

**Ards and North Down Borough Council
Individual Artist Grant Criteria 2025/26 – ROUND 2**

For opportunities taking place between 1 Aug 2025 – 31 March 2026

Closing date: Monday 9 June 2025, 11:59pm (sharp)

Failure to meet the criteria as listed below in this document will result in your application not being assessed.

The aim of Ards and North Down Borough Council's Individual Artists Grant is to enhance professional development across all artforms through funding for short term courses/residencies/development opportunities.

Application to the Individual Artist Grant 2025/2026 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 Tuesday 27 May) so this can be arranged.

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

Who is eligible?

To be eligible you must meet all the following:

- Resident 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.

Artists who received an Individual Artist Grant in ROUND 1 of the 2025/26 financial year are not eligible for ROUND 2.

The applicant must be able to:

- Demonstrate a quality professional practice
- Have sufficient experience in their creative art form
- Be able to provide evidence of the course/residency/development opportunity, and clearly show what the activity 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 Aug 2025 and must be completed by 31 March 2026.

Please provide the following essential documentation with your application:

- Up-to-date Artist's 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 (EG: course programme, residency itinerary, etc)
- Receipts/invoices/evidence of costs
- Further information relating to the course/residency/development opportunity such as: course facilitator biography/CV, venue information, advertisement, acceptance letter, invitation, etc

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 or Word format ONLY)
- Supporting materials* in the following formats where applicable (Images no less than 1MB each in JPEG or PNG format ONLY, audio files no more than 60 seconds in length and under 25MB, video files no more than 60 seconds in length and under 25MB, publications / examples of writing as one PDF or Word document ONLY)
- Course/residency/development opportunity programme/information/itinerary (PDF or Word format ONLY)
- Receipts/invoices/evidence of costs (PDF or Word format ONLY)
- Further information relating to the course/residency/development opportunity (PDF or Word format ONLY)

**Supporting Materials:*

Visual Artists/Craftspeople may provide up to 6 high quality images of their work which should be of high quality/resolution and clearly demonstrate the work. If you require further information on photographing your artwork, see page 4.

Performing artists may provide up to 6 audio or video files no more than 60 seconds in length each, and under 25MB.

Writers may provide up to 6 examples of writing no more than one page in length per example.

Failure to supply the requested essential documentation, or in the formats as stated, at time of application will result in your application not being assessed.

What type of course/training or residency* is suitable?

This grant is for short term courses/residencies/development opportunities. Short term course are deemed to be those which are no longer than 3 months in length and must take place within the grant financial year (1 Aug 2025 – 31 March 2026).

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

***Please Note:** *If the opportunity that you are applying to is an artist's residency, please be advised that we have an Arts Residency Bursary Programme to the Tyrone Guthrie Centre, Ballinglen Arts Foundation, and the John Hewitt Summer School. If you wish to apply to any of the residencies listed, please apply through Ards and North Down Borough Council's Arts Bursary Programme** (linked below) as your application will not be considered through the Individual Artist funding stream. Please note the earlier deadline of **Thursday 30 January 2025**.*

**Arts Bursary Programme: andculture.org.uk/funding/bursaries

Scoring

Applications will be scored on the following criteria:

- Is the applicant resident 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%)

A pass mark will be agreed and set before applications are assessed. In the event of the grant stream being oversubscribed against maximum funding available, all applicants who have scored above the pass mark will be awarded a percentage of their overall requested grant aid.

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.
- **This grant is for short term courses/residencies/development opportunities. Short term courses are deemed to be those which are no longer than 3 months in length and must take place within the grant financial year (1 Aug 2025 – 31 March 2026).**
- Grants will not be given for costs relating to full time courses or annual membership.
- Grants will not be given for costs relating to courses/residencies/development opportunities that form part of the curriculum for long term or full term opportunities.
- 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.

- Up to 20% of the requested grant aid may be used towards payment of travel and accommodation, but must not form the core content of the course/residency/development opportunity.
- 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 April 2025 and must be completed, and all money must be spent by 31 March 2026.

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 Ards and North Down Borough Council Officers.
- The deadlines for receipt of applications are published on the cover of the application form. All training/residencies/courses must take place between 1 Aug 2025 – 31 March 2026. Completed applications should be submitted to Ards Arts Centre by the relevant deadline.
- A pass mark will be agreed and set before applications are assessed. In the event of the grant stream being oversubscribed against maximum funding available, all applicants who have scored above the pass mark will be awarded a percentage of their overall requested grant aid.
- 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 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