



ARTS COUNCIL OF NORTHERN IRELAND
Creative Individuals Recovery Programme
for those working in the Creative Economy

GUIDANCE NOTES

The Programme will open on **Wednesday 15 September 2021** and close at **12noon on Wednesday 6 October 2021**

Completion date of any grant is **31 March 2022**

Please read these notes in conjunction with the Frequently Asked Questions (FAQs) carefully before completing and submitting an application form

Creative Individuals Recovery Programme for those working in the creative economy

Introduction

This programme has been co-designed by the Department for Communities and the Arts Council of Northern Ireland.

The overriding objective of this programme is to help individuals reconnect or maintain their trade, profession or vocation within the creative sector as it emerges from coronavirus pandemic restrictions. Taking account of the diversity of the sector, it is difficult to be prescriptive, but the scheme will typically meet one-off costs that are necessarily incurred and indeed essential to the individual reengaging with or maintaining their practice. The programme will support actions to reverse the erosion of creative practice and loss of skills and experience to the creative sectors.

This programme is to help support self-employed and freelance individuals working in the creative sector including **but not limited to** artists, venue support staff, singer songwriters, session musicians, set designers, artists, DJs, actors, dancers, choreographers, musicians, rappers, writers, poets, editors, proof readers, crafts people, comedians, open mike performers, tutors, facilitators, creators, photographers, film-makers, touring crew, artist managers, promoters, lighting and sound technicians/engineers, other technical crew and support staff and other creative practitioners who work in the creative industries to sustain and build their professional and technical skills in these challenging times and to support those who wish to deliver creative projects.

This is an indicative list and is not exhaustive.

The Department for Communities is developing separate support funds for organisations, including those whose purpose relates to heritage and indigenous languages and further announcements will be made in due course.

Please note this programme is not designed to replace loss of income as a result of Covid (hardship fund). Unlike other emergency programmes, this programme will require applicants to undertake activity linked to their practice (technical or artistic).

If you have already received funding from the Arts Council of Northern Ireland in 2020/21, you can apply to this programme.

Value of awards

We are offering awards of up to £2,000.

Your request should set out how this award (if approved) would help reactivate or maintain your trade, profession or vocation. You must set out the costs that you would necessarily incur and, without which, you would struggle to resume your

practice. Where the costs exceed the £2,000 award ceiling you must set out the costs you are applying for.

If you are D/deaf and Disabled you may apply for up to an additional £500 towards personal assistance to support you for disability/deaf access requirements.

Please note that capital equipment will not be funded from this Programme. We will however consider providing support for the cost of materials up to a maximum of £500, which are necessary to help you reactivate or maintain your trade, profession or vocation.

Further detail about what you can apply for is provided within the FAQs which must be read in conjunction with these Guidance Notes.

Eligibility

- You need to be over 18 and living in Northern Ireland;
- Applications will only be accepted online – please ensure you **answer** all questions;
- You must **submit** a separate CV/statement about your career in the creative sector to date; and
- You must **submit** a separate written reference from an independent source to verify your practice.

Note: A written reference from an independent source (e.g., evidence of your membership of a professional body or employer, promoter, venue owner, booking agent etc.) will be required to confirm your role in the creative sector and that this will continue as you have described. The written reference should provide confirmation that you:

- derive a significant part of your income from your creative practice
- have experienced a loss or erosion of skills necessary for your trade, profession or vocation
- were impacted by work restrictions imposed by COVID-19 protocols
- might otherwise leave the sector

Further details setting out our requirements for the mandatory enclosures are available from the FAQs.

You will not be eligible to apply if you are in breach of the conditions of any previous Arts Council award.

Eligible Activity

Funding from this Programme can assist with the following costs:

- creation of new work or engaging with new or existing audiences/commissions etc.
- skills improvement necessary to reactivate or maintain trade, profession or vocation
- hiring facilities and/or equipment to facilitate creative practice, including rehearsal, necessary for the resumption or maintenance of the individual's trade, profession or vocation
- time set aside to update, develop or enhance existing trade profession or vocation
- attendance at industry events, peer-to-peer engagement professional/membership fees of associations related to an individual's career development
- Other costs which the Arts Council deems reasonable to assist in maintaining or developing the individual's practice
- Support worker or other costs related to supporting a disability as required as part of creative practice.

These are some examples of the types of costs that your award could cover.

Ineligible costs

The following costs are not eligible:

- Loss of income;
- Living expenses;
- Capital costs e.g. cameras, i-Pads, computers, laptops, musical instruments, minor refurbishment works;
- Work that forms part of an academic course – please refer to the FAQs for further information;
- Applications for projects/commissions or any other costs which are already in receipt of public funding;
- Funding provided by other funders for the same costs (you must immediately notify us if you apply for financial support to other schemes).

ASSESSMENT AND DECISION MAKING PROCESS

- The Arts Council will undertake an eligibility check on your application for completeness.
- If one or more mandatory enclosures have not been submitted with your application, the application will be deemed incomplete and therefore ineligible and will not proceed to assessment.
- Details of mandatory enclosures are outlined on page 6 of these Guidance Notes. Please note it is your responsibility to ensure that the mandatory enclosures meet the requirements of the Programme. Further details of our mandatory enclosures are available from our FAQs
- The Arts Council will issue a notification, **EITHER** acknowledging receipt of your application **OR** to advise of its ineligibility.
- Where the application is deemed as eligible, the Arts Council will assess your application on the following factors:
 - a) Your CV and your continued contribution to the creative sector in Northern Ireland since April 2019 to date **and**
 - b) The benefit that this project/activity will have to your trade, profession or vocation in assisting with sectoral recovery.

What you provide above will be used to evaluate the impact your work and practice has and will make to the future of the creative sector in Northern Ireland.

All decisions regarding applications are at the sole discretion of Arts Council of Northern Ireland. We will consider how your application scores against the strength of your role in the creative sector and the impact any grant would make. Although you may be eligible for funding, and merit support we can only fund against scores awarded from highest to lowest until the available budget is expended.

If you are not happy with the way we have handled your application, you can access a copy of our complaints procedure on our website. Please note you can only complain if you believe we have not followed our published process when dealing with your application. You cannot use the complaints procedure to appeal against the decision.

POST-PROJECT MONITORING – Verification

In the event of a successful application, your award may be subject to verification by an Assistant Arts Development Officer or other ACNI staff member. This will ensure that the project grant has been spent in accordance with your letter of offer. It is therefore important that you retain all the project documentation including receipts to evidence this.

MANDATORY ENCLOSURES - Checklist

Before submitting your application, please use the checklist below outlining mandatory enclosures which you must submit with your online application. Failure to submit *relevant* mandatory enclosures will render your application ineligible.

Further details about our mandatory enclosures are available from our FAQs.

CV/statement about your career	
Written Reference from an independent source	
<i>If applicable – students only - a letter on headed paper from their Head of Department confirming that the funds which they are seeking are for work/costs which are not properly the concern or are not related to their academic study</i>	
<i>If applicable - Applicants undertaking a Masters or a PhD must also include a separate statement, which provides information on how the proposal applied for differs from their Masters or PhD work</i>	

OTHER USEFUL INFORMATION

Please be aware that if you are in receipt of means tested benefits and your application is successful, you are responsible for disclosing the award to the relevant authority.

You are also responsible for managing your own tax affairs and should contact HMRC to seek confirmation on the impact of this grant on your tax status and liability.

Publicity

Full listings of all the grants we award are published on our website. Your name and details of what you have received the award for will be published. Your details may also be shared with other public sector organisations in the detection or prevention of fraud and abuse.

You will be required to acknowledge the Department for Communities and Arts Council of Northern Ireland funding in all your publicity. Failure to credit the Department and Arts Council of Northern Ireland will affect payment of your grant.

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 electronic files and on a computer-based grants management system. Reports from the information you supply and from comments made on your application by staff members and external assessors, where relevant, are also on both manual and computer-based systems. The information you supply will be made available to those assessing any 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

All of the information you provide will be held on computer. 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/ Remember to keep a copy of the completed form and enclosures for your own records.

The details of your grant will be public information (see Openness and Accountability). However, any personal details will be held within our grants management system and our paper/electronic files, and accessed only by our staff; appointed auditors and individuals or organisations that may help us assess or monitor grants.

You have a right under the Data Protection Act 1998 to access the data held on you by Arts Council of Northern Ireland.

APPLYING ONLINE/EMAIL NOTIFICATIONS

Applications to the Creative Individuals Recovery 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.

In addition, to avoid the blocking of any application-related emails or information, you should ensure that the addresses mail@grantapplication.com and mailuk@grantapplication.com will not be blocked by your email or firewall programmes.