

THE ARTS COUNCIL/AN CHOMHAIRLE EALAÍÓN

MUSIC CAPITAL SCHEME

2011

GUIDELINES

MANAGED BY MUSIC NETWORK



INTRODUCTION

The Arts Council/Music Network Music Capital Scheme and Research Project is an action-research initiative running over a three-year period (2008-2010), which is designed to provide support for the purchase of musical instruments, and research a broad range of capital needs within the music sector in Ireland. The Music Capital Scheme continues in 2011, due to the support of the Department of Arts, Heritage and the Gaeltacht.

This document describes the Music Capital Scheme 2011, outlines the objectives of the different elements of the scheme, provides information on how to apply and outlines how applications/expressions of interest will be assessed.

In 2011, financial support will be offered in two distinct streams that will run concurrently:

- **Stream 1:** Instrument Banks – support for the purchase of instruments for non-professional groups/ensembles such as brass and silver bands, concert bands, symphonic wind ensembles, pipe bands, céilí bands, youth/amateur orchestras and ensembles, fife and drum (and other marching) bands, big bands, community music groups, percussion and samba band, pop/rock music collectives, traditional music groups/organisations, musical society, venue, local authority, resource/community/youth organisation.
- **Stream 2:** Individual Instruments – support for the purchase of high quality musical instruments for highly skilled individual performers playing at a professional level

Each stream is designed to respond to a different area of need within the wider music sector. Through the process of operating these schemes and through concurrent research, The Arts Council and Music Network will seek to formulate sustainable and targeted structures for the provision of ongoing capital support to the music sector.

This is a scheme in an area that has not had direct support structures previously. Applicants should be aware that it is possible that the scheme will be significantly oversubscribed. All applications/expressions of interest, however, whether successful or unsuccessful, will contribute to policy development in this area, and will help shape future structures and future initiatives in the area of support for musical instrument provision.

GUIDELINES

ELIGIBILITY & PRIORITIES OF THE AWARD

Due to the limited funds available, a number of areas have been strategically prioritised for support in 2011, as follows:

- Applications from Government designated RAPID areas will be prioritised
- Music Education Partnerships not in receipt of Music Generation funding at the time of application, are eligible to apply for the scheme
- Although eligible to apply, choirs and schools will not be prioritised for the 2011 awards.

This scheme is aimed at providing instruments for rehearsal and performance. It is not designed to provide instruments used exclusively for tuition.

DETAILED DESCRIPTION OF 2 STREAMS

Stream 1: Instrument banks

Total available funding in 2011: €203,000

This funding stream is intended to support the purchasing, repair or maintenance of instruments for 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 or resource organisations or local authorities that oversee music performance in the non-professional sector. Funding is available to upgrade or renew existing instruments, or to purchase instruments for rehearsal or performance.

Who can apply?

- Brass and silver bands
- Concert bands
- Symphonic wind ensembles
- Pipe bands
- Céilí bands
- Youth/amateur orchestras and ensembles
- Fife and drum (and other marching) bands
- Big bands
- Percussion/samba band
- Community music groups
- Pop/rock music collectives
- Traditional music groups/organisations
- Choirs
- 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
- Other non-professional groups/ensembles

Selection Criteria:

- Track record of organisation
- Demonstrated need for instruments
- Plans for training of players using instruments
- Quality of proposed instruments
- Level of proposed use of instruments
- Public benefit of instruments
- Overall artistic plans and policies of organisation
- Plans for maintenance, repair, housing and insurance of instruments

(Note: All selection criteria are equally weighted.)

MUSIC CAPITAL SCHEME

MANAGED BY MUSIC NETWORK

Conditions of Award:

- Instruments to be owned by a constituted organisation – i.e. organisations with legal structures (limited company, local authority etc.) or voluntary bodies with membership structures/constitution/articles of association etc. and with separate bank account. Organisations must operate as a not-for-profit, voluntary or charitable body. It is not necessary to be a limited company.
- Organisations must be based in Republic of Ireland
- Organisations will make regular use of instruments in Ireland
- Up to 75% of the total value of the instruments will be awarded. Applicants must demonstrate how remaining 25% will be funded. This 25% must not include discount from instrument suppliers.
- Applicants can purchase new or high-quality second hand instruments. Where possible, applications must include quotations for supply of instruments from at least two separate instrument dealers. In the case of rare or specialist instruments where it may not be possible to source more than one supplier one quotation will be accepted.
- Organisations will ensure that training and support is available to players availing of instruments
- Organisations will operate a clear policy for use of instruments. Organisations may provide instruments free or for a nominal rent (to contribute to care and maintenance) to players. Instruments are not intended to generate profit for organisations.
- Organisations will make adequate provision for housing, insurance, care, maintenance and repair of instruments
- Organisations delivering programmes for children and young people under the age of 18 are required to have adequate child protection and welfare policies and procedures in place. You are required to submit a copy of your child protection policy and procedures with your application. For further information see *Guidelines for the Protection and Welfare of Children and Young People in the Arts Sector* available on request from The Arts Council or on www.arts council.ie.
- Organisations will nominate a single member/committee member to oversee the management of grant application and instrument purchase. This individual will be responsible for signing application form, seeking quotations, making payments to suppliers, accounting for procedures and reporting to Music Network over a three-year period. Music Network will not enter into correspondence with any other member of the organisation in relation to this grant application unless a change in person is nominated by the board/committee of the organisation and is communicated in writing to Music Network.
- Organisations will not sell or otherwise dispose of instruments funded under this scheme. If instruments are no longer needed, or if organisation ceases to exist, in negotiation with Music Network, the organisation will transfer instruments to another body or sell instruments and refund Music Network with the relevant proportion of the funds raised.
- Organisations will provide annual reports to Music Network for three years on the exact use of the instruments
- Organisations will acknowledge the support of of The Department of Arts, Heritage and the Gaeltacht, Music Network and The Arts Council in biographical and publicity material for at least three years. A template for this will be provided.
- Where an 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.
- Applications will only be considered from organisations. Individuals may not apply to stream 1.

Stream 2: Individual Instruments

Total available funding in 2011: €109,000

This stream is designed to provide support for highly skilled performing artists working at a professional level, who seek support for the purchase of high quality instruments that are central to their performing career. The total fund may be allocated to one artist or it may be divided among a number of performers. Artists are invited to submit an “expression of interest” form for Stream 2. Artists who are selected for support will have up to ten months to purchase an instrument. Funding awarded will be drawn down once a suitable instrument has been sourced.

This award is open to artists working in any musical genre. It is targeted at artists working regularly as a high-level performer in a solo capacity or as part of a small group/ensemble.

GUIDELINES

In the case of high-value string instruments, support through this award may represent one of a number of ways of funding the purchase of an instrument. The instrument applied for must be the primary instrument of the applicant or one in which the applicant can demonstrate a track record of performance.

Support provided by this award will be made available through a grant payment to the individual artist. The instrument (or the share of the instrument corresponding to the level of the award) will be owned by the artist.

Who can apply?

- Individual artists who have been born in or who are resident in the Republic of Ireland. Residency is based upon the Revenue Commissioners' definition of the term (see www.revenue.ie). Residents will have a valid PPS number.

Selection Criteria:

- Track record of applicant (50%)
- Demonstrated need for high quality instrument (25%)
- Proposals for use of instrument including use in Ireland (25%)

(Note: in the case of a number of applicants scoring equally highly, demonstrated track record of the artist will be considered the primary selection criterion.)

Conditions of Award

- Up to 50% of the total value of the instrument will be awarded
- Awarded artist(s) will make regular (not necessarily exclusive) use of instrument in Ireland for at least three years. In the case of pianos or other large non-portable instruments, the instrument will be housed in the artist's normal place of practice, which could be outside Ireland.
- Artist(s) in receipt of an award will provide independent valuation of the instrument from at least two reputable independent sources. In the case of new instruments, this could be by way of quotations from instrument dealers.
- Awarded artist(s) will make adequate provision for housing, insurance, care, maintenance and repair of instrument
- Awarded artist(s) will provide annual reports to Music Network for three years on the exact use of the instrument
- Awarded artist(s) will acknowledge the support of of The Department of Arts, Heritage and the Gaeltacht, The Arts Council and Music Network in biographical material for at least three years
- Awarded artist(s) agree to be bound by the conditions of this award. In the case of an unforeseen change in circumstance leading to an inability to abide by the conditions of the award, artist(s) will refund the amount awarded (or the percentage of the then value of the instrument 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.

MUSIC CAPITAL SCHEME

MANAGED BY MUSIC NETWORK

Eligible Expenditure

In addition to music instruments, the following areas are eligible as expenditure as part of the Music Capital Scheme (both streams).

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

The following items are ineligible for support in this scheme (all streams)

- Metronomes
- Music stands
- Rehearsal space purchase or rental
- Sheet music
- Tuition, conducting or coaching fees
- Tuition CDs and DVDs
- Tuners
- Uniforms
- Travel and expenses related to purchase of an instrument
- Recording equipment

How to Apply

- Complete application form (Stream 1) or expression of interest form (Stream 2) – both of which are available to download on Music Network's website – www.musicnetwork.ie
- Please supply 4 copies of application/expression of interest form
- Include 1 copy of support material as detailed on each application/expression of interest form
- Submit application/expression of interest by 5.30pm Tuesday 04 October 2011 to:

Music Capital Scheme Manager
 Music Network
 The Coach House
 Dublin Castle
 Dublin 2

Applications/expressions of interest must be made in hard copy. Faxed or emailed submissions are not eligible. Please note late applications/expressions of interest and/or support materials cannot be accepted. Please retain a copy of your submission for future reference.

Applications should be held together with a paper clip or a staple. Please avoid using plastic folders, ringbinders, bound applications or plastic pockets as these will be discarded for filing.

Support Material

Along with your completed application/expression of interest form, you must include appropriate supporting material. Well-presented and relevant supporting material will help assessors to understand your proposal. You are encouraged to be creative in submitting supporting material, especially if you feel the application/expression of interest form does not adequately allow you to do full justice to your proposal.

GUIDELINES

A full list of support material relevant to each stream is provided at the end of each application/expression of interest form. Please check this list and ensure that you provide all relevant materials.

Do not send unique or irreplaceable items as support material. Enclose a stamped addressed envelope of appropriate dimensions and with adequate postage if you wish your support material to be returned.

Assessment Procedure

An independent advisor will assess applications/expressions of interest. Depending on volumes of applications/expressions of interest, a short-listing process may be used. A panel including representatives of Music Network, The Arts Council, and relevant music practitioners will consider applications/expressions of interest and decide on the allocation of funds. The panel may decide not to award funds if insufficient high-quality applications/expressions of interest are received.

Applicants will be informed of decisions by Wednesday 19 October 2011. Music Network will provide feedback on request. The decision of the panel will be final

Applicants should note that funding is limited and that this is a competitive process. Meeting the guidelines for this award does not guarantee funding.

SUCCESSFUL APPLICANTS

Stream 1:

Successful applicants will write to Music Network to request payment of grant. Within six months of grant payment, all successful applicants must provide copies of receipts for purchase of instruments to Music Network. Where such receipts are not received, applicants will forfeit grant, 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.

Successful applicants will acknowledge the support of The Department of Arts, Heritage and the Gaeltacht, The Arts Council and Music Network in biographical and publicity material for at least three years.

Stream 2:

Successful applicants will source an instrument to purchase (if instrument has not already been sourced) within six months of notification of an award being made. Purchase of instrument and drawdown of funding must take place within ten months of award being made.

Successful applicants will acknowledge the support of The Department of Arts, Heritage and the Gaeltacht, The Arts Council and Music Network in biographical and publicity material for at least three years.

UNSUCCESSFUL APPLICANTS

Music Network will provide feedback to unsuccessful applicants, upon request. Applicants may reapply in subsequent years.

MUSIC CAPITAL SCHEME

MANAGED BY MUSIC NETWORK

INELIGIBLE APPLICATIONS

Your application/expression of interest will be considered ineligible if:

- It is received after the closing date
- If it relates to instruments/equipment already purchased or which will be purchased before the funding decisions are made
- Your application/expression of interest does not comply with the relevant “conditions of award” outlined above
- It does not include support material
- The application/expression of interest form is not completed in full

TIPS FOR APPLICANTS

- Read guidelines and application/expression of interest form thoroughly before answering questions
- Make your application/expression of interest clear, concise and unambiguous
- Do not assume that assessors know your work
- Ask a friend or colleague to read application/expression of interest before submission
- 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 relate primarily to recent work
- Have a clear and realistic idea of the costs involved in your proposal and clearly outline other sources of income
- Plan your application/expression of interest well in advance
- Keep a copy of your submission for your records
- Avoid binding applications or using any plastic pockets or folders. A large paperclip is sufficient to hold applications in place

FURTHER INFORMATION

Further information can be obtained from:

Music Capital Scheme Manager
Music Network
The Coach House
Dublin Castle
Dublin 2

Email: capitalscheme@musicnetwork.ie

Phone: 01 671 9429

Skype: projectsmusicnetwork

GUIDELINES

FAQ'S**Can I fax or email my application?**

Only hard copies of the applications will be accepted. Please provide four copies of applications and one copy of support material.

SUPPORT MATERIAL**What does “Essential Support Material” mean (Stream1)?**

All items listed in Essential Support Material are compulsory and applications missing any part of the Essential Support Material cannot be considered.

What does “Optional Support Material” mean?**Stream 1**

Optional Support Material may include, but is not limited to, press cuttings, performance programmes, website printouts and online review printouts, DVD and/or CD recordings. It is highly recommended that applicants include a CD or DVD recording of a performance if available.

Stream 2

Optional Support Material may include, but is not limited to, press cuttings, performance programmes, website printouts and online review printouts. CD or DVD recording of a performance are essential support material for Stream 2.

What is meant by “Biographies of key artistic personnel” in the Essential Support Material (Stream1)?

“Biographies of key artistic personnel” is 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. (Max. 500 words)

What is meant by “History of the organisation” in the Essential Support Material (Stream 1)?

The history of the organisation is a document detailing the development of the organisation since its establishment.

What qualifies to demonstrate “track record”?

Track record can be demonstrated by, but is not limited to, performance programmes, details of the growth of the organisation (in the case of Stream1), CD & DVD recordings and press cuttings.

In new organisations development of the potential track record of an organisation can be demonstrated by detailed plans for the organisation.

How should I present my application?

A paperclip is sufficient to hold your application together as all applications are taken out of folders/binding for filing.

Where are the RAPID Areas, in relation to the priorities of Stream 1?

Information on the Government RAPID areas of development is available from Pobal at www.pobal.ie