



Awarding funds from
THE NATIONAL LOTTERY®

Support for Individual Artists Programme
**INDIVIDUAL ARTISTS DIGITAL
EVOLUTION AWARDS**

Application Guidance Notes

Deadline for Applications	Decisions
12noon, Friday, 30 September 2022	18 November 2022

Please note: this programme is for proposals which will complete by
31 October 2023.

CONTENTS

Introduction **2**

Aims of the Individual Artists Digital Evolution Awards

Is your proposal timeframe suitable?

How much funding is available?

How much partnership funding do you need?

Eligibility **4**

Who can apply?

Who cannot apply?

What you can apply for

Are collaborative projects eligible?

What you cannot apply for

How to Apply **7**

Help with your application

Making an application

Mandatory enclosures

Detailed guidance on mandatory enclosures

After you submit your application

How We Will Make Our Decision **13**

Assessment Criteria

The Decision Process

Is the Arts Council Decision Final

If You Receive an Award **15**

Letter of offer

How payments will be made

Post-project Monitoring

Other information **17**

INTRODUCTION

Thank you for your interest in the Arts Council of Northern Ireland's Individual Artists Digital Evolution Awards scheme.

These 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 long it will take, how payments will be made and what you will be asked to do if you are awarded a grant.

These Guidance Notes and the relevant application form are available on request in large print format and disk: <http://www.artscouncil-ni.org>

If you feel you have a disability which affects your ability to complete the online application form, please contact the University of Atypical (UoA). The UoA will provide tailored advice and support to D/deaf, disabled and Neurodiverse applicants when submitting application to ACNI Programmes.

AIMS OF THE INDIVIDUAL ARTISTS DIGITAL EVOLUTION AWARDS

Programme Objectives:

- Upskilling NI artists in the use of Digital Technology
- Creation of excellent Digital Art*

Programme Priorities:

1. Creation of digital arts
2. Supporting artists to make digital art for the first time or working with digital technology which they have not used before.
3. Encouraging cross-sectoral collaboration

*What is Digital Art within the context of this programme?

For this programme digital art is artwork that is created exclusively in the digital space; it can either exist in the digital space or be translated into a physical object or tangible experience through technology. Work that exists only in the digital space can be artwork that is consumed online or offline; the latter having some form of installation in a venue.

INTRODUCTION

*What is Digital Art within the context of this programme? (cont'd)

This grant programme does not cover the simple digitisation of art (in any artform) or performance and must relate to the development of your artistic practice and digital capability. Filmed performances, audio recordings or video capture of material that would be intended for in-person performance is not suitable as the output of a project proposal, and applications applying for such output activity will be rejected as ineligible. Such filmed or recorded elements *can* be used as assets within a piece of digital art, for example within animation, virtual experiences, or app development.

IS YOUR PROPOSAL TIMEFRAME SUITABLE?

This programme only relates to those proposals that will take place between **21 November 2022 and 31 October 2023**. All eligible expenditure must be incurred within these dates. If this is not the case for your proposal, you should NOT apply to this scheme as the Arts Council will not meet any costs incurred outside this period.

HOW MUCH FUNDING IS AVAILABLE?

- The budget for the programme is £40,000.
- The maximum award value will be £10,000.

HOW MUCH PARTNERSHIP FUNDING DO YOU NEED?

No partnership funding is required, but if your proposal cost is greater than the award value you must detail the total cost of your project and all other sources of funding in your application.

ELIGIBILITY

WHO CAN APPLY?

Eligible applicants to this scheme are as follows:

- Individual artists of all artistic disciplines and all types of working practice.
- Artists who are employees of statutory bodies (including Universities), undergraduates and postgraduates are eligible to apply but they must prove that their proposal is not properly the concern of their employer and/or that the proposal is not related to their academic study (see p.9 for more detail).
- Partnership projects with creative industries freelancers or organisations are possible; however the individual artist must be the lead partner.

Eligible applicants must also be:

- Resident in Northern Ireland
- Have made a significant contribution to artistic activities in Northern Ireland for a minimum period of 1 year within the last 5 years
- At least 18 years old and not in secondary education.

WHO CANNOT APPLY?

- Eligible applicants who received an Individual Artists Digital Evolution award in 2021/22
- Applicants who have broken the conditions of any previous ACNI award within the previous 4 years (taken from the date of the letter of offer) and
- Applicants who remain in breach of any previous letters of offer (regardless of the letter of offer date).

WHAT YOU CAN APPLY FOR

Here are some examples of the type of project we are aiming to support through this scheme, this list is far from exhaustive.

- Creation of a virtual environment or augmented reality environment; such as augmented reality visual arts or sound overlay on venues or geographical spaces.

ELIGIBILITY

WHAT YOU CAN APPLY FOR (cont'd)

- Using technology, such as 3D rendering and printing, to create artwork digitally which can either exist digitally or be manufactured into 3D physical objects.
- Using technology to translate data into artistic content; for example algorithms that create music or visual content from data input
- App development for the delivery of artistic content; this could include gamification or making an artistic experience for consumption on digital devices. (note: this does not include streaming of filmed / recorded performances)

Here are some examples that **would not** be considered through this scheme:

- Filmed theatrical or musical performances for online or offline distribution
- Audio recording of music or literature recitals for online or offline distribution
- Photography or filming of visual arts pieces for online or offline purposes

If you are uncertain about the eligibility of a proposal, it is encouraged that you speak to ACNI's Creative Industries Officer prior to making your application. **Applicants should give careful consideration to the feasibility and timing of their activities given possible ongoing restrictions due to COVID-19.**

ARE COLLABORATIVE PROJECTS ELIGIBLE?

Collaborative applications from individual artists working together in cross-discipline projects/activities are encouraged. One application form should be used for the complete collaborative project. You must provide information on the artistic practice of all artists that are involved in the project.

Single artform collaborations are also eligible and your project may include creative industries freelancers with skills in relevant technologies to contribute towards the delivery of the project.

ELIGIBILITY

WHAT YOU CANNOT APPLY FOR

- Activities that are not arts related
- Film or video production, purchase of assets for film and video, unless they are part of a piece of digital native art as detailed on page 2.
- CD/Album production costs
- Fees for training courses of any kind, short or long-term, including further or higher education courses, or any related expenditure, eg travel, accommodation etc.
- Activities where contracts have been entered into before we issue a letter of commencement. We do recognise that certain preliminary work needs to take place, but advertising of projects in advance of a Council decision is undertaken at the individual's own risk.
- Capital costs over 20% of the grant award. Any requests for hardware or software up to 20% of the grant award, integral to project delivery will be reviewed on a case by case basis by assessors.
- Activities or events which duplicate what already exists
- Costs already covered by the Arts Council of Northern Ireland, other funders or Government COVID-19 schemes to cover salaries or grants to mitigate loss during quarantine.

Please note that this list is not exhaustive.

If you have any queries regarding the eligibility of your proposal, please contact Matthew Malcolm. Arts Council staff are currently working remotely however can be contacted by email. Staff contact details are available on the Arts Council website - <http://artscouncil-ni.org/contact-us>.

HOW TO APPLY

HELP WITH YOUR APPLICATION

These Guidance Notes can be downloaded from our website here and are available on request in large print format and disk: <http://www.artscouncil-ni.org>. Please contact us at artgrants@artscouncil-ni.org if you need further assistance in this regard.

MAKING AN 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 Individual Artists Digital Evolution Awards scheme webpage here <http://artscouncil-ni.org/funding/for-individuals>.

- 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 12noon precisely on the closing date, 30 September 2022.** If your complete application is not fully uploaded when the system closes, with all the requested mandatory enclosures, 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 time and date.

MANDATORY ENCLOSURES

These are the documents which you must provide in conjunction with your application.

Detailed information can be found on each from page 9 onwards.

- History of Artistic Practice
- Detailed Project Budget

HOW TO APPLY

MANDATORY ENCLOSURES (cont)

- Detailed description of planned project activity
- Artform-appropriate support material
- **IF** you are making a collaborative application – that is, a joint application from two or more individual artists working together on a single project –
 - you must provide a History of Artistic Practice document for each artist who is part of the collaboration; and
 - you must provide artform-appropriate support material for each artist who is part of the collaboration.
- **IF** you are an employee of a statutory body or university, or are an undergraduate or postgraduate, you must submit evidence of this in the form of a letter on headed paper from your Head of Department or supervisor stating that your proposal is not properly the concern of your employer and/or is not related to your academic study. See page 9 for further detail on the wording of this letter.

Please keep in mind the following important points:

- All mandatory enclosures must be in **Word, Excel or pdf format**. We cannot accept documents in other formats.
- **The total size of all your uploaded documents should not exceed 25 Mb.**
- You must upload **all** the necessary enclosures prior to submitting your online application. If any enclosures are missing, your application will be ineligible.
- If you upload an enclosure in a format which we do not accept or which is corrupted or which we cannot open, the enclosure will be considered missing and your application will be ineligible.
- Do not compress files into one zip file. Files must be uploaded as individual documents.
- **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.
- The submission of weblinks or website addresses in lieu of enclosure documents is not acceptable and will result in your application being made ineligible.

HOW TO APPLY

DETAILED GUIDANCE ON MANDATORY ENCLOSURES

Further information on all mandatory enclosures is detailed below. If you have any queries about any of the documents, please contact the Arts Council of Northern Ireland by email at artgrants@artscouncil-ni.org.

Mandatory Enclosure	Guidance on Enclosure
History of Artistic Practice	<p>Starting with the most recent examples of your practice – this should include prizes, nominations, awards, commissions, major exhibitions/performances, publications, etc.</p> <p>NB: - Do not provide unnecessary narrative. - Web links to the applicant’s website or to examples of artistic practice are not acceptable.</p>
Detailed Project Budget	<p>A breakdown of the expenditure to be incurred throughout your project e.g. development costs for apps, equipment etc. Please give as detailed a budget as possible, e.g. rather than App Development £5,000 please indicate how the total amount has been calculated, e.g. state the service provider, £x days at £x cost per day.</p>
Detailed Description of Planned Project Activity	<p>This should include a timeline of the activity which will be undertaken in the course of the project and should provide information on any other professionals/artists involved and how they will be procured. It should also outline what you aim to achieve overall.</p>
Letter from Head of Department/ Supervisor	<p>IF you are an employee of a statutory body, an undergraduate or postgraduate, you must submit evidence of this in the form of a letter on headed paper from your Head of Department or supervisor explicitly stating the following:</p> <ul style="list-style-type: none"> • Your proposal is not part of your professional or academic employment and/or the work is not related to and does not form part of undergraduate/post-graduate study and is not intended to be assessed as part of any academic course. • The title of the Masters or PhD being undertaken by the applicant (for such applicants). <p>Please note that the Arts Council may use its own judgement in determining this matter. We may also seek additional clarification from you or your department regarding the nature of academic work or employment.</p>

HOW TO APPLY

Mandatory Enclosure	Guidance on Enclosure
<p>Artform appropriate Support Material</p>	<p>These will be examples of your work as an artist.</p> <p>Unless explicitly permitted below in relation to your project’s artform, the submission of web links or website addresses in lieu of artform appropriate support material is not acceptable and will result in your application being made ineligible.</p> <p><u>ACCEPTABLE FILE FORMATS</u></p> <p>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.</p> <p>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)</p> <p>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).</p> <p>AND may also supply one visual moving image – max 5 minutes duration.</p> <p><u>Playwrights</u> – Up to 10 pages of draft script along with a synopsis.</p> <p>DANCE Performers must provide one visual moving image of their work up to 5 minutes duration.</p> <p>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 ineligible as critical support material has not been made available.</p>

HOW TO APPLY

Mandatory Enclosure	Guidance on Enclosure
<p>Artform appropriate Support Material</p>	<p>VISUAL ARTS/CRAFT Artists must provide a maximum of 10 images, with an accompanying 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 ineligible as critical support material has not been made available.</p> <p>MUSIC <u>Musicians</u> – A maximum of 2 sound recordings of no more than 8 minutes each. <u>Composers</u> – 2 examples of full scores or excerpts from most recent work.</p> <p>TRADITIONAL ARTS A maximum of 2 sound recordings of no more than 8 minutes each.</p> <p>PARTICIPATORY ARTS A maximum of 2 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 timeframe they wish to have viewed / listened to.</p> <p>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 a recently published work.</p> <p><u>Applicants in spoken word forms</u> A maximum of 2 recordings of their performances</p>

HOW TO APPLY

AFTER YOU SUBMIT YOUR APPLICATION

- You will receive a Monitoring Form which will be published to your application account when you submit an application. You will receive an email advising you that the monitoring form is available for completion once it has been published to your account. You **must** complete and return the Monitoring Form by the timeframe specified as part of the application process. Failure to do so may affect eligibility.
- The Arts Council will acknowledge receipt of the application form.
- The Arts Council will undertake a completeness check on the application form and notify you if your application is ineligible.
- Eligible applications will be assessed by an Arts Development Officer.
- Assessors will consider applications using their professional judgement, based on the information provided within the application and enclosures, knowledge of your track record (in relation to both arts activity and your previous management of any ACNI funding), knowledge of the wider arts and digital development landscape, and the competitive context in which all applications are evaluated.
- Officer assessments will be subject to a moderation process.
- The Arts Council will contact you with the final decision by letter by email. If rejected, the Arts Council will provide you with detailed reasons for the rejection

HOW WE WILL MAKE OUR DECISION

ASSESSMENT CRITERIA

We will assess your proposal against the following criteria.

Public Benefit	Max Score	Assessed Against
1.1 Evidence of applicant's artistic quality	5	History of Artistic Practice, work submitted and written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application.
1.2 Evidence of the applicant's contribution to the arts	5	History of Artistic Practice, work submitted and written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application.
The Proposal	Max Score	Assessed Against
2.1 Artistic quality, innovation and/or challenge of the proposal	5	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application and information provided in the <i>Detailed Description of Planned Project Activity</i> enclosure.
2.2 The detail and accuracy of planning and budgeting	5	Detailed project budget and information provided in the <i>Detailed Description of Planned Project Activity</i> enclosure.
The Potential	Max Score	Assessed Against
3.1 Evidence of how the proposal may enhance the applicant's skills in the creation of digital art or use of new digital, creative technology to create art	5	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application and information provided in the <i>Detailed Description of Planned Project Activity</i> enclosure.
3.2 Evidence that the applicant has the capacity to develop significantly as a result of the proposal	5	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application and information provided in the <i>Detailed Description of Planned Project Activity</i> enclosure.
Applications are also assessed under the following additional criterion:	Max Score	Assessed Against
4.1 Evidence that the applicant has the capacity to develop significantly over the period of the award	10	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application.

HOW WE WILL MAKE OUR DECISION

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

THE DECISION PROCESS

All applications will be assessed by an Arts Development Officer against the criteria listed above.

As noted on page 12, Assessors will consider applications using their professional judgement, based on the information provided within the application and enclosures, knowledge of your track record (in relation to both arts activity and your previous management of any ACNI funding), knowledge of the wider arts and digital development landscape, and the competitive context in which all applications are evaluated.

Assessment recommendations are then subject to a moderation process.

IS THE ARTS COUNCIL DECISION FINAL?

There is a review procedure, which is available on the website and will be issued to any unsuccessful applicants upon request.

IF YOU RECEIVE AN AWARD

LETTER OF OFFER

Following the decision, Arts Council will issue successful applicants 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 expenditure until you have received your letter of offer from the Arts Council. You should take this into account when planning your proposal.
- 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 proposal must be completed.
- **If there are any changes to your agreed project from the original application, you must inform the Arts Council immediately in writing before incurring any proposal expenditure.** 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 PAYMENTS WILL BE MADE

Payments are normally made in stages each of which will have specific conditions attached to it; your letter of offer will set out these specific conditions and you must comply with them prior to the drawdown of each tranche of funding. Arts Council will make payments using BACS transfer only. You will need to complete and return the BACS form issued with your letter of offer.

POST-PROJECT MONITORING

At the conclusion of your project, you will have to submit an End of Project Report and provide a final income and expenditure account for the project, in addition to evidencing the appropriate use of Arts Council and National Lottery branding throughout the course of project delivery. The project report will include

- Details of how the project has benefited you as an artist
- An evaluation of the project – was it successful? Did you meet your targets? etc.

We may discuss with you how this information is to be collected.

IF YOU RECEIVE AN AWARD

POST-PROJECT MONITORING – Verification Visits

Your project may also be subject to a verification process which 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 to evidence this.

OTHER INFORMATION

If you have any queries about the programme or need any help or advice completing the application, please contact Matthew Malcolm, mmalcolm@artscouncil-ni.org.

These Guidance Notes and the relevant application form are available on request in large print format.

Good luck with your application.