



Music Capital Scheme

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 current round of the **Music Capital Scheme - 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

- 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 Donegal, Kilkenny and Sligo will be prioritised for the current round of the Music Capital Scheme - Award 1. The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media has allocated additional funding for this prioritisation.
- Applications from organisations who can demonstrate that their musical activities involve participants aged 65 and older will be prioritised for the current round of the Music Capital Scheme – Award 1.
- Applications from organisations who can demonstrate that their musical activities involve participants with disabilities will be prioritised for the current round of the Music Capital Scheme – Award 1. See the National Disability Authority website for further information: <http://nda.ie/disability-overview/definitions/>

The total funding available for the current round of the Music Capital Scheme - Award 1 is €162,000.

The deadline for receipt of applications is 2pm, Thursday 21st April 2022

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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, Thursday 21st April 2022**
- your application does not include all of the **Essential Support Materials** (pages 3 – 4).
- you have not submitted the required quotations for each proposed instrument for purchase, see **Essential Support Materials** (pages 3 – 4) for further information.
- your application does not comply with the conditions of the award (pages 6 - 7)
- your application relates to instruments 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.

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 current round of the Music Capital Scheme - Award 1.

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

The following items are **ineligible** for support under the current round of the Music Capital Scheme – Award 1:

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

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

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 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 procedures. This document should be downloaded from the Music Network website (www.musicnetwork.ie) and completed in full before upload.

- Audio/video recordings

Applicants must upload up to three audio samples (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. N.B. if links are not accessible during the assessment period, it will not be possible to fully assess your application and the application will be deemed ineligible. The assessors' only opportunity to experience the artistic activities of the organisation is through your audio/video recordings, so do ensure that the recordings you submit best represent your members' performing abilities.

- Mandatory number of quotations for each proposed instrument for purchase

All applications to the current round of the Music Capital Scheme - Award 1 must comply with Public Procurement Guidelines. Applications 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, 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 instrument specifications and cost, in a screen capture from the supplier's website, or in writing from the supplier. 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.

- 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.

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 and set up their profile on the application portal. From here, the applicant can complete the application in stages (filling in the relevant application form and uploading Essential and Optional Support Materials) throughout the application period. The completed application must be submitted by **2pm, Thursday 21st April 2022**. Please retain a copy of your submission for future reference.

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. **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 closing deadline. Music Network cannot accept responsibility for applications which are not successfully submitted by the deadline.

Tips for applicants

- Read the current Music Capital Scheme - Award 1 Guidelines and the current Music Capital Scheme - 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.
- Read the notes for each question on the application form.
- 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, Thursday 21st April 2022**.

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, 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 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 July 2022. 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 being announced. 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).
- 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. Applicants must demonstrate how the organisation 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 instruments' cost may not exceed €25,000. See **Essential Support Materials** (pages 3 – 4).
- 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 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.
- 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, online tuition/rehearsals, in-person tuition/rehearsals, workshops/masterclasses provided by suitably experienced/qualified personnel, visiting musicians and tutors as well as performance opportunities.
- 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 will 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 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 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 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.

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. N.B. 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 qualifies to demonstrate “track record”?

Track record refers to the development and demonstrated ability of the organisation, and it can be illustrated by, but is not limited to, performance information and programmes, details of the history and growth of the organisation, audio/video recordings and press cuttings. Audio/video recordings should be quality examples of the artistic activities of the organisation. 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.

Do I have to submit instrument quotations?

Yes, all applications to the Music Capital Scheme - Award 1 must comply with Public Procurement Guidelines: <http://ogp.gov.ie/public-procurement-guidelines-for-goods-and-services/>. 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 3 – 4 above. Quotations are essential for comparison purposes so that ‘value for money’ can be demonstrated and given careful consideration in relation to all applications.

How can I submit video recordings?

You can list links to audio or video recordings on the Word document which must be uploaded in Section 3 of the application form. If links are not accessible during the assessment period, it will not be possible to fully assess your application and the application will be deemed ineligible so ensure your links are publicly accessible, or provide a password if required.

When should I submit my application?

You should aim to have your application ready to submit a few days before the actual deadline: **2pm, Thursday 21st April 2022**. Applicants can create their profile on the application portal once it opens, and complete their application in stages up until the deadline. The completed application must be submitted by the deadline. Please retain a copy of your submission for future reference.