

## Arts Council Music Recording Scheme 2011: Guidelines for Applying

Closing date 2011: 5.00pm on Monday 19<sup>th</sup> September

This guide is about the Arts Council Music Recording Scheme, which is a scheme funded by the Arts Council and managed by Music Network in 2011. It describes the award, with information on its objectives and who is eligible to apply, and explains how to apply and how applications are assessed.

### **Aim and scope of scheme**

The aim of this scheme is to ensure that the work of Irish composers and performers is available other than in live performance, and to ensure that important or neglected materials of Irish music are preserved and disseminated to the highest professional standard.

The scheme will assist in the production and dissemination of audio or video recordings. It intends to support composers and performers of recognised ability working primarily noncommercial genres. In addition to Irish composers, the award is open to any Irish/Ireland-based, musician or ensemble of a professional performing standard, working in any musical genre, with any proposed repertoire (original/improvised works, contemporary works by Irish or international composers, and existing/standard repertoire). Please note that from 2011, all Irish traditional musicians interested in applying for funding for a recording project must apply to the dedicated recording scheme for Irish traditional music, the Arts Council's Deis Recording Scheme. Please refer to [www.artscouncil.ie](http://www.artscouncil.ie) for details on this award scheme. Therefore, applications from Irish traditional musicians will not be accepted by the Arts Council Music Recording Scheme 2011.

*Note: This scheme is not intended to support demo recordings or private recording projects. It is intended to support the production of recordings that will be available to and accessible by the public.*

### **What is not eligible?**

- Applications for the making of demo CDs
- Applications where there is no example or evidence of previous work
- Applications for projects that have previously been assessed by an Arts Council Music Recording Scheme panel
- Applications from minors (people under the age of 18 years)
- Multiple applications by the same applicant in the same year
- Applications for recording projects where the recording process has already commenced
- Applications from individuals who were not either born in, or resident in the Republic of Ireland<sup>1</sup>
- Applications for recording projects involving more than 50% of non-eligible artistic personnel (composers and performers)<sup>1</sup>
- Applications by Irish traditional musicians/for Irish traditional music recording projects – prospective applicants in this genre should instead apply to the next round of the dedicated Deis Recording Scheme (see [www.artscouncil.ie](http://www.artscouncil.ie) for further details)

### **How much will be awarded?**

A total award fund of €71,500 is available in 2011. Awards of up to €10,000 will be made.

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<sup>1</sup> \*In order to be eligible for this award, applicants and 50% of all artistic personnel (composers and performers) involved in the recording project must have been born in, or normally be resident in the Republic of Ireland, and be in possession of a valid PPS number. 'Residency' is based upon the following definition used by the Revenue Commissioners:

*You will be considered resident in Ireland in a given year, in either of the following circumstances:*

*If you spend 183 days or more in Ireland in a calendar year (1 January – 31 December)*

*OR*

*If you spend 280 days or more in Ireland over two consecutive years, you will be considered resident for the second year. However, for this condition to apply you cannot spend 30 days or less in Ireland in any of the two years.*

Example:

Spend 140 days here in year one and 150 days here in year two, you are considered resident in year two

Spend 365 days here in year one and 10 days in year two, you will not be considered resident in year two.

Residents of Northern Ireland are not eligible to apply to this award, and should instead contact the Arts Council of Northern Ireland in relation to their proposed project.

**For further information, please contact:**

Andreas Ziemons, Music Network, The Coach House, Dublin Castle, Dublin 2  
Telephone: +353-1-6719429; Email: [admin@musicnetwork.ie](mailto:admin@musicnetwork.ie)

You must read the guidelines below carefully before making your application.

**Essential Information**

Every application should have three elements:

- 1 Basic information** about **you** and **your proposal** [*set out on the application form*]
- 2 More information** about your **idea** or **proposal** [*set out on the application form*]
- 3 Additional information** which supports your application [*Supporting documentation*]

**How do I apply?**

You fill in the attached application form and submit it along with the relevant supporting documentation. Your application must be submitted in hard copy format. You can download a fillable pdf of the application form from Music Network's website at [www.musicnetwork.ie](http://www.musicnetwork.ie). Alternatively, please email [admin@musicnetwork.ie](mailto:admin@musicnetwork.ie) to have a copy of the form emailed or posted to you. Forms completed electronically must be printed and submitted in hard copy.

Please print out your completed application form (5 hard copies required) and post or deliver it to:  
Music Recording Scheme, Music Network, The Coach House, Dublin Castle, Dublin 2

**Supporting documentation**

The application form provides a standard baseline of information, giving a "snapshot" of your proposal and helping us to store data. The supporting documentation helps you to make your case more strongly. Supporting documentation must be submitted alongside your application to Music Network by the closing date indicated. You will also need to fill out the 'application checklist' page from your application and submit this with your supporting documentation.

To give the assessors a comprehensive picture of what you would like to do, you need to describe the activity for which you seek funding. The description should include the vision for your proposal and the concrete activities you will be undertaking, a timetable, personnel involved (CVs/biographies focused on each person's musical career to date), income and expenditure information indicating clearly what funding you require and in some cases marketing and evaluation plans.

Supporting documentation must include:

- A detailed description of your proposal (5 copies)
- Previous examples of the applicant/featured artist/ensemble' work, e.g. audio/audio-visual recordings or scores, where available (1 copy of each example presented)
- Up-to-date CVs of all personnel involved in the proposal (5 copies of each)

Additional, non-essential supporting documentation may include

- Reviews of performances or previous recordings by featured artist/ensemble
- Other promotional materials
- Catalogues
- Publications

Do not, under any circumstances, send unique irreplaceable material or representations of manuscripts. Music Network will not be held responsible for any such material. Ensure that everything you send is clearly labeled with your name, and contact details.

If you require your supporting documentation to be returned to you, please provide a stamped, self-addressed envelope (SAE) of appropriate dimensions and with adequate pre-paid postage (postage stamps only please, as franked/postage receipted envelopes cannot be used).

Please note that Music Network must receive your complete application by the published closing time and date. No applications or supporting documentation will be accepted after the specified closing time and date.

## **Conditions applying**

- Individual applicants cannot make more than one application per year to the Music Recording Scheme. Applicants submitting more than one application within the same year will only have the first application received assessed by the Selection Panel. All further applications by that artist within that funding round will be deemed ineligible.
- All awards are offered subject to the availability of funds. Awards may be withheld or divided among applicants at the discretion of the Selection Panel
- Applicants and at least 50% of all performers involved in the recording project applied for must be of Irish birth or resident in Ireland. 'Residency' is based upon the definition used by the Revenue Commissioners (see footnote on page 1 of guidelines for further detail)
- Successful applicants are requested to report on the utilisation of their award and to supply receipts where appropriate
- Successful applications must acknowledge the support of Music Network and the Arts Council by carrying the following line of acknowledgement in all printed and publicity materials associated with the recording: "*Presented with funding from the Arts Council Music Recording Scheme 2011*". In addition, all associated printed materials must carry both the current Music Network and Arts Council logos, which Music Network will provide to successful applicants
- If an application is deemed not eligible to the Music Recording Scheme, the applicant will be advised accordingly
- All correspondence should be between Music Network and the applicant personally, unless otherwise agreed
- Successful applicants must draw down and spend any funding granted within one year of being notified of the award
- Awards may be offered with additional specific conditions attached
- Where applications propose that the recording process take place overseas, the applicant must present a clear rationale for this, e.g. if it is the case that appropriate recording facilities do not exist within the island of Ireland
- Applications from individuals, groups and organisations that are not core-funded by the Arts Council will be prioritised for funding under this Scheme

### **Your application will be considered ineligible, if:**

- You do not fulfill the eligibility requirements
- You did not fully complete the application form
- You did not include with your application all the required supporting material
- You are requesting funding for a recording project where the recording process has already commenced or will have been completed before a decision is due to be made on your application
- Your application or supporting documentation was late: this means an application and/or supporting material arrived after the closing date and time specified in the Music Recording Scheme guidelines and application form
- You have applied by sending an emailed or faxed application form and/or supporting material – all application forms and supporting material must be submitted in hard copy
- The project outlined has already been assessed by a Arts Council Music Recording Scheme panel in a previous application round
- The musical genre/artform/arts practice that is the main focus of your application is not provided for by the Music Network/Arts Council Music Recording Scheme
- The proposed project/activity does not fit the specified aim and scope of the Arts Council Music Recording Scheme (see page 1 of guidelines)
- The proposed activity is better suited to another award funded by the Arts Council or operated by other state agencies, including Culture Ireland, Irish Film Board, Crafts Council of Ireland
- The proposed recording project is for charity fund-raising purposes, for participation in a competition, or for primarily profit-making purposes<sup>2</sup>
- The proposed project focuses primarily on outcomes other than artistic outcomes (e.g. therapeutic/health related outcomes, educational outcomes, etc.)

Because of the competitive nature of the awards and the large number of applicants, it is not possible to make an award to all eligible and good applicants. Eligibility and compliance with criteria for assessment alone does not guarantee receipt of an award.

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<sup>2</sup> I.e. the recording project is likely to make a profit without financial assistance from the Music Network/Arts Council Recording Scheme, through total projected sales revenue and/or other income sources (e.g. record company/label contribution, other grant aid, cash or in-kind sponsorship, etc.)

## **General tips**

- Be familiar with the criteria and conditions of the scheme, as outlined. Complete the application form personally, unless assistance is required (e.g. in the case of people with disabilities). By signing the form, you undertake to have read, understood and to be bound by the conditions attached to it.
- Read all questions thoroughly before you answer them
- Remember that several people will be involved in the decision-making — so make your application clear, concise, unambiguous and easy to handle
- Be selective with material submitted. It is better to submit less than to include work you do not consider your best. Remember that you are trying to persuade assessors why your proposal should be funded.
- Get someone else to look over your application before you send it in
- Invest (as much as you can afford) in good examples and reproductions of your work (CDs, etc.)
- If you are providing existing CD or DVD recordings as supporting documentation, please specify if there are particular tracks or chapters that you wish the panel to listen to/view
- Have a clear and realistic idea of what you want and how much your proposal costs
- Plan your applications well in advance
- Keep a copy of your application for reference purposes
- Do not assume the assessors know you or your work: treat each application as if it were your first

## **Application form/common mistakes**

- No application form
- Incomplete budget or insufficient breakdown of costs in the budget (please note that, within the budget, the sum requested from the Music Recording Scheme must equate exactly to the projected expenditure figure less the projected income figure)
- Blank sections – if a question is not appropriate to you it should be marked 'n/a'

## **Supporting documentation/common mistakes**

- No examples of your own work
- Poor examples of your work
- Too much irrelevant information: be selective with what you submit
- Not enough information: assessors will have no basis on which to make a recommendation
- Examples of old work: assessors are interested in the work you are currently making

## **Selection procedures**

### **Peer Selection Panel assessment**

Applications are considered by an assessment panel that includes at least two external adjudicators, with relevant musical expertise. Applications are shortlisted and recommended by an independent Artistic Advisor to the scheme. The complete list of all applicants, regardless of shortlisting, is available on the assessment day. The assessment panel makes recommendations on the allocation of awards. Music Network's staff team then implements these decisions.

### **Selection criteria**

All applications to the Music Recording Scheme are assessed in the context of:

- Artistic quality and merit of the project being proposed
- Other applications and available resources
- Track record (or demonstrated potential) of personnel involved
- Feasibility of the proposal, with reference to all known resources already secured or pledged (in terms of projected income, please be realistic regarding projected unit sales of the recording based on sales of any previous recording and the distribution/marketing plan in place, and relative to the total number of hard copy CDs/DVDs to be manufactured)
- Clarity of purpose of the proposal
- Evidence of final recording being available to/accessible by the general public
- Planned impact of the proposal/benefit to musical practice/heritage in Ireland
- A clear vision as to who the intended audience is
- Capacity to deliver
- Justification of the need for funding in relation the project proposed

- The strategic importance of the proposed recording project to the featured artist/ensemble's career at this juncture

### **Process of Selection and Communication of Decisions**

- 1) A written application is received on or before the relevant closing date and time. Additional material supplied after the closing date and time (unless requested by Music Network) is not accepted. We disregard any representations made by or on behalf of a candidate (with or without the candidate's permission).
- 2) All eligible applications are assessed and shortlisted by an Artistic Advisor to the scheme, using the selection criteria published above.
- 3) A peer Selection Panel considers all eligible applications and, based on feedback from the Artistic Advisor, decides whether or not to add non-shortlisted applications to the shortlist for further consideration. The Selection Panel then assesses in depth the shortlisted applications, and reviews the supporting documentation supplied in relation to each application.
- 4) Applicants are informed of the panel's decision via a letter, which will be issued within 15-20 working days (three to four weeks) of the closing date. Successful applicants will receive a letter of offer, which outlines the standard conditions of award acceptance. Recipients must accept the offer in writing, and request in writing the draw-down of the first installment of the grant.
- 5) Where stamped addressed envelopes with sufficient postage have been supplied for the return of supporting materials, these supporting materials are returned to the applicant. Where a stamped, self-addressed envelope with sufficient pre-paid postage has not been supplied, supporting materials are held at Music Network's offices for collection by the applicant.
- 6) Normally, the award is paid in two installments: the first installment of 70% of the total allocation is available upon receipt of a written request from the successful applicant. A report form is also sent out with your letter of offer. This should be completed and returned to Music Network together with all relevant receipts and a copy of the final recording, in order to draw down the final balance of your award (30% of total award).

**Please note that details about grant decisions will not be given over the telephone or by email.**

### **Feedback on Panel Decisions**

Feedback is available from the artistic advisor on behalf of the selection panel if an application has been unsuccessful. This feedback is readily available upon request. The process for receiving feedback is as follows; email the Performance Programmes Administrator on [concertadmin@musicnetwork.ie](mailto:concertadmin@musicnetwork.ie) stating the title of your project and contact details. Your query will then be forwarded to the Artistic Advisor, who will provide written feedback based on the selection panel's comments.

### **Project Realisation**

Once an award has been granted to a successful applicant, it is expected that the artist/ensemble will work with other key personnel to see the project through to a successful conclusion, adhering as closely as possible to the parameters outlined in the application.

N.B. any substantive change to the artistic concept, artistic line-up and/or programme to those presented in the application must be cleared with Music Network well in advance of the project's commencement, in order to ensure that the grant awarded on the basis of the content of the original application is not affected. Failure to comply with this condition may result in the withholding of the second installment of the grant awarded.

### **Funding Acknowledgement**

Successful applications must acknowledge the support of Music Network and the Arts Council by carrying the following line of acknowledgement in all printed and publicity materials associated with the recording and its release: "*Presented with funding from the Arts Council Music Recording Scheme 2011*". In addition, all associated printed materials must carry both the current Music Network and Arts Council logos, which Music Network will provide to successful applicants.

**Please note that failure to comply with these acknowledgement conditions will result in an automatic penalty of 5% of the total funding offer, which will be deducted from the balance payment.**