

# Arts council of Northern Ireland International Programme for Organisations

## Guidance Notes

**Applicants should read the Guidance Notes carefully before completing the online application form.**

<b>SCHEME</b>	
Professional Arts Abroad	
Artists' International Development Fund (organisations)	

<b>Schemes open</b>	<b>Application Deadline</b>	<b>Decisions</b>
9 July 2018	4.00 pm Thursday, 16 August 2018	26 October 2018

**All applications to the programmes below must be for projects that will take place between 1 November 2018 and 31 October 2019.**

**You may apply to more than one scheme but you will only be awarded one grant in any funding round. If you choose to apply to more than one scheme:**

- **You must complete a separate application form for each scheme.**
- **The projects within each application must be significantly distinct.**

**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/>**

## **Contents**

### **Page no.**

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

### **Information on the Support for Individual Artist schemes:**

- 8      Professional Arts Abroad**
- 9      Artists' International Development Fund**

## General Guidance Notes

Applicants are advised to read the full guidelines before completing any section of the online application form. All questions must be answered, even if it is to state that the question is not applicable (N/A) to your particular project giving a short explanation.

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.

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

## COMMON CRITERIA FOR ASSESSMENT

All applications to the International Programme for Organisations will be assessed against the following criteria:

### *The Organisation*

1. Evidence of organisation's artistic quality. (5 marks)

*Assessed against summary of performances/exhibitions relevant to the proposal as submitted.*

2. Evidence of the organisation's contribution to the arts (5 marks)

*Assessed against summary of performances/exhibitions relevant to the proposal as submitted.*

### *The Proposal*

3. Artistic quality, innovation and/or challenge of the proposal (5 marks)

*Assessed against your written response within the Your Project – Addressing the Criteria for Assessment section of the online application..*

4. The detail and accuracy of planning and budgeting (5 marks)

*Assessed against financial budget provided*

### *The Potential*

5. The potential for the project to develop the skills-base of the organisation (5 marks)

*Assessed against your written response within the Your Project – Addressing the Criteria for Assessment section of the online application.*

6. Experience of and/or proven potential for international work (5 marks)

*Assessed against your written response within the Your Project – Addressing the Criteria for Assessment section of the online application.*

## WHO CAN APPLY?

### Professional Arts Abroad

- **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.

### Artists International Development Fund (organisations)

The programme is open to organisations in any artform

- who have received recognition for their work in Northern Ireland;
- who do not have extensive international experience;
- whose work will benefit from launching better international networks - either artistically; or in terms of developing an audience for their work; and
- who can demonstrate an interest in their work from an overseas partner/host

## 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).

## 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 your application and all supporting 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 the closing deadline.
3. Applications will be assessed against the criteria listed above by an Arts Development Officer.
4. Decisions are made through a moderation process attended by Directors and 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.

## **ARTFORM APPROPRIATE SUPPORT MATERIAL - WHAT SUPPORTING DOCUMENTATION SHOULD YOU SEND?**

As detailed in Section 8 of the sample application form, in addition to a number of mandatory documents you must also 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**

**Unless explicitly permitted below in relation to your project's artform, the submission of weblinks or website addresses in lieu of artform-appropriate support material is not acceptable and will result in your application being made ineligible.**

### ACCEPTABLE FILE FORMATS

All data must be PC compatible. If non-PC compatible data is supplied, your application will not be assessed. For example, if using a MAC, it is the applicant's responsibility to ensure that any enclosures uploaded to the online application are PC compatible.

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

Image files (JPEG, GIF, TIFF, PNG)

Sound files (MP3, WMA)

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

Text files (DOC, RTF, PDF)

Spreadsheet files (XLS, XLSx)

### **DRAMA**

*Actors, performers, directors* **must** supply at least **ONE RELEVANT REVIEW** which clearly identifies the applicant, (a maximum of two **RELEVANT REVIEWS** can be supplied.)

#### **AND**

may also supply **ONE VISUAL MOVING IMAGE** – max 5 minutes duration.

*Playwrights* - **UP TO 10 PAGES** of draft script along with a synopsis.

### **DANCE**

Organisations must provide **ONE VISUAL MOVING IMAGE** of their work up to 5 minutes duration.

#### **OR**

A **link to a website address** is acceptable but you must clearly identify which 5 minute section you wish us to view. If a link or website is not working correctly, your application will be deemed ineligible as critical support material has not been made available.

### **VISUAL ARTS/CRAFT**

Organisations must provide a **MAXIMUM 10 IMAGES with image list**

**OR**

A **link to a website address** is acceptable but you must clearly identify which 10 images you wish us to view. If a link or website is not working correctly, your application will be deemed ineligible as critical support material has not been made available.

**MUSIC**

Musicians - **A MAXIMUM OF TWO SOUND RECORDINGS** of no more than **8 MINUTES EACH**.

Composers – **TWO EXAMPLES OF FULL SCORES OR EXCERPTS OF MOST RECENT WORK**

**TRADITIONAL ARTS**

**A MAXIMUM OF TWO SOUND RECORDINGS** of no more than 8 mins each.

**PARTICIPATORY ARTS**

**MAXIMUM OF TWO WEBSITE LINKS.** Each piece of evidence should not exceed 5 minutes in duration. Where web based evidence is part of a longer piece of recorded material the artist needs to clearly identify the time frame they wish to have viewed / listened to .

**LITERATURE**

**A MAXIMUM OF 10 PAGES OF THE WORK IN PROGRESS** for which the application is being made

**OR**

**A MAXIMUM OF 10 PAGES OF RECENTLY PUBLISHED WORK**

Applications relating to spoken word forms: - **A MAXIMUM OF TWO RECORDINGS** of their performance

## **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 8 of the sample 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 finalized.
- Successful applicants must acknowledge Arts Council support in any materials relating to their tour in a format satisfactory to the Council.

### **How much money is available?**

The minimum grant is £5,000. For amounts below this threshold, see the Artists' International Development Fund.



## **ARTISTS' INTERNATIONAL DEVELOPMENT FUND**

The Artists' International Development Fund is a £50,000 annual programme jointly funded by the British Council and Arts Council Northern Ireland and is open to individual artists and organisations, (individual artists should apply to the scheme through the Support for the Individual Artist Programme).

### **The aim of the programme**

The programme will support early stage international development opportunities for individual, freelance and self-employed artists and organisations based in Northern Ireland. It will afford recipients the opportunity to spend time building links with artists, organisations and/or creative producers in another country. The aim of the programme is to support individual international developmental opportunities for talent and artistic excellence from Northern Ireland and, thereby, enhance Northern Ireland's international artistic development, reputation and standing.

### **Value of Awards**

Artists and organisations are able to apply for small grants from £1,000 to £5,000.

### **Eligibility: who can apply**

The programme is open to artists & organisations in any artform

- who have received recognition for their work in Northern Ireland;
- who do not have extensive international experience;
- whose work will benefit from launching better international networks - either artistically or in terms of developing an audience for their work; and,
- who can demonstrate an interest in their work from an overseas partner/host.

Individual artists, including creative producers, curators and editors, can apply (using the Support for the Individual Artist Programme application form).

Although the Artists' International Development Fund is aimed primarily at individual artists, arts organisations who wish to take small scale work abroad can apply as can small groups of artists who normally collaborate in their work. This could include, for example, musicians and visual artists who usually create work together, or writers and their translators. If the group does not have a shared bank account, awards to successful applicants would be made to the lead artist named on the application form.

### **Eligibility: Who cannot apply**

- Anyone under the age of 18 at the time of application
- Students, for projects related to their course of study or their tuition fees (by student we mean a person following a course of study in a school, a college or a university)
- Individuals based (living) outside Northern Ireland
- Small groups who cannot demonstrate that they have a history of working collaboratively

### **What artforms will be considered?**

Your proposal can be in any of the following artforms:

- Combined arts
- Literature
- Music
- Drama
- Dance
- Visual arts
- Craft

### **Artists can use the fund to do one or all of the following:**

- Develop their artistic practice through working internationally
- Collaborate with and learn from artists internationally
- Create early relationships with artists and/or creative producers with a longer term view of developing international markets and audiences for their work in another country and building their profile internationally

The programme can cover the targeted exchange of key creative people to develop new concepts or relationships. Applicants will need to conduct their own research and have identified and communicated with a potential partner/host in the country they wish to visit. Applications could include one or two international visits (for Northern Ireland applicant to travel overseas or overseas partners/collaborators to visit Northern Ireland or both).

You are eligible to bring other sources of funding or sponsorship to the project/ grant.

We would expect projects to be completed within one year of the decision.

### **What you cannot apply for**

- Projects that are not arts-related
- Film or video production and cinema exhibition, unless it is in support of artists' work in the moving image (including film and video)
- Training or education projects
- Projects which take place or start before the published decision date
- Costs that are already covered by other funding
- General running costs and overheads that are paid for by other income, including your own funds
- Ongoing overheads related to equipment or buildings, such as insurance and maintenance costs
- Fund-raising events, such as charity galas
- Buying equipment and instruments
- Projects in a formal education setting for educational purposes necessary by law
- Projects with a primary focus on social development (we will not consider the proposal unless the focus of the project is clearly and primarily artistic)

### **How our staff will support the programme**

Arts Council and British Council staff will:

- promote the programme to encourage diverse artists from a range of artforms, communities and geographical locations across Northern Ireland to apply; and,
- work closely together to evaluate the programme and build on its success.

### **Getting advice:**

The Arts Council's Art Form Officers can provide general information about making an application and can help with most enquiries. If you need advice about your application or the activity you are applying for you can contact us at 028 90385200 or at [info@artscouncil-ni.org](mailto:info@artscouncil-ni.org).

Before contacting us, please read the application materials and be ready to clearly describe your activity to us. This will help us to give you the right advice and will save time.

### **Other Useful information**

For more information about the Arts Council of Northern Ireland go to [www.artscouncil-ni.org](http://www.artscouncil-ni.org) .  
For British Council arts visit: [www.britishcouncil.org/new/arts](http://www.britishcouncil.org/new/arts) .