Music Bursary Award 2016

Guidelines for applicants
Deadline: 5.30pm, Thursday 21 January 2016

Music Bursary 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 an up-to-date CV for inclusion with my application, and have this ready to upload.

☐ I have prepared all required supporting material (as outlined in section 1.7 below) and have this ready to upload.

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

☐ My proposal involves working with children or young people under eighteen years of age, or presenting work to this age-group, and I have submitted a copy of my/our *Child Protection and Welfare Polic*y with this application. In submitting this policy, I confirm that it has been developed with reference to *Children First: National Guidance for the Protection and Welfare of Children* and is consistent with the principles stated therein. Please visit www.tusla.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 relies on the expertise of other named people or organisations, and I have a document detailing those people and their expertise ready to upload.

☐ My proposal includes other material relevant to my application, which I have ready to upload.

☐ My proposal includes a hard-copy music score, which I have labelled and sent to the Arts Council in time for it to arrive before the deadline date.

Second opinion (check this item)

☐ I have asked someone else to check over my application to make sure there are no errors and 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's website at: http://www.artscouncil.ie/en/FAQ/online-services.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 Bursary 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 21 January 2016**

1.2 Objectives and priorities of the award

The objective of the Music Bursary Award is to support individual professional artists in the field of music in the development of their artistic practice.

The award emphasises the value and benefit to an artist's development that is derived from an extended process of engagement with their practice. The award therefore provides artists with the time and resources to think, research, reflect and engage with their artistic practice.

Potential proposals could be those that:

- Enable a composer or performer working in any music genre to buy time for the development of their artistic practice
- Facilitate the development or completion of a specific body of artistic work
- Enable artists to invest time in focused study of particular repertoire or area of technique.

Strategic priorities

The Arts Council has identified the following as a strategic priority for support through this award:

- Professional artists working on the creation or performance of new Irish Music or editions of important historic Irish music not yet generally available
- Professional artists developing specialist period-performance practice as conductors or instrumentalists
- Professional development of emerging Irish composers and conductors of proven promise.

All awards are informed by the Arts Council's 10-year strategy (2016-2025) Making Great Art Work: Leading the Development of the Arts in Ireland. See here: http://www.artscouncil.ie/arts-council-strategy/

1.3 Who is eligible to apply

The award is open to artists working in all genres and at all stages in their professional careers. To be eligible to apply applicants must:

- Be professional practising artists – although they might not earn income continuously or exclusively from their arts practice, applicants must identify themselves and be recognised by their peers as professional practising artists

- Have a demonstrable track record in their genre of music practice
- Be resident in the Republic of Ireland. There are certain exceptions where the Arts Council may deem eligible applications made by those based outside the Republic of Ireland. However, before admitting as eligible any such application, the Arts Council would need to be satisfied that the outcomes of any such proposal would benefit the arts in the Republic of Ireland.

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 who will receive any grant offered and who 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?

People who are not eligible to apply include the following:

- Individuals currently in full-time undergraduate education or seeking support for work which forms part of academic studies
- Individuals in other full-time employment (e.g. as performing artists), save where it is evident and verifiable that the proposal involves the taking of sabbatical or unpaid leave from such employment in order to undertake the proposal
- Aosdána members in receipt of a *cnuas*.

You may apply for only one Arts Council Bursary Award in any one calendar year.

1.5   What may you apply for?

The maximum amount that may be awarded to each successful application is: **€10,000**

The bursary is available for up to one year; multi-annual awards will not be made.

The emphasis of the award is on artists 'buying time' specifically to assist with the development of their artistic practice. To a limited extent the award also allows for other costs intrinsic to supporting the development of the artist's practice. In this context, applicants may apply for living costs. They may apply for funding for materials, resources, third-party expertise or the hiring of services where it can be demonstrated that such costs are intrinsic or necessary to the development of their practice. They may also apply for materials that are critical to the development of their artistic practice provided the request is clearly linked to the proposal for 'buying time'.

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.

What are your chances of receiving support?

This is an extremely competitive award. Many more applications are received than it is possible for the Arts Council to support. In recent years, an average of one in four applicants has received support through this award.

How much funding may you apply for?

The application you make to the Arts Council for funding must be related to **expenditure** that you will incur in the course of your bursary term, and you are asked to specify your expenditure in section 3.1 of the application form. This can include a contribution to living costs, materials, research and so on.

You are also asked to indicate on the application form any **income** that you expect to receive related to your proposal. This includes any income (other than the Arts Council funding you are applying for) related specifically to the activities described in your proposal. Do not include any income that is not related to these activities. If you have no related income, leave section 3.2 of the application form blank.

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 per year (except where it relates to persons with disability).

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

- Online, when you initiate the application (totals only)
- In section 3 of the application form (itemised and totals).

Make sure that the totals are the same on both; and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

1.6   What may you not apply for

You may not apply for more than one bursary-type award (in any artform/arts practice) in any one round of funding. Proposals, activities and costs that you may not apply for include the following:

- Proposals, activities or costs that do not fit the purpose of the award – if in doubt about which award/scheme to apply for, read the guidelines on the Arts Council website. If it is still unclear, consult Arts Council staff (contact details on website)
- Proposals that are more suited to another award funded by the Arts Council or operated by other organisations on behalf of the Arts Council
- Proposals in respect of time periods that have already commenced or expired before a decision is made on your application. **Please note:** as it can take up to ten weeks from the closing date for this award before a decision is delivered on your application, you should not start activities until after this period.
- Proposals that are in whole or part directed towards charity fundraising purposes, participation in a competition, or are for primarily profit-making purposes
- Proposals 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
- The purchase of musical instruments and technical equipment – unless purchase of essential project-specific technical equipment is less expensive than hire of same
- Academic activities that do not form part of the development of a professional artistic practice.

1.7   What supporting material must you submit with your application?

In order to be considered eligible for a Music Bursary Award, you **must** submit the following supporting material online:

- A completed Music Bursary Award application form
- A detailed up-to-date CV (max. three pages), with a clear description of your area of practice and track record
- Good-quality recordings of compositions or performances that illustrate your artistic practice and track record to date
- For composers who routinely produce scores as part of their practice, a maximum of three scores or significant score extracts of compositions completed or previously published. **Please note:** these **must** be uploaded as PDF files (see below)
- Where your proposal relies on the expertise of other people or organisations, you should submit details of their expertise, accreditation and track record
- Where your proposal involves collaboration with other artists, you should submit details relating to them, including:
  – CVs or biographical details
  – Documentation on the nature of the collaboration, including details of the collaboration agreement
- A clearly labelled text file that clearly lists all supporting material uploaded. This should also provide any relevant contextual or explanatory information on each piece of supporting material (e.g date, performers, studio/live recording, details for any sound recordings submitted).

If your proposal involves working with children or young people under eighteen years of age, or presenting work to this age-group, you must provide a copy of your *Child Protection and Welfare Policy* with your application. You must ensure that your policy and procedures have been developed with reference to *Children First: National Guidance for the Protection and Welfare of Children* and are consistent with the principles stated therein. Please see www.tusla.ie for more information.

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 any or all of the required supporting material, the Arts Council will not make an assessment of your application and it will be deemed ineligible.

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** on page 7.

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.

Format for supporting material

All supporting material for the Music Bursary Award must be submitted online. Hard copy supporting material will not be accepted.

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.

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 *with* 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 *with* Safari 3.1 or higher OR Firefox 27 or higher or Chrome 32 or higher

Please 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.**

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 your application and submit it 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 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 Writer-compatible 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:

1.4 Tell us about yourself	Give a brief introduction to yourself and an outline of your recent artistic achievements.

2.1 Summary of your proposal	Give a summary of your proposal (up to three short points).
2.2 Details of your proposal	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 a practical explanation of the activity you propose, your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant.
2.3 Your application and the assessment criteria	Describe how your application meets each of the assessment criteria – see **3.3 Criteria for the assessment of applications** on page 9.

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 – for example, text, video, images, or sound recordings.

All supporting material must be submitted online. 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 and upload it as a weblink-supporting document.

Please note: any links you provide to externally hosted support material must be on YouTube. Links to other hosting sites (audio, video or other) will not be viewed. This may render your application ineligible if the material is required supporting material and there is no other material of this type provided in approved formats.

Check that the link works from within the document you upload – that is, that it links correctly to your material on YouTube. If the links do not work, this may also render your application ineligible. 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. For example it should be clear from the file name 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 file names for an applicant called Jack Russell	russelljack application.doc
	russelljackWIP.doc
	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, you 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.

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 The 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 – all eligible applications then progress to the assessment stage.
3	Adviser(s) and/or staff make a written assessment of the application.
4	Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.
5	A peer panel reviews all shortlisted applications and associated materials and makes decisions.
6	Decisions are communicated in writing to applicants.
7	Decisions are noted by Council.

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 ten 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, and **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 who 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. This includes:

- The practice of the artist demonstrated through the supporting materials submitted
- The track record of the artist demonstrated through the CV and other supporting materials submitted
- The potential of the artist demonstrated through the application form and other 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 by the artist.

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** on page 2.

Such assessment might include, for example, consideration of the extent to which the artist's practice might benefit and be developed as a result of the proposed activity or the extent to which particular identified priorities are addressed.

Feasibility

The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity. This includes but is not limited to consideration of:

- The proposed timetable or schedule

- The availability of other supports/partners identified in the application.

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 receive a summary of each shortlisted application in advance of the meeting. They have full access to all submitted material on 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 award. 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. If your application is not successful you can request feedback from Arts Council staff. 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.

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.