



Awarding funds from
THE NATIONAL LOTTERY®

Young Musicians' Platform

Application Guidance Notes

Applicants should read these Guidance Notes carefully before completing the online application form.

Open for Application	Deadline for Application	Audition Date	Decisions
Tuesday 18 October 2022	12noon Tuesday 15 November 2022	Thursday 8 and Friday 9 December 2022	By 21 December 2022

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INTRODUCTION

These notes give information on who is eligible to apply to the programme and how to submit an application. It also describes how a decision will be reached, 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.

PROGRAMME AIMS

The Arts Council of Northern Ireland (ACNI), in collaboration with BBC Northern Ireland (BBC NI), offers awards for young, exceptionally talented **solo musicians / singers / singer-songwriters in Classical, Jazz, Contemporary and Traditional Music** who are ready to enter the professional world as artists.

The Young Musicians' Platform Scheme is a biennial scheme offering a maximum of six individual awards of up to £5,000 plus two professional engagements arranged by BBC Northern Ireland for a broadcast chamber music/solo recital and/or concerto performance with the Ulster Orchestra where appropriate.

The financial award associated with this scheme will allow applicants to spend a sizeable amount of time learning from a master musician/teacher/composer etc. abroad.

The BBC will facilitate this scheme by offering two professional broadcast performances to six successful applicants, in the period January 2023 to December 2024.

ELIGIBILITY

WHO CAN APPLY?

- Individual classical, jazz, traditional and contemporary singer-songwriter musicians who reside in or originate from Northern Ireland;
- Artists who are at least 18 years old and up to an age limit of 26 for instrumental players, and 29 for singers;
- Classical, jazz and traditional musicians who have made a meaningful contribution to artistic activities in Northern Ireland;
- Applicants must have reached a high standard of public performance as indicated within the references and as demonstrated with a solo recording of two (2) contrasting works of no more than eight (8) minutes each

Eligible applicants must also

- Not be in secondary education.

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).
- Applicants who have previously received a Young Musicians' Platform award.

WHAT YOU CANNOT APPLY FOR

- Applications for prolonged study at centres of further or higher education. However, applications involving short-term attendance at centres of further education will be considered if the proposed master/artist is accessible only through this route.
- Materials/equipment.

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 Young Musician's Platform Award 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, Tuesday 15 November 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

Before you submit your application, you **must** upload the mandatory enclosures listed below:

- A history of artistic practice;
- Detailed project budget;
- TWO references from professional musicians / teachers / promoters on the Reference Forms provided on the Arts Council's website [here](#) and
- Recordings of TWO contrasting works of no more than eight minutes each.

Further detailed guidance on these enclosures is detailed on page 7.

Please keep in mind the following important points:

- All mandatory enclosures must be in the accepted formats as listed on page 7 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.
- 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](mailto: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. travel, subsistence, fees, accommodation, etc. Please give as detailed a budget as possible. 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
Two References	<p>TWO references from professional musicians / teachers / promoters on the Reference Forms provided on the Arts Council’s website</p>
Recordings	<p>Recordings of TWO contrasting works of no more than eight minutes each.</p>

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:
 Sound files (MP3, WMA)
 Video files (QuickTime – AVI, MOV, MP4, WMV)
 Text files (DOC, DOCx, PDF)
 Spreadsheet files (XLS, XLSx)

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.
- Successful shortlisted applicants will be contacted inviting them to audition.
- 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.
- Unsuccessful applicants will receive a letter detailing the reason/s why the application was unsuccessful.

HOW WE WILL MAKE OUR DECISION

THE DECISION PROCESS

Final selection will be by audition lasting no longer than 10 minutes. Auditions will be held in Belfast on **Thursday 8 and Friday 9 December 2022**. An Audition Panel consisting of representatives of the BBC NI, ACNI and independent adjudicators will select extracts from the applicant's programme to include two contrasting pieces in style and period, one of which will be contemporary. Reasonable expenses will be paid for return travel to and from Belfast.

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

Publicity

Full listings of all the grants we award are published on our website. You will be required to acknowledge Arts Council of Northern Ireland funding in all your publicity. Failure to credit the 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 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

Data held on our grants management system is used for all of the following purposes: statistical reporting, application assessing, accounting purposes and for contacting you.

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 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.

OTHER INFORMATION

APPLYING ONLINE

Applications to the Young Musicians' Platform Scheme will only be accepted online.

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