



Awarding funds from
THE NATIONAL LOTTERY®

MINORITY ETHNIC ARTISTS MENTORING AND RESIDENCY PROGRAMME

Application Guidance Notes

Guidance Notes and an application form are available on our website here <https://arts council-ni.org/funding/scheme/minority-ethnic-artists-mentoring-and-residency-programme>

You can request this information in large font or other accessible formats if required. Please contact us at artgrants@arts council-ni.org if you need help or a copy in another language.

| Deadline for Applications | Decisions |
|---------------------------|------------------|
| 12noon, 4 October 2021 | 12 November 2021 |

Please note: this programme is for proposals which will complete by **31 October 2022**.

CONTENTS

Introduction **2**

Aims of the Minority Ethnic Residency & Mentoring Programme

Is your proposal timeframe suitable?

How much funding is available?

How much partnership funding do you need?

Eligibility **5**

Who can apply?

What you can apply for

What you cannot apply for

How to Apply **8**

Help with your application

Making an application

Mandatory enclosures

Detailed guidance on mandatory enclosures

After you submit your application

If You Receive an Award **14**

Letter of offer

How payments will be made

Post-project Monitoring

How We Will Make Our Decision **16**

Assessment Criteria

The Decision Process

Is the Arts Council Decision Final

Other information **17**

INTRODUCTION

Thank you for your interest in the Arts Council of Northern Ireland's Minority Ethnic Artists Mentoring and Residency Programme.

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 long it will take, 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.

AIMS OF THE PROGRAMME

The Arts Council of Northern Ireland recognises and welcomes the diversity within our society.

In working to create the conditions for the widest variety of art and creativity for both artists and audiences, we are seeking to address the numerous and complex barriers to access, progression and representation in the arts encountered by minority ethnic artists.

These awards have been informed by the Arts Council's Intercultural Arts Strategy and framed within our Five Year Strategy *Inspire Connect and Lead*. Our aim is to support individual artists and creative practitioners from minority ethnic backgrounds and migrant backgrounds at every stage of their career.

Through this Minority Ethnic Artist's Mentoring and Residency Programme we wish to create opportunities for specialized training, research, cultural exchanges, networking and learning for individual artists, creative practitioners and arts administrators from minority ethnic and migrant backgrounds.

Programme Aims:

- Support workforce skill development and career pathways for artists of all ages from minority ethnic and migrant backgrounds.
- Inspire excellence through the support of high-quality, ambitious, innovative and imaginative opportunities for artists to collaborate with others.
- Increase the capacity and opportunities for artists to take professional and creative risks.

INTRODUCTION

- Contribute to a vibrant and diverse workforce across the breadth of the creative and cultural industries.
- Increase opportunities for young and emerging minority ethnic artists

Specifically, the scheme will fund residencies and mentoring opportunities through which applicants can develop their creative and professional practice.

Applicants are invited to shape a programme of support, tailored to their own needs and through wider collaboration.

Mentoring awards would typically work on a planned programme of professional training and development supported by an artist or arts professional aimed at developing creative practice through new creative or business skills, expanding knowledge and developing new networks.

Residencies would partner with arts venues or organizations and may include opportunities to develop and showcase new work, collaborate with other artists or resident companies or work on outreach projects.

In the context of the pandemic both the Mentoring and Residences can be planned as live, virtually, or through a blended approach which opens up exciting opportunities to work with artists and organisations outside of Northern Ireland.

INTRODUCTION

IS YOUR PROPOSAL TIMEFRAME SUITABLE?

This programme will only fund proposals that will take place between **12 November 2021 and 31 October 2022**. All eligible expenditure must be incurred within these dates. If this is not the case for your proposal, you should NOT apply to this scheme as the Arts Council will not meet any costs incurred outside this period or location.

HOW MUCH FUNDING IS AVAILABLE?

- The total budget for this programme is £50,000.
- The maximum award will be up to £5,000.

HOW MUCH PARTNERSHIP FUNDING DO YOU NEED?

No partnership funding is required, but if your proposal cost is greater than the award value you must detail the total cost of your project and all other sources of funding in your application.

ELIGIBILITY

WHO CAN APPLY?

Eligible applicants to this scheme are as follows:

- Individual artists of all artistic disciplines and all types of working practice from minority ethnic and migrant backgrounds, including people in need of international protection.
- Creative practitioners and arts administrators from minority ethnic and migrant backgrounds
- Artform areas can include, but are not limited to the following: visual art, craft, public art, theatre, drama and dance, literature, music, opera and traditional arts, community/participatory arts and arts in health.
- Employees of statutory bodies (including Universities), undergraduates and postgraduates are eligible to apply but they must prove that their proposal is not properly the concern of their employer and/or are not related to their academic study.

Eligible applicants must also be

- Living in Northern Ireland
- Have made a contribution to artistic activities for a minimum period of 2 years.
- At least 18yrs old and not in secondary education.

WHO CANNOT APPLY?

- Applicants who have broken the conditions of any previous ACNI award within the previous 4 years (taken from the date of the letter of offer) and applicants who remain in breach of any previous letters of offer (regardless of the letter of offer date).

WHAT YOU CAN APPLY FOR

Applicants should give careful consideration to the feasibility and timing of their activities given possible ongoing restrictions due to COVID-19.

Eligible costs for both the Mentoring and Residency awards may include:

ELIGIBILITY

- **Project assistance**
- Art materials/equipment
- Buying time for own practice/creation of new work.
- Fees for training courses
- Artistic fees of Mentors
- Artistic or technical fees including those towards production or post-production costs associated with presentation or exhibition of work
- Venue hire e.g. rehearsal space
- Technical equipment related to the project/proposal
- Translation costs
- Documentation costs
- Childcare costs

- **Travel grants**
- All travel, mileage costs of 25.7p per mile, commuter and air travel

- **Residencies**
- Subsistence costs @£15 per day
- Accommodation costs

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-commissioning or self-publishing costs
- Translations of literary works
- Applications to fund or establish websites
- Film or media projects - except
 - projects in relation to the production and exhibition of experimental and innovative lens-based work by artists intended for exhibition; or
 - projects by digital artists whose artwork is created exclusively in the digital space.
- Applications relating to projects/commissions already in receipt of Arts Council of Northern Ireland funds.
- Applications relating to residencies or rent of premises at venues already in receipt of Arts Council funding (for example, residencies to the Tyrone Guthrie Centre).
- Costs already covered by the Arts Council of Northern Ireland, other funders or Government COVID-19 schemes.

Please note that this list is not exhaustive. If you have any queries about the eligibility of your project, please contact the relevant art form officer to discuss your proposal by 24 September 2021 at the latest.

Arts Council staff are currently working remotely however can be contacted by email. Staff contact details are available on the Arts Council website - <http://artscouncil-ni.org/contact-us>.

HOW TO APPLY

HELP WITH YOUR APPLICATION

These Guidance Notes and the relevant application form are available on our website [here](#). They may also be requested in large print or other accessible formats if required. Please contact us at artgrants@artscouncil-ni.org if you need further assistance in this regard.

MAKING AN APPLICATION

You must apply using our online system. We will not accept applications in hard copy or by email. You will find a link to the Minority Ethnic Artists Mentoring and Residency Programme webpage here <http://artscouncil-ni.org/funding/for-individuals>.

- 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 12noon precisely on the closing date, 4 October 2021.** If your complete application is not **fully** uploaded when the system closes, your application will not be accepted.
- If you submit your application by the closing deadline, you will receive an automated email advising that your application has been successfully submitted to the system. **If you do not receive this email, your application has not been submitted.**

Please remember that it is your responsibility to ensure that we receive the application form and uploaded enclosures by the closing time and date.

HOW TO APPLY

MANDATORY ENCLOSURES

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

- **History of Artistic Practice (or CV if applying as an Arts Administrator)**
- **Detailed Project Budget**
- **Detailed Programme of Planned Work/Mentoring Activity**
- **Artform-appropriate Support Material** (artists/creative practitioners only)
- **IF** applying for a residency – **Confirmation Statement from the Host Organization** or venue accepting your residency.
- **IF** applying for mentoring, a **Letter of Support** from your mentor of choice
- **IF** applying for mentoring, a **CV** for your mentor of choice
- **IF** you are an employee of a statutory body, an undergraduate or postgraduate, you must submit evidence of this in the form of a letter on headed paper from your Head of Department or supervisor stating that your proposal is not properly the concern of your employer and/or is not related to your academic study. See page 13 for further detail on the wording of this letter.

Please keep in mind the following important points:

- All mandatory enclosures must be in the accepted formats as listed on page 11 below. We cannot accept documents in other formats.
- **The total size of all your uploaded documents should not exceed 25 Mb.**
- You must submit **all** necessary enclosures with your application form. If any enclosures are missing, your application will be ineligible.
- If you submit an enclosure in a format which we do not accept or which is corrupted or which we cannot open, the enclosure will be considered missing and your application will be ineligible.
- Do not compress files into one zip file. Files must be uploaded as individual documents.
- **All data must be PC compatible.** If non-PC compatible data is supplied, your application will not be assessed. For example, if using a MAC, it is the applicant's responsibility to ensure that any enclosures uploaded to the online application are PC compatible.
- The submission of weblinks or website addresses in lieu of enclosure documents is not acceptable and will result in your application being made ineligible.

HOW TO APPLY

DETAILED GUIDANCE ON MANDATORY ENCLOSURES

Further information on all mandatory enclosures is detailed below. If you have any queries about any of the documents, please contact the Arts Council of Northern Ireland by email at artgrants@artscouncil-ni.org.

| Mandatory Enclosure | Guidance on Enclosure |
|--|---|
| History of Artistic Practice | <p>Starting with the most recent examples of your practice – this should include prizes, nominations, awards, commissions, major exhibitions/performances, publications, etc.</p> <p><u>NB:</u></p> <ul style="list-style-type: none"> - Do not provide unnecessary narrative. - Please note web links to the applicant’s website or to examples of artistic practice are not acceptable. |
| CV | <p>If you are applying as an Arts Administrator provide a copy of your CV instead of a History of Artistic Practice. Starting with the most recent examples, this should detail your history of work in the arts sector.</p> |
| Detailed Project Budget | <p>A breakdown of the expenditure to be incurred throughout your project e.g. materials, equipment, travel, subsistence, course fees, accommodation, etc. Please give as detailed a budget as possible, e.g. rather than <i>Equipment £1,000</i> the budget should list each item separately. If are applying to “buy time” please indicate how the total amount has been calculated, e.g. X days at £X.</p> <p><u>NB:</u></p> <ul style="list-style-type: none"> - The maximum daily subsistence rate is £15 - Mileage rate is 25.7 pence per mile |
| Detailed Programme of Planned Work/Mentoring Activity | <p>This should include a timeline of the activity which will be undertaken during your residency/mentorship and should provide information on the mentors/any other artists involved. It should also outline what you aim to achieve overall.</p> |

HOW TO APPLY

| Mandatory Enclosure | Guidance on Enclosure |
|---|--|
| Artform-appropriate Support Material | <p>These will be examples of your work as an artist. (Arts administrators do not need to provide Support Material.)</p> <p>Unless explicitly permitted below in relation to your project’s artform, the submission of weblinks or website addresses in lieu of artform-appropriate support material is not acceptable and will result in your application being made ineligible.</p> <p><u>ACCEPTABLE FILE FORMATS</u></p> <p>All data must be PC compatible. If non-PC compatible data is supplied, your application will not be assessed. For example, if using a MAC, it is the applicant’s responsibility to ensure that any enclosures uploaded to the online application are PC compatible.</p> <p>We can accept ONLY the following file formats: Image files (JPEG, GIF, TIFF, PNG) Sound files (MP3, WMA) Video files (QuickTime – AVI, MOV, MP4, WMV) Text files (DOC, DOCx, PDF) Spreadsheet files (XLS, XLSx)</p> <p>DRAMA</p> <p><i>Actors, performers, directors</i></p> <p>Must supply at least one relevant review which clearly identifies the applicant, (a maximum of two relevant reviews can be supplied.)</p> <p>AND</p> <p>may also supply one visual moving image – max 5 minutes duration.</p> <p><i>Playwrights</i> – Up to 10 pages of draft script along with a synopsis.</p> <p>DANCE</p> <p>Performers must provide one visual moving image of their work up to 5 minutes duration.</p> <p>OR</p> <p>A link to a website address is acceptable but you must clearly identify which 5 minute section you wish us to view. If a link or website is not working correctly, your application will be deemed ineligible as critical support material has not been made available.</p> |

HOW TO APPLY

| Mandatory Enclosure | Guidance on Enclosure |
|--|--|
| <p>Artform-appropriate Support Material</p> | <p>VISUAL ARTS/CRAFT Artists must provide a maximum of 10 images, with an accompanying image list OR A link to a website address is acceptable but you must clearly identify which 10 images you wish us to view. If a link or website is not working correctly, your application will be deemed ineligible as critical support material has not been made available.</p> <p>MUSIC <u>Musicians</u> – A maximum of 2 sound recordings of no more than 8 minutes each. <u>Composers</u> – 2 examples of full scores or excerpts from most recent work.</p> <p>TRADITIONAL ARTS A maximum of 2 sound recordings of no more than 8 minutes each.</p> <p>PARTICIPATORY ARTS A maximum of 2 website links. Each piece of evidence should not exceed 5 minutes in duration. Where web-based evidence is part of a longer piece of recorded material the artist needs to clearly identify the time frame they wish to have viewed / listened to .</p> <p>LITERATURE A maximum of 10 pages of the work in progress for which the application is being made OR A maximum of 10 pages of a recently published work.</p> <p><u>Applicants in spoken word forms</u> A maximum of 2 recordings of their performance</p> |

HOW TO APPLY

| Mandatory Enclosure | Guidance on Enclosure |
|--|--|
| Confirmation Statement from the Host Organization | IF applying for a residency, you must provide written confirmation from the Host Organization or venue accepting your residency. The letter should state the dates of your residency and any other relevant terms. |
| Letter of Support from your chosen Mentor | IF applying for a mentorship, you must provide a letter of support from the person who will be mentoring you. The letter should state the dates of the planned mentorship and any other relevant details. |
| Your chosen Mentor's CV | IF applying for a mentorship, you must also include a CV for the person who will be mentoring you. Starting with the most recent examples, this should detail your mentor's history of work within the arts sector. |
| Letter from Head of Department/ Supervisor | IF you are an employee of a statutory body, an undergraduate or postgraduate, you must submit evidence of this in the form of a letter on headed paper from your Head of Department or supervisor stating that your proposal is not part of your professional or academic employment and/or the work is not related to and does not form part of undergraduate/post-graduate study and is not intended to be assessed as part of any academic course. |

AFTER YOU SUBMIT YOUR APPLICATION

- The Arts Council will acknowledge receipt of the application form.
- The Arts Council will undertake a completeness check on the application form and notify you if your application is ineligible.
- Eligible applications will be assessed by an Arts Development Officer, based on the information provided in the application form and enclosures.
- Officer assessments will be subject to a moderation process.
- The Arts Council will contact you with the final decision by letter by email. If rejected, the Arts Council will provide you with detailed reasons for the rejection.

IF YOU RECEIVE AN AWARD

LETTER OF OFFER

Following the decision, Arts Council will issue successful applicants with a contract outlining the conditions attached to the award and the specific purposes for which the award can be used.

- You will not be able to incur expenditure until you have received your letter of offer from the Arts Council. You should take this into account when planning your proposal.
- It is important that you read the letter of offer and enclosed conditions carefully before signing and returning it. The letter of offer will set out what you may spend the grant on and by what date the proposal must be completed.
- **If there are any changes to your agreed project from the original application, you must inform the Arts Council immediately in writing before incurring any proposal expenditure.** If you don't tell us about changes you may have to repay the award and this will affect decisions on any future applications you might make.

HOW PAYMENTS WILL BE MADE

Payments are normally made in stages of 90% and 10%. Each stage will have specific conditions attached to it; your letter of offer will set out these specific conditions and you must comply with them prior to the drawdown of each tranche of funding.

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

IF YOU RECEIVE AN AWARD

POST-PROJECT MONITORING

At the conclusion of your project, you will have to submit an End of Project Report and provide a final income and expenditure account for the project, in addition to evidencing the appropriate use of Arts Council and National Lottery branding throughout the course of project delivery. The project report will include

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

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

POST-PROJECT MONITORING – Verification Visits

Your project may also be subject to a Verification Visit by an Assistant Arts Development Officer or other 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.

| Artistic quality, ambition and innovation of the proposal (Strength of the project idea) | Max Score | Assessed Against |
|--|------------------|--|
| 1.1 Track record of the applicant | 5 | History of Artistic Practice/CV, work submitted and written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application. |
| 1.2 How the applicant will further develop the quality their work through the proposal | 5 | History of Artistic Practice/CV, work submitted and written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application. |
| The Proposal (Strength of plans to achieve the proposal) | Max Score | Assessed Against |
| 2.1 The quality of the professional-development opportunity; the track record of the personnel involved in delivering the training or development opportunity; the demonstrated capacity of personnel involved in the project to deliver the proposal. | 5 | <i>CV of proposed Mentor; Letter of support from Mentor; Letter from Host organization; your Programme of Planned Work/Mentoring Activity enclosure; and, the written response within the Your Project – Addressing the Criteria for Assessment</i> section of the online application. |
| 2.2 Planning and Budgeting | 5 | Assessed against the detail and accuracy of your budget enclosure; and the content of the <i>Programme of Planned Work/Mentoring Activity</i> enclosure. |
| The Potential (Strength of the project's impact on your work) | Max Score | Assessed Against |
| 3.1 Evidence of how the proposal may enhance the applicant's skill development | 5 | 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 pathways | 5 | Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> and <i>Measuring the Success of Your Project</i> sections of the online application. |

HOW WE WILL MAKE OUR DECISION

THE DECISION PROCESS

All applications will be assessed by an Arts Development Officer against the criteria as listed above, taking into account the programme's aims and priorities.

Assessing Officers will consider applications using their professional judgement, based on the information provided within the application, knowledge of the wider arts landscape, and the competitive context in which all applications are evaluated.

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

IS THE ARTS COUNCIL DECISION FINAL?

There is a review procedure, which is available on the website and will be issued to any unsuccessful applicants upon request.

OTHER INFORMATION

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

Good luck with your application!