



# GENERAL FUNDING POLICY

Thank you for your interest in the Isle of Man Arts Council's funding schemes. These schemes are designed to enable the Manx public to engage and participate in arts activities and to help artists, either individually or as a group.

These guidance notes will provide you with all you need to know when applying to the Isle of Man Arts Council for a grant, bursary or underwriting. Please read them carefully before completing your application. If you have any questions please contact the Arts Office by telephoning 01624 694598 or emailing [iomartscouncil@gov.im](mailto:iomartscouncil@gov.im).

## Our aims

The National Arts Development Strategy 2005-2014 stated the Arts Council's full objectives, and subsequent reviews of the strategy detail achievements to date. Three of our objectives are:

- To encourage the people of the Island to enjoy the arts, whether through attendance or participation
- To provide a sound and sufficient infrastructure for the arts on the Island
- To promote Manx cultural identity through the arts

Priority will be given to those applications which demonstrate one or more of the above aims. Copies of the National Arts Development Strategy and its Reviews are available on our website at [www.iomarts.com](http://www.iomarts.com). A new Strategic Plan will be published in early 2015.

## Who can apply?

Funding is available for individuals, organisations and groups involved in the arts in either amateur or professional capacities.

## What we do not fund

- Activities that are not arts-related
- Tuition fees for full time education
- Events where any of the proceeds are donated to charity
- We do not grant financial support retrospectively
- We do not normally fund applications from individuals or organisations not resident in the Isle of Man, unless it is ultimately of benefit to the Manx public

## What should I apply for?

**Bursaries:** Bursaries are available for groups and individuals travelling to participate in arts events, including educational arts events such as a summer schools.

**Underwriting:** Underwriting (a guarantee against loss) is available for amateur and professional events where the organisation managing the event may not be able to cover all costs themselves.

**Grants:** Grants are available for projects and requirements not covered by either of the above schemes, eg the purchase of equipment, rental on artists' studios, etc.

**Applicants for any of our funding schemes will need to show that they are actively seeking alternative funding sources in addition to Arts Council funding.**

## How to apply

**Read these notes carefully. They will help you prepare your application and answer some common questions.**

**Write a proposal.** You need to write a proposal about the activity for which you require support; this is a very important part of your application and will help us assess your activity against our stated aims. Your proposal should be a maximum of 350 words and should include all the essential aims of your event or project and clearly illustrate any intended benefits, either for yourself or the public.

**Complete an application form.** This gives us information about you and what you are applying for. Application forms can be downloaded from our website at [www.iomarts.com](http://www.iomarts.com) or you can request a hard copy by telephoning (01624) 694598 or emailing [iomartscouncil@gov.im](mailto:iomartscouncil@gov.im). Please note there are different application forms depending on the type of event/activity for which you require support. If you are unsure which form to use, please telephone to discuss your requirements. Take care that your application is properly completed, signed and dated before submittal. Incomplete forms will be returned to you and this may cause you to miss the deadline for the appropriate Council meeting. Funding will not be awarded retrospectively.

**Include any relevant extra information.** Depending on the type of activity you would like us to support, you may also need to include additional information. If you are applying for underwriting we require a full set of your most recent audited accounts, if available – if unavailable, please phone the office on 01624 694598 to discuss. For most bursary or grant applications two references from people familiar with the quality of your work are required as part of your application. In addition, the Arts Council welcomes any materials or information that you feel would further support your application.

### **Send your completed and signed application to:**

Isle of Man Arts Council  
Department of Education and Children  
Hamilton House  
Peel Road Douglas Isle of Man IM1 5EZ

You can submit your application electronically to [iomartscouncil@gov.im](mailto:iomartscouncil@gov.im).

## When to apply

**The Arts Council will not fund events retrospectively.** Council usually meets on the first Friday of every month, excluding January and August, but funding applications are not considered at every meeting. A schedule of funding meetings can be found on our website at [www.iomarts.com](http://www.iomarts.com) or telephone 01624 694598. If your application arrives after the deadline it will be considered at the following Arts Council funding meeting provided this is not after the date of your planned project's commencement. You should try to apply at least

two months before the date of your event to allow sufficient time for Arts Council to be credited on any publicity materials and press releases, etc.

The Arts Council advertises for funding applications at the beginning of each year for the forthcoming financial year, i.e. the advert appears in local press in January for the financial year commencing in April of that year. In addition, applications are accepted throughout the year.

The event or activity for which you require financial support should take place within the same financial year in which you make your application (financial year runs from 1<sup>st</sup> April to 31<sup>st</sup> March). Applications for subsequent financial years can only be approved in principle.

You can make more than one application in a year, but priority may be given to applicants who have not already received funding in that year.

### **How we assess your application**

Each application is assessed using the information you provide. Assessments are made using our stated aims above as guidelines. This provides the Council with a framework to assess elements such as the benefits that your activity or purchase will give to you and/or the local community and the artistic nature and quality of the activity.

To ensure this process is carried out fairly all applicants must complete the relevant form and provide the requested information. Occasionally applicants or their referees may be asked for further information to aid their application. You may be invited to meet with the officers of the Arts Council or the Arts Council itself to discuss your project.

### **What happens if my application is successful?**

If you are awarded financial support you will be contacted by telephone, email and/or letter. Standard conditions apply to all awards; please see individual application forms. Further additional conditions may be placed on funding granted. The Arts Council reserves the right to use funding recipients' reports and photographs in its annual strategy review, forum, or for any other appropriate event or publication.

### **What happens if my application is unsuccessful?**

We will contact you to inform you of the decision and explain why the application was unsuccessful. We do not have an appeals process but you may apply again. However, we strongly recommend you bear in mind any advice we may have given you regarding why your previous application was denied.

### **Applications we solicit**

We may seek applications to help us achieve specific aims. However, we will assess these applications in the same way as any other.

### **Appeals procedure**

The decision of the Arts Council is final and no correspondence will be entered into. However, we are happy to discuss with you the reasons behind any of our decisions.

# PUBLISHING POLICY

To provide financial support and advice for the publication of innovative and quality work.

## General Aims:

- To offer financial assistance, via investment in the publishing process, to Manx writers working in partnership with recognized publishers, including off-Island publishers
- To encourage networking and development of new writing
- To support and initiate workshops and projects which offer practical assistance to creative writers of all ages, with a priority on children, in developing their work
- To increase the public's access to, and enjoyment of, literature of all genres

## SCHEME TO SUPPORT NEW WRITING

**Specific Aim:** To provide financial support towards the publication, distribution and marketing of at least one new literary work per year.

**What does it support?** The publication of new writing via a recognized publisher.

**What it doesn't support:** Vanity publishing schemes, however, under some circumstances the Council may be willing to discuss self-publishing; this would depend very much on marketing plans.

**Who can apply?** Any resident of the Isle of Man.

**When to apply?** At any time during the year.

**Eligible Work:** Novels, Collections of Short Stories and Poetry Anthologies.

## APPLICATION PROCESS

**The publisher should write directly to the Arts Council** enclosing a copy of the manuscript, costing and information regarding their plans to market the publication. The Publisher should note that the Arts Council **will not fund the entire cost** and will expect the Publisher to contribute a significant percentage towards the costs. Such percentage is negotiable with the Arts Council, dependant on the overall cost of publication and the marketing plans. **The Arts Council would require a percentage of the royalty payments commensurate with the original investment until the costs are recouped.**

## LEGAL OBLIGATIONS

In addition to such strictures as may be laid down by a publisher, any writer seeking support via this scheme must confirm to the Arts Council that they are:

- i) the sole author and owner of the rights to the Work and have full power to enter into any Agreement

- ii) that all statements in the Work purporting to be facts are true and any recipe formula or instruction contained in it will not, if followed accurately, cause any injury illness or damage to the user
- iii) that the Work contains nothing which is obscene, blasphemous, libelous or otherwise unlawful and the exploitation of the Rights by the Publishers will not infringe the copyright or any other rights of any third party

# ARTISTS' STUDIOS POLICY

Artists are eligible to apply to the Isle of Man Arts Council for a grant of up to 50% of annual rental costs for artist studios.

**The following Terms and Conditions apply to all grants:**

1. Grants, being half the annual rent agreed between the applicant and Landlord (subject to an agreed maximum per month), will be paid by one annual payment in advance.
2. Applicants are eligible to apply for a grant of 50% for studio rental costs for one year. A further application can be made for the second year, but this will be for a maximum of 25% of the annual rental. Additional applications can only be entertained in exceptional circumstances. (This does not affect any eligibility to apply for any of the other grant schemes the Arts Council offers.)
4. It is the responsibility of both the applicant to notify the Arts Council if the Studio is vacated within the financial year of the award of a grant.
5. If the applicant is indebted to any Government Department you must notify the Arts Council as this may affect your application.

For further information please contact:

Isle of Man Arts Council  
Department of Education and Children  
Hamilton House  
Peel Road  
Douglas  
Isle of Man IM1 5EZ  
[iomartscouncil@gov.im](mailto:iomartscouncil@gov.im)