



**ARTS COUNCIL OF NORTHERN IRELAND**  
Individuals Emergency Resilience Programme 2 for those  
working in the Creative Economy including freelancers,  
musicians, DJs, actors, artists and craft workers.

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**GUIDANCE NOTES**

The Programme will open on Thursday 17 December 2020 and close at  
4.00pm on  
**Thursday 7 January 2021**

Completion date of any grant is end of March 2021

Please read these notes carefully before completing and submitting an  
application form

# **Individuals Emergency Resilience Programme 2 for those working in the creative economy**

## **Purpose**

The overriding objective of this programme is to retain a vital workforce within the creative sector which is at risk of being lost as a result of Covid-19. Many freelance workers and creatives have lost all earned income this year. If not given critical support this fragile sector risks losing them and their skills. This poses a major risk for when we return to a functioning arts and creative economy.

Consequently, this programme has been designed to help support individual musicians, DJs, artists, actors, craftspeople and freelancers and other creative practitioners who work in the creative industries to sustain and build their creative, professional and technical skills in these challenging times. We also wish to assist these workers adapt to the new market conditions that have been brought about as a result of Covid-19.

Applications will also be considered from groups of individuals working in collaboration, provided there is a lead individual making the application.

**Priority for funding will be given to those who have been unable to access other forms of financial support from Government or other sources and who have not received funding from the Arts Council of Northern Ireland's Artists Emergency Programme (AEP) or Individuals Emergency Resilience Programme 1.**

**If you have already received funding from the Arts Council of Northern Ireland in 2020, you can apply to this programme, but our priority will be to consider first time or previously unsuccessful applicants. Successful repeat applicants will be considered and held in a ranked reserve list and funded if we have the resources and until budgets are fully allocated.**

The fund is aimed at workers in the creative and arts economy in whatever capacity such as:

Venue support staff, singer songwriters, session musicians, set designers, lighting and sound technicians, artists, actors, DJs, musicians, rappers, writers/poets, comedians, open mike performers, tutors and facilitators, dancers, choreographers, editors and proof readers, craftspeople. This is an indicative list and is not exhaustive.

## **Value of awards**

We are offering awards of up to £5,000. Your request should be based on the information you give us on the impact that this award would have on the sustainability of your professional skills, and/or creative development. You must state how much you are applying for.

If you are D/deaf and Disabled you may apply for up to an additional £2,500 towards personal assistance to support you for disability/deaf access requirements.

## Eligibility

- You need to be over 18 and living in Northern Ireland
- Applications will only be accepted online – please ensure you **answer** all questions;
- You must **submit** a separate CV/statement about your career in the creative sector to date; and
- You must **submit** a separate reference from an independent source to verify your practice.

Note: your reference is confirmation from an independent source (for example from your employer, promoter, venue owner, booking agent etc) that your role in the creative sector is as you have described, and if possible, confirmation of your lost work due to the pandemic.

Further details setting out our requirements for the mandatory enclosures are available from the Frequently Asked Questions document.

All of the information you provide will be held on computer. This information will be used for the administration of applications and grants, for producing statistics and information on successful applicants. Remember to keep a copy of the completed form and enclosures for your own records

You are responsible for retaining evidence/records of paid work affected due to Covid-19. Please keep emails/correspondence or other proof as we will reserve the right to request these in the event of your application being successful.

You are responsible for disclosing awards if you are in receipt of means tested benefits. You should seek advice from the government department or agency which handles your benefit before application is made since, because in certain circumstances it may have implications for future benefit entitlement should there be a break in claim.

You are also responsible for managing your own tax affairs and should contact HMRC to seek confirmation on the impact of this grant on their tax status and liability.

## ASSESSMENT AND DECISION MAKING PROCESS

- The Arts Council will undertake an eligibility check on your application for completeness.
- If one or more mandatory enclosures have not been submitted with your application, the application will be deemed incomplete and therefore ineligible. Ineligible applications will not proceed to assessment. Details of mandatory enclosures are outlined on page 4 of these Guidance Notes. Please note it is your responsibility to ensure that the mandatory enclosures meet the

requirements of the Programme. Further details of our mandatory enclosures are available from our FAQs

- The Arts Council will issue a notification, **EITHER** acknowledging receipt of your application **OR** to advise of its ineligibility.
- Where the application is deemed as eligible, the Arts Council will assess your application on the following factors:
  1. Your CV and your contribution to the creative sector in Northern Ireland before Covid-19; and
  2. The benefit that this award will have on the sustainability of your professional skills, and/or creative development.

What you provide above will be used to evaluate the impact your work and practice has had and will make to the creative sector in Northern Ireland.

All decisions regarding applications are at the sole discretion of Arts Council of Northern Ireland. The amount offered, if any, will depend on the number/value of new and previously unfunded applicants who meet a minimum threshold; normally applicants who score a low against any of the criteria will not be funded, and the available budget. We will consider how your application scores against the strength of your role in the creative sector, the impact of Covid-19 and the impact any grant would make. Although you may be eligible for funding, and merit support we can only fund against scores awarded from highest to lowest until the available budget is expended.

If you are not happy with the way we have handled your application, you can access a copy of our complaints procedure on our website. Please note you can only complain if you believe we have not followed our published process when dealing with your application. You cannot use the complaints procedure to appeal against the decision.

## MANDATORY ENCLOSURES - Checklist

Before submitting your application, please use the checklist below outlining mandatory enclosures which you must submit with your online application. Failure to submit *relevant* mandatory enclosures will render your application ineligible.

<b>CV/statement about your career</b>	
<b>Reference from independent source</b>	
<i>If applicable – students only - a letter on headed paper from their Head of Department confirming that the funds which they are seeking are for work/costs which are not properly the concern or are not related to their academic study.</i>	
<i>If applicable - Applicants undertaking a Masters or a PhD must <b>also</b> include a separate statement, which provides information on how the proposal applied for differs from their Masters or PhD work.</i>	

## **OTHER USEFUL INFORMATION**

### **Publicity**

Full listings of all the grants we award are published on our website. 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.

### **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 and on a computer-based grants management system. Reports from the information you supply and from comments made on your application by staff members and external assessors, where relevant, are also on both manual and computer-based systems. The information you supply will be made available to those assessing any 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 all of 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, any 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 that 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.

## **APPLYING ON LINE**

Applications to the Individuals Emergency Resilience Programme will only be accepted online.

The online application system has been tested and is sending out relevant notifications. We are, however, aware that some applicants to online grants programmes may experience issues such as the account holder not receiving links to reset passwords, not receiving notifications of when applications are edited and saved, nor when applications have been submitted. These issues relate to those account holders with email addresses from the following email providers – btinternet, yahoo and virgin – and customised email addresses.

The potential issues lie with those email providers and are beyond the control of Arts Council; if encountered they need to be addressed by the relevant email provider.

Should you be affected by a problem which cannot be resolved with an email provider, we would strongly recommend that accounts are set up using Gmail or Outlook email addresses. Where applicants may have previous accounts with other email addresses, we will be able to transfer historical information to new accounts if required.