



## Music Capital Scheme

### Award 2 (Individual established professional performing musicians) 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 2 (Individual established 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 individual established performing musicians working at a professional level, who seek support for the purchase of high quality instruments that are central to their performing career.

Established professional performing musicians are defined as those, of any age and performing in any genre, who have a demonstrable track record in professional music performance, although they may not earn income continuously/exclusively from their performance practice. They identify, and are recognised by their peers, as professional performing musicians. This award is open to musicians working as a high-level performer in a solo capacity or as part of a small group / ensemble / collective in any musical genre.

**The total funding available for the current round of the Music Capital Scheme - Award 2 is €100,900.**

**The deadline for receipt of applications is 2pm, Thursday 21<sup>st</sup> April 2022.**

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**Who can apply?**

Individual musicians who are resident in the Republic of Ireland are eligible to apply to the Music Capital Scheme – Award 2. Music Network is committed to equity and inclusion and welcomes applications from individuals within culturally diverse communities and from people with disabilities.

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.

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, the applicant would need to explicitly outline within the application how the outcomes of any such proposal would benefit the arts in the Republic of Ireland.

**Ineligible applicants / applications**

- Individuals under the age of 18 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 21<sup>st</sup> April 2022.**
- your application does not include all of the Essential Support Materials listed on (pages 3 - 4).
- you have not submitted two quotations for the 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 5 – 6)
- your application relates to an instrument 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, 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.

**Eligible / ineligible expenditure**

The proposed instrument for purchase must be a primary instrument of the applicant, in which they 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 new or high-quality second-hand musical instruments, or a once-off repair/restoration project, the following items are **eligible** expenditure as part of the current round of the Music Capital Scheme - Award 2:

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

The following items are **ineligible** for support under the current round of the Music Capital Scheme – Award 2:

Laptops	Rehearsal space purchase/rental
Metronomes and tuners	Sheet music
Music stands	Travel/expenses (e.g. shipping) related to purchase of instrument
Recording equipment	Tuition (including CDs, DVDs), conducting, coaching 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 five sections, requesting contact details, information on 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 (e.g. the cost, the applicant's financial contribution to the cost, the need for the proposed instrument 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 the materials requested below, as applications which do not include all Essential Support Material will be deemed ineligible.

- Curriculum Vitae

This document should not exceed two pages, and 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

Applicants must submit quotations for the proposed instrument for purchase from **two separate suppliers**. 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. 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.

- 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 your performing ability is through your audio / video recordings, so do ensure that the recordings you submit are accessible and best represent your playing.

#### **3. Optional Support Materials**

Applicants may upload up to ten documents as Optional Support Material. This may include, but is not limited to, reviews, press cuttings and publicity material.

#### 4. How to submit your application

Applicants should visit [www.musicnetwork.ie](http://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 21<sup>st</sup> 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 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 2 Guidelines and the current Music Capital Scheme - Award 2 online application form thoroughly while 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.
- Keep the selection criteria in mind when completing the form and choosing support materials to submit.
- 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.
- Prepare and submit your application well in advance of the deadline: **2pm, Thursday 21<sup>st</sup> 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 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 applicant will be considered the primary selection criterion.

- Track record of applicant in relation to the proposed instrument for purchase (50%)
- Demonstrated need for the proposed instrument for purchase (25%)
- Plans for use of the proposed instrument for purchase, including use in the Republic of Ireland (25%)

## **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**

- Up to 50% of the total cost of the instrument may be awarded; the award amount may not exceed 50% of the total cost of the instrument. Applicants must demonstrate how they will fund the remaining 50%, this 50% cannot include a discount from a supplier. **See Essential Support Materials** (pages 3 – 4).
- Awarded musicians will make regular (not necessarily exclusive) use of the instrument in the Republic of 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.
- Awarded musicians must make adequate provision for housing, insurance, care, maintenance and repair of the instrument.
- Awarded musicians 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.
- Awarded musicians will write to Music Network within two weeks of receiving their results to request payment of their award. All awardees must list their PPS number, and those receiving awards in excess of €10,000 must list their Tax Reference Number and Tax Clearance Access Number, 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 in advance of purchase.
- Awarded musicians must provide copies of receipts for the purchase of the approved instrument to Music Network within six 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, awardees will forfeit the award, and refund any unused portion of the funds. 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 musicians will provide annual reports to Music Network on the use of the instrument for three years from the date of the award.
- Awarded musicians are required to acknowledge the support of Music Network, the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, 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 carry 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](http://www.musicnetwork.ie). 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 professional development and demonstrated ability of the applicant, and 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 reviews/press cuttings.

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

Yes, quotations from two separate suppliers must be submitted for the proposed instrument for purchase under the Music Capital Scheme - Award 2. 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 make sure 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 21<sup>st</sup> 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.