
Travel Award (Currently Closed - It is anticipated that the Travel scheme will open again in mid February 2010, for travel that will occur after 1st April 2010.)	
New York	
Banff	
St James Cavalier, Malta	
Skidmore Jazz Studentship	
British School at Rome (Currently closed)	
Young Musicians' Platform (Currently closed)	

Completed forms should be returned by 4.00 pm on the relevant deadline date to:

Support for the Individual Artist Programme
 Arts Council of Northern Ireland
 MacNeice House
 77 Malone Road
 BELFAST BT9 6AQ

Late applications will not be accepted.

Application forms and information on each scheme are available in large print format, disc and audio tape and also on <http://www.artscouncil-ni.org/>

- Please ensure that all sections of the form are fully completed.
- Please answer the questions within the spaces provided and within the number of words stated.
- Write "not applicable" if a section does not apply to you.
- The form may be typed or reproduced on your own word-processing system.
- Please use **BLOCK CAPITALS** and **BLACK INK** if handwriting. The Arts Council may decide your application is ineligible if officers cannot read your handwriting.
- If the form is not fully completed and **all** relevant enclosures attached and returned by the deadline for the Scheme your application will be returned to you and will not be assessed.
Information relating to the form cannot be forwarded at a later date.

If you need assistance to complete this application form please contact the Arts Council's Arts Development Department on 028 9038 5200

SECTION ONE – APPLICANT DETAILS

1.1 Name/ Organisation

1.2 Address

_____ Postcode _____

1.3 Daytime telephone number _____

Fax number _____

Email address _____

1.4 What artform do you work in? (please ✓)

- | | | |
|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Drama | <input type="checkbox"/> Music | <input type="checkbox"/> Crafts |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Film/video | <input type="checkbox"/> Architecture |
| <input type="checkbox"/> Opera | <input type="checkbox"/> Visual Arts | |
| <input type="checkbox"/> Dance | | |
| <input type="checkbox"/> Other (please specify) | | |

Individual Artists only

1.5. a) What is your current occupation? _____

b) If you are a student, please give details of your course.

1.6. Place of birth _____

Date of birth _____ *Date* _____ *Month* _____ *Year*

1.7 Do you consider yourself a disabled artist? Yes/No

Arts Organisations

1.8 Please describe your organisation in no more than 100 words. Give details of your organisation's management structure, how decisions are taken (e.g. monthly meetings) Give details also of your organisation's main aims and objectives/ activities or your mission statement

1.9 What year was your organisation established?

1.10 What type of organisation are you?

Unincorporated club or association

Company limited by guarantee

Company limited by shares

Recognised charity

Trust

Local Authority

Other: Please specify _____

1.11 Registered Charity Number (if applicable) _____

1.12 VAT Registration Number (if applicable) _____

Individual Artists only

- 1.13 Education/ Qualifications/ Training if applicable: please provide the name and dates of third level institutions attended and qualifications gained; including specialist training and related qualifications. If you did not attend a third level institution please write not applicable.

Name of Institution	Dates Attended	Qualifications gained

- 1.14 Employment: please provide details of your relevant employment. Starting with the most recent, include the name of employer, dates of employment, and position held.

Name of employer	Dates of employment	Position held

- 1.15 History of your Artistic Practice: starting with the most recent examples please provide details of prizes, nominations, awards, commissions, major exhibitions/performances, publications, etc...**Do not provide unnecessary narrative.**

The information provided is used to judge how well you meet 2 of the programme criteria:

- Evidence of applicant's artistic quality. (5 marks)
- Evidence of the applicant's contribution to the arts (5 marks)

This information must be submitted in a separate document.

SECTION TWO - PROJECT DESCRIPTION

2.1 Project Title

The project title should describe the purpose for which you are seeking an award, including project location if applicable

2.2 The Project Description should describe the project, including your aims and objectives, **in no more than 300 words**, and should address the criteria listed below.

For New York Residency this should include preferred dates of residency and alternative dates. For Young Musicians' Platform Scheme this should include details of the intended course or tuition.

Proposed date of project and/or travel:
(Note: this date should not be before the Council makes a decision – see guidance notes)

NOTE: The information you give below will be used to judge how well you meet 3 of the criteria of the programme: Please number the sections of your description so that the assessing officer can clearly see which criterion you are addressing.

Individual artists:

1. Evidence of how the proposal may enhance the applicant's career (10 marks)
2. Evidence of how the proposal may enhance the applicant's skills (10 marks)
3. Artistic quality, innovation and/or challenge of the proposal (10 marks)

Arts organisations:

1. Evidence of artistic achievement
2. Experience of and/ or proven potential for international work
3. Quality, innovation and/ or challenge of the proposal

Please ensure you have addressed ALL 3 criteria of the programme.

2.2 How will you/ your organisation measure the success of the project and the achievement of its aims and objectives?

2.3 Are any other artists or organisations involved in the project?

Yes/No If Yes, please give details below

SECTION THREE - FINANCIAL INFORMATION

NOTE: This section does not apply to applicants for The British School at Rome Fellowship, The Banff Residency, The Skidmore Jazz Studentship, Winnipeg, New York, St James' Cavalier, or Travel Awards Scheme

NOTE: The information you give below will be used to judge how well you meet the criterion (4) of the programme: The detail and accuracy of planning and budgeting (5 marks).

3.1 How much will your project cost? £ _____

You **MUST** attach a **detailed** breakdown of the expenditure you expect to incur e.g. materials, equipment, travel, subsistence, course fees, accommodation, etc. **Please give as detailed a budget as possible, e.g. rather than Equipment £1000 you should list each item separately. If you are applying to “buy time” please indicate how you have calculated the total amount, e.g. X days at £X.**

3.2 How much are you asking the Arts Council for? £ _____

3.3 Is your proposed project part of any project for which Arts Council Lottery funding has been sought, either by you or by a separate organisation?
(If you are unsure, contact the Arts Council of Northern Ireland Arts Development Department for advice.)

Yes/No If Yes, please give details

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3.4 Please give details of any other funding towards the project (e.g. your own money, grants, sponsorship, in-kind sponsorship).

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SECTION FOUR - EQUALITY MONITORING

(You **MUST** complete this section of the form but the information provided in this section **will not** be used as part of the application assessment process) Failure to complete this section will mean your application will be rejected. For each question “mainly comprise”, means more than 60%.

1. Do you consider yourself to have a disability, or the board/ management of your organisation to mainly comprise of people with a disability?

Yes	
No	

The Disability Discrimination Act defines a disabled person as someone with a disability or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.

2. Please indicate your gender, or what gender does the board/ management of your organisation mainly comprise of:

Male		Female		Transgendered	
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3. Do you have any dependants, or does the board/ management of your organisation mainly comprise of people with dependents?

Yes	
No	

4. How would you describe your perceived religious beliefs, or how is the perceived religious beliefs of the board/ management of your organisation mainly comprised?

Protestant		Catholic		Sikh	
Buddhist		Hindu		Other religious belief	
Islam / Muslim		Jewish		No religious belief	

5. a) How would you describe your political opinion, or how is political opinion of the board/ management of your organisation mainly comprised?

Unionist generally		Nationalist generally	
Other			

- b) Are you an active member of any political party, or is the board/ management of your organisation mainly comprised of members of any political party?

Yes	
No	

6. Please indicate which ethnic group you consider yourself to belong to, or which ethnic group the board/ management of your organisation is mainly comprised of:

Black African		Black Caribbean		Other Black Background	
Indian		Pakistani		Bangladeshi	
Other Asian Background		Chinese		Mixed Ethnic Group	
Irish Traveller		White		Other (Please specify)	

7. What is your marital status, or what marital status the board/ management of your organisation is mainly comprised of?

Married		Unmarried		Divorced		Separated		Widowed	
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8. What is your age group, or what age group is the board/ management of your organisation mainly comprised of?

Under 16		16-25		26-49		50-65	
Over 65							

9. How would you describe your sexual orientation, or how is the sexual orientation of the board/ management of your organisation mainly comprised?

Heterosexual		Bisexual	
Gay		Lesbian	

SECTION 5 – ENCLOSURES

Please ensure that you send all the necessary enclosures. If you do not send the enclosures your application will be returned to you and will not be assessed.

You will not be contacted for further information.

- 5.1 All applications from individual artists must include a History of Artistic Practice with your application form. Starting with the most recent examples – this should include prizes, nominations, awards, commissions, major exhibitions/ performances, publications, etc... **Do not provide unnecessary narrative.**
- 5.2 If you are applying for a **Travel Award, Self Arranged Residency** or a **Professional Arts Abroad Award** you **MUST** submit evidence of your invitation/ correspondence with the host organisation.
- 5.3 Employees of statutory bodies must include a letter from their Head of Department indicating that the project which you intend to undertake with the grant is not part of your professional or academic employment and/or the work does not form part of post-graduate study or is not intended to be assessed as part of a post-graduate course.
- 5.4 You **MUST** attach a detailed breakdown of the expenditure you expect to incur e.g. materials, equipment, travel, subsistence, course fees, accommodation, etc. Please give as detailed a budget as possible, e.g. rather than Equipment £1000 you should list each item separately. If you are applying to “buy time” please indicate how you have calculated the total amount, e.g. X days at £X.

Enclosures for Individual Artists:

	Please tick ✓	Office use only
Detailed project budget		
History of Artistic Practice		
Letter of invitation from contact venue/ organisation		
Letter from Head of Department regarding employment/academic assessment/study		
Artist's statement (Rome fellowship only)		

- 5.5 For **ALL** applications from individual artists you **MUST** submit support material as outlined in the guidance notes. **If support material is not enclosed, the application will not be accepted.**

Support Materials	No.	Office use only	Support Materials	No.	Office use only
Audio CD			Publications		
CD Rom			Reviews		
Catalogue			Scores		
Manuscript			Script/Treatment		
DVD			Slides/Slide List		
Photographs			Transparencies		
			Video		

Other (please specify)

Enclosures for Arts Organisations

	Please tick ✓	Office use only
Detailed project budget		
Letter of invitation from contact venue/ host organisation		
* Copy of Constitution and/or Memorandum and Articles of Association (signed and dated as adopted)		
* Copy of your Equal Opportunities Policy/ Statement (signed and dated as adopted)		
* Copy of your Child Protection Policy (if applicable) (signed and dated as adopted)		
Copy of the organisation's certified or audited accounts (signed and dated as adopted). These should be to a date at most 9 months prior to the date of your application. If this is not available please provide the most recent certified or audited accounts (signed and dated as adopted) and in addition the most recent set of management accounts (signed and dated as adopted), which should be within the specified period.		

* If you are an 08/09 ASOP client of the Arts Council and these documents have not changed since September 2008 you do NOT have to supply these documents.

SECTION SIX - PUBLICITY, OPENNESS AND ACCOUNTABILITY

Publicity

Full listings of all the grants we award are published in our Annual Report and on our website. We also publicise some awards in our artist magazine "Article". You will be required to acknowledge Arts Council of Northern Ireland funding in all your publicity. Failure to credit the Arts Council of Northern Ireland will affect payment of your grant.

If you are successful in receiving an award, it will be a condition of offer that you agree to your contact details, biographical note, artist's statement and examples of your work being stored electronically on a database for the following purposes: Research inquiries; commissioning opportunities; general inquiries and promoting the arts. This database will be available to the public on the Arts Council's website.

Openness and accountability

Under the Freedom of Information Act 2000 any information held by us (which will include your application) is potentially accessible by the public.

Information supplied by you will be held in manual files. It will then be summarised and details transferred to a computer-based grants management system. Reports from the information you supply and from comments made on your application by external assessors and staff members are likely to be held on both manual and computer-based systems. The information you supply will be made available to those assessing any other grant applications you make.

By submitting your application you waive any right to raise any type of proceedings against the Arts Council of Northern Ireland as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under the Freedom of Information Act 2000.

Data protection

Data held on our grants management system is used for the following purposes; statistical reporting, application assessing, accounting purposes and for contacting you. The details of your grant will be public information (see Openness and Accountability). However, your personal details will be held within our grants management system and our paper files, and accessed only by our staff, appointed auditors and individuals or organisations who may help us assess or monitor grants. You have a right under the Data Protection Act 1998 to access the data held on you by Arts Council of Northern Ireland.

We view your signature on your application form as acceptance of the use of your data as outlined above.

Please note that if you deliberately give any false or misleading information, we will withdraw your application or, if a grant has already been awarded, ask you to pay back any money we have given you. This will also have implications for any future applications you may submit.

SECTION SEVEN - APPLICANT'S STATEMENT

Individual Artists:

I confirm that I am domiciled in Northern Ireland.

I have completed all relevant sections of this application form and confirm that all information provided, and any material submitted in support of the application, is truthful and accurate. I undertake to inform the Arts Council of Northern Ireland at once if any changes in circumstances require the application or supporting material to be amended.

Signed:

(the applicant)

Date:

The information provided on this form may be made available to other departments/agencies for the purpose of preventing or detecting fraud.

We will not accept applications by fax or electronic applications because we need a hard copy with the signature of the applicant.

Applications for Awards should be returned by 4.00 pm on the relevant closing date (see each scheme for the specific deadline/s).

Late applications will not be accepted.

SECTION SEVEN - APPLICANT'S STATEMENT

Arts Organisations:

Please complete the section below to authorise your application. The Chair of the organisation or a committee member should sign this declaration and the most senior employee or one other committee member must witness it.

I confirm that I am authorised to sign this declaration on behalf of

_____ (organisation)

and that, to the best of my knowledge and belief, all the information supplied on this form, and any accompanying documents, is true and accurate. I undertake immediately and fully to inform the Arts Council of Northern Ireland if any changes in circumstances require the application to be amended.

I confirm that the following documents have not been altered since September 2008:

- Copy of Constitution and/or Memorandum and Articles of Association
- Copy of organisation's Equal Opportunities Policy
- Copy of your organisation's Child Protection Policy (if applicable)

I confirm that the person named at Section 1 is authorised to act as the contact for the organisation in all matters relating to this application.

Name (Chair or committee member): _____

Designation: _____

Signature: _____

Date: _____

Name (Senior employee or second committee member) _____

Designation: _____

Signature: _____

Date: _____

The information provided on this form may be available to other departments/ agencies for the purposes of preventing or detecting fraud. If you knowingly falsify information on the application form, payments will be stopped and you will have to repay grants already received.

REMEMBER TO KEEP A COPY OF THE APPLICATION FORM AND ENCLOSURES FOR REFERENCE.