SUPPORT FOR INDIVIDUAL ARTISTS PROGRAMME

Application Guidance Notes

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<th>Deadline for Applications</th>
<th>Decisions</th>
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<tr>
<td>12noon, 30 August 2022</td>
<td>11 November 2022</td>
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Please note: this programme is for proposals which will complete by 31 October 2023.
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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 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 AND AVAILABLE SCHEMES

The aim of the overall Support for Individual Artists Programme (SIAP) is to support artists across all disciplines to create work and develop their practice. Broadly, awards can be for specific projects, specialised research or personal artistic development. These guidance notes provide information on how to apply to 3 SIAP schemes – others are also available:

- General Art Awards
- Artists Career Enhancement Scheme (ACES)
- Artists International Development Fund (AIDF)

Each of these has a different focus in terms of the proposal to be funded. You should read the scheme-specific details in the guidance below carefully before application.

IS YOUR PROPOSAL TIMEFRAME SUITABLE?

The schemes listed above will only fund proposals that will take place between 11 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.

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1 SIAP also includes Major Individual Awards and Minority Ethnic Mentoring and Residency Awards. Guidance notes and application links for those schemes can be found on our website.
INTRODUCTION

HOW MUCH FUNDING IS AVAILABLE?

- Each award has different funding levels. Check the details for each scheme.

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.

CAN I APPLY TO MORE THAN ONE SCHEME?

You may apply to more than one scheme but you will only be awarded one grant in any funding round.

If you choose to apply to more than one scheme:

- You must complete a separate application form for each scheme.
- The projects within each application must be significantly distinct.
WHO CAN APPLY?

Eligible applicants to SIAP are as follows:

- Artists of all disciplines and in all types of working practice (including DJs) who have made a contribution to artistic activities in Northern Ireland for a minimum period of 1 year within the last 5 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 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

- Live in Northern Ireland; and,

- Be at least 18yrs old and not in secondary education.

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2 Each scheme can have its own additional eligibility criteria. Read the notes carefully.
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).

WHAT YOU CAN APPLY FOR

Eligible costs vary across schemes but can include:

- Project assistance
- Art materials
- Buying time for own practice/creation of new work.
- Residency costs (AIDF only)
- 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
- Travel costs, including mileage costs (@25.7p per mile) and air travel
- Subsistence costs @£15 per day.
- Technical equipment related to the project/proposal* (equipment requests cannot comprise more than 50% of the value of your request)
- IT Equipment*: (equipment requests cannot comprise more than 50% of the value of your request; a maximum contribution of £1,200 will be made towards laptops and pcs, and £500 towards tablet computers.)

* If you are including costs for technical or creative equipment as part of your application it’s important you tell us:
  - why the equipment is necessary for the project and appropriate for your needs
  - why buying equipment is more appropriate than hiring it, where applicable
  - your plans for continued use of the asset after the end of the project
  - your plans for maintenance, storage and insurance, and any additional ongoing costs after the project ends

* If you do not include this information, we may decide not to fund the equipment element of your request.

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3 Individual schemes may have additional eligibility criteria. Read the guidance notes carefully.
4 Individual schemes may have additional project costs eligibility criteria. Read the guidance carefully and contact us if you need advice.
ELIGIBILITY

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.

- 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
  
  o projects in relation to the production and exhibition of experimental and innovative lens-based work by artists intended for exhibition; or
  
  o 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 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.)

- 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 in relation to a particular scheme, please contact the relevant art form officer to discuss your proposal by 12 August at the latest. Staff contact details are available on the Arts Council of Northern Ireland website - http://artscouncil-ni.org/contact-us.
GENERAL ART AWARDS

General Art Awards can be for specific projects, specialised research, personal artistic development and certain materials/equipment.

How much money is available?
In general, applicants should expect an upper award limit of £5,000 for one project only, though £6,000 may be awarded in exceptional circumstances.

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. In general, applicants should still expect an upper award limit of £5,000, for one project only, even if it is collaborative. Single artform collaborations are also eligible.

What do I need to submit with my application to this scheme?
You have to upload a number of additional documents to your application before you submit it. Important information on these documents can be read below from page 19 onwards.

<table>
<thead>
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<td>• Letter from Head of Department regarding employment/academic assessment/study (if appropriate)</td>
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<tr>
<td>• Masters/PhD statement (if appropriate)</td>
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</table>
ARTIST CAREER ENHANCEMENT SCHEME

You must contact the relevant artform officer and discuss your proposal with them prior to submission of an application to the ACES and by close of play on 12 August 2022 at the latest. Applications submitted to ACES 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.

These awards aim to deepen the developmental impact of Arts Council’s support for artists, with a targeted package of training, mentoring and support provided for successful applicants. Funding is aimed at career artists whose practice is of high quality, original, challenging and innovative. The awards are designed to support artists in their professional development, enabling successful applicants to raise their profile and significantly enhance their career.

As the public body charged with the support and development of the arts in Northern Ireland, it is appropriate for the Arts Council to seek partnerships which would engage the expertise and experience of both funded and non-funded organisations to help support the development of artistic talent in Northern Ireland.

This is a list of organisations which have worked in this programme previously. You may choose to work with one of the following or may choose to work with an alternative organisation:

An Droichead, Belfast
Armagh Pipers Club, Armagh
BEAT Carnival
Belfast Community Circus
Centre for Contemporary Art ~ Derry/Londonderry
Community Arts Partnership
Cultúrlann McAdam Ó Fiaich
Golden Thread Gallery, Belfast
Kids in Control
Millennium Court Arts Centre, Portadown
Moving on Music
Seacourt Print Workshop
Seamus Heaney Centre for Poetry at Queen’s
Sonic Arts Research Centre @ Queens University
The MAC
The Void
Youth Action Northern Ireland
ARTIST CAREER ENHANCEMENT SCHEME

It is anticipated that successful candidates will share their learning with each other for the period of the award and beyond and will form a community of mutual interest and support. It will also be expected that successful candidates will be prepared to engage with any appropriate Arts Council developmental and promotional initiatives over the period of the award. These may include opportunities for publication, showcasing and related targeted support.

How much money is available?
There are a limited number of awards of £7,000 in each artform area.

Who can apply?
Artists working in the areas of Visual Art, Craft, Community and Participatory Arts, Literature, Music, Dance, Drama, Intercultural and Traditional Arts. Visual Arts curators may also apply.

Artistic Practice: what we require from you
The Arts Council is committed to identifying artists of real talent; whose artistic achievement or potential is already obvious; who have a clear and realistic view of their potential career as an artist; who can articulate how they can benefit from the joint investment of two or more organisations, including the Arts Council; and who can demonstrate the capacity to recognise and exploit the challenge presented by these award. The awardees will be expected to be artists from whom work of serious value can be expected in coming years.

Development of an application:
The partner organisation of your choice should offer a range of developmental support including mentoring, presentational skills and networking leading to presentation/publication of work, where appropriate. You will need to provide a Letter of Support with your application from the partner organisation of your choice. Following the decision to make an award, the partnership package will be designed with the organisation to meet the individual applicant’s needs. Representatives from the named organisation may be consulted regarding your application.

Visual Arts/Craft
Applicants should consider the relevance of the partner organisation to the content of their proposal. Applicants should be a career artist with a history of contribution to the visual arts/craft and have shown work in a range of exhibitions and galleries. Catalogue costs may be considered if a clear need is identified within the proposal and a distribution plan is included.
ARTIST CAREER ENHANCEMENT SCHEME

Visual Arts Curators
It is expected the partner gallery will offer a range of training in curating gallery exhibitions. The mentoring programme should be agreed with the partner organisation on appointment.

Literature
The Arts Council has a partnership with the Seamus Heaney Centre for Poetry at Queen’s. THIS DOES NOT INCLUDE MENTORING. It is an affiliation on events and support which occur through the year of the award. If you are seeking mentoring support, you should devise and source your own programme of activity and submit this as part of your proposal. You can still indicate a willingness to work with the Seamus Heaney Centre. You should note that you do not require a letter of support from the Centre. Further, please do not contact the Centre in advance of your application for ACES. Applicants simply need to indicate a willingness to work with the Centre over the year. Applicants can also indicate other partnerships of their own devising; however, these will need to be evidenced and of an equivalent high standard. You should contact any other organisation (mentor, course provider, etc.) which may form part of your proposal.

Poetry:
Applicants must have at least one full collection published in the last ten years OR evidence of publication of individual poems in recognised poetry magazines in Ireland or abroad.

Prose Fiction:
Applicants must evidence a significant level of publication of short fiction or extracts and a completed novel or completed collection of short stories and submit a significant endorsement from a recognised literary publisher or published creative author from Ireland or abroad. Self-published material is not in itself evidence of artistic ability or career development.

Music & Traditional Arts
Applicants must be established career artists.

- For performing artists (i.e. musicians, storytellers): Applicants must show evidence of professional performances in recognised festivals and venues at local and national level.
- Composers must show that they have received a commission by a reputable music organization.
ARTIST CAREER ENHANCEMENT SCHEME

Drama
Applicants should be an early career artist with at least 2 years’ contribution to the theatre sector as a professional practitioner. Applicants must identify a planned and structured residency with a company.

Dance
Applicants should be career artists, who have made at least 3 years’ professional contribution to the dance sector, who are interested in consolidating their practice; or developing a new practice within a dance organisation or within an arts organisation that programmes/features dance activities. For example, a dancer-in-residence position.

Participatory Arts
Participatory Arts includes Community (including Social Inclusion), Arts & Disability, Minority Ethnic Arts, Circus, Carnival, Arts & Health and Youth Arts. Applicants must have participated in and/or developed at least two high level participatory arts projects in the last 2 years.

It is expected that the successful applicants will share learning arising from the award with the arts and community development sector. Applicants need to demonstrate a commitment to collaborative practice within an intercultural community development setting and context that equally acknowledges and prioritises community development and artistic outcomes.

If you feel that your artform area or proposed development programme does not fit within any of these categories, you should discuss this when you contact your artform officer. If you are unsure who this is, please contact one of the Heads of Visual Arts, Participatory Arts, Music or Literature & Drama.
ARTIST CAREER ENHANCEMENT SCHEME

What do I need to submit with my application to this scheme?
You must provide a detailed programme of the work and of the professional development activity that you plan to undertake and outline what you aim to achieve overall. You will also need to include a costed plan which should include materials and equipment as well as professional services. You may list training needs under formal training with your budget. If the costs are not apparent for this element, please list your needs anyway.

You have to upload these additional documents to your application before you submit it. Further information on these documents can be read below from page 19 onwards.

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<td>• Artform-Appropriate Support Material</td>
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<tr>
<td>• Detailed programme of work</td>
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<td>• Letter of support from partner Organisation (except Seamus Heaney Centre)</td>
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The Artists’ International Development Fund is an annual programme jointly funded by the British Council and Arts Council of Northern Ireland and is open to individual artists and organisations.

THE AIM OF THE PROGRAMME
The programme will support early stage international development opportunities for individual, freelance and self-employed artists and organisations based in Northern Ireland. It will afford recipients the opportunity to spend time building links with artists, organisations and/or creative producers in another country. The aim of the programme is to support individual international developmental opportunities for talent and artistic excellence from Northern Ireland and, thereby, enhance Northern Ireland’s international artistic development, reputation and standing.

HOW MUCH CAN YOU APPLY FOR
Artists and organisations are able to apply for small grants from £1,000 to £7,000.

WHO IS ELIGIBLE TO APPLY TO AIDF
The programme is open to artists & organisations in any artform

- who have received recognition for their work in Northern Ireland;
- who do not have extensive international experience;
- whose work will benefit from launching better international networks - either artistically or in terms of developing an audience for their work; and,
- who can demonstrate an interest in their work from an overseas partner/host.

Individual artists, including creative producers, curators and editors, can apply.

Although the Artists’ International Development Fund is aimed primarily at individual artists, arts organisations who wish to take small scale work abroad can apply as can small groups of artists who normally collaborate in their work. This could include, for example, musicians and visual artists who usually create work together, or writers and their translators. If the group does not have a shared bank account, awards to successful applicants would be made to the lead artist named on the application form. **NB:** Organisations wishing to apply to this scheme must apply via the AIDF - Organisations application link available on our website.
WHO CANNOT APPLY

- Anyone under the age of 18 at the time of application
- Students, for projects related to their course of study or their tuition fees (by student we mean a person following a course of study in a school, a college or a university)
- Individuals based (living) outside Northern Ireland
- Small groups who cannot demonstrate that they have a history of working collaboratively

WHAT ARTFORMS WILL BE CONSIDERED?
Your proposal can be in any of the following artforms:

- Combined arts
- Literature
- Music
- Drama
- Dance
- Visual arts
- Craft

WHAT ACTIVITY CAN YOU APPLY FOR?
Artists can use the fund to do one or all of the following:

- Develop their artistic practice through working internationally
- Collaborate with and learn from artists internationally
- Create early relationships with artists and/or creative producers with a longer term view of developing international markets and audiences for their work in another country and building their profile internationally
- Artistic Residencies

The programme can cover the targeted exchange of key creative people to develop new concepts or relationships. Applicants will need to conduct their own research and have identified and communicated with a potential partner/host in the country they wish to visit. Applications could include one or two international visits (for Northern Ireland applicant to travel overseas or overseas partners/collaborators to visit Northern Ireland or both).

Please note that wider SIAP ineligibility prohibitions also apply.
You are eligible to bring other sources of funding or sponsorship to the project/grant. We would expect projects to be completed within one year of the decision.

WHAT YOU CANNOT APPLY FOR

- Projects that are not arts-related
- Film or video production and cinema exhibition, unless it is in support of artists’ work in the moving image (including film and video)
- Training or education projects
- Projects which take place or start before the published decision date
- Costs that are already covered by other funding
- General running costs and overheads that are paid for by other income, including your own funds
- Ongoing overheads related to equipment or buildings, such as insurance and maintenance costs
- Fund-raising events, such as charity galas
- Buying equipment and instruments
- Projects in a formal education setting for educational purposes necessary by law
- Projects with a primary focus on social development (we will not consider the proposal unless the focus of the project is clearly and primarily artistic)

WHAT DO I NEED TO SUBMIT WITH MY APPLICATION TO THIS SCHEME?

You have to upload a number of additional documents to your application before you submit it. Important information on these documents can be read below from page 19 onwards.

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<td>• Developmental/networking summary</td>
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<td>• Letters of invitation from contact venues/host organisations/residency organisation/galleries/project partners etc.</td>
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HOW OUR STAFF WILL SUPPORT THE PROGRAMME
Arts Council and British Council staff will:

- promote the programme to encourage diverse artists from a range of artforms, communities and geographical locations across Northern Ireland to apply; and,
- work closely together to evaluate the programme and build on its success.

GETTING ADVICE:
The Arts Council’s Art Form Officers can provide general information about making an application and can help with most enquiries. You can contact us if you need advice about your application or the activity you are applying. A list of ACNI’s Arts Development Officers and their contact details can be found here - http://artscouncil-ni.org/news/contactus.

Before contacting us, please read the application materials and be ready to clearly describe your activity to us. This will help us to give you the right advice and will save time.

Other Useful information
For more information about the Arts Council of Northern Ireland go to www.artscouncil-ni.org.

For British Council arts visit: https://www.britishcouncil.org/arts.
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 Support for Individual Artists Programme 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, i.e. 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, 30 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

Before you submit your application, you **must** upload the mandatory enclosures listed in relation to the relevant scheme. Further detailed guidance on these enclosures is included below and from page 20 onwards:

Please keep in mind the following important points:

- All mandatory enclosures must be in the accepted formats as listed on page 21 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.

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<thead>
<tr>
<th>Mandatory Enclosure</th>
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<tbody>
<tr>
<td>History of Artistic Practice</td>
<td>Starting with the most recent examples of your practice – this should include prizes, nominations, awards, commissions, major exhibitions/performances, publications, etc.</td>
</tr>
<tr>
<td><strong>NB:</strong></td>
<td>- Do not provide unnecessary narrative.</td>
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<tr>
<td></td>
<td>- Please note web links to the applicant’s website or to examples of artistic practice are not acceptable.</td>
</tr>
<tr>
<td>Detailed Project Budget</td>
<td>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 <em>Equipment £1,000</em> 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.</td>
</tr>
<tr>
<td><strong>NB:</strong></td>
<td>- The maximum daily subsistence rate is £15</td>
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<td>- Mileage rate is 25.7 pence per mile</td>
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*Mandatory enclosure guidance continues overleaf*
# HOW TO APPLY

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| Artform-appropriate Support Material                    | These will be examples of your work as an artist. (Arts administrators do not need to provide Support Material.)  

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.
## How to Apply

<table>
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</table>
| Artform-appropriate Support Material | **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. |
| **MUSIC**  
Musicians – A maximum of 2 sound recordings of no more than 8 minutes each.  
Composers – 2 examples of full scores or excerpts from most recent work. |
| **TRADITIONAL ARTS**  
A maximum of 2 sound recordings of no more than 8 minutes each. |
| **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. |
| **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. |

Applicants in spoken word forms  
A maximum of 2 recordings of their performance.
<table>
<thead>
<tr>
<th>Mandatory Enclosure</th>
<th>Guidance on Enclosure</th>
</tr>
</thead>
</table>
| 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 under-graduate/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, 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” |
| 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                                                                                   |
| Letters of invitation from contact venues/host organisations/galleries/project partners etc. | IF you are applying to the Artists’ International Development Fund, you must submit a letter of invitation from the relevant venue/host organisation/gallery/project partner                                                                 |
| Letter of support from partner Organisation (except Seamus Heaney Centre) | IF applying to the Artists Career Enhancement Scheme, you must provide a letter of support from the partner organisation of your choice                                                                                                                |
| Detailed programme of work                | IF applying to the Artists Career Enhancement Scheme you must provide a detailed programme of the work and of the professional development activity that you plan to undertake and outline what you aim to achieve overall                                                                 |
| Developmental/networking summary          | IF applying to the Artists’ International Development Fund, you must provide a schedule/plan describing where necessary key activities, personnel and/or stakeholders with expected outcomes                                                                 |
HOW TO APPLY

<table>
<thead>
<tr>
<th>Mandatory Enclosure</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Constitution and/or Memorandum and Articles of Association **</td>
<td>Please note: The name of your organisation as given in your constitution document should be the same name as that given in the application, and on your organisation’s bank account, details of which we will request if you receive an award.</td>
</tr>
<tr>
<td>Most recent set of annual accounts **</td>
<td>If these accounts are not for 2021/22 then you must provide a copy of your 2020/21 accounts and also upload management accounts as at 31 March 2022.</td>
</tr>
</tbody>
</table>

** To be submitted by organisations applying to the AIDF scheme

AFTER YOU SUBMIT YOUR APPLICATION

- You will receive a Monitoring Form which will be published to your application account 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, 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.

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.
IF YOU RECEIVE AN AWARD

POST-PROJECT MONITORING (continued)

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.

<table>
<thead>
<tr>
<th>The Artist</th>
<th>Assessed Against</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Evidence of the quality of the applicant’s artistic practice</td>
<td>History of Artistic Practice/CV, work submitted and written response within the Your Project – Addressing the Criteria for Assessment section of the online application.</td>
</tr>
<tr>
<td>1.2 Evidence of the applicant’s contribution to the arts</td>
<td>History of Artistic Practice/CV, work submitted and written response within the Your Project – Addressing the Criteria for Assessment section of the online application.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Proposal</th>
<th>Assessed Against</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Artistic quality, innovation and/or challenge of the proposal</td>
<td>The written response within the Your Project – Addressing the Criteria for Assessment section of the online application.</td>
</tr>
<tr>
<td>2.2 Detail and accuracy of planning and budgeting</td>
<td>The detail and accuracy of the provided budget enclosure.</td>
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</table>

<table>
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<tr>
<th>The Potential</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3.1 Evidence of how the proposal may enhance the applicant’s skill development</td>
<td>Written response within the Your Project – Addressing the Criteria for Assessment and Measuring the Success of Your Project sections of the online application.</td>
</tr>
<tr>
<td>3.2 Evidence of how the proposal may enhance the applicant’s career</td>
<td>Written response within the Your Project – Addressing the Criteria for Assessment and Measuring the Success of Your Project sections of the online application.</td>
</tr>
</tbody>
</table>

Additional Criterion used to assess ACEs applications:

| 4. Evidence that the applicant has the capacity to develop significantly over the period of the Award | Written response within the Your Project – Addressing the Criteria for Assessment and Measuring the Success of Your Project sections of the online application. |
### HOW WE WILL MAKE OUR DECISION

How we assess applications from organisations to the AIDF scheme:

<table>
<thead>
<tr>
<th>The Organisation</th>
<th>Assessed Against</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Evidence of organisation’s artistic quality</td>
<td>Summary of performances/ exhibitions relevant to the proposal as submitted</td>
</tr>
<tr>
<td>1.2 Evidence of the organisation’s contribution to the arts</td>
<td>Summary of performances/ exhibitions relevant to the proposal as submitted</td>
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<table>
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<tr>
<th>The Potential</th>
<th>Assessed Against</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Potential for the project to develop the skills-base of the organisation</td>
<td>Written response within the Your Project – Addressing the Criteria for Assessment and Measuring the Success of Your Project sections of the online application.</td>
</tr>
<tr>
<td>3.2 Experience of and/or proven potential for international work</td>
<td>Written response within the Your Project – Addressing the Criteria for Assessment and Measuring the Success of Your Project sections of the online application.</td>
</tr>
</tbody>
</table>
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 details can be found here - http://artscouncil-ni.org/news/contactus.