

Music Network/Arts Council Music Recording Scheme 2009: Guidelines for Applying

Closing date: 5.00pm on Monday 5th October 2009

This guide is about the Music Network/Arts Council Music Recording Scheme, which is a scheme funded by the Arts Council and managed by Music Network in lieu of the Arts Council's own Music Recording Scheme in 2009. 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.

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). 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 that have been made previously for the same project
- Applications from minors (people under the age of 18 years)
- Applications from artists, who were not either born in, or resident in the Republic of Ireland¹
- Applications for recording projects involving more than 50% of non-eligible performers.¹

How much will be awarded?

A total award fund of €71,500 is available in 2009. Awards up to €10,000 will be made.

For further information, please contact:

Andreas Ziemons
Music Network
The Coach House
Dublin Castle
Dublin 2
Telephone: 01-6719429
Email: admin@musicnetwork.ie

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

¹ *In order to be eligible for this award, applicants and 50% of all 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.

Essential Information

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. Alternatively, please email admin@musicnetwork.ie to have a copy of the form emailed or posted to you.

Please print out your completed application form (4 hard copies required) and post or deliver it to: Music Recording Scheme, Music Network, The Coach House, Dublin Castle, Dublin 2

All applications must include:

- A detailed description of your proposal (4 copies)
- Up-to-date CVs of all personnel involved in the proposal (4 copies of each)
- Stamped, self-addressed envelope (SAE) of appropriate dimensions and with adequate postage (postage stamps only please, as franked/postage receipted envelopes cannot be used) for return of supporting material (1)
- Examples of previous work (1 copy of each example presented)

Supporting documentation

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.

When will I hear?

Following the selection panel meeting, a letter of decision will be issued within 15-20 working days (three to four weeks) of the closing date. Results will not be given by telephone or by email.

What happens if I receive an award?

The letter of offer will contain a report form and will ask you to write formally to Music Network to acknowledge the award and specifically to request payment. Conditions attached to an award will be stipulated in your letter of offer. Payments are not made unless they are requested.

Application procedures

- 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) The application is assessed and shortlisted by an Artistic Advisor to the scheme.
- 3) A peer Selection Panel assesses the shortlisted applications.
- 4) Applicants are informed of the panel's decision via a letter. Successful applicants will receive a letter of offer, which outlines the standard conditions of award acceptance. Recipients must accept the offer in writing. Materials submitted in support of applications are returned with the letter of notification of the Selection Panel's decision. Normally, the award is paid in two installments of 50% of the total allocation, and each payment requires a written request. A report form is also sent out with your letter of offer. This should be completed in order to 'draw down' the final installment of your award. Please note that *details about grant decisions will not be given over the telephone.*

Peer Selection Panel assessment

Applications are considered at 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.

Conditions applying to all awards

- 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 Music Network/Arts Council Music Recording Scheme 2009*”. 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

Criteria

All applications for awards are assessed in the context of:

- Quality of the idea presented
- Other applications and available resources
- Justification of the need for funding

Exclusions

The Music Network/Arts Council Music Recording Scheme 2009 will not fund:

- Recordings that are commercially viable²
- Proposals for projects where the recording process has already commenced
- Charity fund-raising ventures

Your application will be considered ineligible, if:

- You do not meet the eligibility criteria for assessment for the award to which you are applying
- You did not include with your application all the support material specified
- You requested funding for a recording project that has already commenced or been completed before the closing date
- Your application or supporting documentation was late: this means an application and/or supporting material arrived after the closing date and time
- You have applied by sending an emailed or faxed application

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.

How To Apply

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*]

(including an up-to-date CV/biography and examples of your work in addition to a proposal outlining your proposed recording project). 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.

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.

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 and to be bound by the conditions attached to it.

² Commercially viable means that the recording project is likely to break even or make a profit without financial assistance from the Music Network/Arts Council Music 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.).

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.

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.

General tips

- 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.)
- 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
- 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 (e.g., CDs)
- 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

General criteria

Applications to the Music Recording Scheme will be assessed in the context of:

- Track record (or demonstrated potential) of personnel involved
- Feasibility of the proposal, with reference to all known resources already secured or pledged
- 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