Young Musicians’ Platform

Sample Application Form

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

<table>
<thead>
<tr>
<th>Open for Application</th>
<th>Deadline for Application</th>
<th>Audition Date</th>
<th>Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 September 2018</td>
<td>4.00 pm Thursday, 25 October 2018</td>
<td>19 - 21 November 2018</td>
<td>29 November 2018</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Dates Attended</th>
<th>Qualifications gained</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name of employer</th>
<th>Dates of employment</th>
<th>Position held</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
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).
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

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:

<table>
<thead>
<tr>
<th>Black African</th>
<th>Black Caribbean</th>
<th>Other Black Background</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian</td>
<td>Pakistani</td>
<td>Bangladeshi</td>
</tr>
<tr>
<td>Other Asian Background</td>
<td>Chinese</td>
<td>Mixed Ethnic Group</td>
</tr>
<tr>
<td>Irish Traveller</td>
<td>White</td>
<td>Other (Please specify)</td>
</tr>
</tbody>
</table>

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 |

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 of?

<table>
<thead>
<tr>
<th>Heterosexual</th>
<th>Bisexual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gay</td>
<td>Lesbian</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Mandatory Enclosures List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed project budget</td>
</tr>
<tr>
<td>History of Artistic Practice</td>
</tr>
<tr>
<td>Two references (on the supplied reference form template)</td>
</tr>
<tr>
<td>A recording of 2 contrasting works of no more than 8 minutes each</td>
</tr>
</tbody>
</table>
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 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: __________________________________________________________

Address: __________________________________________________________________

___________________________________________________________________________

___________________________        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__________________________
REFERENCE FORM 2 (Young Musicians’ Platform Scheme)

Name of Referee: ___________________________________________

Address: __________________________________________________

__________________________________________________________ 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 __________________________