

Music Commissions Award 2016

Guidelines for applicants

Deadline: 5.30pm, Thursday 18 February 2016

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)

- Our proposal involves working with children or young people under eighteen years of age, or presenting work to this age group, and we have submitted a copy of our *Child Protection and Welfare Policy* with this application. In submitting this policy, we 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.
- 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 onservices@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 18 February 2016

1.2 Objectives and priorities of the award

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

The primary objective of the Music Commissions Award is to facilitate creative partnerships between a range of commissioners and composers.

The award of funding under the Music Commissions Award must lead to some form of outcome or conclusion – e.g. a public performance, a process of engagement with a community of place or interest, or some other form of dissemination or presentation of the commissioned work in Ireland or abroad.

In the context of this award, a 'commission' involves one person or entity (the commissioner) supporting and paying another (a composer or group of composers) to create and deliver an artistic work or project that takes place within a set of parameters agreed to by both partners.

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 (<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 work for a specific performance or specific performances
- Enable promoters, venues or festivals to commission works for Irish or international artists for performance at their events
- Result in a non-score-based, electronic, sound-art or installation-type composition
- Foster new or experimental ways of conceiving music.

This award prioritises applications that:

- Propose innovative and high-quality commissions for new choral music
- 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 process between the commissioner and the commissioned artist(s) across all aspects of the project
- Are from new types of commissioners
- Extend the boundaries and deepen the experience and understanding of the artform.

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.

A commissioner may submit multiple applications.

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 can 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 any of the following funding programmes:

- Regularly Funded Organisations
- Annual Funding
- Annual Programming Grants

- Festival and Events Scheme – a commissioned piece may be included in a festival programme, but the commissioning of the work must not have formed part of a successful application for funding under the Festivals and Events Scheme.

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 or who will be during the period for which this bursary is offered (including PhD).

1.5 What may you apply for?

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

€12,000

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.

You supply the details of proposed expenditure and income in section 3 of the application form. If you prefer, you may submit a separate budget document outlining proposed expenditure and income in appropriate detail (this should be in a text or 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.
- 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.

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
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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 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 other than the commission fee to be paid to the artist
- 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 ongoing formal education
- Activities that have already taken place or which will have commenced before a decision is made on your application. **Please note: as it can take up to eight 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**
- 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 order to be considered eligible for assessment for a Music Commissions Award, you **must** submit the following supporting material online:

- A completed Music Commissions Award application form
- Detailed up-to-date CVs or biographies (max. three pages) of all the artists involved in the proposed commission
- Recordings of previous work of the commissioned artist, and, where possible, of the performers of the commission. Sample scores by composers who create scores of their work must be uploaded.
- 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 the required supporting material, the Arts Council will not be able to make an assessment of your application, and it 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 budget setting out proposed income and expenditure for the project (in a text document or spreadsheet) – this is optional, but you should consider providing this if details of expenditure and income are complex.

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 **2.3 Prepare any supporting material required for the application** on page [77](#).

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 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 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: <ul style="list-style-type: none"> ● 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 3.3 Criteria for the assessment of applications on page 99.
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 need to 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.

Please 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.

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

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
- 3 A peer panel reviews applications and associated materials, 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 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, c) feasibility. Each of these criteria is described in turn.

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 **1.2 Objectives and priorities of the award** on page 2).

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 staff attend to provide information as required. Panellists have full access to all submitted material on the day of the meeting, at which point they review, discuss and score all 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. 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.