



MUSICAL INSTRUMENTS for INDIVIDUALS

Application Guidance Notes

Deadline for Applications	Decisions
4pm, Monday 23 November 2020	18 January 2021

Please note that all instruments must be purchased by **Friday 12 March 2021**. If you are unable to meet these conditions, you should NOT apply to this scheme as the Arts Council will not meet any costs incurred beyond this period.

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INTRODUCTION

Thank you for your interest in the Arts Council of Northern Ireland's Musical Instruments for Individuals Programme.

These guidance notes give information on who is eligible to apply to the programme and how to submit an application. It also describes how your application will be assessed, how decisions are made and what you will be asked to do if you are awarded a grant.

This document is available on request in large print format and disk and also on the Arts Council's website: <http://www.artscouncil-ni.org>

IS YOUR PROJECT TIMEFRAME SUITABLE?

You should only apply to this programme if you will be able to complete the procurement and purchase of your requested instruments between date of notification of award (anticipated 18 January 2021) and the 12 March 2021. Eligible expenditure can only be incurred within these dates. If you are unable to meet these conditions, you should NOT apply to this scheme as the Arts Council will not meet any costs incurred outside this period.

AIMS OF THE MUSICAL INSTRUMENTS PROGRAMME

The Arts Council has designed this programme to provide funding for highly-skilled, exceptional high profile professional performing musicians working **only** at a professional level who seek support for the purchase of high quality instruments that are central to their performing career. This award is open to musicians working as a high-level performer in a solo capacity or as part of a small group / chamber ensemble in any musical genre. This scheme is aimed at providing instruments for rehearsal and performance.

Applicants must evidence:

- That they are clearly a high quality, high-impact artist
- The respect of their peers and/or acknowledgement by senior artists or practitioners in their field and a public profile
- That they have received international or national awards, prizes and performances
- A strong record of significant work of outstanding potential;
- Demonstrating originality, challenge and/or artistic innovation or innovation in practice;
- Demonstrate a clear, realistic view of the potential development of their career over years;

- A coherent, targeted, scheduled plan for artistic growth; Clearly articulates their capacity to exploit the opportunity and how they will do it

HOW MUCH FUNDING IS AVAILABLE?

The Musical Instruments for Individuals Programme budget is £25k. Please keep in mind that the amount of money available is limited and demand for funds is likely to be extremely high. It is not usually possible to fund all applications which simply meet the criteria.

We will aim to distribute our funds as widely as possible and may take account in the assessment of your application of the level of support you have previously received or are currently receiving, as well as your management of any previous grants.

- You may apply for one instrument only.
- The minimum award will be £500; the maximum, £10,000. Your request must be within this range.
- Up to 100% of the total cost of the instrument will be awarded.
- You will need to provide at least 2 quotes for the requested instrument; more if the value of the item is above £5,000 (**see p. 11 below**)
- Remember that the grant will be paid in 2 stages (**see p. 14 below**)
- You should be realistic in your expectations and bear in mind the limited nature of the funds available.
- Once awarded, grants cannot be increased.
Support provided by this award will be made available through a grant payment to the individual musician.

HOW MUCH PARTNERSHIP FUNDING DO YOU NEED?

There is no requirement for applicants to provide partnership funding towards the purchase of musical instruments. This year the Arts Council, in the event of a successful application, will fund up to 100% of eligible costs. This is in recognition of the impact of Covid-19 pandemic on the sector's capacity to generate income.

Applicants are however able to bring additional funds to this project.

ELIGIBILITY

WHO CAN APPLY?

The Arts Council welcomes applications from the widest possible range of individuals and in particular from applicants categorised under Section 75 of the Northern Ireland Act 1998.

In addition, in order to be eligible to apply to *this* programme, **you must be a professional musician**

- who is from or currently resides in Northern Ireland who is based in, and makes regular use of the instruments in, Northern Ireland;

AND

- who is working as a high-level performer in a solo capacity or as part of a small group / chamber ensemble in any musical genre.

WHO CANNOT APPLY?

- Non-professional musicians
- Individuals under the age of 18
- Applicants who received an award from the 2019/2020 Musical Instruments for Individuals Programme
- Applicants who have broken the conditions of any previous ACNI award.

WHAT CAN YOU APPLY FOR?

- Instruments for rehearsal and performance
- The instrument applied for must be the **primary instrument** of the applicant or one in which the applicant can demonstrate a track record of performance.
- In addition to musical instruments, the following items are eligible:

Bows	Instrument cases	PA Systems
Drum heads	Instrument leads	Reeds
Drum sticks / brushes	Instrument maintenance	Shoulder rests
Effects pedals	Instrument stands	Specialist stools where necessary
Electro-acoustic equipment	Microphones	Straps
Instrument amplifiers	Mutes	Metronomes
Laptops	Recording equipment	
Tuners	Music stands	

HOW YOU MUST USE THE PURCHASED INSTRUMENT

- Awarded musicians must make regular (not necessarily exclusive) use of the instrument in Northern Ireland for at least three years. In the case of pianos or other large non-portable instruments, the instrument will be housed in the musician's normal place of practice.
- Applicants must make adequate provision for housing, insurance, care, maintenance and repair of the instrument.

WHAT YOU CANNOT APPLY FOR

- Second-hand instruments or equipment
- Choir risers
- Insurance
- Rehearsal space purchase / rental
- Uniforms
- Travel / expenses (eg shipping) related to purchase of instruments
- Tuition, conducting, coaching fees
- Tuition CDs, DVDs

Please note that this list is not exhaustive. If you have any queries about the eligibility of a proposal, you should contact and speak with the relevant art form officer before submitting an application <http://artscouncil-ni.org/about-us/staff-list>

HOW TO APPLY

HELP WITH YOUR APPLICATION

These Guidance Notes are available on request in large print format and disk, and also on the Arts Council's website here: <http://www.artscouncil-ni.org> .

If you need any help or advice completing the application, please contact us on

Title (Grade)	Name	Phone	Email
Head of Music	Ciaran Scullion	075 0055 9269	cscullion@artscouncil-ni.org
ADO Traditional Arts – including bands (Job share, Part time, Mondays, Tuesdays and Wednesday AM)	Maria McAlister	075 0055 9273	mmcalister@artscouncil-ni.org
ADO Music and Traditional Arts (Secondment)	Joanne Wright	075 0055 9274	jwright@artscouncil-ni.org
AADO Music and Traditional Arts - including bands	Lisa Birkholz	075 0055 9288	lbirkholz@artscouncil-ni.org

Full staff details are available on our website - <http://artscouncil-ni.org/contact-us>

MAKING AN ONLINE APPLICATION

You must apply using our online system. We will not accept applications in hard copy or by email. You will find a link to the Musical Instruments for Individuals Programme webpage here <http://artscouncil-ni.org/funding/for-organisations> .

- Online applications may be edited, saved and returned up to the closing date.
- You must submit all mandatory enclosures associated with the application at the same time as your application, ie. they must be uploaded to your online application prior to its submission. These enclosures are listed on the attachments page within the online application and are detailed below.
- **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 precisely on the closing date, Monday 23 November 2020. If your complete application is not fully uploaded when the system closes, your application will not be accepted.**

- If you submit your application by the closing deadline, you will receive an automated email advising that your application has been successfully submitted to the system. **If you do not receive this email, your application has not been submitted.**

Please remember that it is your responsibility to ensure that we receive the application form and uploaded enclosures by the closing deadline. The Arts Council will not accept responsibility for applications which are not successfully submitted by the programme deadline.

INELIGIBLE APPLICATIONS

Your application will be ineligible if

- it is not submitted by the programme deadline;
- all of the necessary enclosures have not been uploaded with the application – see info on Mandatory Enclosures below;
- you have not submitted two suppliers' quotations **for each proposed instrument** to be purchased, **including delivery dates**;
- it relates to instruments already purchased or which will be purchased before funding decisions are made; or
- it is not completed in full.

MANDATORY ENCLOSURES

These are the documents which you must provide in conjunction with your application which must be uploaded to your online form via the attachments page.

You must upload the following mandatory enclosures to your Musical Instruments for Individuals Programme application **before** submission. :

- Your History of Artistic Practice
- Reference from senior artist or practitioner in your genre
- Audio or video recordings of your performance of **2 contrasting works** of no more than 8 minutes each
- **2 or more quotations** for your requested instrument and for each item of equipment¹, depending on cost (**see p.11 below**).
- A scheduled plan for artistic growth and career development;
- **IF** in addition to your primary instrument, you are also requesting to purchase other eligible items, you must provide a detailed budget listing all the requested elements of your application request.

¹ If you are requesting a highly specialized instrument or item of equipment for which there is only one supplier, you must upload a statement explaining why this is the case.

Please keep in mind the following important points:

- You must upload **all** the necessary enclosures prior to submitting your online application. If any enclosures are missing, your application will be ineligible.
- We will not accept enclosures via email or in hard copy; they must be uploaded to your application.
- We will not accept enclosures after the programme deadline has passed. If any enclosures are missing, your application will be ineligible.
- All mandatory enclosure documents must be in **Word, Excel or pdf format**. We cannot accept documents in other formats.
- Do not compress files into one zip file. Files must be uploaded as individual documents.

MANDATORY ENCLOSURES

Important points continued:

- If you upload an enclosure in a format which we do not accept, or which is corrupted, or in a zip file, or which we cannot open, the enclosure will be considered missing and your application will be ineligible.
- The total size of all your uploaded documents cannot exceed **25 Mb**.
- **All data must be PC compatible.** If non-PC compatible data is supplied, your application will be ineligible. 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.
- The submission of weblinks or website addresses in lieu of enclosure documents or quotations is **not** acceptable and will result in your application being made ineligible.

DETAILED GUIDANCE ON MANDATORY ENCLOSURES

Further information on all mandatory enclosures can be found below. If you have any queries about any of the documents, please contact the Arts Council of Northern Ireland. Staff details are available on our website - <http://artscouncil-ni.org/about-us/staff-list>.

Please Note: It is your responsibility to ensure that you upload all the requested mandatory enclosures to your application prior to submission. If any enclosures are missing, your application will be made ineligible.

Mandatory Enclosure	Upload to	Guidance on Enclosure
History of Artistic Practice	Online Application	Starting with the most recent examples, this should include prizes, nominations, awards, commissions, major performances etc. Do not provide unnecessary narrative.
Reference	Online Application	The reference should be a statement from senior professionals / artists / practitioners including from institutions, labels, promoters, agents, festivals for example to vouch for your standing as an artist in your genre. The reference should be signed unless there are extenuating circumstances which prevent this. Digital/typed signatures are acceptable. Note: critical reviews will not be accepted.
2 Audio / Video recordings	Online Application	<p>You must upload audio or video recordings of 2 contrasting works of no more than 8 minutes each. (These must be of suitable recording quality.)</p> <p><u>Acceptable File Formats</u> Sound files : (MP3, WMA) Video files : (QuickTime – AVI, MOV, MP4, WMV)</p> <p>Weblinks Instead of uploading audio or video files, you may provide weblinks to audio or visual recordings of 2 contrasting works of no more than 8 minutes each. These should be provided in a separate enclosure document entitled “Weblinks”.</p> <p>Please note: you provide weblinks at your own risk. If the weblinks provided are not working during the assessment period, the enclosures will be considered missing and your application will be ineligible for assessment.</p>

Mandatory Enclosure	Upload to	Guidance on Enclosure
A scheduled plan for artistic growth and career development;	Online Application	<p>You must provide a detailed plan of how you will use this instrument over the next year to improve your skills and enhance your career. This must include rehearsal, planning, organisation or other musician engagement/collaboration as well as future performances.</p> <p>The plan must be targeted and coherent.</p>
Quotations for the instrument and each item of equipment	Online Application	<p>The number of quotations you must provide depends on the cost of the instrument or item, as follows:</p> <ul style="list-style-type: none"> (i) 2 quotations for items up to £5,000 in value (excluding VAT); (ii) 3 quotations between £5,000 and £30,000 in value (excluding VAT); <p>Acceptable Quotations: Scans of original documents; email quotes; screen captures from online retailer sites.</p> <p>Unacceptable Quotations: Weblinks or website addresses in lieu of quotations <u>are not acceptable</u> and will result in your application being made ineligible. All quotes must clearly indicate whether the stated cost includes VAT.</p> <p>If you are requesting a highly specialized instrument or item of equipment for which there is only one supplier, you must upload a statement explaining why this is the case. Please note that the Arts Council will make its own judgement on the validity of your rationale.</p>
Detailed Application Budget	Online Application	<p>IF you are requesting more than one item, that is, if in addition to your primary instrument, you are also requesting to purchase other eligible items, you must provide a detailed budget listing all the requested elements of your application request.</p>

AFTER YOU SUBMIT YOUR APPLICATION

- The Arts Council will acknowledge receipt of the application form.
- The application will be eligibility checked.
- Eligible applications will be assessed by an assessor. This process will be based on the information provided in the application form and enclosures, and on our knowledge of your management of any previous awards.
- Assessments will be subject to a moderation process.
- The Arts Council will contact you with the final decision by letter.
- If your application is rejected, the Council will provide you with detailed reasons for the rejection.

HOW WE WILL MAKE OUR DECISION

ASSESSMENT CRITERIA

We will assess your project against the following criteria:

Criterion 1: Quality of the Artist

Criterion 2: Potential for new instrument / equipment to benefit the applicant's artistic development and career

Criterion 3: Financial viability

It is very important that you think carefully about how your application satisfies these criteria and use the application form and enclosures to demonstrate this to us. Your project must meet all the programme criteria.

Criterion 1 – Quality of the Artist: This will be assessed using the History of Artistic Practice, reference and recordings submitted with your application, in addition to our knowledge of your previous work and the wider sectoral landscape.

Criterion 2 – Potential for new instrument / equipment to benefit the applicant's artistic development and career: This will be assessed using the information you provide in your application, your scheduled plan for growth and our knowledge of the wider sectoral landscape. You should detail in the application form how the instrument / equipment requested will benefit your artistic development and career.

Criterion 3 - Financial Viability: This will be assessed using the quotes you provide with the application. If you are a previous ACNI grant recipient, we may also use our knowledge of your management of previous Arts Council grants.

HOW ARE DECISIONS MADE?

All applications will be assessed by an assessor against the criteria as listed above, taking into account the programme's aims. Assessor recommendations are then subject to a moderation process.

IS THE ARTS COUNCIL DECISION FINAL?

There is a review procedure, which is available on the web site and will be sent out to any unsuccessful applicants. Please note however that you cannot ask for a review on the basis of our assessment of artistic quality.

IF YOU RECEIVE AN AWARD

LETTER OF OFFER

Following the decision, successful applicants will be issued with a contract outlining the conditions attached to the award and the specific purposes for which the award can be used.

- You will not be able to incur project expenditure until you have met certain conditions of grant and received your letter of offer from the Arts Council. You should take this into account when planning your project.
- It is important that you read the letter of offer and enclosed conditions carefully before signing and returning it. The letter of offer will set out what you may spend the grant on and by what date the expenditure must be incurred.
- **If there are any changes to your project from the original application, the Arts Council must be informed immediately in writing before any expenditure is incurred.** If you don't tell us about changes you may have to repay the award and this will affect decisions on any future applications you might make.

HOW WILL PAYMENT BE MADE?

Payment of the grant will normally be made in 2 stages. The first will be made upon production of a proforma invoice up to 80% of the award. The second and final payment will be made upon proof of payment and delivery. Payments will be made through BACS transfer.

PROCUREMENT OF GOODS AND SERVICES

Applicants must seek the best value for money in relation to all proposed instrument and equipment purchases; best value for money is defined as the most advantageous combination of cost, quality and sustainability to meet your requirements.

Successful applicants must ensure that any purchases made with grant funds are in compliance with the guidance on procurement as stated in their Letter of Offer and as reproduced on page 11 above. **They must also maintain a clear audit trail of robust decision-making and retain all appropriate procurement documentation.** The Arts Council will reserve the right to inspect this documentation at any point, and it will be specifically requested should your project be selected for a Verification Visit.

POST-PROJECT MONITORING

- At a set date following project completion, you will be required to return an Evaluation Report detailing how and to what extent the new instrument / equipment has impacted on your performances and career.
- **Verification Visits** - Your project may also be subject to a verification visit by ACNI staff to ensure that the grant has been spent as agreed in your letter of offer and that all processes (eg. procurement, insurance, location of instrument) related to your application are in compliance with LOO conditions. It is therefore important that you retain all the project documentation which evidences this.

The Arts Council will retain a financial interest in the instrument purchased for a period of between 5 and 10 years, dependant on the value of the instrument purchased. **You will not be able to dispose of any instrument or equipment within that time period, which will be stated in your letter of offer, without the Council's approval.**

OTHER INFORMATION

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 and / or computerised 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 of 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 www.artscouncil-ni.org/

APPLYING ONLINE

Applications to the Musical Instruments for Individuals Programme will only be accepted online.

The online application system has been tested and is sending out relevant notifications. 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.

AND FINALLY...

If you have any queries about the programme or need any help or advice completing the application, please contact the Arts Council. A list of staff can be found on the website - <http://artscouncil-ni.org/contact-us>.

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