

Music Capital Scheme 2019

Award 1 (Non-professional performing groups) 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.

This document describes the **Music Capital Scheme 2019 - 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. 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.

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 Clare, Laois, Leitrim, Longford, Monaghan, Roscommon and Westmeath will be prioritised for Music Capital Scheme 2019 - 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 2019 - Award 1. Maps of RAPID areas are available at: <https://maps.pobal.ie/WebApps/DeprivationIndices/index.html>

The total funding available for Music Capital Scheme 2019 - Award 1 is €163,400.

The deadline for receipt of applications is 2pm, Thursday 21st March 2019.

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Who can apply?

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

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.	

All applicants - Conditions of applications:

- 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 with a Registered Charity Number (RCN). The organisation must have its own separate bank account (i.e. a non-personal account).
- 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. The maximum amount awarded will be €18,750 i.e. the overall instrument cost must not exceed €25,000. **See Essential Support Materials** (pages 4 – 5).
- 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 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.
- Organisations must make adequate provision for housing, insurance, care, maintenance and repair of instruments.
- 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.
- 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

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 & rosin	Instrument cases	PA Systems
Drum heads	Instrument leads	Reeds
Drum sticks/brushes	Instrument maintenance	Shoulder Rests
Effects pedals	Instrument stands	Specialist stools where necessary
Electro-acoustic equipment	Microphones	Straps
Instrument amplifiers	Mutes	Strings

The following items are **ineligible** for support as part of the Music Capital 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

Ineligible applicants / applications

- 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.

Your application will be deemed ineligible if:

- your application is received after the closing date and time: **2pm, Thursday 21st March 2019**.
- your application does not include all of the **Essential Support Materials** (pages 4 – 5).
- you have not submitted the required quotations for each proposed instrument for purchase, see **Essential Support Materials** (pages 4 – 5) for further information.
- your application does not comply with the Conditions of the application (page 2) or Conditions of the award (page 7)
- 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.

Please note that lobbying will lead to disqualification of applications.

Application Process

Applicants must complete an online application form as well as submitting Essential Support Materials. Applicants may also submit Optional Support Materials.

1. Application Form
2. Essential Support Materials
3. Optional Support Materials
4. How to submit your application

1. Application Form

In addition to requesting contact details, the application form asks applicants to complete thirty-eight questions. These relate to the background of the organisation (e.g. how the organisation is governed and funded, the members/participants, the activities of the organisation), future plans for the organisation (e.g. upcoming performances, plans for development) and the proposed instruments for purchase (the cost, the organisation's financial contribution to the cost, why the instruments are needed). All Support Materials are uploaded as part of completion of the application form.

2. Essential Support Materials:

Please ensure that you provide all relevant materials, as applications which do not include all Essential Support Material will 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 (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.

- 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 practices. This document should be downloaded from the Music Network website: www.musicnetwork.ie/musicians/funding.

- Audio/video recordings

Applicants may upload up to three audio files (mp3 format only) 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 list up to three links to audio or video samples on the Word document, 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 do ensure that the recordings you submit offer the best representation of your playing.

- Mandatory number of quotations for each proposed instrument for purchase

All applications to the Music Capital Scheme 2019 - 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.

- 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.

3. Optional Support Materials:

Applicants may upload up to ten documents as Optional Support Material. This may include, but is not limited to:

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

4. How to submit your application

Applicants should visit www.musicnetwork.ie/musicians/funding and set up their profile on the application portal. From here, the applicant can complete the application in stages i.e. filling in the application form and uploading Essential and Optional Support Materials. All applications must be submitted by **2pm, Thursday 21st March 2019**.

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

Tips for applicants

- Read the Music Capital Scheme 2019 - Award 1 Guidelines and the Music Capital Scheme 2019 – Award 1 online application form thoroughly before preparing your application.
- Make sure your application is clear, concise and unambiguous; do not assume that assessors are familiar with your work.
- Read the notes for each question on the application form
- 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, ensure 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, Thursday 21st March 2019.**
- Keep a copy of your submission for your records.

Assessment procedure

An independent advisor will assess all eligible applications based on the selection criteria listed below. Depending on volume 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

Results

All applicants will be informed of panel decisions by email in June 2019. The names of successful applicants will be published shortly thereafter.

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.

Successful applicants - Conditions of the award:

- Successful applicants will write to Music Network within two weeks of receiving their results to request payment of their award. Awards in excess of €10,000 will require the awardee to submit Tax Clearance details in order to draw down the award.
- 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 the application/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.
- Any proposed change made by an awarded organisation to the instruments for purchase must be approved by Music Network.
- 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.
- 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 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 acknowledgement 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.

Frequently Asked Questions

Can I email or post an application?

No, all applications must be submitted online through www.musicnetwork.ie.

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 or results email.

What does “Essential Support Material” mean?

All items listed in Essential Support Material are compulsory, and applications missing any Essential Support Material cannot be considered. See pages 4 - 5 for further information.

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 of an organisation, in place of track record, 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.

Do I have to submit instrument quotations?

Yes, all applications to the Music Capital Scheme 2019 - Award 1 must comply with Public Procurement Guidelines: <http://ogp.gov.ie/public-procurement-guidelines-for-goods-and-services/>. See page 5 above for further information. 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 pages 4 – 5 above.

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: **2pm, Thursday 21st March 2019**. Applicants can create their profile on the application portal once the scheme is launched and complete their application in stages. The completed application must be submitted in advance of the deadline, it will not be possible to submit any part of the application after the deadline.

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

You can phone the Programmes Administrator at 01 475 0224 (Tuesday & Thursday afternoons) or email capitalscheme@musicnetwork.ie