

Music Capital Scheme 2017 Award 1 (Non-professional performing group) Guidelines

Managed by Music Network

Funded by An Roinn Cultúir, Oidhreacht agus Gaeltachta / The Department of Culture, Heritage and the Gaeltacht

The Music Network Music Capital Scheme is designed to provide support for the purchase of musical instruments and respond to a broad range of capital needs within the music sector in Ireland. The Music Capital Scheme 2017 is funded by the Department of Culture, Heritage and the Gaeltacht.

Through the process of operating this scheme, Music Network will seek to formulate sustainable and targeted structures for the provision of ongoing capital support to the music sector. Applicants should be aware that, generally, the scheme is significantly oversubscribed. All applications, however, whether successful or not, will contribute to policy development in this area, and will help shape future structures and initiatives for musical instrument provision.

This document describes the **Music Capital Scheme 2017 - Award 1 (Non-professional performing groups)**, provides information on how to apply, and outlines how applications will be assessed. This award is intended to support the purchase, maintenance and/or repair of instruments by organisations involved in the non-professional performance of music. It is open directly to non-professional performing groups / ensembles in any genre. It is also open to community, youth and resource organisations and local authorities who oversee music performance in the non-professional sector. Note: applications must relate to instruments that will be used by non-professional performers only, and instruments must be used for rehearsal / tuition **and** performance.

The total funding available for Music Capital Scheme 2017 - Award 1 is €160,000.

The deadline for receipt of applications is 12pm (noon), Tuesday 20th February 2018.

Contents

Selection criteria & priorities of Award 1	2
Eligible and ineligible applicants	2
Eligible and ineligible expenditure	3
Conditions of the Award	3 - 4
How to Apply	5 - 6
Support Material – Essential & Optional	6 – 8
Assessment Procedure – Selection criteria & ineligible applications	8 - 9
Results – Successful & unsuccessful applicants	9
Tips for Applicants	9 - 10
Frequently Asked Questions	10 - 12

Selection criteria

Applications will be assessed based on these eight **equally weighted** criteria:

Track record of the organisation	Overall artistic plans & policies of the organisation
Demonstrated need for instruments	Plans for tuition & ongoing support of players using instruments
Quality of proposed instruments	Level of use of instruments
Public benefit of instruments	Plans for maintenance, repair, housing & insurance of instruments

Priorities of Award 1

- Due to a low number of successful applications from a number of counties in previous rounds of the Music Capital Scheme, high quality applications from Kerry, Laois, Leitrim, Longford, Monaghan, Roscommon and Tipperary will be prioritised for Music Capital Scheme 2017- Award 1. The Department of Culture, Heritage and the Gaeltacht has allocated additional funding for this prioritisation.
- In addition, applications from organisations whose primary focus relates to working with people based in Government-designated RAPID areas have been strategically prioritised for support as part of the Music Capital Scheme – Award 1. Information on RAPID areas of development is available from Pobal at <https://www.pobal.ie/FAQ/Pages/RAPID.aspx>

Who can apply?

Brass, reed or silver bands	Classical ensembles
Concert bands	Percussion/samba bands
Primary/post-primary schools *	Community music groups
Pipe bands	Pop/rock ensembles
Jazz ensembles	Traditional ensembles / organisations
Amateur/youth orchestras and ensembles	Choirs
Other non-professional groups/ensembles	Musical societies
Venues/resource organisations/community groups/youth groups/local authorities/music schools/other agencies on behalf of established programmes of non-professional music performance.	

* Applications relating to non-core curricular activities

Music Network is committed to equity and inclusion, and welcomes applications from groups within culturally diverse communities and from people with disabilities.

Ineligible applicants

- Music Education Partnerships in receipt of Music Generation funding at the time of application deadline are not eligible to apply.
- For-profit companies are not eligible to apply.
- Individuals are not eligible to apply.
- Organisations based outside of the Republic of Ireland are not eligible to apply.
- Previous Music Capital Scheme awardees who have not been compliant with the conditions of their award are not eligible to apply.

Eligible / ineligible expenditure

In addition to musical instruments, the following items are **eligible** expenditure as part of the Music Capital Scheme. Note- applicants can purchase new or high-quality second hand items.

Bows	Instrument leads	Reeds
Drum heads	Instrument repairs	Rosin
Drum sticks/brushes	Instrument stands	Shoulder Rests
Effects pedals	Microphones	Silencers
Electro-acoustic equipment	Mouthpieces	Specialist stools where necessary
Instrument amplifiers	Mutes	Straps
Instrument cases	PA Systems	Strings
Instrument cleaning materials	Plectrums	

The following items are **ineligible** for support in this scheme:

Choir risers	Sheet music
Laptops	Travel/expenses (e.g. shipping) related to purchase of instrument(s)
Metronomes	Tuition, conducting, coaching fees
Music stands	Tuition CDs, DVDs
Recording equipment	Tuners
Rehearsal space purchase/rental	Uniforms

Conditions of the award

- Up to 75% of the total cost of the instruments will be awarded. Applicants must demonstrate how the remaining 25% will be funded. This 25% cannot include a discount from instrument suppliers. All applications received to the Music Capital Scheme 2017 – Award 1 must comply with **Public Procurement Guidelines**: <http://ogp.gov.ie/public-procurement-guidelines-for-goods-and-services/>. The maximum amount awarded will be €18,750 i.e. the overall instrument cost must not exceed €25,000. **See Essential Support Materials**- page 6 – 7.
- Instruments must be owned by a constituted organisation which operates as a not-for-profit, voluntary or charitable body, and has a separate bank account. The organisation must submit their Registered Charity Number (RCN), as assigned by the Charities Regulatory Authority, on their online application form. If the organisation’s Registered Charity Number (RCN) is not provided, the organisation’s constitution **and written** confirmation from the Charities Regulatory Authority that the organisation has started the process of registering for a Registered Charity Number (RCN) must be submitted as part of the **Essential Support Materials**. (In some cases, the constitution may also be the constitution of the parent organisation).
- Organisations delivering programmes for children and young people under the age of 18 and/or vulnerable adults are required to have adequate child / vulnerable adult protection and welfare policies and procedures in place. Applicants are required to submit a copy of their child / vulnerable adult protection documentation with their application. See **Essential Support Materials**- page 6 - 7.
- Awarded organisations must ensure that ongoing training and support is available to players availing of the proposed instruments for purchase / repair. This includes, but is not limited to, regular tuition provided by suitably experienced/qualified personnel, visiting musicians and tutors, workshops/master classes,

regular rehearsals and performance opportunities etc. Applicants are required to submit biographies of their artistic personnel as part of their application. See **Essential Support Materials**- page 6 - 7.

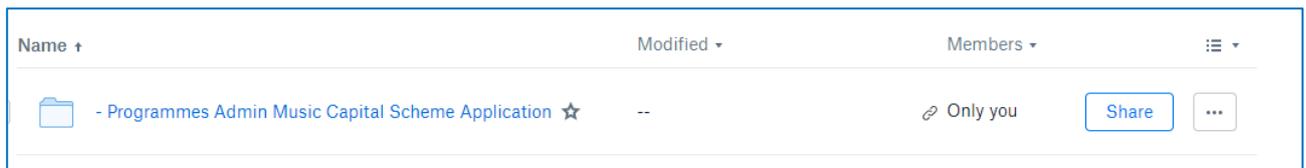
- Organisations must be based in, and make regular use of the instruments in, the Republic of Ireland.
- Organisations must operate a clear policy for use of instruments. Organisations may provide instruments for free or for a nominal rent (to contribute to care and maintenance) to players. Instruments are not intended to generate profit for organisations, therefore for-profit companies are not eligible to apply.
- Any proposed change made by an awarded organisation to the instruments for purchase must be approved by Music Network.
- Awarded organisations must make adequate provision for housing, insurance, care, maintenance and repair of instruments, and outline how this will be achieved i.e. list housing details, proposed insurance company details, names of those who will oversee the maintenance and repair of instruments etc.
- Awarded organisations must nominate a single member/committee member to oversee the management of the Music Capital Scheme award and instrument purchase, and the organisation's compliance with award conditions. Music Network will not enter into correspondence with any other member of the organisation in relation to this award application unless a change in person is nominated by the board/committee of the organisation and is communicated in writing to Music Network.
- Venues applying for funding should indicate if a number of different ensembles/groups will be using the instruments/equipment, and submit biographies of artistic personnel and samples of the work of each of these groups. The person or group who will ultimately be responsible for the care and maintenance of the instruments must be clearly identified in the application.
- Awarded organisations must not sell or otherwise dispose of instruments funded under this scheme. If the instruments are no longer needed, or if an organisation ceases to exist, Music Network must be informed. In negotiation with Music Network, the organisation will then transfer the instruments to another body, or sell the instruments and refund Music Network with the relevant proportion of the funds raised. This will then be added to the Music Capital Scheme fund for subsequent years.
- Awarded organisations will provide annual reports to Music Network on the exact use of the instruments for three years from the date of the award.
- Awarded organisations will acknowledge the support of The Department of Culture, Heritage and the Gaeltacht, Music Network and The Arts Council in biographical and publicity material, from the date of the award, for at least three years. The relevant logos and a template for the acknowledge text will be sent to awardees following confirmation of the award results. Organisations will be required to submit proof of acknowledgement with annual reports i.e. provision of sample concert programmes, website screenshots, posters, flyers etc. which carried the acknowledgement.
- Where an awarded organisation is in breach of the conditions of this award, the organisation will refund the amount awarded (or the percentage of the then value of the instruments corresponding to the percentage of the value of the original award) to Music Network. This will then be added to the Music Capital Scheme fund for subsequent years.
- By signing the application form, organisations agree to be bound by the conditions of the award

How to Apply

1. **Download the Preparatory Word Document- Award 1** from www.musicnetwork.ie and save to your computer. Applicants are strongly recommended to complete a draft version of their application form answers using this document. It will then be possible to copy and paste the majority of answers onto the online application form.
2. **Complete a draft of your application form answers** using the Preparatory Word Document- Award 1 and save it to your computer. Please note this document is not the application form and will not be accepted as such.
3. **Upload all Essential and Optional Support Materials** to a Dropbox folder, a link to this folder must be provided in Section 4 of the online application form. All Essential and Optional Support Materials must be submitted via Dropbox, it is not possible to submit any part of the application in hardcopy or by email.

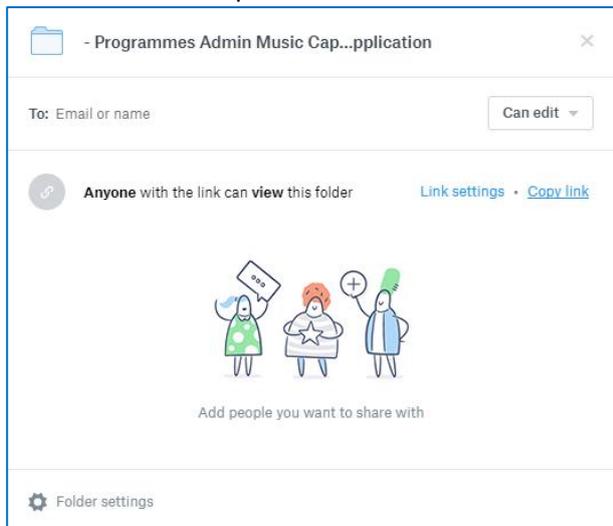
To create a Dropbox folder, visit www.dropbox.com and click **create an account** (this is free and has a 2.5GB limit). Create a folder for your Music Capital Scheme support materials, you can then upload files from your computer to the Dropbox folder.

To create a link to the folder to list on your application form, click **Share** (this appears when you pass the mouse to the right of 'Members'):

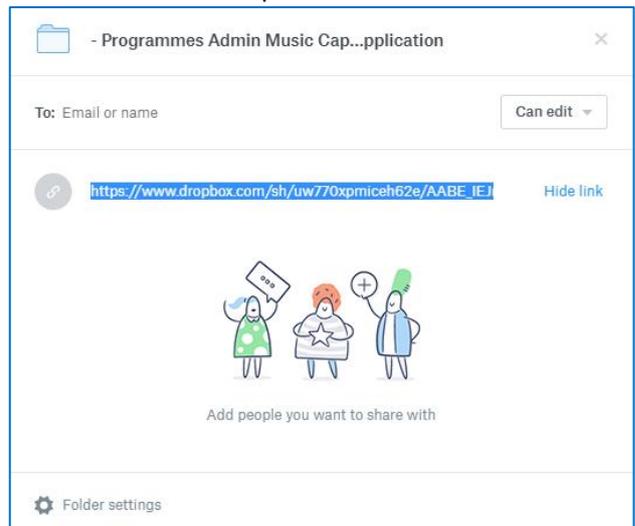


Click **Create Link / Copy Link**; a link will be displayed, which can then be copied and pasted onto your online application form:

Step 1



Step 2



4. Once you are satisfied that you have prepared all of the information required to submit an application, **complete the online application form** (including listing the link to your Dropbox folder in Section 4) and click SUBMIT.
Your application will not have been sent unless you have clicked SUBMIT. Note: There is no facility to save the online application. The operation will time out if not completed within a reasonable timeframe- this varies depending on your internet speed. No edits or additions to the online form or Dropbox folder will be possible once an application has been submitted, so applicants are advised to complete a draft version of the form offline using the Preparatory Word Document – Award 1 and upload all support materials to your Dropbox folder before filling in the online form.
5. You will **receive a confirmation email** straight away to acknowledge receipt of your submission. Note: confirmation emails are automated, so they may appear in your spam folders. Please check these folders if you have not received a confirmation email. If you do not receive a confirmation email, please contact Music Network in advance of the deadline to confirm that your application has been received.

CLOSING DATE: 12pm (noon), Tuesday 20th February 2018

Please note that late application forms and/or support materials cannot be accepted. Please retain a copy of your submission for future reference. Please note that lobbying will lead to disqualification of applications.

Support material

Along with your completed online application form, you must submit appropriate support material. Applicants must create a Dropbox folder and upload the relevant documents in advance of completing the online application form. Once the application form has been submitted, the contents of the Dropbox folder will be downloaded and it will not be possible to make changes to any part of the application. Please ensure that you provide all relevant materials, as applications which do not include all Essential Support Material will be deemed ineligible.

Essential Support Materials:

- History of Organisation

A document detailing the development of the organisation since its establishment. In the case of primary / post-primary schools, this may focus specifically on the development of the music programme (max. 1,000 words).

- Biographies of artistic personnel

A Curriculum Vitae or other information detailing the musical career of the main personnel involved in tuition within the organisation. Key artistic personnel may include, but is not limited to, artistic director, musical director and/or assistant director, tutors/visiting composers/musicians providing tuition etc (max. 1,000 words).

- Mandatory number of quotations for each proposed instrument for purchase

All applications to the Music Capital Scheme 2017 – Award 1 must comply with **Public Procurement Guidelines** (<http://ogp.gov.ie/public-procurement-guidelines-for-goods-and-services/>). Applicants must include quotations for each proposed instrument for purchase as follows:

- Where the overall cost of the proposed instruments for purchase is less than €5,000, two quotations for each instrument from separate instrument dealers / makers must be submitted.
- Where the overall cost of the proposed instruments for purchase is between €5,000 and €25,000, three quotations from separate instrument dealers / makers must be submitted.

The maximum amount awarded will be €18,750 i.e. the overall instrument cost must not exceed €25,000. Quotations should be copies of letters or emails from instrument dealers /makers. For mass produced instruments or equipment, screenshots from websites are acceptable. In the case of bespoke instruments, the additional quotation(s) should be for the nearest comparable instrument(s). If quotations are in a currency other than Euro, please include the relevant conversion(s); the figures listed on your application form must be in Euro. Note: Submitting links to websites is not acceptable. These quotations are essential for comparison purposes so that 'value for money' can be demonstrated and given careful consideration in relation to all applications.

- Audio/video recordings

Applicants may save up to three audio files (mp3 format only) in their Dropbox folder along with a Word document listing the recording details (date, location of recording, start / stop times of relevant section to listen to). Applicants may alternatively save up to three links to audio or video samples on the Word document in their Dropbox folder, along with the recording details. Note- links should be publicly accessible / a password for a private link should be listed if necessary. **It is the applicant's responsibility to ensure that recordings are accessible by assessors.** Note: the assessors' only opportunity to experience your performing ability is through your audio / video recordings, so please ensure that the recordings you submit offer the best representation of your playing.

- List of members of board / committee

A list of your organisation's board or committee, indicating positions held (e.g. Chairperson, Secretary, PRO etc.)

- Copy of Constitution **and** documentation from the Charities Regulatory Authority (if a Registered Charity Number (RCN) is not provided on the online application form)

If the organisation's Registered Charity Number (RCN) is not provided on the online application form, the organisation's constitution **and** written confirmation from the Charities Regulatory Authority that the organisation has started the process of registering for a Registered Charity Number (RCN) must be submitted. (In some cases, the constitution may also be the constitution of the parent organisation).

- Copy of Child Safeguarding Statement/Vulnerable Adults Protection Policy (as applicable).

Organisations delivering programmes for children and young people under the age of 18 and/or vulnerable adults are required to have adequate child / vulnerable adult protection and welfare policies and procedures in place. This documentation must specifically relate to the work of your group or organisation, and procedures must have been fully implemented. In the case of a larger organisation, the policy must relate specifically to your branch rather than the parent organisation e.g. including information on your branch procedures, Designated Liaison Person.

It is the responsibility of your organisation to ensure that your Child Safeguarding Statement has been developed in compliance with *Children First: Guidance on Developing a Child Safeguarding Statement*; see www.tusla.ie for further information

It is the responsibility of your organisation to ensure that an appropriate Vulnerable Adults Policy is in place; see www.safeguardingcommittee.ie for further information.

- List of instruments owned by organisation (as applicable)

If your organisation currently owns instruments, a list of the instruments must be submitted, including number and type of instruments, the state of repair and approximate life span.

Optional Support Materials:

- Publicity material, press cuttings
- Reviews, adjudication sheets
- Confirmation of partnership funding (if already secured)

Assessment procedure

An independent advisor will assess applications based on the selection criteria listed below. Depending on volumes of applications, a short-listing process may be used. A panel including representatives of Music Network, The Arts Council, and relevant music practitioners from a variety of genres will then consider applications and decide on the allocation of funds. The panel may decide not to award funds if insufficient high-quality applications are received. The decision of the panel will be final. Applicants should note that funding is limited and that this is a very competitive process. Meeting the eligibility criteria alone does not guarantee funding.

Selection criteria

Applications will be assessed based on these eight **equally weighted** criteria:

Track record of the organisation	Overall artistic plans & policies of the organisation
Demonstrated need for instruments	Plans for tuition & ongoing support of players using instruments
Quality of proposed instruments	Level of use of instruments
Public benefit of instruments	Plans for maintenance, repair, house & insurance of instruments

Ineligible applications

Your application will be deemed ineligible if:

- your application (i.e. application form and/or support material) is received after the closing date and time: **12pm (noon), Tuesday 20th February 2018.**
- your application does not include all of the **Essential Support Materials** listed on pages 6 – 7 above.
- you have not submitted the required quotations for each proposed instrument for purchase, see **Essential Support Materials** (page 6 – 7) for further information.
- your application does not comply with the Conditions of the award listed on pages 3 - 4 above.
- your application relates to instruments/equipment already purchased or which will be purchased before funding decisions are made.
- the budget section of the application form is unclear (e.g. figures are listed in a currency other than Euro or the amount requested is calculated incorrectly), the amount requested exceeds €18,750, or the overall cost of the proposed instruments for purchase exceeds €25,000.
- the application form is not completed in full. Insert 'N/A' to any sections that do not apply to your application, if necessary.

Results

Applicants will be informed of panel decisions by email in April 2018.

Successful applicants

Successful applicants will write to Music Network to request payment of their award.

- All awarded organisations must have a Registered Charity Number and be compliant with current child protection guidelines. Please note, you may be asked to supply additional information regarding your organisation's child protection documentation in order to draw down the award.
- Awards in excess of €10,000 will require the awardee to submit Tax Clearance details in order to draw down the award.

Within six months of award payment, all awardees must provide copies of receipts for the purchase of instrument(s) to Music Network. Where such receipts are not received, awardees will forfeit the award, and refund any unused portion of the funds. Any such returned funds will be added to the budget for subsequent years of the Music Capital Scheme.

See Conditions of the award (pages 3 - 4) above for further information on e.g. acknowledgement of the award, annual reporting.

Unsuccessful applicants

Music Network will provide feedback to unsuccessful applicants, when requested within 2 months of the results being announced. Applicants may reapply in subsequent years.

Tips for applicants

- Read the Music Capital Scheme 2017- Award 1 Guidelines and Music Capital Scheme 2017 - Award 1 Application Form thoroughly before preparing your application.
- * Use the Music Capital Scheme 2017 - Award 1 Preparatory Word Document to prepare your application.
- Make sure your application form is clear, concise and unambiguous; do not assume that assessors are familiar with your work.
- Read the hints for each question on the application form (indicated by question mark icons).
- Have a clear and realistic idea of the costs involved in your proposal and clearly outline other sources of income.
- Be selective with support material: it is better to submit less rather than including material which you may not consider your best. Support material should primarily be recent work and relate clearly to what is being applied for.
- Remember that the assessors' only opportunity to experience your performing ability is through your audio / video recordings, so ensure that the recordings you submit offer the best representation of your playing.

- Ask a friend or colleague to look over your application before submission.
- Plan and submit your application well in advance of the deadline: **12pm (noon), Tuesday 20th February 2018.**
- Keep a copy of your submission for your records.

Frequently Asked Questions

Can I fax, email or post an application?

No, all applications must be submitted online through the Music Network website. Support material must be submitted via Dropbox, and a link to the Dropbox folder listed on the online application form.

Do I have to submit my form online?

Yes, all application forms must be submitted via the Music Network website through the online application process. All support material must be uploaded to a Dropbox folder, and the link included in the application form.

What does “Essential Support Material” mean?

All items listed in Essential Support Material are compulsory and applications missing any part of the Essential Support Material cannot be considered. See page 6 - 7 for further information.

What does “Optional Support Material” mean?

Optional Support Material may include, but is not limited to, press cuttings, adjudications, performance programmes, website links/screenshots and online review links/screenshots and confirmation of partnership funding.

What qualifies to demonstrate “track record”?

Track record can be demonstrated by, but is not limited to, performance information and programmes, details of the growth of the organisation, audio/video recordings and press cuttings. In new organisations, the potential track record of an organisation can be demonstrated by submission of detailed development plans for the organisation.

Where can I find further information on creating a constitution for my organisation?

You can contact the Charities Regulatory Authority <http://www.charitiesregulatoryauthority.ie> there is a model constitution for unincorporated associations on the website, which can be used as a template to create your organisation’s constitution.

How do I obtain a Registered Charity Number (RCN) for my organisation?

Register your organisation with the Charities Regulatory Authority <http://www.charitiesregulatoryauthority.ie>. This will include submitting your organisation’s constitution, child / vulnerable adults documentation and financial information.

Do I have to submit instrument quotations?

Yes, all applications to the Music Capital Scheme 2017 – Award 1 must comply with Public Procurement Guidelines: <http://ogp.gov.ie/public-procurement-guidelines-for-goods-and-services/>. Applicants must include quotations for each proposed instrument for purchase as follows:

- Where the overall cost of the proposed instruments for purchase is less than €5,000, two quotations for each instrument from separate instrument dealers / makers must be submitted.

- Where the overall cost of the proposed instruments for purchase is between €5,000 and €25,000, three quotations from separate instrument dealers / makers must be submitted.

The maximum amount awarded will be €18,750 i.e. the overall instrument cost must not exceed €25,000. Quotations should be copies of letters or emails from instrument dealers / makers. For mass produced instruments or equipment, screenshots from websites are acceptable. In the case of bespoke instruments, the additional quotation(s) should be for the nearest comparable instrument(s). If quotations are in a currency other than Euro, please include the relevant conversion(s); the figures listed on your application form must be in Euro. Note: Submitting links to websites is not acceptable. These quotations are essential for comparison purposes so that 'value for money' can be demonstrated and given careful consideration in relation to all applications. The quotations form part of the Essential Support Materials, and your application will be deemed ineligible if it does not include all Essential Support Materials, as listed on page 6 - 7 above.

Do I need an email address to apply?

Yes, an email address is required. Correspondence confirming receipt of applications and the award results will be sent by email. Note: emails are automated, so they may appear in your spam folders. Please check these folders if you have not received a confirmation email. If you do not receive a confirmation email, please contact Music Network in advance of the deadline (12pm (noon), Tuesday 20th February 2018) to confirm that your application has been received.

When should I aim to submit my application?

You should aim to have your application ready to submit a few days before the actual deadline: 12pm (noon), Tuesday 20th February 2018. The website may get very busy as the deadline approaches which means that users may experience some delays during the submission process. Please note: It will not be possible to submit any part of the application after the specified deadline.

How much time will I have to complete the online form?

Although you will have a reasonable amount of time to complete the online form, it will eventually time out; this will vary depending on your internet connection. Applicants are strongly recommend to complete a draft version of your application form answers using the Preparatory Word Document – Award 1 and save it to your computer. You can then copy and paste the majority of your answers onto the online application form.

Can I edit my online application or add information once I have submitted it?

No, once you have clicked 'SUBMIT' on your online application form, all application content is considered final. The contents of the Dropbox folder will be downloaded and it will not be possible to make changes to any part of the application.

How do I know that my application has been received?

Once you click the SUBMIT button:

- A message will appear on screen indicating that the application has been submitted.
 - You will receive an automatic email straight away confirming that the application has been submitted.
- Note: confirmation emails are automated, so they may appear in your spam folders. Please check these folders if you have not received a confirmation email. If you do not receive a confirmation email, please contact Music Network in advance of the deadline (12pm (noon), Tuesday 20th February 2018) to confirm that your application has been received.

Whom can I contact if I have a question not covered in this document?

You can contact the Programmes Administrator at 01 475 0224 or programmesadmin@musicnetwork.ie