

# Support for the Individual Artist Programme

## Confirmation of Online Application

**This completed form and relevant enclosures (as detailed in section 5) must be returned to the Arts Council within five days of your application being submitted.**

**You must return one copy of this form for EACH application you make**

Thank you for completing sections 1 to 4 of your application for SIAP Funding online. In order to process your application, we are required to obtain the following signed statement in hard copy.

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

**Note a separate form MUST be completed for each Scheme**

SCHEME	✓
General Arts Award (National Lottery funded)	
Self-Arranged Residency	
Professional Arts Abroad	
Major Award	
Travel Award	
New York	
Banff	
St James Cavalier, Malta	
Skidmore Jazz Studentship	
British School at Rome	
Young Musicians' Platform	
Drama Training Bursury	

**This confirmation of online application must be returned within five days of your application being submitted, and be returned to:**

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

## 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***

	<b>Please tick ✓</b>	<b>Office use only</b>
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 a 09/10 ASOP client of the Arts Council and these documents have not changed since you submitted them for your Masterfile 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 your Confirmation of Online Application form by fax or electronic applications because we need a hard copy with the signature of the applicant.**

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

## **SECTION SEVEN - APPLICANT'S STATEMENT FOR ARTS ORGANISATION**

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 April 2004:

- 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.

**We will not accept your Confirmation of Online Application form by fax or electronic applications because we need a hard copy with the signature of the applicant.**

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