

Arts Council of Northern Ireland

COLLECTION OPEN SUBMISSION SCHEME

APPLICATION FORM

SCHEME – COLLECTION ACQUISITIONS OPEN SUBMISSION SCHEME		
Scheme opens	Application Deadline	Decisions by
5 th February 2021	4.00 pm Friday, 26 th February 2021	11 th March 2021

All acquisitions must be completed by 23rd March 2021

Artists should only submit one application per person.

Artists should only submit details of one artwork to be considered for acquisition

Where an artwork is a result of a collaboration of more than one artist, only one application should be submitted, but a separate History of Artistic Practice for each individual artist should be uploaded and attached to your online application.

Application Forms and Guidance Notes for this scheme can be made available in large print format, disc and audio tape upon request.

Please contact Joanna Johnston by phone on 07500559349 or email jjohnston@artscouncil-ni.org if you require these documents in an alternative format, or if you require any other reasonable adjustments in relation to the application process.

How you can apply

Please return your completed application form by email to: collection@artscouncil-ni.org. We will not accept applications in hard copy, by fax or disk.

Applicants should identify in the email subject line that the application relates to the **ACNI Collection Open Submission Scheme**.

Please ensure all mandatory supporting documents have been attached within the email submission.

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 application.

All documents must be in acceptable formats as detailed in the guidance notes. We cannot accept documents in other formats. The total size of all your attached documents must not exceed 7 Mb.

It is your responsibility to ensure that we receive the application form and documents by the closing time and date. Please ensure you leave sufficient time to do this.

All of the information you provide will be held on computer. This information will be used for the administration of applications, for producing statistics and information on successful applicants.

REMEMBER TO KEEP A COPY OF THE COMPLETED FORM AND ENCLOSURES FOR YOUR RECORDS

SECTION 1 – APPLICANT DETAILS

1.1 Name

1.2 Address

_____ Postcode _____

1.3 Daytime telephone number

Email address

1.4 a) What is your current occupation? _____

b) If you are a practicing artist, but also a student, please give details of your course.

1.5 Place of birth _____

1.6 Date of birth _____ *Day* _____ *Month* _____ *Year*

1.7 How long have you been living in Northern Ireland? _____

1.8 Do you consider yourself a disabled artist? Yes/No

If you have answered **Yes** to this question and you require assistance with any aspect of the application process, please contact **Joanna Johnston** by phone on **07500559349** or email **jjohnston@artscouncil-ni.org**

1.9 Education/ Qualifications/ Training if applicable: please provide the name and dates of third level institutions attended and qualifications gained, including specialist training and related qualifications. If you did not attend a third level institution, please write not applicable.

Name of Institution	Dates Attended	Qualifications gained

2.0 Employment: please provide details of your relevant employment. Starting with the most recent, include the name of employer, dates of employment, and position held.

Name of employer	Dates of employment	Position held

SECTION 2 – ABOUT THE WORK

2.1 Title _____

2.2 Date of Creation _____

2.3 Medium _____

2.4 Dimensions _____

2.5 Price _____

2.6 Any other information – to include a short description of the artwork

SECTION 3 - PUBLICITY, OPENNESS AND ACCOUNTABILITY

Publicity

Information about all collection acquisitions is made available on our website. If your work is purchased for the collection it will be a condition of offer that you agree to a biographical note, image of the work, and artist's statement being stored electronically on a database for the following purposes: Research inquiries; commissioning opportunities; general inquiries and promoting the arts. Personal contact details will not be given out without the artist's permission.

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. It may then be summarised and details transferred to a computer-based collection management system. Reports from the information you supply and from comments made on your application by external assessors and staff members are likely to be held on both manual and computer-based systems.

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 computer systems is used for of the following purposes; statistical reporting, application assessing, accounting purposes and for contacting you. Details relating to any acquired artwork will be public information (see Openness and Accountability above).

For full details of how the Arts Council uses personal data please refer to our Privacy Policy here: (<http://artscouncil-ni.org/site/page/privacy>)

We view submission of your application form as acceptance of the use of your data as outlined above

Please note that if you deliberately give any false or misleading information, we will withdraw your application or we may ask you to pay back any money we have given you. This will also have implications for any future grant applications you may submit.

SECTION 4 – ENCLOSURES

Please ensure that you attach all the necessary enclosures with your application form. If you do not attach the enclosures your application will not be assessed. **You will not be contacted for further information.**

All documents must be in pc-compatible formats (see guidance notes). We cannot accept documents in other formats. The total size of all the documents and enclosures to be returned by email should not exceed 5 Mb. Please ensure that you have all your supporting documentation ready for email attachment in an appropriate format and leave sufficient time to email your application and supporting documents.

If you encounter any difficulties with the email system, please get in touch with **Joanna Johnston** by phone **07500559349**.

Description/Explanation of Documentation required

History of Artistic Practice - This document should summarise your artistic career to date. Starting with the most recent examples – this may include details of exhibitions, awards, commissions, performances, prizes, publications, etc. Do not provide unnecessary narrative.

Artist Statement - This document should include a full and detailed description of the artwork and the inspiration behind its creation.

Images - All applicants are required to submit a maximum of **1 x image (or up to 3 x images for a three dimensional artwork) or a digital video clip** of the artwork to be considered. We will also accept a link to a longer or higher definition video work viewable on a platform such as Youtube or Vimeo, providing the work can be viewed without password access.

Should the image size exceed 5mb, applicants can include a WeTransfer or Drop Box link by which to view images.

Mandatory documents	Please tick ✓
• History of artistic practice	
• Artist Statement	
• Images or a video clip of the artwork to be considered	

SECTION 7 - APPLICANT'S STATEMENT

You must tick the box below to indicate that you have read and agree the following statements:

- To the best of my knowledge and belief, all the information supplied on this form, and any accompanying documents submitted in support of this application, is true and accurate.
- I undertake immediately and fully to inform the Arts Council of Northern Ireland if any changes in circumstances require the application to be amended.
- I understand that the information provided on this form may be made available to other departments/agencies for the purposes of preventing or detecting fraud.
- I understand that if I have deliberately given any false or misleading information, the Arts Council will withdraw this application or may ask for repayment of any funds already paid. This will also have implications for any future grant applications that I may submit.
- I have attached all the listed enclosures required for submission in conjunction with this application.

I have read and agreed the above statements

REMEMBER TO KEEP A COPY OF THE APPLICATION FORM AND ENCLOSURES FOR REFERENCE.