



**THE FOLK ALLIANCE BURSARY SCHEME IS
CO-FUNDED by ARTS COUNCIL OF NORTHERN
IRELAND AND THE BRITISH COUNCIL**

**SUPPORT FOR INDIVIDUAL ARTISTS
PROGRAMME**

GUIDANCE NOTES

Please read these guidance notes carefully as there may be changes from the last funding round.

SCHEME
Folk Alliance Bursary Scheme

Scheme opens	Application Deadline	Decisions
1 September 2017	4.00 pm Thursday, 12 October 2017	Nov 2017

Please note that all applications to this funding scheme are for travel to Folk Alliance International 2018 only.

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/>

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General Guidance Notes

These guidelines govern the assessment of applications to the Folk Alliance Bursary scheme and you should read these before you read the guidelines for each scheme.

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 since 2005/06 can be viewed on the Arts Council's website.

In promoting these award schemes, the Arts Council particularly welcomes applications from groups referenced in Section 75 of the Northern Ireland Act 1998.

Folk Alliance International 2018

The 2018 Folk Alliance International Conference will take place in [Westin Crown Centre Hotel, Kansas City, MO, USA](#) from 14 -18th February 2018.

A number of delegate bursaries are available to musicians, managers and agents working in Northern Ireland to attend Folk Alliance International 2018 in Kansas City, USA , as part of this year's delegation. The bursary is aimed at those artists and promoters who have a track record of touring internationally, have excellent promotional material available [CD's, website etc] and who would benefit from attending the event to promote their work at this particular music industry marketplace.

What does the bursary scheme offer?

The Arts Council of Northern Ireland, in partnership with the British Council, is offering a maximum of 4 bursary awards for Folk Alliance International 2018 to musicians, managers and/or agents working in Northern Ireland. The award [£800 per delegate] is towards the costs of return flights, registration and a contribution towards accommodation and subsistence. Only one delegate bursary will be awarded per group.

Further information

The Folk Alliance International Conference is the world's largest gathering of the Folk music industry and community (crossing a diverse array of genres including Blues, Bluegrass, Roots, Celtic, Cajun, Appalachian, Traditional, World, and Singer-Songwriter).

The annual February conference (now in its 30th year) draws over 2,500 artists and industry (agents, managers, publishers, labels, festival/venue presenters, promoters, media) dedicated to folk music and associated genres.

Delegates who attended the 2017 conference represented 27 countries including, Australia, Brazil, Canada, Denmark, Egypt, Estonia, France, Germany, Italy, Netherlands, New Zealand, Norway, Russia, Spain, Sweden, Switzerland, United Kingdom, and the United States.

PLEASE NOTE: Artists and musicians who wish to be considered for the Official Showcase Programme must apply directly through the Folk Alliance International website by 13th September 2017. www.folk.org

Criteria for assessment of Folk Alliance Bursary Scheme applications

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, work submitted and written response within the project description section.
2. Evidence of the applicant's contribution to the arts. (5 marks)
Assessed against History of Artistic Practice, work submitted and written response within the project description section.

The Proposal

3. Artistic quality, innovation and/or challenge of your proposal. (5 marks)
Assessed against written response within the project description section.

The Potential

4. Evidence of how the proposal may enhance the applicant's skills (5 marks)
Assessed against written response within the project description section.
5. Evidence of how the proposal may enhance the applicant's career.
Assessed against written response within the project description section.

Eligibility and Assessment Process

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 within the last five years.

Employees of statutory bodies and established artists who are undergraduates or postgraduates 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/or are not related to their academic study. Please also note that established artists currently undertaking recognised academic courses will be considered only in exceptional circumstances. Employees of statutory bodies, undergraduates and postgraduates must submit evidence of this in the form of a letter on headed paper from their Head of Department (see Section 5.4 on the application form). In the case of post-graduates, the letter must clearly state the title of their PhD thesis and include a declaration by the Head of Department that “The residency does not form part of any academic work undertaken in relation to the above-titled PhD nor will it be assessed as part of any academic course”. Please note that the Arts Council may use its own judgement in determining this matter. Applicants undertaking a Masters or a PhD must also include a separate statement which provides information on how the project applied for differs from their Masters or PhD work. This is listed as a mandatory enclosure in Section 5 of the application form.

WHO CANNOT APPLY?

Applicants who have broken the conditions of previous grant awards within the previous 4 years (taken from the date of the letter of offer).

PROCESS

1. **You may only apply online.** We will not accept applications in hard copy, by email or fax.

Online applications may be edited, saved and returned up to the closing date (with the exception of the Travel Awards, which is a rolling programme). You **MUST** submit **ALL** documents associated with any part of the application at the same time.

All documents must be in Word, Excel or pdf format. We cannot accept documents in other formats. The total size of all your uploaded documents and enclosures must not exceed 25 Mb.

Please ensure that you leave sufficient time to upload all documents to the system as there can be long delays as the closing deadline approaches and the system will shut

down at 4.00 pm on the closing date. If your complete application is not uploaded when the system closes your application will not be accepted.

It is your responsibility to ensure that we receive the application form and documents by the closing time and date.

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 receipt of your application.
3. Applications will be assessed against the criteria listed above by an Arts Development Officer.
4. Decisions on all awards are made by Directors based on recommendations by artform officers.
5. 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.
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. Where appropriate, a copy of the completed work should be submitted, eg published work, draft script, catalogue of works exhibited. Copies of travel ticket(s) and receipts for goods and materials purchased must also be returned with the report. **If the report and receipts are not returned the balance of the award will not be paid and you will be ineligible to apply for funding again for 4 years (from the date of your letter of offer) and we may ask for the return of the first instalment of the grant.**
8. Unsuccessful applicants will receive a letter detailing the reason/s why the application was unsuccessful.

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 SUPPORT MATERIAL SHOULD YOU SEND?

In addition to the mandatory enclosures listed in Section 4 of the sample application form, you must provide artform-appropriate support material as listed below. You should not include any support material in excess of that stated below. Any application uploaded without support material will not be assessed. The total size of all your uploaded documents and enclosures must not exceed 25 Mb.

DO NOT compress files into one zip file. Files must be uploaded as individual documents

ACCEPTABLE FILE FORMATS

All data must be PC compatible. If non-PC compatible data is supplied, your application will not be assessed.

We can accept **ONLY** the following file formats:

Image files (JPEG, GIF, TIFF, PNG)

Sound files (WAV, MP3, WMA)

Video files (QuickTime – AVI, MOV, MP4, WMV)

Text files (DOC, RTF, PDF)

Spreadsheet files (XLS, XLSx)

MUSIC

Musicians - **A MAXIMUM OF TWO SOUND RECORDINGS**