



Music Capital Scheme 2024 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 2024 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. (NB: References to 'instruments' throughout this document can be understood to refer to all proposed instruments for purchase and/or other eligible items, per the list on page 2). 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 2024 Award 1.
- Applications from organisations who can demonstrate that their musical activities involve participants with disabilities will be prioritised for the Music Capital Scheme 2024 Award 1. See the National Disability Authority website for further information: www.nda.ie.

The total funding available for the Music Capital Scheme 2024 Award 1 is €267,000.

The deadline for receipt of applications is 2pm, Tuesday 25 June 2024.

Who can apply?

Brass, concert, marching, pipe, reed or silver bands	Non-professional ensembles of any genre
Choirs and musical societies	Percussion/samba bands
Amateur/youth orchestras and ensembles	Community music groups
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 25 June 2024.**
- does not include all of the **Essential Support Materials** (pages 3 – 4).
- does not comply with the conditions of the award (pages 5 - 6)
- relates to instruments already purchased or which will be purchased before funding decisions are made.
- 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 2024 Award 1. NB: all proposed items for purchase must be for use primarily in a live performance setting.

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 2024 Award 1:

Choir risers, lighting equipment	Music stands, sheet music
Computers, laptops	Equipment and software for recording
Instrument insurance / warranty	Rehearsal space purchase / rental
Metronomes, tuners, tuning fees	Uniforms
Expenses related to the purchase of instruments e.g. shipping, delivery, duties, bank charges, import fees	

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 instruments). 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.

- 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) and completed in full before upload.

- Biographies of artistic personnel

A short paragraph (approx. 100 words) per person outlining 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 two contrasting recordings demonstrating 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

In line with Public Procurement Guidelines, quotations from multiple suppliers must be submitted for all instruments to be purchased through the Music Capital Scheme. 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 instrument as follows:

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

The overall cost of the instruments 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 five 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, set up their profile on the application portal and download the Music Capital Scheme 2024 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. The completed application must be submitted by **2pm, Tuesday 25 June 2024**.

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 2024 Award 1 Guidelines and the Music Capital Scheme 2024 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 25 June 2024**.

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 five **equally weighted** criteria:

In relation to the applicant organisation:	
Track record	The development of the organisation since its establishment including key achievements and history of activities.
Artistic policy and plans	The organisation’s policy on delivering its artistic activities and plans for continuation / development of these.
In relation to the proposed instruments for purchase:	
Demonstrated need and suitability	Why the instruments are needed for the organisation’s activities and their suitability for their proposed use.
Plans for use	How the instruments will be used and cared for, and details of the tuition / support provided to players.
Public benefit	The number and types of public performances, in any setting.

Results

All applicants will be informed of panel decisions by email in September 2024. 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 instruments will be awarded; the award amount may not exceed 75% of the total cost of the instruments. The applicant organisation must fund at least 25% of the cost of the instruments; 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 instruments, 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 instruments, 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. The awarded organisation must provide bank account details in the name of the organisation to draw down the award. In the case of awards of €10,000, tax clearance details (Tax Reference Number and Tax Clearance Access Number) in the name of the awarded organisation must also be provided.
- Any proposed change made by an awarded organisation to the specified instruments for purchase must be approved by Music Network in advance of purchase.
- 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 when the funded instruments are received.
- 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.