



## Music Capital Scheme 2022

### Award 1 (Non-professional performing groups) Guidelines

Managed by Music Network, funded by An Roinn Turasóireachta, Cultúir, Ealaíon, Gaeltachta, Spóirt agus Meán / The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.

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.

This document describes the **Music Capital Scheme 2022 - 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 who oversee music performance in the non-professional sector. N.B. applications must relate to instruments that will be used by non-professional performers only, and instruments must be used for rehearsal/tuition and performance.

#### Priorities of Award 1

- Applications from organisations who can demonstrate that their musical activities involve participants aged 65 and older will be prioritised for the Music Capital Scheme 2022 - Award 1.
- Applications from organisations who can demonstrate that their musical activities involve participants with disabilities will be prioritised for the Music Capital Scheme 2022 - Award 1. See the National Disability Authority website for further information: <http://nda.ie/disability-overview/definitions/>

**The total funding available for the Music Capital Scheme 2022 - Award 1 is €170,000.**

**The deadline for receipt of applications is 2pm, Tuesday 28<sup>th</sup> February 2023.**

#### Who can apply?

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

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

### Ineligible applicants/applications

- Local Music Education Partnerships directly funded by Music Generation are not eligible to apply. However, applications are welcome from local music education providers regardless of any linkages with Local Music Education Partnership Music Generation Programmes.
- 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 complied with the conditions of their award are not eligible to apply.

Your application will be deemed ineligible if:

- your application is received after the closing date and time: **2pm, Tuesday 28<sup>th</sup> February 2023.**
- your application does not include all of the **Essential Support Materials** (pages 3 – 4).
- your application does not comply with the conditions of the award (pages 5 - 6)
- your application relates to instruments already purchased or which will be purchased before funding decisions are made.
- your application form is not completed in full. Insert 'N/A' to any sections that do not apply to your application, if necessary.

Please note that lobbying will lead to disqualification of applications.

### Eligible/ineligible expenditure

In addition to the purchase of (new or high-quality second hand) musical instruments or a once-off purchase/payment related to instrument repair/maintenance, the following items are **eligible** expenditure as part of the Music Capital Scheme 2022 - Award 1.

Bows, strings, rosin, shoulder rests	Instrument cases	Mutes
Drum heads, sticks, brushes	Instrument leads	PA Systems
Effects pedals	Instrument stands	Reeds
Electro-acoustic equipment	Microphones	Specialist stools where necessary
Instrument amplifiers	Mouthpieces	Straps

The following items are **ineligible** for support as part of the Music Capital Scheme 2022 - Award 1:

Choir risers	Music stands, sheet music
Instrument insurance/warranty	Recording equipment
Computers/laptops	Rehearsal space purchase/rental
Metronomes, tuners, tuning fees	Uniforms
Expenses (e.g. shipping, delivery, import fees, insurance/warranty) related to the purchase of instrument(s)	

## Application Process

Applicants must complete an online application form which includes submission of Essential Support Materials. Applicants may also submit Optional Support Materials.

### **1. Application Form**

The application form consists of six sections, requesting contact details for the organisation/representatives, the background of the organisation (e.g. governance, funding, members/participants, activities), future plans (e.g. upcoming activities, plans for development) and the proposed instruments for purchase (the cost, the organisation's financial contribution to the cost, information on the need for the proposed instruments for purchase). All Support Materials are uploaded as part of the completion of the online application form.

### **2. Essential Support Materials**

Please ensure that you provide all materials outlined below, as applications which do not include all Essential Support Material cannot be fully assessed and must be deemed ineligible.

- History of the 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. Newer organisations are advised to submit detailed development plans along with the history of the organisation. (max. 1,000 words).

- List of members of board/committee

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

- 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.

- Completed Declaration Form

This confirms that the organisation accepts all conditions related to the award and is compliant with best practice in relation to their governance documentation and procedures. This document should be downloaded from the Music Network website ([www.musicnetwork.ie](http://www.musicnetwork.ie)) and completed in full before upload.

- Biographies of artistic personnel

A Curriculum Vitae or other information detailing the musical career of the main personnel involved in tuition/artistic activities 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.

- Audio/video recordings

Applicants must submit up to three recordings of the artistic activities of the organisation along with a Word document listing the recording details (performers, start/stop times of relevant section to listen to, date, location of recording).

- Audio recordings in mp3 format can be uploaded directly to the application form.

- Audio recordings in other formats and video recordings can be linked on the Word document.

N.B. If links are not accessible during the assessment period, it will not be possible to fully assess your application so do ensure your links/files are publicly accessible or provide a password if required.

- Mandatory number of quotations for each proposed instrument for purchase

All applications to the Music Capital Scheme 2022 - Award 1 must comply with [Public Procurement Guidelines](#). Quotations are essential for comparison purposes so that 'value for money' can be demonstrated and given careful consideration in relation to all applications. Applications must include quotations for each proposed item for purchase as follows:

- Where the overall cost of the proposed instruments for purchase is less than €5,000, applicants must submit quotations for each instrument from **two separate suppliers**
- Where the overall cost of the proposed instruments for purchase is between €5,000 and €25,000, applicants must submit quotations for each instrument from **three separate suppliers**.

The overall cost of the proposed instruments for purchase must not exceed €25,000. Quotations must display the supplier name, instrument specifications and cost, in a screen capture from the supplier's website, or an email/letter from the supplier. As links can expire/become inactive, it is not acceptable to submit links in place of quotations in the format described here. 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.

### 3. Optional Support Materials

Applicants may upload up to ten documents as Optional Support Materials. These may include, but are not limited to: publicity material and press cuttings; reviews and adjudication sheets; confirmation of partnership funding, if already secured.

### 4. How to submit your application

Applicants should visit [www.musicnetwork.ie](http://www.musicnetwork.ie), set up their profile on the application portal and download the Award 1 Declaration Form. The applicant can then complete the application in stages (filling in the application form and uploading all Essential and Optional Support Materials) throughout the application period. All application materials, i.e. application form and support materials, must be submitted through the online application portal accessible at [www.musicnetwork.ie](http://www.musicnetwork.ie). The completed application must be submitted by **2pm, Tuesday 28<sup>th</sup> February 2023**.

If you submit your application by the deadline, you will receive an automated email confirming that your application has been successfully submitted to the system. N.B. As emails are automated, they may appear in your spam folders. **If you do not receive this email, your application has not been successfully submitted.** Please note that it is the applicant's responsibility to ensure that Music Network receives the application by the deadline. Music Network cannot accept responsibility for applications which are not successfully submitted by the deadline.

### Tips for applicants

- Read the Music Capital Scheme 2022 - Award 1 Guidelines and the Music Capital Scheme 2022 - Award 1 online application form thoroughly while preparing your application.
- Establish your organisation's instrument needs and research the most suitable purchase options.
- Have a clear and realistic idea of the costs involved in your proposal and clearly outline sources of income.
- Make sure your application is clear, concise and unambiguous; do not assume that assessors are familiar with your work.
- Keep the selection criteria in mind when writing the application and choosing support materials to submit.
- Be selective with support material, ensuring that it is the best representation of your work. Support material should primarily be recent work and relate clearly to the proposed instruments for purchase.
- Ask a friend or colleague to look over your application before submission.
- Prepare and submit your application well in advance of the deadline: **2pm, Tuesday 28<sup>th</sup> February 2023**.

**Assessment procedure**

An independent advisor will assess all eligible applications based on the selection criteria listed below. Depending on the volume of applications, a short-listing process may be used. A panel including representatives of Music Network 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 the proposed instruments for purchase	Plans for tuition/ongoing support of players using the proposed instruments for purchase
Suitability of the proposed instruments for purchase	Level of use of the proposed instruments for purchase
Public benefit related to the proposed instruments for purchase	Plans for maintenance, repair, housing & insurance of the proposed instruments for purchase

**Results**

All applicants will be informed of panel decisions by email in May 2023. The names of successful applicants will be published shortly thereafter.

**Unsuccessful applicants**

Music Network will provide feedback to unsuccessful applicants where requested within 2 months of the results notification. Applicants may re-apply in subsequent years.

**Successful applicants - Conditions of the award**

- Organisations must be based in, and make regular use of the instruments in, the Republic of Ireland.
- Instruments must be owned by a constituted organisation which operates as a not-for-profit organisation, a voluntary organisation, or a charitable body. The organisation must have its own separate bank account (i.e. a non-personal account). Where the applicant organisation is a branch/member of a national organisation, this must be specified in the applicant name (e.g. *“National organisation name – branch/member name”*) and all information submitted should relate to that branch/member organisation.
- Up to 75% of the total cost of the proposed instruments for purchase will be awarded; the award amount may not exceed 75% of the total cost of the instruments. The applicant organisation must demonstrate how it will fund the remaining 25%; this 25% cannot include a discount from instrument suppliers. The requested amount may not exceed €18,750 and the overall instrument cost may not exceed €25,000.
- 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.
- Organisations must operate a clear policy for use of the proposed instruments for purchase, including making adequate provision for housing, insurance, care, maintenance and repair of the instruments, and ensuring that ongoing training and support is available to players availing of the instruments. This includes, but is not limited to, online tuition/rehearsals, in-person tuition/rehearsals, workshops/masterclasses provided by suitably experienced/qualified personnel, visiting musicians and tutors as well as performance

opportunities. 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.

- Venues applying for funding must indicate if a number of different ensembles/groups would be using the proposed instruments for purchase, and submit biographies of artistic personnel and samples of the work of each of these groups. The people 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 nominate two members to oversee the management of the Music Capital Scheme award and instrument purchase, and the organisation's compliance with the application/award conditions. Music Network will not enter into correspondence with any other members of the organisation in relation to this award application unless a change is nominated by the board/committee of the organisation and is communicated in writing to Music Network.
- Awarded organisations must write to Music Network within two weeks of receiving their results to request payment of their award. For awards of €10,000 or above, successful applicants will be required to provide their Tax Reference Number and Tax Clearance Access Number in order to draw down the award.
- Any proposed change made by an awarded organisation to the specified instruments for purchase must be approved by Music Network.
- Awarded organisations must provide copies of receipts for the purchase of the approved instrument(s) to Music Network within three months of award payment. Where receipts are in a currency other than euro, confirmation of the euro amount paid must be provided also. Where such documentation is not received, the awardee will forfeit the award, and refund the unused portion of the funds to Music Network. If the final cost is lower than anticipated, the awardee will refund the unused portion of the award to Music Network to be added to the Music Capital Scheme award fund for subsequent years.
- 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 appropriate body (to ensure continued use of the instruments), 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 must provide annual reports to Music Network on the exact use of the instruments for three years from the date of the award.
- Awarded organisations must acknowledge the support of Music Network, the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, 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 acknowledgement text will be sent to awardees following confirmation of the award results. Organisations will be required to submit proof of acknowledgement with their annual reports i.e. provision of sample concert programmes, website screenshots, posters, flyers etc. which carry the acknowledgement.
- Awarded organisations agree to be bound by the conditions of the award. Where an awarded organisation is in breach of the conditions, 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. The organisation will be ineligible to apply to the Music Capital Scheme in subsequent years.