

# ARTS COUNCIL OF NORTHERN IRELAND NATIONAL LOTTERY FUND

## Young Musicians' Platform

### Sample Application Form

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

<b>Open for Application</b>	<b>Deadline for Application</b>	<b>Audition Date</b>	<b>Decisions</b>
6 September 2018	4.00 pm Thursday, 25 October 2018	19 - 21 November 2018	29 November 2018

**Application forms and information on this scheme are available in large print format, disc and audio tape. If you need one of these formats, or need any assistance to complete the application form please contact the Arts Council's Arts Development Department on 028 9262 3555.**

**PLEASE NOTE: This is a sample application form - you may only apply via the online system.** 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. You **MUST** upload **ALL** mandatory enclosures associated with the scheme to the online application form prior to submission.

**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.**

**All documents must be in Word, Excel or pdf format. Sound recordings may be MP3 or WMA. Video files may be QuickTime, AVI, MOV, MP4, or WMV. 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 enclosures by the closing time and date.**

## SECTION 1 – APPLICANT DETAILS

1.1 Name

\_\_\_\_\_

1.2 Address

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

1.3 Daytime telephone number \_\_\_\_\_

Email address \_\_\_\_\_

1.4 What artform do you work in? (please ✓)

Music                       Opera                       Traditional Arts

Other (please specify) .....

1.5. a) What is your current occupation? \_\_\_\_\_

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

\_\_\_\_\_

1.6. Date of birth \_\_\_\_\_ *Day* \_\_\_\_\_ *Month* \_\_\_\_\_ *Year*

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

If you have answered **Yes** to this question and you feel you have a disability which affects your ability to complete the application form, you should contact the Operations Officer at the Arts Council to seek assistance.

1.8 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

1.9 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 - PROJECT DESCRIPTION

2.1 **Project Title** \_\_\_\_\_

2.2 **Proposed start date of project:** .....

This date should not be before the Council makes a decision. See dates on front page of form and guidance notes.

**Proposed end date of project:** .....

2.3 **Your Project**

In this section you should describe the project, including your aims and objectives, **in no more than 600 words**. You should provide an outline of what you plan to do if you receive an award under this scheme.

2.4 How will you measure the success of the project and the achievement of its aims and objectives?

2.5 Are any other artists or organisations involved in the project? Yes/No

If Yes, please give details below

### SECTION 3 - FINANCIAL INFORMATION

3.1 How much will your project cost? £ \_\_\_\_\_

5.1 You **MUST** attach a **detailed** breakdown of the expenditure you expect to incur e.g. materials, equipment, travel, subsistence, course fees, accommodation, etc. **Please give as detailed a budget as possible**, e.g. rather than *Accommodation - £1,000* the budget should indicate *X days at X cost per day*.

3.2 How much are you asking the Arts Council for? £ \_\_\_\_\_

3.3 Please give details of any other funding towards the project (e.g. your own money, grants, sponsorship, in-kind sponsorship).

SAMPLE

## SECTION 4 - EQUALITY MONITORING

(You **MUST** complete this section of the form but the information provided in this section **will not** be used as part of the application assessment process) Failure to complete this section will mean your application will be rejected. For each question “mainly comprise”, means more than 60%.

1. Do you consider yourself to have a disability, or the board/ management of your organisation to mainly comprise of people with a disability?

Yes	
No	

The Disability Discrimination Act defines a disabled person as someone with a disability or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.

2. Please indicate your gender, or what gender does the board/ management of your organisation mainly comprise of:

Male		Female		Transgendered	
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3. Do you have any dependants, or does the board/ management of your organisation mainly comprise of people with dependents?

Yes	
No	

4. How would you describe your perceived religious beliefs, or how is the perceived religious beliefs of the board/ management of your organisation mainly comprised?

Protestant		Catholic		Sikh	
Buddhist		Hindu		Other religious belief	
Islam / Muslim		Jewish		No religious belief	

5. a) How would you describe your political opinion, or how is political opinion of the board/ management of your organisation mainly comprised?

Unionist generally		Nationalist generally	
Other			

- b) Are you an active member of any political party, or is the board/ management of your organisation mainly comprised of members of any political party?

Yes	
No	

6. Please indicate which ethnic group you consider yourself to belong to, or which ethnic group the board/ management of your organisation is mainly comprised of:

Black African		Black Caribbean		Other Black Background	
Indian		Pakistani		Bangladeshi	
Other Asian Background		Chinese		Mixed Ethnic Group	
Irish Traveller		White		Other (Please specify)	

7. What is your marital status, or what marital status the board/ management of your organisation is mainly comprised of?

Married		Unmarried		Divorced		Separated		Widowed	
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8. What is your age group, or what age group is the board/ management of your organisation mainly comprised of?

Under 16		16-25		26-49		50-65	
Over 65							

9. How would you describe your sexual orientation, or how is the sexual orientation of the board/ management of your organisation mainly comprised?

Heterosexual		Bisexual	
Gay		Lesbian	



## SECTION 5 – ENCLOSURES

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 be ineligible and will not be assessed. **You will not be contacted for further information.**

**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.**

**All documents must be in Word, Excel or pdf format. Sound recordings may be MP3 or WMA. Video files may be QuickTime, AVI, MOV, MP4, or WMV. 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 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.**

- 5.2 All applications from individual artists must include a History of Artistic Practice with the application form. Starting with the most recent examples – this should include prizes, nominations, awards, commissions, major exhibitions/ performances, publications, etc...**Do not provide unnecessary narrative.**
- 5.3 Applicants **MUST** attach a detailed breakdown of the expenditure they expect to incur e.g. travel, subsistence, course fees, accommodation, etc. Please give as detailed a budget as possible, e.g. rather than *Accommodation - £1,000* the budget should indicate *X days at X cost per day*.
- 5.4 All applicants must submit **two references** from professional musicians/teachers/promoters using the supplied Reference Form template (sample included at the end of this application form and available for download from the programme webpage here - <http://artscouncil-ni.org/funding/scheme/young-musicians-platform-award> .
- 5.5 All applicants must provide a recording of **2 contrasting works** of no more than 8 minutes each. Sound recordings may be MP3 or WMA. Video files may be QuickTime, AVI, MOV, MP4, or WMV. We cannot accept files in other formats.

**Total size of all the uploaded files together should not exceed 25 Mb**

### Young Musicians' Platform: Mandatory Enclosures List

	✓
Detailed project budget	
History of Artistic Practice	
Two references (on the supplied reference form template)	
A recording of 2 contrasting works of no more than 8 minutes each.	

## **SECTION 6 - PUBLICITY, OPENNESS AND ACCOUNTABILITY**

### **Publicity**

Full listings of all the grants we award are published in our Annual Report and on our website. We also publicise some awards in our artist magazine "Article". 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.

If you are successful in receiving an award, it will be a condition of offer that you agree to your contact details, biographical note, artist's statement and examples of your work being stored electronically on a database for the following purposes: Research inquiries; commissioning opportunities; general inquiries and promoting the arts. This database will be available to the public on the Arts Council's website.

### **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 will then be summarised and details transferred to 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 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 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, if a grant has already been awarded, ask you to pay back any money we have given you. This will also have implications for any future applications you may submit.**

## 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 in 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, if a grant has already been awarded, ask for repayment of any funds already paid. This will also have implications for any future 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.**

**REFERENCE FORM 1 (Young Musicians' Platform Scheme)**

Name of Referee:

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Address:

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\_\_\_\_\_ Postcode \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

1) How long have you known the applicant(s)? \_\_\_\_\_

2) In what capacity? \_\_\_\_\_

3) Please comment on their musical training to date?

4) Please comment on the applicant(s) artistic achievements to date.

5) How in your opinion would this award benefit the applicant in pursuing a professional career?

Signature of Referee \_\_\_\_\_

Date \_\_\_\_\_

SAMPLE

**REFERENCE FORM 2 (Young Musicians' Platform Scheme)**

Name of Referee:

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Address:

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\_\_\_\_\_ Postcode \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

1) How long have you known the applicant(s)? \_\_\_\_\_

2) In what capacity? \_\_\_\_\_

3) Please comment on their musical training to date?

4) Please comment on the applicant(s) artistic achievements to date.

5) How in your opinion would this award benefit the applicant in pursuing a professional career?

Signature of Referee \_\_\_\_\_

Date \_\_\_\_\_

SAMPLE