

**Ards and North Down Borough Council
Individual Artist Grant Criteria 2023/24**

For opportunities taking place between 1 May 2023 – 31 March 2024

Closing date: Thursday 23 March 2023, 11:59pm (sharp)

The Ards and North Down Borough Council's Individual Artists Grant has been established to enable artists to take part in a course/residency/development opportunity to enhance professional development across all artforms.

Application to the Individual Artist Grant 2023/2024 is by an online application form available via our website: <https://andculture.org.uk/funding>

If you require special assistance with this application process, or would prefer to complete a Word version of this application, please contact us before the deadline (no later than 12noon on Friday 17 March) so this can be arranged.

Email: artsgiants@ardsandnorthdown.gov.uk for more information.

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 course/residency/development opportunity.

** 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 course/residency/development opportunity will involve, by providing the course programme, details of facilitators and its benefits to the applicant.
- The course/residency/development opportunity cannot start before 1 May 2023 and must be completed by 31 March 2024.

Please provide the following essential documentation with your application:

- Up-to-date CV
- Support materials of your artistic practice (Images* and other supporting materials where applicable: publications/examples of writing, audio recordings for examples of music, short video footage of performances, etc).
- Course/residency/development opportunity programme/information
- Receipts/invoices/evidence of costs
- Further information relating to the course/residency/development opportunity such as: course facilitator biography/venue information, advertisement, acceptance letter, or invitation.

It is recommended that you compile the essential documentation in the following formats before completing your application online, ready to be uploaded:

- Up-to-date CV (PDF document is preferable)
- Supporting materials in the following formats where applicable (Jpeg images no less than 1MB, audio files no more than 25MB, video files no more than 25MB, publications / examples of writing preferable as one PDF document)
- Course/residency/development opportunity programme/information (PDF document is preferable)
- Receipts/invoices/evidence of costs (PDF document is preferable)
- Further information relating to the course/residency/development opportunity (PDF document is preferable)

** A maximum of 6 hard copy high quality images must be submitted for visual art/craft applicants. Images which show examples of artists' work should be of high quality/resolution and clearly demonstrate the work. Images may be returned on request. If you require further information on photographing your artwork, see page 4.*

Failure to supply the requested essential documentation at time of application will result in your application not being assessed.

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? (Yes/No)
- Quality of applicant's current artistic practice and experience of applicant (25%)
- Quality of course/residency/development opportunity, including value for money (25%)
- Applicant demonstrates how the course/residency/development opportunity will benefit their artist's professional practice/skills (50%)

Grant Guidelines

- Individual Artist Grants of up to a total of £250 max. are available to individual artists per financial year. The Individual Artists Grant can represent up to 90% of the total course/residency/development opportunity costs.
- Applications are welcome irrespective of an individual's religious belief, political opinion, racial group, age, gender, sexual orientation, marital status, whether they have dependents or not, or whether they have a disability or not. Please be advised that those applicants who have indicated that they have a disability or a physical or mental impairment will be required to provide more detail if their application is successful to ensure their needs may be met through putting in place reasonable adjustments (if applicable).
- Grants awarded are subject to budget approval.
- 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 or annual membership.
- Grants are designed to be one-off payments; successful applications will not automatically lead to repeat funding in future financial years.
- Grants are not available for equipment.
- Grants may be used towards payment of travel and accommodation. Receipts/invoices/evidence of costs must be provided at the time of application.
- 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.
- Applications received after the stated deadline will not be assessed.
- The course/residency/development opportunity cannot start before 1 May 2023 and must be completed, and all money must be spent by 31 March 2024.

How to draw down the grant:

- 100% of the grant will be paid to successful applicants on receipt of a completed 'Form of Acceptance'.
- **Any money not utilised or accounted for must be returned to Ards and North Down Borough Council.**
- Evaluation forms will be forwarded to successful applicants and must be returned one month after the completion of the course/residency/development opportunity.

What happens to your Application?

- Applications to the Individual Artist Grant are assessed after each deadline by a panel made of members of the Ards and North Down Borough Council Arts and Heritage advisory panel.
- The deadlines for receipt of applications are published on the cover of the application form. All training/residencies/courses must take place between 1 May 2023 – 31 March 2024. Completed applications should be submitted to Ards Arts Centre by the relevant deadline.

- Applicants should note that while careful consideration will be given to each application, it may not be possible to assist every applicant even if all the criteria are met.
- You will be contacted by letter/email to inform you of the outcome of your application. This usually takes four weeks from the application deadline.
- Please refer the Council website regarding appeals procedure.
www.ardsandnorthdown.gov.uk

TIPS FOR PHOTOGRAPHING YOUR ARTWORK

- Position the artwork on a plain flat surface or hang on a wall, and position the camera looking straight at the artwork.
- Ensure the full artwork is shown in the photograph and not cropped.
- You may provide a detail/close up image of artwork if you have included a photograph of the full artwork as well.
- Use bright, indirect, natural light avoiding glare/reflections on the artwork or on glass of framed work.
- Do not use your camera flash.
- Do not include other objects in the photograph other than the artwork unless providing a high quality photograph of the artwork in situ in a gallery space.
- Ensure that the photograph is clear (not blurred or too dark) and an accurate depiction of your artwork.
- Please ensure the photograph is of high quality and resolution.

DATA PROTECTION

Ards and North Down Borough Council values your right to personal privacy. Personal information provided to the Council is processed in order to fulfil its obligations under the Arts and Heritage Strategy. Personal information will not be shared with any other organisation, unless there is a legal requirement to do so, and will be held for a period of seven years. All information will be processed in accordance with the Data Protection Principles.

You have a right to see and review the personal information held on you. If you wish to request your personal information or have a data protection query, please contact the Council's Data Protection Officer, stating clearly who you are and the nature of your query to:

Data Protection Officer,
Ards and North Down Borough Council,
Town Hall
The Castle
Bangor,
BT20 4BT
Email: dataprotection@ardsandnorthdown.gov.uk
or tel: 0300 013 3333