

## Music Capital Scheme 2019

### Award 2 (Individual professional performing musicians) 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 2 (Individual professional performing musicians)**, provides information on how to apply, and outlines how applications will be assessed. This award is designed to provide support for highly-skilled performing musicians working at a professional level who seek support for the purchase of high quality instruments that are central to their performing career. This award is open to musicians working as a high-level performer in a solo capacity or as part of a small group / chamber ensemble in any musical genre. This scheme is aimed at providing instruments for rehearsal and performance.

**The total funding available for Music Capital Scheme 2019 - Award 2 is €82,000.**

**The deadline for receipt of applications is 2pm, Thursday 21<sup>st</sup> March 2019.**

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### Who can apply?

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

- Individual musicians who are resident in the Republic of Ireland are eligible to apply to the Music Capital Scheme – Award 2. There are certain exceptions where Music Network may deem eligible applications made by those based outside (the Republic of) Ireland. However, before admitting as eligible any such application, Music Network would need to ensure that the outcomes of any such proposal would benefit the arts in the Republic of Ireland. Residency is based upon the Revenue Commissioners' definition of the term: *'A person is resident for Irish tax purposes if they spend 183 days in Ireland or 280 days over two years – i.e. current and preceding tax year, minimum 30 days in each year'*. Residents will have a valid PPS number. Please visit [www.revenue.ie](http://www.revenue.ie) for additional information.
- Individuals under the age of 18 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.

### **Priority of Award 2**

Applications from applicants who can demonstrate their participation in the Public Service in Education Dividend under the Arts-in-Education Charter have been strategically prioritised for support in 2019. The Arts-in Education Charter states, *'Individual artists funded from the public purse, including those in receipt of the artists' tax exemption, shall donate at least 2 hours each per annum to a local education initiative'*. The full Arts-in-Education Charter document can be read at [www.education.ie](http://www.education.ie).

Applicants should demonstrate their plans to participate in the Public Service in Education Dividend by detailing those arrangements on their application form and uploading confirmation of those arrangements from the local education initiative. Note- this must be separate to any paid teaching work which the applicant undertakes.

### **All applicants - Conditions of the application:**

- Up to 50% of the total value of the instrument will be awarded. Applicants must demonstrate how the remaining 50% will be funded. This 50% cannot include discount from instrument suppliers. **See Essential Support Materials-** page 4.
- Awarded musicians will make regular (not necessarily exclusive) use of the 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 musician's normal place of practice.
- Applicants must make adequate provision for housing, insurance, care, maintenance and repair of the instrument.
- Successful applicants must source an instrument to purchase (if an instrument has not already been sourced) within six months of notification of an award being made. Purchase of the instrument and drawdown of funding must take place within ten months of the award being made.

**Eligible / ineligible expenditure**

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 musician.

In addition to musical instruments, the following items are **eligible** expenditure as part of the Music Capital Scheme:

Bows	Electro-acoustic equipment	Instrument maintenance
Drum heads	Instrument amplifiers	Microphones
Drum sticks/brushes	Instrument cases	PA Systems
Effects pedals	Instrument leads	Specialist stools where necessary

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

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

**Ineligible applications**

Your application will be deemed ineligible if:

- your application is received after the closing date and time: **2pm, Thursday 21<sup>st</sup> March 2019**.
- your application does not include all of the Essential Support Materials listed on page 4.
- you have not submitted the required quotations for the proposed instrument for purchase, see Essential Support Materials (page 4) for further information.
- your application does not comply with the Conditions of the application (page 2) or Conditions of the award (pages 6 - 7).
- your application relates to an instrument/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, or the amount requested exceeds 50% of the cost of the proposed instrument for purchase.
- 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, which includes submission of 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 twenty-one questions. These relate to the applicant's background (e.g. relevant education/training, previous performances), their future plans (e.g. upcoming performances, plans for development) and the proposed instrument for purchase (the cost, the applicant's financial contribution to the cost, why the instrument is 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.

- Curriculum Vitae

This should include details of education/training, performance history, and names of groups/ ensembles/ musicians with whom you have collaborated.

- Two quotations for the proposed instrument for purchase

Applications must include two quotations for the instrument from at least two separate instrument dealers. Quotations should be copies of letters or emails from instrument dealers. For mass produced instruments or equipment, screenshots from websites are acceptable. In the case of bespoke instruments, the second quotation should be for the nearest comparable instrument. 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 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 save 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 can be accessed 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.

If the applicant is participating in the Public Service in Education Dividend:

- Letter from a local educational initiative

The letter should confirm arrangements outlined on the online application form, for the applicant's *donation of time to facilitate two hours teaching/demonstration.*

### 3. Optional Support Materials

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

- Reviews/ adjudication sheets
- Press cuttings/ publicity material

### 4. How to submit your application

Applicants should visit [www.musicnetwork.ie/musicians/funding](http://www.musicnetwork.ie/musicians/funding) and set up their profile on the application portal. From here, the applicant can login to 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 21<sup>st</sup> 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 2 Guidelines and the Music Capital Scheme 2019 – Award 2 online application form thoroughly before preparing your application.
- Make sure your application is clear, concise and unambiguous; do not assume 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 instrument for purchase.
- Ask a friend or colleague to look over your application before submission.
- Plan and submit your application well in advance of the deadline: **2pm, Thursday 21<sup>st</sup> 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 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 the criteria listed below, which are weighted according to the percentages listed. In the case of a number of applicants scoring equally highly, demonstrated track record of the musician will be considered the primary selection criterion.

- Track record of applicant - 50%

At the discretion of the panel, an award may be offered to an applicant with a less significant track record who shows strong evidence of exceptional potential (50%)

- Demonstrated need for a high quality instrument (25%)
- Proposals for use of the instrument including use in Ireland (20%)
- Participation in the Public Service in Education Dividend under the Arts-in-Education Charter – 5%

In order to fulfil this criterion, applicants must detail their arrangements on their online application form and include a letter from the local education initiative confirming those details. See **Essential Support Materials**, page 4.

### **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**

- 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.
- Any proposed change made by an awarded musician to the instrument for purchase must be approved by Music Network.
- Successful applicants must provide copies of receipts for the purchase of the instrument(s) to Music Network within ten months of award payment. Where such receipts are not received, awardees will forfeit the 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.

- Awarded musicians will provide annual reports to Music Network on the exact use of the instrument for three years from the date of the award.
- Awarded musicians are required to acknowledge the support of The Department of Culture, Heritage, and the Gaeltacht, Music Network and The Arts Council in biographical 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. Awardees 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.
- Awarded musicians 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, musicians 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.

### **Frequently Asked Questions**

#### **Can I email or post an application?**

No, all applications must be submitted online through [www.musicnetwork.ie/musicians/funding](http://www.musicnetwork.ie/musicians/funding).

#### **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 page 4 for further information.

#### **What qualifies to demonstrate “track record”?**

Track record can be demonstrated by, but is not limited to, a curriculum vitae (CV), performance information (dates, venues, repertoire, approximate audiences sizes) and programmes, audio/video recordings and press cuttings.

#### **Do I have to submit instrument quotations?**

Yes, two quotations from separate instrument suppliers must be submitted for the proposed instrument for purchase under the Music Capital Scheme 2019 – Award 2. See page 4 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 page 4 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 21<sup>st</sup> 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 contact the Programmes Administrator at 01 475 0224 or [capitalscheme@musicnetwork.ie](mailto:capitalscheme@musicnetwork.ie).