

Arts Council of Northern Ireland

National Lottery Support for Individual Artists Programme

Application Guidance Notes for

- General Art Awards
- Artist Career Enhancement Scheme

Deadline for Applications: 12 noon, 31 August 2023

Decisions: November 2023

Applications must be submitted on-line at www.artscouncil-ni.org/funding

Please Note: this programme is for proposals which will complete by **31 October 2024**.



Awarding funds from

The National Lottery®

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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 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 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 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 2 SIAP schemes – others are also available¹:

SIAP Schemes Covered by these Guidance Notes:

- General Art Awards
- Artists Career Enhancement Scheme (ACES)

¹ SIAP also includes Minority Ethnic Artists' Mentoring and Residency Awards, Major Individual Awards and Artists International Development Fund awards (NB: AIDF can be for either individuals or organisations). 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.

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

- Minority Ethnic Artists' Mentoring & Residency Scheme
- Major Individual Awards
- Artists International Development Fund (AIDF)
- Musical Instruments for Individuals²

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 General Art Award and Artists' Career Enhancement Schemes³ listed above will only fund proposals that will take place between 10 November 2023 and 31 October 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. Maximum award levels for the General Art Awards and ACEs scheme are detailed in the pages below.

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.

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

³ The 2 SIAP schemes covered by these guidance notes. You must check the guidance notes for whichever SIAP scheme you wish to apply to for details of the allowable project dates for those schemes.

Eligibility

Who can apply?

Eligible applicants to SIAP are as follows⁴:

- 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 bodies⁵, 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
(ACNI's budgets are limited and subject to high demand. Our priority must be for artists

⁴ Each scheme can have its own additional eligibility criteria. Read the notes carefully.

⁵ 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.

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?⁶

- 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 schemes⁷ 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 schemes⁸)
- 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 dayⁱ
- 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.)

⁶ Individual schemes may have additional eligibility criteria. Read the guidance notes carefully.

⁷ 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.

⁸ You can apply for funding for residencies through the Artists International Development Fund and the Minority Ethnic Artists' Mentoring & Residency Scheme only.

* 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.⁹
- 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/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.

⁹ 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.

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 apply¹⁰. Staff contact details are available on the Arts Council of Northern Ireland website at [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

¹⁰ 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.)

General Art Awards

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

The Arts Council particularly welcomes applications from emerging artists to this scheme - 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.

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** or single artform 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.

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 15 onwards.

Mandatory documents
Artistic CV (or CV if applying as an arts administrator) Remember: if it is a collaborative project, you must provide the Artistic CV of all the artists involved.
Detailed project budget
Artform-Appropriate Support Material
Letter from Head of Department regarding employment/academic assessment/study (if appropriate)
Masters/PhD statement (if appropriate)

Artist Career Enhancement Scheme

You must contact the relevant artform officer and discuss your proposal with them prior to submission of an application to ACES and by close of play on 11 August 2023 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 at [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

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
Circusful (previously known as 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
The MAC
Seacourt Print Workshop
Seamus Heaney Centre for Poetry at Queen's
Sonic Arts Research Centre @ Queens University
The Void
Youth Action Northern Ireland

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.

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 awards. 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 either a track record a contribution to the visual arts/crafts in Northern Ireland 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.

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 recognized 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 evidence that they have received a commission by a reputable music organization.

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.

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 15 onwards.

Mandatory documents
Artistic CV ¹¹
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)

¹¹ Starting with the most recent examples of your practice – this should include prizes, nominations, awards, commissions, major exhibitions/ performances, publications, etc.

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 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, 31 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 16 onwards:

Please keep in mind the following important points:

- All mandatory enclosures must be in the accepted formats as listed on page 17 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.

Mandatory Enclosure	Guidance on Enclosure
Artistic CV	<p>Starting with the most recent examples of your practice – this should include prizes, nominations, awards, commissions, major exhibitions/performances, publications, etc.</p> <p><u>NB:</u></p> <ul style="list-style-type: none"> - Do not provide unnecessary narrative. - Please note web links to the applicant’s website or to examples of artistic practice are not acceptable.
Detailed Project Budget	<p>A breakdown of the expenditure to be incurred throughout your project e.g. 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"> - The maximum daily subsistence rate is £25 - Mileage rate is 25.7 pence per mile - Daily rate for “buying time” up to 5 days is £125 <p>NB: 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>
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-</p>

Mandatory Enclosure	Guidance on Enclosure
<p>Artform-appropriate Support Material continued</p>	<p>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:</p> <p>Image files (JPEG, GIF, TIFF, PNG)</p> <p>Sound files (MP3, WMA)</p> <p>Video files (QuickTime – AVI, MOV, MP4, WMV)</p> <p>Text files (DOC, DOCx, PDF)</p> <p>Spreadsheet files (XLS, XLSx)</p> <p>DRAMA</p> <p><u>Actors, performers, directors</u></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><u>Playwrights</u> – 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> <p>VISUAL ARTS / CRAFT</p> <p>Artists must provide a maximum of 10 images, with an accompanying image list</p>

Mandatory Enclosure	Guidance on Enclosure
<p>Artform-appropriate Support Material continued</p>	<p>OR</p> <p>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</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>TRADITIONAL ARTS</p> <p>A maximum of 2 sound recordings of no more than 8 minutes each.</p> <p>PARTICIPATORY ARTS</p> <p>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</p> <p>A maximum of 10 pages of the work in progress for which the application is being made</p> <p>OR</p> <p>A maximum of 10 pages of a recently published work.</p> <p><u>Applicants in spoken word forms</u></p> <p>A maximum of 2 recordings of their performance.</p>
<p>Letter from Head of Department/ Supervisor</p>	<p>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.</p>

Mandatory Enclosure	Guidance on Enclosure
	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
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

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 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

Assessment Criteria

We will assess your proposal 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 arts	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.

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 <i>Your Project – Addressing the Criteria for Assessment</i> and <i>Measuring the Success of Your Project</i> sections of the online application.
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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 at [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

ⁱ Subsistence costs support artists when working away from their primary base; these cannot be claimed on top of "buying time" costs.