

Arts Council of Northern Ireland

# National Lottery Support for Individual Artists Programme

## Application Guidance Notes for - Artists' International Development Fund

**Deadline for Applications:** 12 noon, 21 August 2023  
**Decisions:** September 2023

Applications must be submitted on-line at [www.artscouncil-ni.org/funding](http://www.artscouncil-ni.org/funding)  
**Please Note:** this programme is for proposals which will complete by **30 September 2024**.



**arts  
council**  
of Northern Ireland



Awarding funds from

**The National Lottery**<sup>®</sup>

# Contents

<b>Introduction</b>	<b>2</b>
Aims and Available Schemes	
Is your proposal timeframe suitable?	
How much funding is available?	
Can I apply to more than one scheme?	
<b>Eligibility</b>	<b>4</b>
Who can apply?	
Who cannot apply?	
What you can apply for	
What you cannot apply for	
<b>Artists' International Development Fund (AIDF)</b>	<b>8</b>
<b>How to Apply</b>	<b>12</b>
Help with your application	
Making an application	
Mandatory enclosures	
Detailed guidance on mandatory enclosures	
After you submit your application	
<b>If You Receive an Award</b>	<b>18</b>
Letter of offer	
How payments will be made	
Post-project Monitoring	
<b>How We Will Make Our Decision</b>	<b>20</b>
Assessment Criteria	
The Decision Process	
Is the Arts Council Decision Final	
<b>Other information</b>	<b>22</b>

## 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 at [Arts Council of Northern Ireland Support for Individual Artists Programme \(SIAP\) \(opens in a new window\)](#). They may also be requested in large print or other accessible formats if required. Please contact us at [artgrants@artscouncil-ni.org](mailto:artgrants@artscouncil-ni.org) if you need further assistance in this regard, including alternative language versions. You can also contact us at that address if you have any queries about any aspect of the programme or its application requirements. Further contact details for all our Artform staff can be found on the Arts Council Website [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

**If 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 applications 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 SIAP and Available SIAP 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 the Artists International Development Fund scheme – others are also available<sup>1</sup>:

### **SIAP Schemes Covered by these Guidance Notes:**

- Artists International Development Fund (AIDF)

### **SIAP Schemes Covered by separate Guidance Notes also available on our website:**

- General Art Awards
- Artists' Career Enhancement Scheme
- Minority Ethnic Artists' Mentoring & Residency Scheme
- Major Individual Awards

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<sup>1</sup> Guidance notes and application links for those schemes can be found on our website. Different schemes have different closing deadlines. Make sure you check the front cover of the guidance notes and note the closing date/time of each scheme.

- Musical Instruments for Individuals<sup>2</sup>

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

## **Is your proposal timeframe suitable?**

The Artists International Development Fund will only fund proposals that will take place between 1 October 2023 and 30 September 2024. 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?**

Each different SIAP scheme has different funding levels. You must check the details for each scheme, and you should not ask for more than the maximum allowable.

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.

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<sup>2</sup> Check our website for updates on the Musical Instruments scheme. It will be available in due course.

# Eligibility

## Who can apply?

Eligible applicants to SIAP are as follows<sup>3</sup>. Further information on additional eligibility issues for the Artists International Development Fund can be found overleaf.

- Artists of all disciplines and in all types of working practice (including DJs) In a limited number of cases, individual technical staff/administrators of professional artistic companies may also be eligible.
- Emerging Artists: The Arts Council particularly welcomes applications from emerging artists - an emerging artist is someone who is in the early stage of their career as a professional artist. They are developing their artist 'voice' and are in the process of establishing a reputation and recognition among critics, galleries, producers etc, and will have practised as a professional artist for less than 5 years.
- Employees of statutory bodies<sup>4</sup>, 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 1 year within the last 5 years.
- Live in Northern Ireland

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<sup>3</sup> Each scheme can have its own additional eligibility criteria. Read the notes carefully.

<sup>4</sup> A statutory body is a formally established organisation that is, at least in part, publicly funded to deliver a public or government service and which is regulated by government legislation. All schools, further education colleges and universities are statutory bodies under the Education Authority.

(ACNI's budgets are limited and subject to high demand. Our priority must be for artists living and regularly contributing to the arts within Northern Ireland. If you are primarily living in another region of the UK, Republic of Ireland or elsewhere (ie. you live in that region for the majority of the year), you should apply to the Arts Councils in the relevant jurisdiction.)

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

## Who cannot apply?<sup>5</sup>

- Applicants who have broken the conditions of any previous ACNI award and applicants who remain in breach of any previous letters of offer (regardless of the letter of offer date).
- Applicants who have already received an award within the previous 12 months, under the scheme to which they are applying. (ie. If you've received an award under a certain scheme within the last year, you can't apply for that same scheme again in this round). **This 12 month period runs from the date of the previous award letter.**

## What you can apply for

Eligible costs vary across schemes<sup>6</sup> but can include:

- Project assistance
- Art materials
- "Buying time" to replace other earned income costs lost due to time spent on the intended project/creating new work.\* Eg, if you were taking unpaid leave from work to focus on writing a novel.
- Residency costs (NB: only via specific schemes<sup>7</sup> )
- 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
- Project-related travel costs, including mileage costs (@25.7p per mile) and air travel
- Subsistence costs @£25 per day<sup>8</sup>
- Technical equipment related to the project/proposal\*\* (equipment requests cannot comprise more than 50% of the value of your request)

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<sup>5</sup> Individual schemes may have additional eligibility criteria. Read the guidance notes carefully.

<sup>6</sup> Individual schemes may have additional project costs eligibility criteria. Read the guidance for the particular scheme you're interested in carefully and contact us if you need advice.

<sup>7</sup> You can apply for funding for residencies through the Artists International Development Fund and the Minority Ethnic Artists' Mentoring & Residency Scheme only.

<sup>8</sup> Subsistence costs support artists when working away from their primary base; these cannot be claimed on top of "buying time" costs.

- 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 applying for loss of earnings the Arts Council acknowledges an average of up to £125 per day as a set contribution. We will not award a higher rate per day, so you should apply for costs on that basis if you are applying for replacement costs for up to 5 working days. If you are applying to “buy time” for a period longer than 5 working days, you should set a weekly/monthly rate which reflects a lower per diem cost. You should set out clearly how you have costed your time. It is unlikely that the Arts Council will be able to cover the full value of the replacement costs, but will aim to make a contribution towards it.

\*\* *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.*

## **What you cannot apply for**

- Projects which take place or start before the decision date for this programme.<sup>9</sup>
- 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.

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<sup>9</sup> Applicants who initiate projects prior to receipt of an ACNI letter of offer do so at their own risk. Any costs incurred prior to the date of a letter of offer cannot be covered by the grant we offer.

- Film/TV 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.

**NB:** we do not fund scriptwriting for film or television. If you are seeking support for scriptwriting in that regard, you should apply to NI Screen as the appropriate funding body.

- Applications relating to projects/commissions already in receipt of Arts Council of Northern Ireland funds.
- Individual artists seeking to purchase musical instruments can make an application to the SIAP Musical Instruments for Individuals scheme once it is available (check our website for updates) or can alternatively access the Arts Council of Northern Ireland’s “Take It Away NI” loan scheme which is run in association with Arts Council England. The “Take It Away” 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 at least 2 weeks before the closing date at the scheme to which you intend to apply<sup>10</sup>.** Staff contact details are available on the Arts Council of Northern Ireland website at [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

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<sup>10</sup> Officers’ advice is restricted to general proposal eligibility and costs. Officers cannot give consideration to detailed budgets or comment on written proposals until a full application has been submitted. (Please note also, that it is only on submission of the full application that a final determination of eligibility can be made.)



## **Artists' International Development Fund (AIDF)**

The Artists' International Development Fund (AIDF) 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 you can 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. In addition to the general eligibility criteria for the SIAP programme listed above, AIDF applicants must also

- have received recognition for their work in Northern Ireland;
- not have had 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.

Some prioritisation of Artists International Development Fund grants will be made to Northern Ireland artists and arts organisations interested to connect with artists and arts opportunities in Official Development Assistance (ODA) countries. ODA is a category used by the Development Assistance Committee of the Organisation for Economic Co-operation & Development to measure foreign aid. Please see the list of ODA countries here

<https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2022-23-flows.pdf> .

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<sup>11</sup>**

- 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)
- 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

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<sup>11</sup> Please note that wider SIAP ineligibility prohibitions also apply, ie, re breach of previous LOO conditions.

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).

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 to AIDF 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).
- Scriptwriting
- 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 14 onwards.

<b>Mandatory documents</b>
<ul style="list-style-type: none"> <li>• Artistic CV (or CV if applying as an arts administrator )</li> </ul>
<ul style="list-style-type: none"> <li>• Detailed project budget</li> </ul>
<ul style="list-style-type: none"> <li>• Artform-Appropriate Support Material</li> </ul>
<ul style="list-style-type: none"> <li>• AIDF Developmental/networking summary</li> </ul>
<ul style="list-style-type: none"> <li>• Letters of invitation from contact venues/host organisations/residency organisation/galleries/project partners etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Letter from Head of Department regarding employment/academic assessment/study (if appropriate)</li> </ul>

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| <ul style="list-style-type: none"><li>• Masters/PhD statement (if appropriate)</li></ul> |
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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

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.

Please contact us at [artgrants@artscouncil-ni.org](mailto:artgrants@artscouncil-ni.org) if you need any further assistance. You can also contact us at that address if you have any queries about any aspect of the programme or its application requirements. Further contact details for all our Artform staff can be found on the Arts Council Website [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

**If 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 applications to ACNI Programmes.**

## Other Useful information

For more information about the Arts Council of Northern Ireland go to the Arts Council Website [Arts Council of Northern Ireland \(opens in a new window\)](#).

For British Council arts advice please visit the British Council Website: [British Council \(opens in a new window\)](#).

## How to apply

### Help with your application

These Guidance Notes and the relevant application form are available on our website at [Arts Council of Northern Ireland Support for Individual Artists Programme \(SIAP\) \(opens in a new window\)](#). They may also be requested in large print or other accessible formats if required. Please contact us at [artgrants@artscouncil-ni.org](mailto:artgrants@artscouncil-ni.org) if you need further assistance in this regard, including alternative language versions. You can also contact us at that address if you have any queries about any aspect of the programme or its application requirements. Further contact details for all our Artform staff can be found on the Arts Council Website [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

**NB:** Officers' advice is restricted to general proposal eligibility and general advice on costs. Officers cannot give consideration to detailed budgets or comment on written proposals until a full application has been submitted. (Please note also, that it is only on submission of the full application that a final determination of eligibility can be made.)

### 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 at [Arts Council of Northern Ireland Support for Individual Artists Programme \(SIAP\) \(opens in a new window\)](#).

**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, 21 August 2023.** 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.

## **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 14 onwards:

Please keep in mind the following important points:

- All mandatory enclosures must be in the accepted formats as listed on page 15 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.

## 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
<b>Artistic CV</b>	<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"> <li>- Do not provide unnecessary narrative.</li> <li>- Please note web links to the applicant’s website or to examples of artistic practice are not acceptable.</li> </ul>
<b>Detailed Project Budget</b>	<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 for buying 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"> <li>- The maximum daily subsistence rate is £25</li> <li>- Mileage rate is 25.7 pence per mile</li> <li>- Daily rate for “buying time” up to 5 days is £125</li> </ul> <p><b>NB:</b> How you cost your project impacts how it will be scored in relation to its financial planning. Budgets indicating accurate costing from named suppliers will score more highly than those with estimated rounded figures; while the provision of quotations are not mandatory, your project may score more highly in relation to financial planning if quotations are provided; and more highly still if multiple quotations have been provided to evidence the best value option.</p>
<b>Developmental/ networking summary</b>	<p>When applying to the <b>Artists’ International Development Fund</b>, you must provide a schedule/plan describing where necessary key activities, personnel and/or stakeholders with expected outcomes</p>
<b>Letters of invitation from contact venues/ host organisations/</b>	<p>When applying to the <b>Artists’ International Development Fund</b>, you must submit a letter of invitation from the relevant venue/host organisation/gallery/project partner</p>

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



Mandatory Enclosure	Guidance on Enclosure
<p><b>Artform-appropriate Support Material continued</b></p>	<p><b>OR</b></p> <p>A <b>link to a website address</b> 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> <p><b>VISUAL ARTS / CRAFT</b></p> <p>Artists must provide a maximum of 10 images, with an accompanying image list</p> <p><b>OR</b></p> <p>A <b>link to a website address</b> 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><b>MUSIC</b></p> <p><u>Musicians</u> – A maximum of 2 sound recordings of no more than 8 minutes each.</p> <p><u>Composers</u> – 2 examples of full scores or excerpts from most recent work.</p> <p><b>TRADITIONAL ARTS</b></p> <p>A maximum of 2 sound recordings of no more than 8 minutes each.</p> <p><b>PARTICIPATORY ARTS</b></p> <p><b>A maximum of 2 website links.</b> 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><b>LITERATURE</b></p> <p>A maximum of 10 pages of the work in progress for which the application is being made</p> <p><b>OR</b></p> <p>A maximum of 10 pages of a recently published work.</p> <p><u>Applicants in spoken word forms</u></p>

<b>Mandatory Enclosure</b>	<b>Guidance on Enclosure</b>
	A maximum of 2 recordings of their performance.
<b>Letter from Head of Department/ Supervisor</b>	<p><b>IF</b> 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.</p> <p><b>IF</b> 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”.</p>
<b>PhD or Masters Statement</b>	<b>IF</b> 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

**If you are applying as an organisation to the AIDF scheme, in addition to the relevant enclosures listed above, you must also supply the following:**

<b>Mandatory Enclosure</b>	<b>Guidance on Enclosure</b>
<b>Constitution and/or Memorandum and Articles of Association **</b>	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.
<b>Most recent set of annual accounts **</b>	If these accounts are not for 2022/23 then you must provide a copy of your 2021/22 accounts and also upload management accounts as at 31 March 2023.

## 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.

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

### AIDF Assessment Criteria

We will assess applications to the AIDF from individuals against the following criteria.

The Artist	Assessed Against
1.1 Evidence of the quality of the applicant’s 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 art	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	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.

## AIDF Assessment Criteria – applicant organisations

We will assess applications to the AIDF from organisations against the following criteria.

The Organisation	Assessed Against
1.1 Evidence of organisation’s artistic quality	Summary of performances/ exhibitions relevant to the proposal as submitted
1.2 Evidence of the organisation’s contribution to the arts	Summary of performances/ exhibitions relevant to the proposal as submitted
The Proposal	Assessed Against
2.1 Artistic quality, innovation and/or challenge of the proposal	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application and information provided in application enclosures.
2.2 Detail and accuracy of planning and budgeting	The detail and accuracy of the provided budget enclosure and information provided in application enclosures.
The Potential	Assessed Against
3.1 Potential for the project to develop the skills-base of the organisation	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 and information provided in application enclosures.
3.2 Experience of and/or proven potential for international work	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 and information provided in application enclosures.

## **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 at [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

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