

**Ards and North Down Borough Council
Individual Artists Fund Criteria 18/19**

The Ards and North Down Borough Council's Individual Artists Fund has been established to enable artists to take part in courses/training or residency for professional development.

Who is eligible?

To be eligible you must meet all the following criteria:

- Resident or professionally based* within the Ards and North Down Borough Council Area
- A practicing professional artist in any art form including; visual art, applied art, multi-media, music, dance, drama, literature, etc.
- Applying to or have been accepted or invited onto a training course or artistic residency.

** an artist who has their own studio in the borough OR is resident in a shared or membership studio space and can show that a substantial majority of their professional practice happens within the borough*

The applicant must be able to:

- Demonstrate a quality professional practice
- Have sufficient experience in their creative art form -
- Be able to clearly show what the training or development opportunity will involve by producing course programme, details of facilitators etc.
- Allow, at least, a two-month lead-in-time from the deadline for submission of the application and the date of the commencement of the training/development opportunity for the panel to assess the application. Please see application form for details of dates.
- Please provide the following essential documentation with your application:
 - Up-to-date CV or biog
 - Images and/or publications
 - Course/residency programme, advertisement, acceptance letter, or invitation

What type of course/training or residency is suitable?

Those:

- that improve technical skills which relate to the artist's professional art practice
- that improve the artist's ability to manage their professional art practice
- that develop new skills which support the artist's professional art practice

Scoring

Applications will be scored on the following criteria:

- Is the applicant resident or professionally based within the Ards and North Down Borough Council area?
- Quality of applicant's current artistic practice
- Quality of course/residency or training and how it will benefit the artist's practice/skills
- Does the application demonstrate value for money?

Conditions of Grant

- Grants of up to £250 are available. The Individual Artists Fund can represent up to 90% of the total training/residency costs.
- Grants can be used in conjunction with other schemes, such as the Arts Council of Northern Ireland Professional Training Scheme but must be for different elements
- Grants will not be given for costs relating to full time courses
- Grants are designed to be one-off payments, successful applications will not automatically lead to repeat funding
- Grants are not available for capital expenditure on facilities
- Grants may be used towards payment of travel and accommodation.
- All funding must be used for the purpose for which the application was initially made, and in circumstances where this stipulation is not adhered to satisfactorily, Ards and North Down Borough Council will insist on full repayment of the funding allocated. If any change is to occur in relation to any of the projects for which funding has been received Ards and North Down Borough Council's Arts Service must be informed immediately.
- Retrospective funding is not available
- All money must be spent by 31 March 2019

What happens to your Application?

- Applications to the Individual Artists Fund are assessed on a bi-annual basis.
- The deadlines for receipt of applications are published on the cover of the application form BUT ALL PROJECTS MUST HAVE A MINIMUM LEAD-IN TIME OF TWO MONTHS FROM THE DEADLINE FOR APPLICATIONS BEFORE THE PROJECT IS DUE TO START. Completed applications should be submitted to Ards Arts Centre by the relevant deadline.
- All applications will be presented to a panel of Ards and North Down Borough Council, who will decide whether or not a grant should be offered.
- You will be contacted by letter to inform you of the outcome of your application. This usually takes 4 weeks from the application deadline.
- Please refer the Council website regarding appeals procedure

How to draw down the grant:

- 100% of the grant will be paid to successful applicants on receipt of a completed 'Form of Acceptance'.
- Payments needed to commence the training/residency: Grant money will be paid prior to commencement of the training/residency on presentation of a letter of acceptance from the facilitator/provider and confirmation of costs (in this case all receipts for payments made must be presented on completion of the training/residency).
- **Any money not utilised or accounted for must be returned to Ards and North Down Borough Council.**
- Monitoring forms will be forwarded to successful applicants and must be returned one month after the completion of the training/residency.
- The amount of grant aid offered will be up to a maximum of £250
- All money must be spent by 31 March 2019

Ards and North Down Borough Council

**Individual Artist Application Form 18/19
For Professional Development up to a maximum of £250**

Next Deadline for application:

Monday 5 March 2018, 12noon

Please read the guidance notes carefully before completing this form and remember to keep a copy of the completed application form for your own records.

Completed applications should be returned by post/hand delivered by the closing date of **Monday 5 March 2018 at 12noon** along with the required documentation to:

Ards and North Down Borough Council
Arts Service

at

**Ards Arts Centre
Conway Square
Newtownards
BT23 4NP**

Please write on your envelope: Individual Artist Grant Application

Applications sent by email will not be accepted.

SECTION 1 – ABOUT YOU

Name _____

Address _____

City/town _____ Post Code _____

Tel _____ E-mail _____

Website _____

Please describe your current professional practice.

If not resident in the borough please show how you meet the criteria of being “professionally based” within the borough – see Funding Criteria

(500 words maximum)

Please also provide an up-to-date CV/Biog with your application, images and/or publications that can support your application. A maximum of 6 hard copy images may be submitted with your application.

SECTION 2 – ABOUT THE COURSE/RESIDENCY/DEVELOPMENT OPPORTUNITY

Please describe the training/course/residency, explaining how it will;

- Promote and encourage quality artistic development and skills
- Develop new skills relating to your professional practice
- Benefit your professional practice
- And if it will produce a tangible outcome eg: an exhibition, a publication, etc.

(1000 words maximum)

SECTION 7 – ENCLOSURES & CHECKLIST

I have enclosed the following essential documents	YES/NO	Comment
Up-to-date CV or Biog		
Images and/or publications to support my application		
Course/residency programme, advertisement, acceptance letter, or invitation		

SIGNATURE

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for more information at any stage of the application process.

Signed: _____ Date _____

Please remember to keep a copy of this application form for your own records.