

Support for Individual Artists Programme

Guidance Notes

	Open for application	Deadline for application	Decision by
General	27-Jul-09	27-Aug-09	30-Oct-08
	14-Dec-09	28-Jan-10	09-Apr-10
Self-Arranged Residency	27-Jul-09	27-Aug-09	30-Oct-08
	14-Dec-09	28-Jan-10	09-Apr-10
Professional Arts Abroad (organisations only)	27-Jul-09	27-Aug-09	30-Oct-08
	14-Dec-09	28-Jan-10	09-Apr-10
Major Individual	27-Jul-09	27-Aug-09	30-Oct-08
New York Residency	27-Jul-09	27-Aug-09	30-Oct-08
	14-Dec-09	28-Jan-10	09-Apr-10
International Residencies	14-Dec-09	28-Jan-10	09-Apr-10
Travel Awards	Currently Closed		

All applications must be received by **4pm** on the day of the deadline.

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/>

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

Contents

Page no.

- 3 General Guidance and Programme Criteria**
- 4 Programme Eligibility and the Assessment Process**
- 7 Guidance on Supporting Documentation**

Information on the Support for Individual Artist schemes:

- 9 General Art**
- 10 Self Arranged Residencies**
- 11 Professional Arts Abroad (organisations only)**
- 12 Major Individual Award**
- 13 Travel Awards**
- 15 New York Residency**
- 16 International Residencies: Banff, Winnipeg, Malta, Skidmore, Rome**
- 22 Young Musicians' Platform**

General Guidance Notes

These guidelines govern ALL schemes for individual artists and you should read these before you read the guidelines for each scheme.

For the next 3 years, 2008/09 – 2010/11, the Arts Council will prioritise emerging artists by ring-fencing 20% of awards for applicants that have not previously received awards under this programme. The emphasis will be the quality of the work submitted in support of the application and the potential of an award to develop skills, expertise and career.

A full list of SIAP recipients from 2001/02 to 2008/09 can be viewed on the Arts Council's website

In promoting these award schemes, the Arts Council particularly welcomes applications from under-represented groups in accordance with Section 75 of the Northern Ireland Act 1998.

COMMON CRITERIA FOR ASSESSMENT

All applications from individual artists will be assessed against the following criteria:

The Artist

1. Evidence of applicant's artistic quality. (5 marks)
Assessed against History of Artistic Practice and work submitted
2. Evidence of the applicant's contribution to the arts (5 marks)
Assessed against History of Artistic Practice and work submitted

The Proposal

3. Artistic quality, innovation and/or challenge of the proposal (5 marks)
Assessed against project description
4. The detail and accuracy of planning and budgeting (5 marks)
Assessed against financial budget provided

The Potential

5. Evidence of how the proposal may enhance the applicant's skills (5 marks)
Assessed against project description
6. Evidence of how the proposal may enhance the applicant's career (5 marks)
Assessed against project description

WHO CAN APPLY?

Artists of all disciplines and in all types of working practice, who

- (a) have made a contribution to artistic activities in Northern Ireland for a minimum period of one year; **and**
- (b) are domiciled in Northern Ireland. Broadly speaking, you are domiciled in the country where you have your permanent home. Domicile is distinct from nationality or residence. You can only have one domicile at any given time. For a fuller definition of Domicile, please consult the Inland Revenue website (www.inlandrevenue.gov.uk).

In a limited number of cases technical staff/administrators of professional artistic companies may also be eligible.

Employees of statutory bodies are eligible to apply but they must prove that the funds which they are seeking are for work/costs which are not properly the concern of their employer. **Employees of statutory bodies must submit evidence of this (see Section 5.3 on the application form).**

Applicants can apply to more than one scheme during the year. However, in the case of limited availability of funds, the Arts Council reserves the right to prioritise applicants who have not previously received funding and applications which best meet the criteria.

WHO CANNOT APPLY?

- Applicants who have already received an Award, within the previous 12 months, under the scheme to which they are applying. **This 12 month period runs from the date of the previous award letter.**
- Applicants who have broken the conditions of previous grant awards within the previous 4 years (taken from the date of the letter of offer).

WHAT CAN YOU APPLY FOR

- Project assistance
- Travel grants
- Residencies

WHAT YOU CANNOT APPLY FOR

- Prolonged study at centres of further and higher education
- Work that forms part of post-graduate study or is intended to be assessed as part of a post-graduate course
- Work which forms part of your professional or academic employment. This does not exclude those working in an academic institution or statutory body who are continuing to pursue their artistic practice
- Study leading to a professional qualification
- Applications to fund or establish websites
- Applications relating to projects/commissions already in receipt of Arts Council of Northern Ireland National Lottery funds
- Applications relating to residencies or rent of premises from organisations already in receipt of Arts Council funding

If you are unsure about the eligibility of your project you should contact an Arts Development Officer for advice

APPLICATION DEADLINES

All schemes operate on a deadline basis except Travel Awards. Decisions are normally made within two months of the application deadline. The Arts Council will not fund any project which is due to start before it makes its decision.

PROCESS

1. Complete and return the application form, all relevant enclosures and supporting material as specified. **If you do not enclose the mandatory documents we will return your application to you and it will not be assessed.** You may seek advice from Arts Council Officers on any aspect of the form.

You can also apply on-line. Your online application must be received by the programme deadline. Following submission of your online application you will receive an email asking you to submit the Confirmation of Online Application Form (available on the Arts Council website) and necessary enclosures within five days.

We cannot accept applications by fax as they are often illegible.

The application form includes an **Equality Monitoring Form**, which enables the Arts Council of Northern Ireland to ensure fair and wide access to this programme. This does not form part of the decision-making process; however you are required to fill this in as the Council is obliged to comply with equality legislation.

2. The Arts Council will acknowledge receipt of application forms within 20 working days of the closing deadline.
3. Applications will be assessed against the 6 criteria listed above by an Arts Development Officer and a specialist advisor where appropriate.
4. Following the decision successful applicants will be issued with a contract outlining the conditions attached to the award and the purposes for which the award can be used. **If there are any changes to the original application the Arts Council must be informed immediately in writing.** Failure to do so may involve repayment of any award made, and will affect decisions on any future applications you might make.
5. Unsuccessful applicants will receive a letter detailing the reason/s why the application was unsuccessful.
6. On receipt of a signed contract, payment of the award will be made electronically through the BACS system which can take up to three weeks to clear. Ten percent of the award will be withheld until the project is completed and a satisfactory post-project report has been received.

7. Successful applicants will be required to complete a brief **post-project report** and submit a description (not more than 500 words) of the work carried out with the grant. In some instances you will be asked to submit a copy of the completed work. Copies of travel ticket(s) and other relevant receipts must also be returned with the report. **If you do not return the report, description and receipts we will not pay you the balance of the award and you will be ineligible to apply for funding again for 4 years (from the date of your letter of offer)**

IS THE ARTS COUNCIL DECISION FINAL?

There is a review procedure, which is available on the web site and will be sent out to any unsuccessful applicants.

WHAT SUPPORTING DOCUMENTATION SHOULD I SEND?

You must provide supporting documentation. Any application received without supporting documentation will be returned to you and not assessed.

You must be selective about what you submit – it is better to submit one high quality example rather than a large amount of lesser quality, irrelevant material. Treat every application as if it were your first. You cannot assume that all of the assessors will know your work. **All supporting documentation must be correctly labeled and submitted in the most appropriate format (see below).**

DO NOT, under any circumstances, send unique material or irreplaceable representations of manuscripts. The Council will not be responsible for any such material. You **MUST** provide a suitable stamped addressed envelope for the return of supporting documentation.

Audio CD

Only standard audio CDs are accepted. If you submit more than one CD, you should specify which tracks you want the assessors to listen to.

CD ROM

All discs should be readable on a PC. We can accept **ONLY** the following file formats:

Image files (JPEG)

Sound files (WAV)

Video files (QuickTime – AVI/MOV)

Text files (RTF)

Catalogue

Any catalogues submitted should be of recent work. We can accept a maximum of three catalogues.

Draft manuscript/ manuscript

Up to 10 pages of draft manuscript can be submitted along with a synopsis

DVD & Video

Standard DVD or VHS only. A page of context should be provided with a DVD. Information should include two to three lines detailing the name of the piece, date, thematic/general comments, where it was presented, names of performers, how the work was financed (i.e., an award, self-financed). A maximum of five minutes is required. Long pieces should be edited; otherwise a selection of three extracts (maximum five minutes each) should be submitted.

Photographs

A maximum of 12 photographs. They should be clearly labeled with a brief description of what the photograph is.

Publications

Any examples of previous publications being submitted must be recent work. We can accept a maximum of three examples.

Reviews

Copies of reviews are not mandatory. If you wish to include reviews with your application, please limit to a maximum of two.

Scores

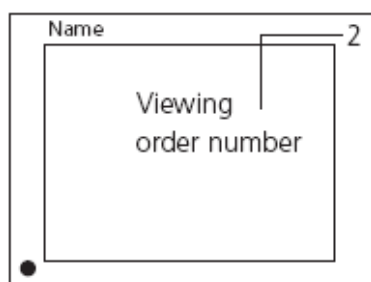
Scores are not mandatory for music applications. However, you can submit up to three scores to show different examples of your work.

Script

For applications involving the writing or development of a script, you should supply examples of relevant previous work.

Slides

A maximum of 12 slides can be submitted. Slides should be 35mm x 35mm internal dimensions or 50mm x 50mm including frame and numbered 1- 12, in chronological order (starting with your most recent images). A slide list must accompany your slides (see below). Each slide must be correctly labeled using either an indelible pen or good quality slide labels, with your name, viewing order number and with the dot in the lower left-hand corner to ensure correct orientation.



Slide list

The slide list must contain details of the title and date of the work, media and dimensions. The slide list must correspond to the viewing order of your slides and also with the labeling on your slides.

Transparencies

If not submitting slides, you must submit a maximum of 12 transparencies. Transparencies must also be correctly labeled.

GENERAL ARTS AWARDS (Funded through the National Lottery)

Awards can be for specific projects, specialised research, personal artistic development and certain materials/ equipment.

Who can apply?

Artists of all disciplines and in all types of working practice

How much money is available?

The maximum award is £5,000

Are collaborative projects eligible?

Collaborative applications from individual artists working together in **cross-discipline** projects/ activities are encouraged. One application form should be used for the complete collaborative project. Please provide information on the artistic practice of all artists that are involved in the project. The maximum award is still £5,000.

Single artform collaborations **are not** eligible.

Eligible items

- Awards for materials/equipment will not normally exceed £3,000, within which a maximum of £1,500 can be used to purchase Computer / IT equipment. If you wish to ask for more than £1,500 for computer/ IT equipment you must demonstrate within your application why this is necessary to your personal/ practice development
- Only professional career musicians may apply for instrument costs
- The maximum daily subsistence rate is £10
- Awards for Professional Services e.g. CD making, studio hire, printing, framing, recording/sound engineers, will not exceed £2,000

SELF-ARRANGED RESIDENCIES

These awards enable individual artists wishing to work outside Northern Ireland to:

- develop exchanges
- take up self-arranged residencies

Who can apply?

Artists of all disciplines and in all types of working practice

Disabled artists are under-represented in this programme therefore priority will be given to applications from individual disabled artists.

Please Note: A disabled artist who applies for and is awarded a grant under this scheme, and who requires a personal assistant to travel with them, is entitled to claim funding towards the costs of a personal assistant

What can you apply for?

Travel, accommodation, visas, subsistence, carriage, insurance and approved exhibition/ performance/ materials costs.

NB. Residencies to the Tyrone Guthrie Centre are not considered eligible as the Arts Council supports the Centre directly through an annual grant allocation.

How much money is available?

The maximum award is £5,000

PROFESSIONAL ARTS ABROAD

As part of its strategy to enhance the international profile and reputation of the arts of Northern Ireland, the Arts Council of Northern Ireland offers awards for arts organisations which have experience in or proven potential for exhibition, performance or other artistic profiling in the international arena, to present their work outside the United Kingdom and Ireland. Tours which involve new work and existing work created by NI artists will be prioritised.

It is anticipated that a number of awards will be made so you should be realistic in your expectations and budgets and bear in mind that the Council may choose to fund specific elements of your proposal rather than the full project

Who can apply?

- **Professional arts organisations** based in Northern Ireland, which can show both a credible track record of contributing to artistic activities here and a commitment to a continued artistic programme in Northern Ireland in the future.

Are there any special conditions?

- Organisations should submit a summary of performances/ exhibitions relevant to the proposal
- Other mandatory enclosures are listed in section 5 of the application form
- Organisations must demonstrate funding from sources other than Arts Council of Northern Ireland funds. This funding can be cash or in-kind. The proportion of partnership funding considered appropriate will be determined by the Arts Council on a case by case basis.
- Partnership funding need not be confirmed at the time of application, but must be confirmed before an offer can be finalised
- Successful applicants must acknowledge Arts Council support in any materials relating to their tour in a format satisfactory to the Council

MAJOR INDIVIDUAL AWARDS

(Currently Closed)

These awards are intended to create the circumstances in which established artists with national/international recognition may develop extended or ambitious work.

Who can apply?

Artists of all disciplines and in all types of working practice who have not previously received a major award

How much money is available?

3 awards of £15,000 each are offered in this scheme.

TRAVEL AWARDS

(Currently Closed)

These awards enable **individual** artists to travel from Northern Ireland to develop their skills and expertise. Applicants must provide evidence that they have been invited by a host organisation in the country to which they intend to travel. Groups/ensembles wishing to travel abroad should apply through the Professional Arts Abroad scheme.

Who can apply?

Individual artists and arts administrators. Employees of statutory bodies are eligible to apply but they must prove that the funds which they are seeking are for work/costs which are not properly the concern of their employer and which form part of their professional employment

What can you apply for?

Air travel at the rates stated below.

Please Note: A disabled artist who applies for and is awarded a grant under this scheme, and who requires a personal assistant to travel with them, is entitled to claim a second award for that personal assistant

What can you not apply for?

One-off speculative visits such as auditions, job interviews or casual meetings.

How much money is available?

The following amounts will be awarded to cover travel specifically related to the country/city of destination.

DESTINATION	PEAK	OFF-PEAK
East Coast USA	£500 (June-August)	£300 (September-May)
West Coast USA	£600	£600
East Coast Canada	£500	£400
West Coast Canada	£600	£600
Far East	£650	£650
Australia	£800	£800
Europe	£250	£250
South America	£750	£750
South Africa	£500	£500
Great Britain (ex. London)	£150	£150
London	£100	£100
Russia	£300	£300
Scandinavia	£250	£250
Middle East	£300	£300

Destinations not listed above may be considered on specific request.

If you buy an airline ticket at a lower rate than that stated above, the surplus may be used to cover subsistence (@ £10 per day to cover meals/drinks) and other expenses related to the purpose of the trip for which you must supply receipts. The Arts Council will not pay for hospitality to others. If you are unable to account for the full amount of the award you will be asked to return the balance.

Multiple applications

Where the Council receives multiple applications for a specific event, conference or festival, etc., we reserve the right to allocate a limited number of awards – normally 2.

Deadlines

Applications for funding are accepted on a rolling basis and you will be notified of the decision within two weeks. **You must apply at least four weeks before your anticipated date of departure.**

NEW YORK RESIDENCY

This residency provides an opportunity for an artist to spend a period of time (a minimum of one month) in New York on a self-arranged residency. The aim of this residency is for creative development, international profiling and networking.

Applicants should indicate preferred dates for the residency. A degree of flexibility in these dates is advised as the Arts Council must ensure maximum use of the apartment throughout the year.

Who can apply?

Artists of all disciplines and in all types of working practice.

What does the residency offer?

In addition to the use of an apartment in New York, the Arts Council will offer travel costs and insurance to the level offered under the Travel Award Scheme.

Successful applicants will also be given a subsistence allowance (\$600 per month) and a contribution of up to \$600 towards materials.

What are the facilities?

A furnished, self-contained one-bedroom apartment located in the Borough of Queens with good transport links to Manhattan.

INTERNATIONAL RESIDENCIES

The Banff Residency in the Leighton Studios

The Banff Centre, Canada, The Arts Council/An Chomhairle Ealaíon and The Arts Council of Northern Ireland jointly fund two residencies for established Irish artists, one from Northern Ireland and one from the Republic of Ireland, to work on specific projects in Banff. Each residency is for a period of eight to ten weeks, normally between January and March, and is based in the Leighton Studios.

The Centre will provide accommodation and full board as well as up to Can\$1000 towards materials. The Arts Council will arrange travel to and from Banff. The artist can reclaim related insurance retrospectively from the Arts Council.

What does it offer?

This residency offers established artists engaged in the creation of new work opportunities for concentrated focus in a retreat environment. Leighton Studio artists may also choose to participate in the artistic community at The Banff Centre, however there is no expectation that they do so.

What are the facilities?

The eight Leighton Studios, each designed by a Canadian architect, are located in a secluded wooded area. Each studio is equipped with a kitchenette, washroom, telephone, CD/cassette player and comfortable furnishings. Three of the studios have pianos. Two are designed for painters and are large enough for small collaborative groups.

Technical support, equipment and additional production facilities may be available. Specific requests should be made at the time of application. Email and internet access is available. Artists do not live in their studios. On-site accommodation consists of a private room with bath, telephone and housekeeping service. Artists have full access to the Paul D. Fleck Library and Archives, fitness and recreation facilities, dining room and a small store. Basic social services, medical care and counseling are available during most of the year.

St James Writers Residency in Malta

This residency offers artists an opportunity to work on a specific project in Malta for a period of up to 3 weeks, normally between November and March each year, at St James Cavalier Centre for Creativity in Valletta, Malta.

Who can apply?

Writers in poetry, fiction or drama

What are the facilities?

Accommodation is provided at the Manoel Theatre Apartments on a self-catering basis

What is included in the award?

The St. James Cavalier Centre for Creativity is the contact organisation in Malta

The Arts Council will arrange travel to and from Malta and will pay £100 per week subsistence.

The Skidmore Jazz Studentship

The Arts Council/An Chomhairle Ealaíon and the Arts Council of Northern Ireland jointly fund a place at the Skidmore Jazz Institute each summer on the campus of Skidmore College in upstate New York. For two weeks some of the finest names in jazz and jazz education teach, perform, and share experiences with students of all ages.

Who can apply?

Jazz musicians of any age can apply for participation in the Skidmore Jazz Institute. The Arts Council's award is open to applicants who are based in and contribute regularly to Jazz activities in Ireland/ Northern Ireland.

What does it offer?

As the focus of the performance aspect is small groups, all students are placed in a combo with others of like ability. Instrumental lessons with the faculty are one to one, and students also attend sessions in improvisation, history, arranging and composition.

In addition, Skidmore hosts a guest artist list series featuring major jazz musicians in both masterclasses and concerts. In recent years the list has included Maynard Ferguson, James Moody, Joe Lovano, Benny Golson, Dave Valentin, Eddie Gomez, Benny Green and Arthur Taylor. Students also attend the Saratoga Jazz Festival.

What is included in the award?

The award includes cost of travel, accommodation and the course fee.

The British School at Rome Fellowship (Currently Closed)

This residency, offered every two years, gives visual artists the opportunity to work in Rome for a period of 9 months, normally between October and June on a project of their choosing. Rather than experimenting on new techniques, scholars are encouraged to use their time to work on ideas in sketch or maquette form. The Fellow is encouraged to be self-reliant and adaptable.

Who can apply?

Visual artists working in any discipline

Who cannot apply?

- Applicants who have held a British School in Rome Fellowship in the last ten years
- Students currently in full-time or part-time educational courses. Established artists currently undertaking recognised academic courses may be considered only in exceptional circumstances.

What are the facilities?

The school is a residential centre for the practice of the fine arts for research in the humanities. There are 7 studios, each two stories high, approx 42 sq m. with a traditional art studio window forming the north wall and part of the roof. The building provides working and living accommodation for staff and 20-25 scholars and other residents.

The Library possesses an important collection of books and periodicals mainly on archaeological, artistic, classical and historical subjects. Adjacent to the studios is a small workshop equipped with a bandsaw, workbench and basic tools. Some studios are equipped for painting with easels and some for sculpture with armature stands, welding and carving equipment. Access to a darkroom outside the school can be arranged.

The successful applicant's partner may be able to stay at the School by prior arrangement but he/she will be responsible for their own expenses at the School's prevailing rates. Children cannot be accommodated.

What is included in the award?

The Arts Council pays the cost of board and lodging directly to the School. In addition, a living and travel allowance of £650 per month is paid direct to the successful applicant in monthly installments.

Additional Assessment Procedures

The assessment process will involve interviews which will take place in June after short listing. Applicants should provide appropriate contact details for the period May/June in order that they can be called to interview if required.

Young Musicians' Platform (Currently closed)

The Arts Council of Northern Ireland, in collaboration with BBC Northern Ireland, offers awards for young, exceptionally talented **solo musicians/singers or ensembles** who have finished their first academic, graduate level qualification and are ready to enter the professional world as artists. The financial award associated with this scheme will allow applicants to spend a sizeable amount of time learning from a master musician/ teacher/composer etc. abroad. Priority will be given to applications where the associated period of learning is taking place outside Ireland or the UK. The BBC will facilitate this scheme by offering two professional broadcast performances to successful applicants, between the period January– December.

Who can apply?

Individual musicians, up to an age limit of 26 for instrumental players and 29 for singers, of classical music background and training who have made a meaningful contribution to artistic activities in Northern Ireland. Applicants must have a graduate level degree or equivalent, in music, and have reached a high standard of performance.

What does this scheme offer?

The Young Musicians' Platform Scheme is a biennial scheme offering three individual awards of £5,000 plus two professional engagements arranged through BBC Northern Ireland for a broadcast chamber music/ solo recital and a concerto performance with the Ulster Orchestra where appropriate.

The following are not eligible

- Applications for prolonged study at centres of further or higher education. However, applications involving short-term attendance at centres of further education will be considered if the proposed master/artist is accessible only through this route.
- Applicants who have already received a Young Musicians' Platform Scheme Award from the Arts Council of Northern Ireland.
- Materials/equipment

Audition

Final selection will be by audition lasting no longer than 10 minutes. An Audition Panel consisting of representatives of the BBC, ACNI and an independent adjudicator will select extracts from the applicant's programme to include 3 contrasting pieces in style and period, one of which will be contemporary.

Additional support material required

All applicants must submit two references from professional musicians/teachers/promoters on the Reference Forms included within the application

form.