

Music Capital Scheme 2017

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. The Music Capital Scheme 2017 is funded by the Department of Culture, Heritage and the Gaeltacht.

Through the process of operating this scheme, Music Network will seek to formulate sustainable and targeted structures for the provision of ongoing capital support to the music sector. Applicants should be aware that, generally, the scheme is significantly oversubscribed. All applications, however, whether successful or not, will contribute to policy development in this area, and will help shape future structures and initiatives for musical instrument provision.

This document describes the **Music Capital Scheme 2017 - 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 in any musical genre. It is targeted at those working regularly as a high-level performer in a solo capacity or as part of a small group / chamber ensemble.

The total funding available for Music Capital Scheme 2017 - Award 2 is €64,000.

The deadline for receipt of applications is 12pm (noon) Tuesday 20th February 2018.

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

Selection criteria

Applications will be assessed based on the following criteria:

- Track record of applicant. 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. In order to fulfil this criterion, applicants must detail their arrangements on their application form **and** include a letter from the local education initiative confirming those details. See **Essential Support Materials**, page 6. (5%)

Priority of Award 2

Due to the limited funds available, 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 2017. 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.

Who can apply?

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 be satisfied 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 for additional information.

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

Ineligible applicants

- 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.

Eligible / ineligible expenditure

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

| | | |
|-------------------------------|--------------------|-----------------------------------|
| Bows | Instrument leads | Reeds |
| Drum heads | Instrument repairs | Rosin |
| Drum sticks/brushes | Instrument stands | Shoulder Rests |
| Effects pedals | Microphones | Silencers |
| Electro-acoustic equipment | Mouthpieces | Specialist stools where necessary |
| Instrument amplifiers | Mutes | Straps |
| Instrument cases | PA Systems | Strings |
| Instrument cleaning materials | Plectrums | |

The following items are **ineligible** for support in this 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 |

Conditions of the award

- 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 6.
- 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.
- Any proposed change made by an awarded musician to the instrument for purchase must be approved by Music Network.
- Awarded musicians will make adequate provision for housing, insurance, care, maintenance and repair of the instrument.
- 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.

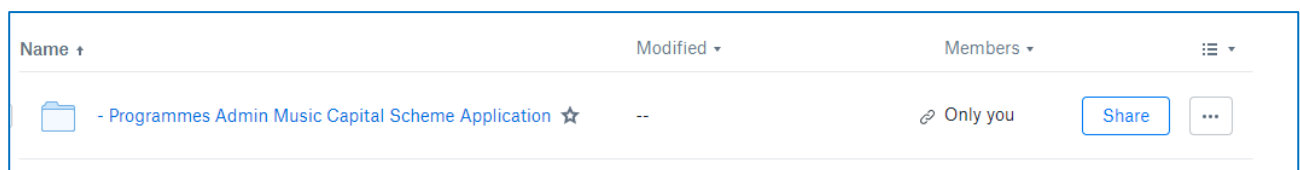
• Awarded musicians agree to be bound by the conditions of this award. In the case of an unforeseen change in circumstance leading to an inability to abide by the conditions of the award, musicians will refund the amount awarded (or the percentage of the then value of the instrument corresponding to 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.

How to Apply

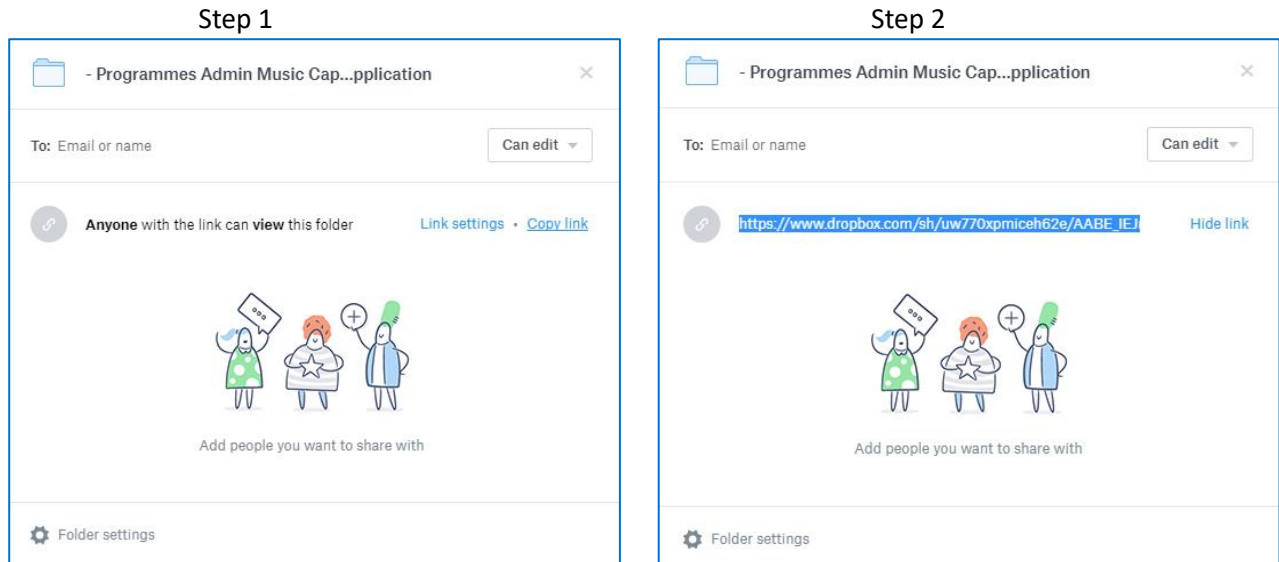
1. **Download the Preparatory Word Document- Award 2** from www.musicnetwork.ie and save to your computer. Applicants are strongly recommended to complete a draft version of their application form answers using this document. It will then be possible to copy and paste the majority of answers onto the online application form.
2. **Complete a draft of your application form answers** using the Preparatory Word Document- Award 2 and save it to your computer. Please note this document is not the application form and will not be accepted as such.
3. **Upload all Essential and Optional Support Materials** to a Dropbox folder, a link to this folder must be provided in Section 4 of the online application form. All Essential and Optional Support Materials must be submitted via Dropbox, it is not possible to submit any part of the application in hardcopy or by email.

To create a Dropbox folder, visit www.dropbox.com and click **create an account** (this is free and has a 2.5GB limit). Create a folder for your Music Capital Scheme support materials, you can then upload files from your computer to the Dropbox folder.

To create a link to the folder to list on your application form, click **Share** (this appears when you pass the mouse to the right of 'Members'):



Click **Create Link / Copy Link**; a link will be displayed, which can then be copied and pasted onto your online application form:



1. Once you are satisfied that you have prepared all of the information required to submit an application, **complete the online application form** (including listing the link to your Dropbox folder in Section 4) and click SUBMIT.
Your application will not have been sent unless you have clicked SUBMIT. Note: There is no facility to save the online application. The operation will time out if not completed within a reasonable timeframe- this varies depending on your internet speed. No edits or additions to the online form or Dropbox folder will be possible once an application has been submitted, so applicants are advised to complete a draft version of the form offline using the Preparatory Word Document – Award 2 and upload all support materials to your Dropbox folder before filling in the online form.
2. You will **receive a confirmation email** straight away to acknowledge receipt of your submission. Note: confirmation emails are automated, so they may appear in your spam folders. Please check these folders if you have not received a confirmation email. If you do not receive a confirmation email, please contact Music Network in advance of the deadline to confirm that your application has been received.

CLOSING DATE: 12pm (noon), Tuesday 20th February 2018

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

Please note that lobbying will lead to disqualification of applications.

Support material

Along with your completed online application form, you must submit appropriate support material. Applicants must create a Dropbox folder and upload the relevant documents in advance of completing the online application form. Once the application form has been submitted, the contents of the Dropbox folder will be downloaded and it will not be possible to make changes to any part of the application. Please ensure that you provide all relevant materials, as applications which do not include all Essential Support Material will be deemed ineligible.

Essential Support Materials

- Curriculum Vitae

This should include details of 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 save up to three audio files (mp3 format only) in their Dropbox folder 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 in their Dropbox folder, 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 please 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*. Note- this must be separate to any paid teaching work which the applicant undertakes.

Optional Support Materials:

- Reviews/ adjudication sheets
- Press cuttings/ publicity material

Assessment procedure

An independent advisor will assess 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. 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. 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 6. (5%)

Ineligible applications

Your application will be deemed ineligible if:

- your application (i.e. application form and/or support material) is received after the closing date and time: 12pm (noon), Tuesday 20th February 2018.
- your application does not include all of the Essential Support Materials listed on page 6 above.
- you have not submitted the required quotations for the proposed instrument for purchase, see Essential Support Materials (page 6) for further information.
- your application does not comply with the Conditions of the award outlined on pages 3 – 4 above.
- 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.

Results

Applicants will be informed of panel decisions by email in April 2018.

Successful applicants

Successful applicants will write to Music Network to request payment of their award. Please note: awards in excess of €10,000 will require the awardee to submit Tax Clearance details in order to draw down the award.

Successful applicants will 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 and successful applicants must provide copies of receipts for the purchase of the instrument(s) to Music Network. 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.

See Conditions of the award (pages 3 - 4) above for further information on e.g. acknowledgements, annual reporting.

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.

Tips for applicants

- Read the Music Capital Scheme 2017 – Award 2 Guidelines and Music Capital Scheme 2017- Award 2 Application Form thoroughly before preparing your application.
- * Use the Music Capital Scheme 2017– Award 2 Preparatory Word Document to prepare your application.
- Make sure your application form is clear, concise and unambiguous; do not assume assessors are familiar with your work.
- Read the hints for each question on the application form (indicated by question mark icons).
- 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: it is better to submit less rather than including material which you may not consider your best. Support material should primarily be recent work and relate clearly to what is being applied for.
- Remember that the assessors' only opportunity to experience your performing ability is through your audio / video recordings, so ensure that the recordings you submit offer the best representation of your playing.

- Ask a friend or colleague to look over your application before submission.
- Plan and submit your application well in advance of the deadline: **12pm (noon), Tuesday 20th February 2018.**
- Keep a copy of your submission for your records.

Frequently Asked Questions

Can I fax, email or post an application?

No, application forms must be submitted online through the Music Network website. Support material must be submitted via Dropbox, and a link to the Dropbox folder listed on the application form.

Do I have to submit my form online?

Yes, all application forms must be submitted via the Music Network website through the online application process. All support material must be uploaded to a Dropbox folder, and the link included in the application form.

What does “Essential Support Material” mean?

All items listed in Essential Support Material are compulsory and applications missing any part of the Essential Support Material cannot be considered. See page 6 for further information.

What does “Optional Support Material” mean?

Optional Support Material may include, but is not limited to, press cuttings, performance programmes, website links/screenshots, and online review links/screenshots.

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 every proposed instrument for purchase under the Music Capital Scheme 2017 – Award 2. 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 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. 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 6 above.

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 email. If you do not receive a confirmation email, please contact Music Network in advance of the deadline (12pm (noon), Tuesday 20th February 2018) to confirm that your application has been received.

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: 12pm (noon), Tuesday 20th February 2018. The website may get very busy as the deadline approaches which means that users may experience some delays during the submission process. Please note: It will not be possible to submit any part of the application after the specified deadline.

How much time will I have to complete the online form?

Although you will have a reasonable amount of time to complete the online form, it will eventually time out; this will vary depending on your internet connection. Applicants are strongly recommend to complete a draft version of your application form answers using the Preparatory Word Document – Award 2 and save it to your computer. You can then copy and paste the majority of your answers onto the online application form.

Can I edit my online application or add information once I have submitted it?

No, once you have clicked 'SUBMIT' on your online application form, all application content is considered final. The contents of the Dropbox folder will be downloaded and it will not be possible to make changes to any part of the application.

How do I know that my application has been received?

Once you click the SUBMIT button:

- A message will appear on-screen indicating that the application has been submitted.
- You will receive an automatic email straight away confirming that the application has been submitted.

Note: confirmation emails are automated, so they may appear in your spam folders. Please check these folders if you have not received a confirmation email. If you do not receive a confirmation email, please contact Music Network in advance of the deadline (12pm (noon), Tuesday 20th February 2018) to confirm that your application has been received.

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 programmesadmin@musicnetwork.ie.