



Awarding funds from
THE NATIONAL LOTTERY®

SUPPORT FOR INDIVIDUAL ARTISTS PROGRAMME

MAJOR INDIVIDUALS AWARDS

Application Guidance Notes

Deadline for Applications	Decisions
12noon, 15 August 2022	1 October 2022

Please note: this programme is for proposals which will complete by **30 September 2023**.

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INTRODUCTION

Thank you for your interest in the Arts Council of Northern Ireland's Support for Individual Artists **Major Individuals Awards**.

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 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 our website [here](#). They may also be requested in large print or other accessible formats if required. Please contact us at artgrants@artscouncil-ni.org if you need further assistance in this regard, including alternative language versions.

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.

In promoting these award schemes, the Arts Council particularly welcomes applications from groups referenced in Section 75 of the Northern Ireland Act 1998.

AIMS OF THE SCHEME

Major Individual Awards are intended to create the circumstances in which established artists with national / international recognition may develop extended or ambitious work. Awards can be for specific projects, specialised research, personal artistic development and materials/ equipment.

IS YOUR PROPOSAL TIMEFRAME SUITABLE?

This programme will only fund proposals that will take place between 1 October 2022 and 30 September 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 or location.

HOW MUCH FUNDING IS AVAILABLE?

- 4 awards of up to £15,000 each are being offered in 2022/23.

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:

- Artists of all disciplines and in all types of working practice who have not previously received a major award and who have achieved national or international recognition.
- **Please note: You must contact the relevant artform officer and discuss your proposal with them prior to submission of any application to the Major Individuals Awards and by close of play on 10 August 2022 at the latest.** Applications submitted to the Major Individual Awards programme with no prior contact with the relevant art form officer will be ineligible for consideration. Staff contact details are available on the Arts Council website <http://artsCouncil-ni.org/contact-us> .
- 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 work or academic study. They must submit evidence of this in the form of a letter on headed paper from their Head of Department.
 - 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. This declaration must state "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".
 - 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.

Please note: The Arts Council may use its own judgement in determining this matter.

Eligible applicants must also

- have made a contribution to artistic activities in Northern Ireland for a minimum period of one year within the last five years; and,
- be at least 18yrs old and not in secondary education.

ELIGIBILITY

WHO CANNOT APPLY?

- 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).
- Previous Major Individual Award recipients.

WHAT YOU CAN APPLY FOR

Eligible costs for Major Individual Awards may include:

- Project assistance
- Art materials/equipment
- Buying time for own practice/creation of new work.
- Fees for training courses
- Artistic fees of Mentors
- Artistic or technical fees including those towards production or post-production costs associated with presentation or exhibition of work
- Venue hire e.g. rehearsal space
- Technical equipment related to the project/proposal
- Translation costs
- Documentation costs
- Childcare costs
- Travel costs, including mileage costs (@25.7p per mile) and air travel
- Residency costs
- Subsistence costs @£15 per day.
- Accommodation costs

WHAT YOU CANNOT APPLY FOR

- Projects which take place or start before the decision date for this programme.
- Prolonged study at centres of further and higher education or fees for same or any cost related to such study or related academic work, including: under- and post-graduate fees; fees for study leading to a professional qualification; travel, subsistence or accommodation.

ELIGIBILITY

- 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.
- Self-publishing costs
- Translations of literary works
- Applications to fund or establish websites
- Film or media projects - except
 - projects in relation to the production and exhibition of experimental and innovative lens-based work by artists intended for exhibition; or
 - projects by digital artists whose artwork is created exclusively in the digital space.
- Applications relating to projects/commissions already in receipt of Arts Council of Northern Ireland funds.
- Costs already covered by the Arts Council of Northern Ireland, other funders or Government schemes.

Please note that these lists are not exhaustive. If you have any queries about the eligibility of your project or a cost within it, please contact the relevant art form officer to discuss your proposal by 10 August at the latest.

Arts Council staff 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 and the relevant application form are available on our website [here](#). They may also be requested in large print or other accessible formats if required. 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 Major Individual Awards webpage here <http://artscouncil-ni.org/funding/for-individuals>.

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.

- 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 12 noon precisely on the closing date, 15 August 2022.** 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 time and date.

HOW TO APPLY

MANDATORY ENCLOSURES

You **must** upload the following to your application before submission. Further detailed guidance on these enclosures is included below and from page 10 onwards:

- **History of Artistic Practice**
- **Detailed Project Budget**
- **Artform-appropriate Support Material**
- **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 stating that your proposal is not properly the concern of your employer and/or is not related to your academic study. See page 11 for further detail on the wording of this letter.
- **IF** you are a Masters or PhD student, a statement which provides information on how the project applied for differs from your Masters or PhD work

Please keep in mind the following important points:

- All mandatory enclosures must be in the accepted formats as listed on page 11 below. We cannot accept documents in other formats.
- **The total size of all your uploaded documents should not exceed 25 Mb.**
- You must submit **all** necessary enclosures with your application form. If any enclosures are missing, your application will be ineligible.
- If you submit 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.
- Unless explicitly stated as permissible in the Mandatory Enclosure details below, the submission of weblinks or website addresses in lieu of enclosure documents is not acceptable and will result in your application being made ineligible.
- Use of Dropbox or similar cloud-based storage is not permitted as ACNI cannot access sites of that nature.

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><u>NB:</u></p> <ul style="list-style-type: none">- Do not provide unnecessary narrative.- Please note web links to the applicant’s website or to examples of artistic practice are not acceptable.
Detailed Project Budget	<p>A breakdown of the expenditure to be incurred throughout your project e.g. materials, equipment, travel, subsistence, course fees, accommodation, etc. Please give as detailed a budget as possible, e.g. rather than <i>Equipment £1,000</i> the budget should list each item separately. If are applying to “buy time” please indicate how the total amount has been calculated, e.g. X days at £X.</p> <p><u>NB:</u></p> <ul style="list-style-type: none">- The maximum daily subsistence rate is £15- Mileage rate is 25.7 pence per mile

Mandatory enclosure guidance continues overleaf

HOW TO APPLY

Mandatory Enclosure	Guidance on Enclosure
Artform-appropriate Support Material	<p>These will be examples of your work as an artist. (Arts administrators do not need to provide Support Material.)</p> <p>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.</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</p> <p><i>Actors, performers, directors</i></p> <p>Must supply at least one relevant review which clearly identifies the applicant, (a maximum of two relevant reviews can be supplied.)</p> <p>AND</p> <p>may also supply one visual moving image – max 5 minutes duration.</p> <p><i>Playwrights</i> – Up to 10 pages of draft script along with a synopsis.</p> <p>DANCE</p> <p>Performers must provide one visual moving image of their work up to 5 minutes duration.</p> <p>OR</p> <p>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.</p>

HOW TO APPLY

Mandatory Enclosure	Guidance on Enclosure
Artform-appropriate Support Material	<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 deemed 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 time frame 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 performance.</p>

HOW TO APPLY

Mandatory Enclosure	Guidance on Enclosure
Letter from Head of Department/ Supervisor	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 stating that 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. If you are a post-graduate Masters or PhD student,
PhD or Masters Statement	If you are Masters or PhD student, you must submit a statement which briefly describes the subject of your post-graduate thesis and sets out how the project applied for differs from your Masters or PhD work

AFTER YOU SUBMIT YOUR APPLICATION

- 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, based on the information provided in the application form and enclosures.
- 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.

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 of 90% and 10%. Each stage 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.

The Arts Council will make payments to UK-based bank accounts in the applicant's name only, or to joint accounts where the applicant is a named account holder. Payments are by BACS transfer only. You will need to complete and return the BACS form issued with your letter of offer.

IF YOU RECEIVE AN AWARD

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 the how the project has benefited you
- Evidence of appropriate use of Arts Council and National Lottery branding where relevant
- An evaluation of the project – was it successful? Did you meet your aims? etc.

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

POST-PROJECT MONITORING – Verification Visits

Your project may also be subject to verification by an 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 to evidence this.

HOW WE WILL MAKE OUR DECISION

ASSESSMENT CRITERIA

We will assess your proposal against the following criteria.

The Artist	Assessed Against
1.1 Evidence of the quality of the applicant's artistic practice	History of Artistic Practice/CV, 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	History of Artistic Practice/CV, work submitted and written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application.
The Proposal	Assessed Against
2.1 Artistic quality, innovation and/or challenge of the proposal	The written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application.
2.2 Detail and accuracy of planning and budgeting	Assessed against the detail and accuracy of the provided budget enclosure.
The Potential	Assessed Against
3.1 Evidence of how the proposal may enhance the applicant's skill development	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> and <i>Measuring the Success of Your Project</i> sections of the online application.
3.2 Evidence of how the proposal may enhance the applicant's career	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> and <i>Measuring the Success of Your Project</i> sections of the online application.

HOW WE WILL MAKE OUR DECISION

THE DECISION PROCESS

All applications will be assessed by an Arts Development Officer against the criteria as listed above, taking into account the programme's aims and priorities. Assessors will consider applications using their professional judgement, based on the information provided within the application, knowledge of the wider arts landscape, and the competitive context in which all applications are evaluated.

All assessments are then considered at a Moderation meeting at which final funding decisions will be made.

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.

OTHER INFORMATION

If you have any queries about the programme or need any help or advice completing the application, please contact the Arts Development Officer relevant to your artform. A list of ACNI's Arts Development Officers and their contact emails can be found here [Contact Us - Arts Council of Northern Ireland: The Funding and Development Agency for the Arts in NI | Arts Council of Northern Ireland \(artscouncil-ni.org\)](#)