

ARTS COUNCIL OF NORTHERN IRELAND SUPPORT FOR INDIVIDUAL ARTISTS PROGRAMME

GUIDANCE NOTES

Please read these guidance notes carefully as there may be changes from the last funding round.

SCHEME		
Travel Awards	Rolling Programme	Applications must be received 4 weeks before intended date of travel

All applications must be for travel which will be completed by 31 March 2020. If your application relates to travel to an international showcasing festival or conference in North America or Europe, should apply to the International Showcase Fund – see page 9 of these guidance notes.

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 ALL schemes for individual artists and you should read these before you read the guidelines for each scheme.

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 2005/06 can be viewed on the Arts Council's website.

In promoting these award schemes, the Arts Council particularly welcomes applications from under-represented groups in accordance with Section 75 of the Northern Ireland Act 1998.

Common criteria for assessment

All applications 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 project description section.
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 project description section.

The Proposal

3. Artistic quality, innovation and/or challenge of the proposal (5 marks)
Assessed against written response within the project description section.
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 project description section.
6. Evidence of how the proposal may enhance the applicant's career (5 marks)
Assessed against written response within the project description section.

Applicants to the Artists' Career Enhancement Scheme are also assessed under the following additional criterion:

7. Evidence that the applicant has the capacity to develop significantly over the period of the Award
Assessed against written response within the project description section.

Eligibility and Assessment Process

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.

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 5.4 on the 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 that "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 5 of the application form.

Artists may apply to more than one SIAP scheme but the projects within each application must be significantly distinct.

WHO CANNOT APPLY?

- Applicants who have already received an award, within the previous 12 months, under the scheme to which they are applying. **This 12 month period runs from the date of the previous award letter.**
- Applicants who have broken the conditions of previous grant awards within the previous 4 years (taken from the date of the letter of offer).

WHAT CAN YOU APPLY FOR

- Project assistance
- Travel grants
- Residencies

WHAT YOU CANNOT APPLY FOR

- Self Commissioning or 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.)

APPLICATION DEADLINES

All schemes operate on a deadline basis except Travel Awards. **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, by email or fax.

Online applications may be edited, saved and returned up to the closing date (with the exception of the Travel Awards, which is a rolling programme). 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 documents 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. This does

not form part of the decision-making process; however **you are required** to fill this in as the Council is obliged to comply with equality legislation.

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 on all awards are made by Directors based on recommendations by artform officers.
5. Following the decision, successful applicants will be issued 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, payment of the award will be made 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 4 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 will be sent out to any unsuccessful applicants.

WHAT SUPPORTING DOCUMENTATION SHOULD YOU UPLOAD?

Prior to submitting your online application, you must upload a number of mandatory enclosures as listed below, which includes artform-appropriate support material (ie. examples of your work as an artist). You should not include any documents or support material in excess of that stated below. Any application uploaded without all the necessary enclosures will not be assessed. The total size of all your uploaded documents and enclosures must not exceed 25 Mb.

MANDATORY ENCLOSURES FOR TRAVEL AWARD APPLICATIONS

<ul style="list-style-type: none"> History of artistic practice (or a detailed CV if you are applying as an Arts Administrator)
<ul style="list-style-type: none"> Detailed project budget
<ul style="list-style-type: none"> Invitation
<ul style="list-style-type: none"> Artform-appropriate Support Material (Arts Administrators do not need to supply this)
<ul style="list-style-type: none"> Letter from Head of Department regarding employment/academic assessment/study (if appropriate)
<ul style="list-style-type: none"> Masters/PhD statement (if appropriate)

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

TRAVEL AWARDS

These awards enable individual artists and established music groups (up to 4 members) to travel from Northern Ireland to develop their skills and expertise. Applicants must provide evidence that they have been invited by a host organisation in the country to which they intend to travel.

Artists, bands and managers who have been invited to play an international showcasing festival or conference in North America or Europe (for example, SXSW, WOMEX, Folk Alliance International, Classical: Next or Jazz Ahead) should apply to the International Showcase Fund (ISF), delivered by the PRS for Music Foundation in partnership with the Arts Council of Northern Ireland and Invest Northern Ireland.

To apply to the ISF, please visit <https://prsfoundation.com/funding-support/funding-music-creators/international/international-showcase-fund> . The ISF has rolling deadlines due to varying event organiser schedules. We recommend you apply for funding as soon as you are invited to showcase. Applications must be received at least 8 weeks prior to the event (see website for further details of submission times).

Please note that applications to the Travel Awards for costs relating to international showcasing festivals or conferences may be declined and redirected to the ISF.

Travel Awards: Who can apply?

Individual artists, established music **groups (up to 4 members)** and arts administrators. Employees of statutory bodies 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 do not form part of their professional employment.

Established music groups applying to the scheme should submit a single application. Within the contact details section of the form, they should state the name of the group as well as the name of the primary contact to whom all correspondence will be addressed. Names of all band members should be stated in The History of Artistic Practice submitted with the application, which should be the history of artistic practice for the group as a whole.

Arts administrators must provide a detailed CV in lieu of a History of Artistic Practice and do not have to provide Artform Support Material (ie, examples of artistic practice) as per Page 7.

What can you apply for?

Travel at the rates stated below.

Please Note: A disabled artist who applies for and is awarded a grant under this scheme, and who requires a personal assistant to travel with them, is entitled to claim a second award for that personal assistant.

How much money is available?

The following amounts will be awarded to cover travel specifically related to the country/city of destination.

DESTINATION	PEAK	OFF-PEAK
East Coast USA	£500 (June-August)	£300 (September-May)
West Coast USA	£600	£600
East Coast Canada	£500	£400
West Coast Canada	£600	£600
Far East	£650	£650
Australia	£800	£800
Europe	£250	£250
South America	£750	£750
South Africa	£500	£500
Great Britain (ex. London)	£150	£150
London	£100	£100
Russia	£300	£300
Scandinavia	£250	£250
Middle East	£300	£300

Destinations not listed above may be considered on specific request. Please note that costs for travel within Northern Ireland and to the Republic of Ireland are not eligible.

If your travel costs are a lower rate than that stated above, the surplus may be used to cover subsistence (@ £10 per day to cover meals/drinks) and other expenses related to the purpose of the trip for which you must supply receipts. The Arts Council will not pay for hospitality to others. If you are unable to account for the full amount of the award you will be asked to return the balance.

Multiple applications

Where the Council receives multiple applications for a specific event, conference or festival, etc., we reserve the right to allocate a limited number of awards – normally 2.

Deadlines

Applications for funding are accepted on a rolling basis. **You must apply at least four weeks before your anticipated date of departure.**