

Music Commissions Award 2019

Guidelines for Applicants

Deadline: 5.30pm, Thursday 2 May 2019

Music Commissions Award: application checklist

Use the checklists below to make sure that your application is complete.

Items that are mandatory for all applications (check all of these items)

- I have filled in all of the sections of the application form that are relevant to my application.
- I have prepared up-to-date CVs/brief biographies of all key personnel, and have these ready to upload.
- I have prepared examples of previous work of the artist I wish to commission and have these ready to upload.

Items that are mandatory for certain applications (check those that apply to your application)

- The Arts Council requires all individuals and organisations providing services (e.g. cultural, recreational, educational) to children and young people under the age of eighteen to have suitable child-protection policies and procedures in place. When making an application, you must indicate whether or not your proposal is relevant to this age group. If you answer 'Yes' to this question in the application form and your application is successful, as a condition of funding you will be required to confirm and demonstrate that you have suitable child-protection policies and procedures in place. Please see www.tusla.ie for more information.
- My proposal involves working with vulnerable persons, and I have submitted an acknowledgement that I adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* at www.hse.ie
- My proposal involves working with animals, and I have submitted a copy of my/our *Animal Welfare Protection Policies and Procedures*.

Other items that I consider relevant to my application (check those that apply to your application)

- My proposal includes other material relevant to my application, which I have ready to upload.
- I have prepared a detailed budget setting out proposed income and expenditure for the project, and have this ready to upload.

Second opinion (check this item)

- I have asked someone else to check over my application to make sure that there are no errors and that nothing is missing.

Getting help with your application

- If you have a technical query about using the Online Services website you can email onlineservices@artscouncil.ie.
- Answers to common questions about using Online Services are available in the FAQ section on the Arts Council website at: http://www.artscouncil.ie/en/fundInfo/funding_faqs.aspx
- To watch our YouTube guide on making an application go to <http://www.youtube.com/artscouncildemos>
- If you require assistance with the content of your application, call the Arts Council on 01 6180200 or email awards@artscouncil.ie.
- The Arts Council makes every effort to provide reasonable accommodation for people with disabilities who wish to submit an application or who have difficulties in accessing Online Services. If you have a requirement in this area, please contact the Arts Council's Access Officer, Adrienne Martin, by phone (01 6180219) or by email (adrienne.martin@artscouncil.ie) at least three weeks in advance of the deadline day.

1. About the Music Commissions Award

1.1 Deadline for submission of applications

All applications must be made using the Arts Council's Online Services.

The deadline for receipt of applications is:

5.30pm, Thursday 2 May 2019

1.2 Objectives and priorities of the award

The Music Commissions Award supports fees paid to composers for commissions in the field of music.

The primary objective of the Music Commissions Award is to support commissions from composers of completed new musical works for specific performance(s) and/or other forms of public presentation.

The award of funding under the Music Commissions Award must lead to some form of meaningful public-engagement outcome or conclusion for the new work – e.g. a public performance or some other form of public dissemination or presentation of the commissioned work in Ireland or abroad.

All awards are informed by the Arts Council's ten-year strategy (2016–25), *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: <http://www.artscouncil.ie/arts-council-strategy/>).

Potential commissions could be those that:

- Enable individual performers/ensembles to commission a composer or composers to write a score-based or non-score-based work for a specific performance or specific performances and/or published recording(s) and/or broadcasts
- Enable promoters, venues or festivals to commission works for Irish or international artists for performance at their events
- Foster new or experimental ways of conceiving and presenting music.

This award prioritises applications that:

- Propose commissions of high artistic quality, in particular from Irish composers
- Are planned to reach significant audiences through live performance, broadcast, recording, and/or other audience channels, with a particular (though not necessarily exclusive) emphasis on audiences in Ireland
- Provide for an extended life and/or extended public reach and impact for the work or project that has been created
- Demonstrate a strong collaborative-engagement process between the commissioner, performers and the commissioned artist(s) and the public in the development and presentation of the new work
- Demonstrate innovation and deepen the experience and understanding of the artform
- Are from new types of commissioners, including non-professional performers of high standard.

In line with the Public Sector Equality and Human Rights Duty, the Arts Council is committed to ensuring that it takes positive policy measures to promote equality of opportunity for all those living in Ireland, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community. Furthermore, the Arts Council notes the ground of socio-economic background as a further basis for which equality of opportunity must be guaranteed.

The Arts Council therefore welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above.

1.3 Who is eligible to apply

The Music Commissions Award is open to individuals or organisations.

Applications can only be made by the commissioner, and **not** by the artist to be commissioned.

Organisations or individuals based outside the Republic of Ireland are eligible to apply if they are commissioning Irish-born or Irish-resident composers. Similarly, Irish-based organisations and individuals who were born in or are resident in Ireland may commission composers from outside Ireland – e.g. a German ensemble may commission an Irish composer, or an Irish musician may commission a French composer.

Organisations in receipt of funding from other Arts Council funding programmes are eligible to apply for this award. However, they must demonstrate that the proposed project represents a significant departure from, and is distinctly additional to, their existing programmes. In particular, this award is not intended to act as a top-up fund for organisations in receipt of support under the Council's Strategic Funding programmes:

The Arts Council is committed to equity and inclusion, and welcomes applications from individuals from culturally diverse communities and from people with disabilities.

Who is the applicant?

The applicant is the person or organisation that will receive any grant offered and that will be required to accept the terms and conditions of that grant.

Any grant offered will only be paid into a bank account held in the name of the applicant.

All documentation provided must be in the name of the applicant. For example, if you apply to the Arts Council for funding under the name Máire de Barra, then all documentation, including bank and tax details must be in that name. Variations such as Mary Barry or Máire Barry are not acceptable.

1.4 Who is not eligible to apply?

Artists may not apply to commission themselves or act as director or principal of a commissioning organisation or entity that seeks to commission them. In addition, those not eligible to apply include the following:

- Applicants who have previously made an unsuccessful application under the Music Commissions Award for the same proposal
- Individuals who are currently in undergraduate or postgraduate education (including PhD) or who will be during the period for which this bursary is offered

1.5 What may you apply for?

The maximum amount that may be awarded to each successful applicant is:

€12,500

A commissioner can commission an individual artist or a group of artists in any one application. A commissioner may also submit multiple applications.

This Music Commissions Award only supports fees paid to the artist by the commissioner. All other costs relating to the rehearsal, production, presentation or dissemination of the commissioned work must be borne by the commissioner.

In addition to the limit stated above, the Arts Council will also consider costs specifically relating to the making of work by artists with disabilities. If you wish to apply for additional funding on this basis, you should provide information with your application outlining what these additional costs are.

How much funding may you apply for?

Even though the Arts Council will only fund the commission fee you propose to pay the artist, you must provide details of all income and expenditure relating to the project in order to demonstrate the overall viability of the commission in terms of its public engagement.

You must supply the details of proposed expenditure and income in section 3 of the application form. In addition, you may submit a separate budget document outlining the proposed expenditure and income in greater, appropriate detail (this should be in a spreadsheet document).

- Proposed expenditure should include:
 - The fee you propose to pay the commissioned artist from Arts Council funding
 - Any additional fee you propose to pay the commissioned artist from any other sources of funding
 - All performance costs, venue hire, technical costs, promotion and publicity costs, administrative costs, etc. of the performance(s) or other public event(s) for which the work is being commissioned.
- Proposed income should include what you expect to receive from other funders, box-office receipts, programme sales, commercial sponsorship, etc.

It is important to reflect all in-kind support in both income and expenditure, so reflecting the full and true value of your proposal, and to provide an indication or verification (where possible and appropriate) of the security of projected income.

Note on in-kind support

- If you expect to receive in-kind support, you need to put a financial value on it so that the contribution it makes to the real value of your proposal is clear. You should think of in-kind support both as expenditure and as income: whatever amount you declare on the expenditure side, you should also declare on the income side.

Time contributed by directors or board members may not be reckoned as an in-kind cost.

The maximum amount you may request is the difference between the **expenditure** and the **income** you indicate, and must not exceed the maximum stated above (except where it relates to persons with disability).

You are asked to indicate expenditure, income and amount requested at the following stages during your application:

- Online, when you initiate the application (totals only)
- In section 3 of the application form (itemised and totals)
- In your detailed budget (if you choose to provide one).

Make sure that the totals are the same in all three; and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

Because the amount you request must be used entirely to pay the commissioned artist, the TOTAL INCOME must be exactly equal to the TOTAL EXPENDITURE *excluding* the fee you propose to pay the artist from Arts Council funding. In other words, without the proposed Arts Council-funded artist's fee, income and expenditure must balance exactly.

1.6 What may you not apply for

Activities and costs that you may not apply for include the following:

- **Costs other than the commission fee to be paid to the artist**
- Costs relating to a commission that is not in the field of music; applicants applying within the area of traditional music should apply to the Traditional Arts Commissions Award
- Costs in relation to commissions that have already been completed or where the fee has already been paid
- Activities and costs that duplicate an organisation's existing work
- Activities that are more suited to another award funded by the Arts Council or to awards operated by other organisations
- Activities or costs that do not fit the purpose of the award
- Activities that are an intrinsic part of, or an adjunct to, ongoing formal education
- Activities that have already taken place or which will have commenced before a decision is made on your application. **Note: as it can take up to eight weeks from the closing date for this award before a decision is delivered on your application, your application should not indicate a start of activities until after this period.**
- Activities undertaken for charity-fundraising purposes, for participation in a competition, or for primarily profit-making purposes

- Activities that have already been assessed by the Arts Council. An exception will be made if the Council has specifically advised you to redirect your application to this award. Please bear in mind that such advice is not an indication of a successful outcome.

1.7 What supporting material must you submit with your application?

In addition to and separate from your application, in order to be considered eligible for assessment for a Music Commissions Award, you **must** submit the following supporting material online:

- Detailed up-to-date CVs or biographies (max. three pages) of all the artists involved in the proposed commission
- Up to three (max.) sound/audiovisual recordings of previous work of the commissioned artist, and, where possible, of performances by the performers of the commission. Sample scores by composers who create scores of their work must be uploaded.
- If your proposal involves working with vulnerable persons, you must provide a copy of your *Safeguarding Vulnerable Persons at Risk of Abuse Policies and Procedures*. Please see *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* at www.hse.ie
- If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

If you do not submit the required supporting material, your application will be deemed ineligible.

Optional supporting material

In addition to the required supporting material listed above, you may also submit any other material you consider relevant to your application, including, for example:

- Video clips, previous brochures or programmes, etc.
- A detailed live/broadcast/online/other audiences and public engagement rationale for the presentation of the work as set out in the proposal. This should help to support and explain how any audience and public engagement figures provided in the application have been calculated or estimated.
- A detailed budget setting out proposed income and expenditure for the project (in a spreadsheet document) – this is optional, but you should consider providing this if details of expenditure and income are complex, or it helps to explain how certain figures have been calculated or estimated)

Please include contextual information for all supporting material in a clearly labelled text file.

For information on the formats you may use for supporting material you wish to upload as part of your application, see section **2.3 Prepare any supporting material required for the application**.

Filenames for sound files

Please give details of any sound files in an accompanying text file. Include the names of performers and detail the instrumentation for each track where appropriate.

Please title the sound files accurately using the following naming convention:

composer-performer-track name

Examples: hamilton-liffeyquartet-allegro.mp3
murphy-collins-marblehalls.mp3

2. Making your application

2.1 Register with the Arts Council's Online Services

All applications must be made through the Arts Council's Online Services; applications made in any other way (by post, fax or email) will not be accepted.

You must have an Online Services account to make an application. If you do not already have an Online Services account, sign up by filling out the registration form here: <https://onlineservices.artscouncil.ie/register.aspx>.

Within five working days you will be issued (via email) with a unique ARN (artist reference number) and password that you can use to sign in to Online Services.

Commissioner and artist must have ARNs

For the Music Commissions Award, both the applicant (the commissioner) and the proposed artist must be registered (separately and individually) with Online Services and must have their own ARN. The commissioner needs to have the artist's ARN to hand when filling in the application form.

Requirements for using Online Services

Your computer and Internet browser will need to meet the following requirements to use Online Services successfully:

PC	Windows 7 or higher <i>with</i> Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher
Mac	Mac OS X v10.5 Leopard or higher <i>with</i> Safari 3.1 or Safari 10 OR Firefox 27 or higher OR Chrome 32 or higher Note: if Safari 11 prevents upload of documents, use Firefox or Chrome.

Note: you will also need to have Microsoft Word or OpenOffice Writer installed to complete the application form. OpenOffice Writer is free software that can be downloaded from here: <http://openoffice.org>.

You must use OpenOffice Writer version 4.0.1 or earlier

More recent versions of OpenOffice Writer than 4.0.1 have resulted in problems with the appearance of application forms when they are submitted through online services.

Please refer to the Arts Council video *Using OpenOffice to download, complete and upload the application form* at <https://www.youtube.com/user/ArtsCouncilDemos>.

Apple Mac users should take note of the section that deals with the issue of downloading version 4.0.1 on Macs that have the latest versions of Mac OS installed.

If you cannot meet, or do not understand, any of these requirements, please contact us for advice as far as possible in advance of the deadline.

Give yourself enough time to complete the application

You should become familiar with the Online Services website well in advance of the deadline and in advance of preparing an application. It is likely that there will be heavy traffic on the site on the final afternoon of the closing date. You should prepare and submit your application well in advance of the deadline.

Upload times can be much longer than download times. It may take you longer than you think to upload your supporting materials.

Technical support

If you need technical support while making an online application, you can contact the Arts Council by emailing onlineservices@artscouncil.ie or by phoning 01 6180200. We recommend you report any technical issues with

us well in advance of the deadline. Please provide a contact phone number and make sure that you are available to receive a return call from us.

We deal with queries on a first-come first-served basis.

Please note that there is often a high volume of calls as the deadline approaches and that technical-support calls received after **2.30pm on the closing date** may not be resolved before the deadline.

2.2 Fill in the application form

If you have not already done so, download the application form for the award you wish to apply for. The application form is a Microsoft Word/OpenOffice document that you fill in offline (on your own computer). The application form includes guidance on how to fill in each of its sections.

Making your case

In order to make the very best case for why you should receive funding, you should give very careful consideration to what you include in the following sections of the form:

2.2 Summary of your proposal	Give a summary of your proposal (up to three short points). Should your application be successful, this summary will be published on the Who We've Funded pages of the Arts Council website – for that reason, you should keep in mind that what you write may have a wider audience beyond the Arts Council assessors.
2.3 Details of your proposal	<ul style="list-style-type: none"> ● What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the full scope of what you want to do and why. It might include entries such as: ● The artistic goals and ambitions of the commission ● A proposed plan for the commission: when it will happen, who will be involved, how it will happen, etc. ● An outline of instrumentation (where relevant) and duration of the work, as well as details of the score, text or form that the completed work will take ● Plans for public performances or dissemination of the commissioned work ● Information on key partners/collaborators and their roles ● Any additional and relevant technical or financial details.
2.4 Your application and the assessment criteria	<ul style="list-style-type: none"> ● Describe how your application meets each of the assessment criteria – see section 3.3 Criteria for the assessment of applications.
2.5 Other artists, individuals, groups or organisations involved in your proposal	Identify other artists/groups/organisations involved in your proposal.
2.6 Key activities for your proposal	<ul style="list-style-type: none"> ● List key activities for your proposal, indicating dates on which they will take place.

2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. Typically, this includes samples of your current work – e.g. text, video, images or sound recordings.

All supporting material must be submitted online. So, if necessary, you should scan or save material in electronic format.

Acceptable file formats

The following table lists file formats that are acceptable as part of an application.

File type	File extension
text files	● .rtf/.doc/.docx/.txt

image files	● .jpg/.gif/.tiff/.png
sound files	● .wav/.mp3/.m4a
video files	● .avi/.mov/.mp4
spreadsheets	● .xls/.xlsx
Adobe Acrobat Reader files	● .pdf

For convenience, gather together all the files you need in an accessible location on your computer.

Submitting YouTube links

You may provide links to material hosted on YouTube (www.youtube.com) instead of uploading the material directly. To do this, copy the URL (the full address of where your material is hosted on YouTube) into a Microsoft Word or OpenOffice Writer document or equivalent and upload it as a weblink-supporting document.

Note: any links you provide must be to YouTube. Links to other hosting sites will not be viewed.

Check that the link works from within the document you upload – that is, that it links correctly to your material on YouTube.

If you do not wish material you upload to YouTube for the purposes of your application to be publicly viewable, you can flag your video as ‘unlisted’ in its settings.

Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent – e.g. it should be clear from the filename whether the document is a CV, a sample text or a review of previous work.

Please submit supporting documents in separate, appropriately named files.

- | | |
|--|--|
| ● Good filenames for an applicant called Jack Russell | ● russelljack application.doc |
| | ● russelljack opus 4 allegro.mp3 |
| | ● russelljack Child ProtectionPolicy.doc |
| | ● russelljack youtube link.doc |

The total combined limit for all supporting material uploaded with a single application is **40MB**.

2.4 Make your application online

To make your application online, you go through four main stages. Click **Save draft** at the end of each stage. You can come back to your application and revise it at any time before you finally submit it.

1: Choose funding programme and download application form

To start a new application, click the **Make an application** button on your home page, and follow the prompts to choose the funding programme you wish to apply for and to give your application a unique reference by which to identify it. At this stage you can also download the application form (if you have not already done so).

2. Request funding amount

At this stage, specify the expenditure and income related to your proposal, and the amount of funding you are requesting. The amount you request should equal TOTAL EXPENDITURE minus TOTAL INCOME. The final figures you enter here should be the same as those you enter in section 3 of the application form.

3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, your CV and any other required supporting material. You do not have to upload everything at the same time. You can save your application as a draft, and come back to it later.

4. Submit application

When you are satisfied that you have uploaded everything you need to support your application, click **Submit**.

Once submitted, your application cannot be amended. Do not submit your application until you are completely satisfied.

You should expect to receive two emails. The first will be issued immediately your application is received by the Arts Council. The second may arrive a few minutes later and will contain your application number, which will be

used in all correspondence related to this application. **Note:** it is important that you contact onlineservices@artscouncil.ie if you **do not** receive the second confirmation email containing the application number.

3. Processing and assessment of applications

3.1 Overview

The Arts Council considers all applications, makes decisions and communicates these to applicants in accordance with set procedures. The aim is to ensure that the system for making awards is fair and transparent.

3.2 Assessment process

All applications received are processed by the Arts Council as follows:

- 1 The application is acknowledged.
- 2 The application is checked for eligibility.
- 3 A peer panel reviews applications and associated materials, then scores and makes decisions.
- 4 Decisions are noted by Council.
- 5 Decisions are communicated in writing to applicants.

Time frame

The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process means that it will take up to eight weeks from closing date to decision.

3.3 Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the available resources. All applications are assessed against criteria of a) artistic merit, b) how they meet the objectives and priorities of the award, c) feasibility. Each of these criteria is described in turn.

While applicants may select other artforms/arts practices as being relevant to their application, the application will be assessed by the team responsible for the chosen primary artform, and which may, in certain instances, ask for a secondary assessment from another team.

Artistic merit

The assessment of artistic merit focuses on the artist's previous practice as well as on the nature of the proposed activity and includes:

- The quality of the idea and the proposed arts activity as outlined in the application form
- The track record of the arts personnel involved in the project demonstrated through the CVs and other supporting material submitted
- The potential of the applicant, of the artist and of the idea demonstrated through the application form and other supporting materials submitted
- The proposed arts activity as outlined on the application form
- The artform/arts practice context in which the activity is proposed
- The ambition, originality and competency demonstrated in the proposal.

Meeting the objectives and priorities of the award

Applications are assessed on how well they meet the objectives and priorities of the award (see section **1.2 Objectives and priorities of the award**).

Feasibility

The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity. This includes:

- The personnel involved in managing, administering, delivering the commission
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for the commissioned artist/s
- The nature of the involvement of any project partners
- The proposed budget
- Other sources of income
- The availability of and access to other resources
- The proposed timetable or schedule.

3.4 Peer panels

The purpose of peer-panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally consist of at least three external adjudicators with relevant artform and/or arts-practice expertise.

Each meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information as required. Panellists have access to all shortlisted applications and associated materials prior to the day of the meeting, at which point they review, discuss and score shortlisted applications. Following this, applications are ranked by score. In light of the competitive context and the available budget, it is likely that the Arts Council will be able to fund only a proportion of the applications received.

Scoring process

The panel is asked to score applications according to the following system:

- A – Must Fund (10 points): this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.
- B – Should Fund (8 points): this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.
- C – Could Fund (5 points): this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.
- D – Not a Priority (2 points): this means that, in the view of the panel member, the application is deemed to have not met the criteria to an extent sufficient to merit funding.

Declaration of interest

In order to ensure fairness and equity in decision-making, a panel member must declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An 'interest' is either 'pecuniary' or 'non-pecuniary' (e.g. familial relationships, personal partnerships, or formal or informal business partnerships, etc.).

The interest must be declared as soon as the panellist becomes aware of it. This may be at the point when s/he is approached to sit on the panel (if the 'interest' is known at that stage) or following receipt of the list of applicants. Where an interest is declared, the panellist will not receive papers relating to that applicant and will be required to leave the room when the specific application is being reviewed. Where this situation arises, the chair will vote in lieu of the panellist.

In some instances a panellist may not realise that a conflict of interest exists until s/he receives and reviews the panel papers. In such instances the panellist must alert an Arts Council staff member or the panel chair as soon as they become aware that a conflict may exist.

In the event of two panellists declaring a conflict of interest for the same application, the chair will be part of the decision-making process for that specific application.

If the nominated panel chair has a conflict of interest s/he must declare it in writing in advance of the meeting as soon as s/he becomes aware of it. In this instance the head of team will chair the discussion on the conflicted application.

3.5 Outcome of applications

All applicants are informed in writing about the outcome of their application.

If your application is successful, you will be sent a letter of offer detailing the amount of funding you have been awarded and the terms and conditions of the scheme. You will also be told how to go about drawing down your award.

The Arts Council receives a large volume of applications, and demand for funding always exceeds the available resources. Eligibility and compliance with application procedures alone do not guarantee receipt of an award.

Unsuccessful applicants are not eligible to apply for another Arts Council award to undertake the same activity. If the Arts Council feels that the proposed activity would have been more suited to a different award programme, an exception may be made. In such circumstance you will be informed in writing.

Whether your application is successful or unsuccessful, you may request assessment feedback from Arts Council staff.

Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or deviation from, the Arts Council's published procedures. If you feel that the Arts Council's procedures have not been followed, please see the appeals process at http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx or contact the Arts Council for a copy of the appeals-process information sheet.