



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

GUIDANCE NOTES

The Programme will open on 31 July 2020 and close at 4.00pm on
Monday 17 August 2020

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 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, 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.

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, 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 either £1,200, £3,000 or £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 which level of award you are applying for.

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 supply a CV/statement about your career in the creative sector to date; and
- A 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.

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 acknowledge receipt of your application.
- 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 applications received and the available budget.

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.

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 notification issues. 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.