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## **ARTS COUNCIL OF NORTHERN IRELAND SUPPORT FOR INDIVIDUAL ARTISTS PROGRAMME**

### **GENERAL ART AWARDS GUIDANCE NOTES**

Please read these guidance notes carefully before submitting an application

**All applications to the programme below must be for projects that will take place  
between 14 September 2020 and 31 August 2021**

<b>Scheme opens</b>	<b>Application Deadline</b>	<b>Decisions by</b>
23 June 2020	24 July 2020	14 September 2020

**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 General Art Award scheme for individual artists and you should read these before you submit an application for funding.

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 2010/11 is available 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.

## Eligibility

### 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.

In a limited number of cases, individual technical staff/administrators of professional artistic companies may also be eligible.

Due to the exceptional circumstances this year, applications are welcomed from artists who are currently in receipt of Arts Council's support through its existing Support for Individual Artists Programme.

Please note however, that individuals are unable to hold two awards concurrently. Should currently funded SIAP individual artists wish to submit an application, you must ensure that the project for which you apply does not start until your current project is completed, eg if your current award is due to complete on 31 October 2020, your proposed project must start later, 1 November 2020. Please note that all projects are to complete by 31 August 2021. Projects may also complete before 31 August 2021.

Employees of statutory bodies, undergraduates and 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.

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 6 of the sample application form).

In the case of post-graduate students, the letter must clearly state the title of the student's PhD thesis and include a declaration by the Head of Department. This declaration must state "The project for which funds are being sought 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 6 of the application form.

Awards can be for specific projects, specialised research, personal artistic development and certain materials/ equipment.

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

In general, applicants should expect an upper award limit of £3,000, for one project only.

### **Are collaborative projects eligible?**

Collaborative applications from individual artists working together in **cross-discipline** projects/ activities are encouraged. One application form should be used for the complete collaborative project. You must provide information on the artistic practice of all artists that are involved in the project. In general, applicants should expect an upper award limit of £3,000, for one project only, even if it is collaborative

Single artform collaborations are eligible.

### **Notes regarding eligible costs**

- The maximum daily subsistence rate is £15
- Funding for film and media projects is limited to production and exhibition of experimental and innovative lens-based work by artists intended for exhibition.

### **WHO CANNOT APPLY?**

- Applicants who have broken the conditions of any previous award within the previous 4 years (taken from the date of the letter of offer) and applicants who remain in breach of any previous letters of offer.

### **WHAT CAN YOU APPLY FOR**

- Project assistance
- Travel grants
- Residencies

**When planning your project please give careful consideration to the feasibility, timing and presentation of your project given restrictions due to Covid-19.**

## WHAT YOU CANNOT APPLY FOR

- Self-commissioning or self-publishing costs.
- Prolonged study at centres of further and higher education
- Work that forms part of under-graduate or post-graduate study or is intended to be assessed as part of an academic course
- Work which forms part of your professional or academic employment. This does not exclude those working in an academic institution or statutory body who are continuing to pursue their artistic practice
- Study leading to a professional qualification
- Applications to fund or establish websites
- Applications relating to projects/commissions already in receipt of Arts Council of Northern Ireland National Lottery funds
- Applications relating to residencies or rent of premises at venues already in receipt of Arts Council funding (for example, residencies to the Tyrone Guthrie Centre).
- Costs for the purchase or manufacture of musical instruments. (Individual artists seeking to purchase musical instruments can access the Arts Council of Northern Ireland's "Take It Away NI" loan scheme which is run in association with Arts Council England. The scheme provides applicants with interest-free loans through a network of approved instrument retailers in Northern Ireland.)
- Costs for which the applicant may be receiving support from Arts Council's Artists Emergency Programme (AEP). If in receipt of a grant from AEP, applicants must ensure that the application relates to a new proposal or plan.

## APPLICATION PROCESS

### APPLICATION DEADLINES

The scheme operates on a deadline basis. **The Arts Council will not fund any project which is due to start before it makes its decision (see decision dates on front page).**

### PROCESS

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

Online applications may be edited, saved and returned up to the closing date 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 relevant supporting documentation 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.

Arts Council in its responsibilities in administering the award is to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined in Section 75 of the Northern Ireland Act 1998 (the Act).

This does not form part of the decision-making process; and you are not under any obligation to respond; however, provision of this information will assist Arts Council to deliver better public services and continuous improvement.

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 will be made by the Arts Council's Grants Committee.
5. Following the decision, Arts Council will issue successful applicants 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, Arts Council will make payment of the award 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 four 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 made available to any unsuccessful applicants.

## Assessment criteria

Applications received 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 Your Project – Addressing the Criteria for Assessment section of the online application.*
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 Your Project – Addressing the Criteria for Assessment section of the online application.*

### ***The Proposal***

3. Artistic quality, innovation and/or challenge of the proposal (5 marks)  
*Assessed against 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. Evidence of how the proposal may enhance the applicant's skills (5 marks)  
*Assessed against written response within the Your Project – Addressing the Criteria for Assessment section of the online application.*
6. Evidence of how the proposal may enhance the applicant's career (5 marks)  
*Assessed against written response within the within the Your Project – Addressing the Criteria for Assessment section of the online application.*



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

In addition to the mandatory enclosures listed in Section 6 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**

**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, DOCx, 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**

Performers **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**

Artists 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

Applicants in spoken word forms: - A **MAXIMUM OF TWO RECORDINGS** of their performance

## MANDATORY ENCLOSURE DOCUMENTS

In addition to the artform appropriate support material as outlined above in pages 9 and 10; all applications **MUST** also include the following mandatory information as detailed below:

### Description/Explanation of documentation required

- **History of Artistic Practice** (Artistic CV) - Starting with the most recent examples – this should include prizes, nominations, awards, commissions, major exhibitions/ performances, publications, etc. Do not provide unnecessary narrative. Please note web links to the applicant's website or to examples of artistic practice are not acceptable.
- **Detailed project budget** - breakdown of the expenditure to be incurred e.g. materials, equipment, travel, subsistence, course fees, accommodation, etc. Please give as detailed a budget as possible, e.g. rather than Equipment £1000 the budget should list each item separately. If are applying to “buy time” please indicate how the total amount has been calculated, e.g. X days at £X.
- **Letter from Head of Department** - Employees of statutory bodies (this includes schools, Universities and FHE colleges and Councils), undergraduates and post-graduates must include a letter from their Head of Department indicating that the project which they intend to undertake with the grant is not part of their professional or academic employment and/or the work does not form part of under-graduate/post-graduate study and is not intended to be assessed as part of any academic course.
- **Masters/PhD statement** - Applicants undertaking a Masters or PhD must also include a separate statement which provides information on how the project applied for differs from their Masters/PhD work.

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

**All documents must be in pc-compatible formats. We cannot accept documents in other formats. The total size of all the documents and enclosures to be uploaded should not exceed 25 Mb. Please ensure that you have all your supporting documentation ready for upload in an appropriate format and leave sufficient time to upload all the documents to the system with your application. Remember: there can be long delays as the closing deadline approaches and the system will shut down at 4.00 pm on the closing date.**

## **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 also on a computer-based grants 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. The information you supply will be made available to those assessing any other 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 the following purposes: statistical reporting, application assessing, accounting purposes and for contacting you.

For full details of how the Arts Council of Northern Ireland uses personal data please refer to our Privacy Policy available on our website <http://artscouncil-ni.org/privacy>.