

Confirmation of Online Application

CREATIVE INDUSTRIES INNOVATION FUND

INDIVIDUAL CREATIVE BUSINESSES

GRANTS OVER £10,000

In order to process your application, we are required to obtain the following signed document in hard copy.

This completed document and relevant enclosures (as detailed in section six) must be received by the Arts Council within five working days of your application being submitted.

PLEASE NOTE THAT YOUR APPLICATION WILL NOT BE PROCESSED FURTHER IF YOU HAVE NOT SUBMITTED THIS FORM AND REQUIRED ENCLOSURES WITHIN 5 WORKING DAYS OF SUBMITTING YOUR APPLICATION ONLINE.

PLEASE REFER TO SECTION SIX OF THIS DOCUMENT FOR A LIST OF ENCLOSURES REQUIRED.

INCOMPLETE APPLICATIONS WILL BE DEEMED INELIGIBLE.

Please send this document to:

Creative Industries Innovation Fund
Arts Council of Northern Ireland
MacNeice House
77 Malone Road
BELFAST
BT9 6AQ

SECTION SIX - ENCLOSURES

Please ensure you have completed this checklist before you submit this document and enclosures.

PLEASE NOTE THAT YOUR APPLICATION WILL NOT BE PROCESSED FURTHER IF YOU HAVE NOT INCLUDED ALL OF THE REQUIRED DOCUMENTATION. INCOMPLETE APPLICATIONS WILL BE DEEMED INELIGIBLE.

Please tick if enclosed or mark as 'n/a'	Document
	1. Copy of Constitution and/or Memorandum and Articles of Association (signed and dated as adopted).
	2. Copy of your Equal Opportunities Policy/Statement (signed and dated as adopted) This is a separate document – not the declaration signed at Section 7
	3. Copy of your business's Child Protection Policy (if applicable) (signed and dated as adopted) This is a separate document – not the declaration signed at Section 7
	4. Detailed description of THIS proposal (see Introduction/Guidance Notes)
	5. You must complete and enclose a full economic appraisal if you are applying for more than £10,000. Economic Appraisal Pro-forma is available at http://www.artscouncil-ni.org/award/innovation/html . The aim of this proforma is to provide an adequate record of the economic and financial factors surrounding your project to establish whether or not a grant should be awarded.
	6. Detailed budget for the project. You must include a breakdown of any budget line over £1,000. If you are not applying for 100% of the total project budget, you must also indicate which elements of the budget you are asking us to support.
	7. Copy of the business's income and expenditure budget for the years in which the project will happen.
	8. Copy of the business's certified or audited accounts (signed and dated as adopted). These should be to a date at most 9 months prior to the date of your application. If this is not available please provide the most recent certified or audited accounts (signed and dated as adopted) and in addition the most recent set of management accounts (signed and dated as adopted), which should be within the specified period. If you are a recently established business/sole trader which has not yet registered a set of accounts, we require copies of 3 consecutive monthly bank statements with the more recent being no more than 3 months old; or evidence of a business bank account. If you receive quarterly statements we require only the most recent quarterly statement. If your business has an internet account you will need to send print outs of the last 3 months' transactions.
	9. Copies of any available letters of offer from partnership funders or sponsors (if applicable).

SECTION SEVEN – EQUALITY OF OPPORTUNITY, GOOD RELATIONS COMMITMENT AND CHILD PROTECTION STATEMENT

The Arts Council of Northern Ireland has a statutory duty under the Northern Ireland Act 1998, in carrying out its functions to have due regard to the need to promote equality of opportunity between:

- Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- Men and women generally;
- Persons with a disability and persons without; and
- Persons with dependants and persons without.

In addition, without prejudice to its obligations above, the Arts Council shall, in carrying out its functions relating to Northern Ireland, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

We (name of business)
recognise these obligations and undertake not to act in any way, which would contravene the Arts Council's statutory duty. We confirm our commitment to the principles of affording equality of opportunity in all aspects of our business's activities, in particular with regard to access and participation in these activities.

It is also our intention to ensure equal opportunity for all job applicants and employees and to eradicate direct or indirect discrimination.

It is also our intention to have regard to the desirability of promoting good relations between:

- Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- Men and women generally;
- Persons with a disability and persons without; and
- Persons with dependants and persons without.

This Equality of Opportunity and Good Relations Commitment was formally adopted by us on

(insert date)
 Authorised Signature Date
 Position in Business

CHILD PROTECTION POLICY STATEMENT

(only to be completed if the proposal involves working with young people under the age of 18)

We (name of business)
are committed to practice which protects children from harm. Staff, volunteers and artists in this business accept and recognise their responsibilities under the Children (NI) Order 1995, about safeguarding children, and will endeavour to carry these out by:

- having an awareness of the issues which cause children harm;
- adopting child protection guidelines for staff, leaders, volunteers and artists;
- providing information about child protection and good practice to children, parents, staff, volunteers and artists;
- sharing information about concerns with children, parents and others who need to know;
- following carefully the procedures and recruitment and selection of helpers (staff, volunteers, artists) and the management of the group;
- undertaking appropriate training;
- keeping child protection policies under regular review; and
- providing information as required to management committees/funders.

This Child Protection Policy statement was formally adopted by us on

(insert date)

Authorised Signature Date

Position in Business

SECTION EIGHT - PUBLICITY, OPENNESS AND ACCOUNTABILITY

Publicity

Full listings of all the grants we award are published in our Annual Report and on our website. You will be required to acknowledge Arts Council of Northern Ireland funding in all your publicity. Failure to credit the Arts Council of Northern Ireland will affect payment of your grant.

Openness and accountability

Under the Freedom of Information Act 2000 any information held by us (which will include your application) is potentially accessible by the public.

Information supplied by you will be held in manual files. It will then be summarised and details transferred to a computer-based grants management system. Reports from the information you supply and from comments made on your application by external assessors and staff members are likely to be held on both manual and computer-based systems. The information you supply will be made available to those assessing any other grant applications you make.

By submitting your application you waive any right to raise any type of proceedings against the Arts Council of Northern Ireland as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under the Freedom of Information Act 2000.

Data protection

Data held on our grants management system is used for of the following purposes; statistical reporting, application assessing, accounting purposes and for contacting you. The details of your grant will be public information (see Openness and Accountability). However, any personal details will be held within our grants management system and our paper files, and accessed only by our staff, appointed auditors and individuals or businesses that may help us assess or monitor grants. You have a right under the Data Protection Act 1998 to access the data held on you by Arts Council of Northern Ireland.

We view your signature on your application form as acceptance of the use of your data as outlined above.

Please note that if you deliberately give any false or misleading information, we will withdraw your application or, if a grant has already been awarded, ask you to pay back any money we have given you. This will also have implications for any future applications you may submit.

SECTION NINE - APPLICANT'S STATEMENT

Please complete the section below to authorise your application. The Chair of the business or a board member should sign this declaration and the most senior employee or one other board member must witness it.

I confirm that I am authorised to sign this declaration on behalf of

_____ (business)

and that, to the best of my knowledge and belief, all the information supplied on this form, and any accompanying documents, is true and accurate. I undertake immediately and fully to inform the Arts Council of Northern Ireland if any changes in circumstances require the application to be amended.

I confirm that the person named at Section 1 is authorised to act as the contact for the business in all matters relating to this application.

Name (Chair or board member): _____

Designation: _____

Signature: _____

Date: _____

Name (Senior employee or second board member) _____

Designation: _____

Signature: _____

Date: _____

BANK/BUILDING SOCIETY DETAILS

If you are successful in obtaining a grant, payments will be made directly into your bank/building society account. Please ensure these details are correct.

Name of Bank/Building Society _____

Address _____

Town _____ Postcode _____

Account Name _____

Account Number _____

Sort Code

- -

Building Society Roll Number _____

The information provided on this form may be available to other departments/ agencies for the purposes of preventing or detecting fraud. If you knowingly falsify information on the application form, payments will be stopped and you will have to repay grants already received.

REMEMBER TO KEEP A COPY OF THE APPLICATION FORM AND ENCLOSURES FOR REFERENCE.

ECONOMIC APPRAISAL PROFORMA

(For proposals with **total** public funding of between **£10,000** and **£50,000**)

The aim of this proforma is to provide an adequate record of the economic and financial factors that need to be considered when deciding whether or not an investment is worthwhile. The questions should be answered as comprehensively as possible.

Name of Business: _____

(For office use only)

Submitted with application Ref _____ to the Creative Industries Innovation fund

What are the objectives of the project (e.g. to create xxx full-time jobs)

The objectives should be Specific, Measurable, Achievable, Relevant and Time-dependent.

How will the project contribute to achieving the objectives of the funding programme?

OPTIONS

The single largest source of confusion in appraisal is the baseline from which costs and benefits are measured.

Provide a summary of the economic costs and benefits of each identified option excluding grants and interest costs

	Baseline	Option 1	Option 2
What are the total monetary costs for each option			
What are the monetary benefits of each option (receipts/income before grants and interest payments)			
Net Benefit (i.e. net cash flow before grants and interest payments)			

For each option, provide details of non-monetary factors which should be taken into consideration, e.g. the impact of the project on the local community, the environment)

Baseline

Option 1

Option 2

Other considerations

Displacement – would any of the “do something” options impact on any existing project or business in Northern Ireland? If yes, give details of expected impact

Additionality – In the absence of grant aid, would any of the “do something” options go ahead? If yes, please give details regarding scale and timing.

Option 1

Option 2

Risks – Please identify the main risks associated with each option and actions proposed to minimise these risks:

Option 1

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For the **preferred option only** – what is the effect on profits (including grant) of

	Year 1	Year 2	Year 3
a) 10% increase in costs			
b) 30% increase in costs			
a) 10% reduction in receipts/income*			
b) 30% reduction in receipts/income*			

* do not apply a reduction to existing or requested current/revenue grant income

For the **preferred option only** – what is the effect on net cash flow (including grant) of

	Year 1	Year 2	Year 3
a) 10% increase in costs			
b) 30% increase in costs			
a) 10% reduction in receipts/income*			
b) 30% reduction in receipts/income*			

* do not apply a reduction to existing or requested current/revenue grant income

MANAGEMENT/MANAGEMENT STRUCTURE

Describe the management structure and skills necessary to implement the preferred option. Does your business currently have these skills? If not, what budget has been allowed for training and when will it be completed?

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MARKETING

Describe the marketing steps required to implement the preferred option. Have the costs of these steps been included in the budget? If not, how are they to be funded?

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MONITORING

Please give details of your proposed arrangements for the monitoring of your project, if approved.

What information will be monitored?

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Who will be responsible for providing the monitoring information?

When will monitoring take place?

POST PROJECT EVALUATION

Please give details of the proposed arrangements for the Post project evaluation of the project, if approved.

What information will be evaluated?

Who will be responsible for providing the evaluation information?

When will the evaluation take place?

OTHER INFORMATION

Please give any additional information which you feel is relevant to this appraisal and which you feel strengthens the case for providing grant assistance.

SUMMARY INFORMATION

Project start date	
Location	
Total project cost	
Total grant requested	
Number of direct jobs to be created	
Total grant cost per direct job created	
Estimated increase in annual turnover (£)	