

Arts Council of Northern Ireland

The National Lottery Support for Individual Artists Programme – Travel Awards

Application Guidance Notes

Please read these guidance notes carefully as there may be changes from the last funding round.

Deadline for Applications: This is a rolling programme. Applications must be received at least four (4) weeks before intended date of travel

All applications must relate to travel with a departure date within 6 months of the date of your application. If your application relates to travel to an international showcasing festival or conference in North America or Europe, should apply to the International Showcase Fund – see pages 3 and 4 of these guidance notes.



**arts
council**
of Northern Ireland



Awarding funds from

The National Lottery®

Contents

Introduction	3
Aims of the Scheme	
Multiple Applications	
Is your proposal timeframe suitable?	
Eligibility	5
Who can apply?	
Who cannot 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

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 are available on our website at [Arts Council of Northern Ireland SIAP Travel Awards \(opens in a new window\)](#). 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 feel you have a disability which affects your ability to complete the online application form, please contact the University of Atypical (UoA). The UoA will provide tailored advice and support to D/deaf, disabled and Neurodiverse applicants when submitting application to ACNI Programmes.

In promoting these award schemes, the Arts Council particularly welcomes applications from groups referenced in Section 75 of the Northern Ireland Act 1998.

Aims of the Scheme

These awards enable individual artists and established music groups (up to 2 members) to travel **from** Northern Ireland to develop their skills and expertise. Applicants must provide evidence that they have been invited by a host organisation in the country to which they intend to travel.

Artists, bands and managers who have been invited to play an international showcasing festival or conference in North America or Europe (for example, SXSW, WOMEX, Folk Alliance International, Classical: Next or Jazz Ahead) should apply to the International Showcase Fund (ISF), delivered by the PRS for Music Foundation in partnership with the Arts Council of Northern Ireland and Invest Northern Ireland.

To apply to the ISF, please visit the PRS for Music Foundation website at [PRS for Music Foundation \(opens in a window\)](#). The ISF has rolling deadlines due to varying event organiser schedules. We recommend you apply for funding as soon as you are invited to showcase. Applications to the ISF must be received at least 8 weeks prior to the event (see website for further details of submission times).

Please note that applications to the Travel Awards for costs relating to international showcasing festivals or conferences may be declined and redirected to the ISF.

Multiple applications

Where the Council receives multiple applications for a specific event, conference or festival, etc., we reserve the right to allocate a limited number of awards – normally 2.

Is your proposal timetable suitable?

Applications must be received at least 4 weeks before intended date of travel. If not, your application will be ineligible. **The departure date must be within 6 months of the date of your application.**

Eligibility

Who Can Apply?

Eligible applicants to SIAP Travel awards are as follows:

- Artists of all disciplines and in all types of working practice. 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.
- Individual artists, established music groups (up to 2 members) and arts administrators.
- Established music groups applying to the scheme should submit a single application. Within the contact details section of the form, they should state the name of the group as well as the name of the primary contact to whom all correspondence will be addressed. Names of all band members should be stated in the Artistic CV submitted with the application, which should be the Artistic CV for the group as a whole.
- Arts administrators must provide a detailed CV in lieu of an Artistic CV and do not have to provide Artform Support Material (ie, examples of artistic practice) as per Page 9.
- Employees of statutory bodies¹, 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.

¹ 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.

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 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?

- 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).

Please note you can only receive an award from the Travel Awards scheme once in any 12-month period. This 12-month period will run from the date of any previous award letter.

What Can You Apply For?

Travel at the rates stated below.

Please Note: A disabled artist who applies for and is awarded a grant under this scheme, and who requires a personal assistant to travel with them, is entitled to claim a second award for that personal assistant.

How much money is available?

The following amounts will be awarded to cover travel specifically related to the country/city of destination.

DESTINATION	PEAK (June-August)	OFF-PEAK (September-May)
East Coast USA	£726	£573
West Coast USA	£1,316	£643
East Coast Canada	£919	£714
West Coast Canada	£1,129	£676
Far East	£765	£664
Australia	£966	£1,409
Europe	£145	£141
South America	£1,247	£901
South Africa	£866	£802
Great Britain (ex. London)	£62	£72
London	£82	£91
Scandinavia	£149	£176
Middle East	£1,021	£745

Please note the following:

- Travel booked before the date of submission of your application will not be considered
- The amounts detailed above (Page 7) are the maximum award levels available
- Applicants must ensure the cheapest tickets are purchased
- All travel must be from Northern Ireland
- Any destinations not listed above may be considered on specific request and
- Costs for travel within Northern Ireland and to the Republic of Ireland are not eligible.

If your travel costs are a lower rate than that stated above, the surplus may be used to cover subsistence (@ £25 per day to cover meals/drinks) and other expenses related to the purpose of the trip for which you must supply receipts. The Arts Council will not pay for hospitality to others.

If you are unable to account for the full amount of the award you will be asked to return the balance.

How to Apply?

Help with your application

These Guidance Notes are available on our website at [Arts Council of Northern Ireland SIAP Travel Awards \(opens in a new window\)](#). 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.

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 Travel Awards webpage at [Arts Council of Northern Ireland SIAP Travel Awards \(opens in a new window\)](#).

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 to up to date of submission.
Please note: You must apply at least four weeks before your anticipated date of departure.
- 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.
- When you submit your application, 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 at least four (4) weeks before intended date of travel.

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:

- **Artistic CV** (or a detailed CV if you are applying as an Arts Administrator)
- **Detailed Project Budget**
- **Letter of Invitation**
- **Artform-appropriate Support Material** (Arts Administrators do **not** need to supply this)
- **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.
- **IF** you are a Masters or PhD student, a statement which provides information on how the project applied for differs from your Masters or PhD work. See page 13 for further detail.

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

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>NB:</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 all expenditure to be incurred, ie not just expenditure relevant to ACNI funding. Please give as detailed a budget as possible to include travel, subsistence, fees, accommodation etc.</p> <p>Please Note:</p> <ul style="list-style-type: none"> - The maximum daily subsistence rate is £25
Letter of Invitation	<p>This will be a letter of invitation from a host organisation in the country to which you intend to travel.</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 appropriate support material is not acceptable and will result in your application being made ineligible.</p> <p>Acceptable file formats</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>

Mandatory Enclosure	Guidance on Enclosure
Artform-appropriate Support Material (contd)	<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 / THEATRE</p> <p>Actors, performers, directors, playwrights Must supply at least one relevant review which either clearly identifies the applicant or supporting material which evidences their involvement in the production (such as a programme, or production details from a website), (a maximum of two relevant reviews can be supplied.) AND, if the applicant wishes to do so, they may also supply one visual moving image – max 5 minutes duration (NB: if you chose to supply a moving image, please be aware that it must be <i>in addition to</i> a relevant review or supporting material evidencing involvement in a production as detailed above.</p> <p>Designers, stage managers, freelance producers One relevant review of a production and evidence of their professional involvement with it (such as production staff details from programme or website, or a contract of employment) AND if the applicant wishes to do so, they may also supply one visual moving image – max 5 minutes duration (NB: if you chose to supply a moving image, please be aware that it must be <i>in addition to</i> a relevant review or supporting material evidencing involvement in a production as detailed above.</p> <p>DANCE Performers must provide one visual moving image of their work up to 5 minutes duration. Or A link to a website address is acceptable but you must clearly identify which 5-minute section you wish us to view. If a link or website is not working correctly, your application will be deemed ineligible as critical support material has not been made available.</p>

Mandatory Enclosure	Guidance on Enclosure
Artform-appropriate Support Material (contd)	<p>VISUAL ARTS/CRAFTS 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 Musicians – A maximum of 2 sound recordings of no more than 8 minutes each. Composers – 2 examples of full scores or excerpts from most recent work.</p> <p>TRADITIONAL ARTS A maximum of 2 sound recordings of no more than 8 minutes each.</p> <p>PARTICIPATORY ARTS (eg, Circus, Carnival) 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>Applicants in spoken word forms A maximum of 2 recordings of their performance.</p>

Mandatory Enclosure	Guidance on Enclosure
Letter from Head of Department/ Supervisor	<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> <p>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”.</p>
PhD or Masters Statement	<p>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</p>

After You Submit Your Application

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

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 after reading the letter of offer and enclosed conditions and you decide to accept the Arts Council's offer, please note the following:

- Electronic signatures are acceptable on MS Word or PDF letter of offer documentation.
- The Arts Council will also accept scanned copies of signed letters of offer.
- However, photographs of signed letters of offer are not acceptable.

Changes to your project

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. Travel tickets and receipts must also be returned with the report. You will be required to evidence 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; and
- 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	Application content, including relevant mandatory enclosures.
1.2 Evidence of the applicant's contribution to the arts	Application content, including relevant mandatory enclosures.
The Proposal	Assessed Against
2.1 Artistic quality, innovation and/or challenge of the proposal	The written responses within your online application
2.2 Detail and accuracy of planning and budgeting	Assessed against 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	Application content, including relevant mandatory enclosures.
3.2 Evidence of how the proposal may enhance the applicant's career	Application content, including relevant mandatory 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 are available on the Arts Council website at [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

Email Notifications

Applications to the National Lottery Support for Individual Artists Programme – Travel Awards Scheme will only be accepted online.

The online application system has been tested and is sending out relevant notifications. We are, however, aware that some applicants to online grants programmes may experience issues such as the account holder not receiving links to reset passwords, not receiving notifications of when applications are edited and saved, nor when applications have been submitted. These issues relate to those account holders with email addresses from the following email providers – bt internet, yahoo and virgin – and customised email addresses. The potential issues lie with those email providers and are beyond the control of the Arts Council. If encountered, they need to be addressed by the relevant email provider.

Should you be affected by a problem which cannot be resolved with an email provider, we would strongly recommend that accounts are set up using Gmail or Outlook email addresses. Where applicants may have previous accounts with other email addresses, we will be able to transfer historical information to new accounts if required.

In addition, to avoid the blocking of any application-related emails or information, you should ensure that the addresses mail@grantapplication.com and mailuk@grantapplication.com will not be blocked by your email or firewall programmes.

Arts Council of Northern Ireland

Linen Hill House
23 Linenhall Street
Lisburn
BT28 1FJ

ArtsCouncil-ni.org

T: +44 (28) 9262 3555

E: info@artscouncil-ni.org

Alternative formats of this publication may be available upon request.

For further information, email: info@artscouncil-ni.org