

Arts Council of Northern Ireland

Support for the Individual Artist Programme

Sample Application Form

SCHEME		
Travel Awards	Rolling Programme	Applications must be received 4 weeks before intended date of travel

All applications must be for travel which will be completed by 31 March 2019.

SCHEME – WOMEX TRAVEL BURSARIES		
Scheme opens	Application Deadline	Decisions by
9 July 2018	4.00 pm Thursday, 16 August 2018	14 September 2018

All applications to the programmes below must be for projects that will take place between 1st November 2018 and 31st October 2019.

Schemes open	Application Deadline	Decisions by
9 July 2018	4.00 pm Thursday, 16 August 2018	26 October 2018

	Please tick one box only
General Arts Awards	
Artists' Career Enhancement Scheme	
Major Individual Awards	
Artists' International Development Fund (Individuals)	
Self- Arranged Residencies	
Mike Moloney Award	
Anne O'Donoghue Award	

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.

Application forms and information on each scheme are available in large print format, disc and audio tape and also on <http://www.artscouncil-ni.org/>

Applicants are advised to read the full guidelines before completing any section of the online application form. All questions must be answered, even if it is to state that the question is not applicable (N/A) to your particular project giving a short explanation.

All applications must be submitted to the online system by **4.00 pm** on the closing date. The Arts Council will not accept any application which is submitted after the closing time/date. It is your responsibility to ensure that your application is received in time.

The information provided on the application form may be shared with other Lottery Distributors to enable them to detect fraudulent applications. It may also be used by the Department for Culture, Media and Sport and the Department of Culture, Arts and Leisure.

This Application Form and the relevant Guidance Notes are available on request in large print format, disk and audio tape and also on the Arts Council's website:
<http://www.artscouncil-ni.org>

How you can apply

You may only apply online. We will not accept applications in hard copy or by email.

Online applications may be edited, saved and returned up to the closing date (with the exception of the Travel Awards, which is a rolling programme). You **MUST** submit **ALL** documents associated with any part of the application at the same time.

All documents must be in acceptable formats as detailed in the guidance notes. We cannot accept documents in other formats. The total size of all your uploaded documents and enclosures must not exceed 25 Mb.

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 4.00 pm on the closing date. If your complete application is not uploaded when the system closes your application will not be accepted.

It is your responsibility to ensure that we receive the application form and documents by the closing time and date.

All of the information you provide will be held on computer. This information will be used for the administration of applications and grants, for producing statistics and information on successful applicants.

NOTE: Applications submitted in hard copy, by fax, disk or e-mail cannot be accepted.

REMEMBER TO KEEP A COPY OF THE COMPLETED FORM AND ENCLOSURES FOR YOUR RECORDS

SECTION 1 – APPLICANT DETAILS

1.1 Name

1.2 Address

_____ Postcode _____

1.3 Daytime telephone number

Email address

1.4 What artform do you work in? (please ✓)

Drama

Music

Crafts

Literature

Film/video

Architecture

Opera

Visual Arts

Circus/Street Theatre/Carnival

Dance

Traditional Arts

Other (please specify)

1.5. a) What is your current occupation?

b) If you are a practicing artist, but also a student, please give details of your course.

1.6. Date of birth

Day

Month

Year

1.7 Do you consider yourself a disabled artist? Yes/No

If you have answered **Yes** to this question and you feel you have a disability which affects your ability to complete the application form, you should contact the Operations Officer at the Arts Council to seek assistance.

1.8 Education/ Qualifications/ Training if applicable: please provide the name and dates of third level institutions attended and qualifications gained, including specialist training and related qualifications. If you did not attend a third level institution, please write not applicable.

Name of Institution	Dates Attended	Qualifications gained

1.9 Employment: please provide details of your relevant employment. Starting with the most recent, include the name of employer, dates of employment, and position held.

Name of employer	Dates of employment	Position held

SAMPLE

SECTION 2 - PROJECT DESCRIPTION

2.1 **Project Title** _____

2.2 **Project Summary**

Please note that any information provided in excess of stated maximum word counts will not be considered in the course of the assessment.

Please describe the purpose for which you are seeking Arts Council SIAP funding, giving a brief overview of what you plan to do **in no more than 200 words**. It should also include project location if applicable.

2.3 **Proposed start date of project and/or travel:**

This date should not be before the Council makes a decision. See dates on front page of form and guidance notes.

With the exception of Travel awards, proposed projects must take place between 1 November 2018 and 31 October 2019. If you provide dates outside this period, your application will be ineligible.)

Proposed end date of project and/or travel:

2.4(a) **Your Project: Addressing the Criteria for Assessment**

(For General Arts Awards, Artists Career Enhancement Scheme, Major Individual Awards, Artists International Development Fund (Individuals), Self-Arranged Residencies, Mike Moloney Award and Travel Awards)

In this section you should describe the project, including your aims and objectives, **in no more than 600 words**, and must address the criteria listed below. The information you give below will be used to judge how well you meet the criteria of the programme.

You must number the sections of your project description so that the assessing officer can clearly see which criterion you are addressing. If the sections below are not separately numbered and addressed your application will be ineligible.

1. Evidence of your artistic quality (Do not write "See attached CV/History of Artistic Practice)
2. Evidence of your contribution to the arts (Do not write "See attached CV/History of Artistic Practice)
3. Artistic quality, innovation and/or challenge of the proposal
(Criterion 4 addressed in separate section of form)
5. Evidence of how the proposal may enhance your skills
6. Evidence of how the proposal may enhance your career

Additional Criterion for Artists' Career Enhancement scheme

7. Evidence that you the capacity to develop significantly over the period of the Award

2.4(b) Your Project: Addressing the Criteria for Assessment - Anne O'Donoghue Award

In this section you should describe the project, including your aims and objectives, **in no more than 600 words**, and must address the criteria listed below. The information you give below will be used to judge how well you meet the criteria of the programme.

You must number the sections of your project description so that the assessing officer can clearly see which criterion you are addressing. If the sections below are not separately numbered and addressed your application will be ineligible.

1. Evidence of your experience of managing Community arts based projects (Do not write "See attached CV/History of Artistic Practice)
2. Evidence of your contribution to the arts (Do not write "See attached CV/History of Artistic Practice)
3. Innovation and/or challenge of the proposal
(Criterion 4 addressed in separate section of form)
5. Evidence of how the proposal may enhance your skills
6. Evidence of how the proposal may enhance your career

2.5 How will you measure the success of the project and the achievement of its aims and objectives?

2.6 Are any other artists or organisations involved in the project?

Yes/No If Yes, please give details below

SECTION 3 - FINANCIAL INFORMATION

NOTE: The information you give below will be used to judge how well you meet criterion 4 of the programme: The detail and accuracy of planning and budgeting.

- 3.1 Total Project Budget : This is how much your project will cost in total. £ _____
- 3.2 How much are you asking the Arts Council for? £ _____
- 3.3 Please give details of any other income for the project.

Source of other income	£
Own funds	
Other Grants	
Fees	
Box office	
Cash sponsorship	
In-Kind sponsorship	
Other (please specify)	

SECTION 4 - EQUALITY MONITORING

(You **MUST** complete this section of the form but the information provided in this section **will not** be used as part of the application assessment process) **Failure to complete all questions in this section will mean your application will be rejected.**

- 4.1 Do you consider yourself to have a disability, or the board/ management of your organisation to mainly comprise of people with a disability?

Yes	
No	

The Disability Discrimination Act defines a disabled person as someone with a disability or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.

- 4.2 Please indicate your gender

Male		Female		Transgendered	
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- 4.3 Do you have any dependants?

Yes	
No	

- 4.4 How would you describe your perceived religious beliefs?

Protestant		Catholic		Sikh	
Buddhist		Hindu		Other religious belief	
Islam / Muslim		Jewish		No religious belief	

- 4.5 a) How would you describe your political opinion?

Unionist generally		Nationalist generally		Other	
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- b) Are you an active member of any political party?

Yes	
No	

- 4.6 Please indicate which ethnic group you consider yourself to belong to:

Black African		Black Caribbean		Other Black Background	
Indian		Pakistani		Bangladeshi	
Other Asian Background		Chinese		Mixed Ethnic Group	
Irish Traveller		White		Other (Please specify)	

4.7 What is your marital status?

Married		Unmarried		Divorced		Separated		Widowed	
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4.8 What is your age group?

Under 16		16-25		26-49		50-65	
Over 65							

4.9 How would you describe your sexual orientation?

Heterosexual		Bisexual	
Gay		Lesbian	

SAMPLE

SECTION 5 - PUBLICITY, OPENNESS AND ACCOUNTABILITY

Publicity

Full listings of all the grants we award are published in our Annual Report and on our website. We also publicise some awards in our artist magazine "Article". 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.

If you are successful in receiving an award, it will be a condition of offer that you agree to your contact details, biographical note, artist's statement and examples of your work being stored electronically on a database for the following purposes: Research inquiries; commissioning opportunities; general inquiries and promoting the arts. This database will be available to the public on the Arts Council's website.

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. It will then be summarised and details transferred to a computer-based grants management system. Reports from the information you supply and from comments made on your application by external assessors and staff members are likely to be held on both manual and computer-based systems. The information you supply will be made available to those assessing any other 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 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 above).

For full details of how the Arts Council uses personal data please refer to our Privacy Policy here: (<http://artscouncil-ni.org/site/page/privacy>)

We view submission of your application form as acceptance of the use of your data as outlined above

Please note that if you deliberately give any false or misleading information, we will withdraw your application or, if a grant has already been awarded, ask you to pay back any money we have given you. This will also have implications for any future applications you may submit.

SECTION 6 – ENCLOSURES

Please ensure that you upload all the necessary enclosures when you submit your application form online. If you do not upload the enclosures your application will not be assessed. **You will not be contacted for further information.**

All documents must be in pc-compatible formats (see guidance notes). We cannot accept documents in other formats. The total size of all the documents and enclosures to be uploaded should not exceed 25 Mb. Please ensure that you have all your supporting documentation ready for upload in an appropriate format and leave sufficient time to upload all the documents to the system with your application. Remember: there can be long delays as the closing deadline approaches and the system will shut down at 4.00 pm on the closing date.

EACH SCHEME REQUIRES A DIFFERENT SET OF DOCUMENTATION

Description/Explanation of documentation required

History of Artistic Practice - Starting with the most recent examples – this should include prizes, nominations, awards, commissions, major exhibitions/ performances, publications, etc. Do not provide unnecessary narrative.

Detailed project budget - breakdown of the expenditure to be incurred e.g. materials, equipment, travel, subsistence, course fees, accommodation, etc. Please give as detailed a budget as possible, e.g. rather than Equipment £1000 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.

Detailed programme of work – details of the work and of the professional development activity that is planned

Letter from Head of Department - Employees of statutory bodies (this includes schools, Universities and FHE colleges and Councils), undergraduates and post-graduates must include a letter from their Head of Department indicating that the project which they intend to undertake with the grant is not part of their professional or academic employment and/or the work does not form part of under-graduate/post-graduate study and is not intended to be assessed as part of any academic course. Please refer to page 4 of the Guidance Notes for further details with regard to the content of this letter.

Masters/PhD statement - Applicants undertaking a Masters or PhD must also include a separate statement which provides information on how the project applied for differs from their Masters/PhD work.

Developmental/networking summary – a summary of the developmental/networking activities you plan to carry out as a result of the award

Invitation – Evidence of an invitation/correspondence with a partner/host organisation in the country to be visited. It is NOT sufficient to forward a copy of an invoice as evidence of invitation.

ARTFORM-APPROPRIATE SUPPORT MATERIAL

In addition to the documentation listed above, all applications (except to Anne O’Donoghue Award) **MUST** include artform-appropriate support material as outlined in the guidance notes on pages 7 and 8.

MAJOR INDIVIDUAL AWARDS, GENERAL ART AWARDS & SELF-ARRANGED RESIDENCIES

Mandatory documents	Please tick ✓
• History of artistic practice	
• Detailed project budget	
• Artform-Appropriate Support Material	
• Letter from Head of Department regarding employment/academic assessment/study (if appropriate)	
• Masters/PhD statement (if appropriate)	
Additional documentation, if Self-arranged Residency	
• Letters of invitation from contact venues/host organisations/galleries/project partners etc.	

ARTISTS' CAREER ENHANCEMENT SCHEME

Mandatory documents	Please tick ✓
• History of artistic practice	
• Detailed project budget	
• Artform-Appropriate Support Material	
• Detailed programme of work	
• Letter of support from partner Organisation (except Seamus Heaney Centre)	
• Letter from Head of Department regarding employment/academic assessment/study (if appropriate)	
• Masters/PhD statement (if appropriate)	

ARTISTS' INTERNATIONAL DEVELOPMENT FUND

Mandatory documents	Please tick ✓
• History of artistic practice	
• Detailed project budget	
• Artform-Appropriate Support Material	
• Developmental/networking summary	
• Invitation	
• Letter from Head of Department regarding employment/academic assessment/study (if appropriate)	
• Masters/PhD statement (if appropriate)	

MIKE MOLONEY AWARD

Mandatory documents	Please tick ✓
• History of Artistic Practice	
• Detailed project budget	
• Detailed programme of work including what you aim to achieve overall and the professional development activity that you would plan	
• Artform-Appropriate Support Material	
• Letter of support from one of the 3 circus organisations named in the guidance notes	
• Letter of invitation - Only applicable if your project includes a cultural exchange/training/research visit with a national or international institution or organisation	

ANNE O'DONOGHUE AWARD

Mandatory documents	Please tick ✓
<ul style="list-style-type: none"> Detailed Curriculum Vitae detailing your education and employment history and evidence of your contribution to the Community Arts sector in Northern Ireland 	
<ul style="list-style-type: none"> Detailed programme of work including what you aim to achieve overall and the professional development activity that you would plan 	
<ul style="list-style-type: none"> Detailed project budget 	
<ul style="list-style-type: none"> Letter of support from Chair of your organisation 	
<ul style="list-style-type: none"> Letter of invitation - Only applicable if your project includes a cultural exchange/training/research visit with a national or international institution or organisation 	

TRAVEL AWARDS

Mandatory documents	Please tick ✓
<ul style="list-style-type: none"> History of artistic practice 	
<ul style="list-style-type: none"> Detailed project budget 	
<ul style="list-style-type: none"> Artform-Appropriate Support Material 	
<ul style="list-style-type: none"> Invitation 	
<ul style="list-style-type: none"> Letter from Head of Department regarding employment/academic assessment/study (if appropriate) 	
<ul style="list-style-type: none"> Masters/PhD statement (if appropriate) 	

WOMEX AWARDS

Mandatory documents	Please tick ✓
<ul style="list-style-type: none"> History of artistic practice 	
<ul style="list-style-type: none"> Two sound recordings (with exception of booking agents) 	
<ul style="list-style-type: none"> Letter from Head of Department regarding employment/academic assessment/study (if appropriate) 	
<ul style="list-style-type: none"> Masters/PhD statement (if appropriate) 	

SECTION 7 - APPLICANT'S STATEMENT

You must tick the box below to indicate that you have read and agree the following statements:

- To the best of my knowledge and belief, all the information supplied on this form, and any accompanying documents submitted in support of this application, is true and accurate.
- I undertake immediately and fully to inform the Arts Council of Northern Ireland if any changes in circumstances require the application to be amended.
- I understand that the information provided on this form may be made available to other departments/agencies for the purposes of preventing or detecting fraud.
- I understand that if I have deliberately given any false or misleading information, the Arts Council will withdraw this application or, if a grant has already been awarded, ask for repayment of any funds already paid. This will also have implications for any future applications that I may submit.
- I have attached all the listed enclosures required for submission in conjunction with this application.

I have read and agreed the above statements

REMEMBER TO KEEP A COPY OF THE APPLICATION FORM AND ENCLOSURES FOR REFERENCE.