

ARTS COUNCIL OF NORTHERN IRELAND

CREATIVE INDUSTRIES INNOVATION FUND

INDIVIDUAL CREATIVE BUSINESSES

APPLICATION FORM

GRANTS OVER £10,000

Application round opens	Deadline for Receipt of applications	Decision by
Tuesday 15 th September 2009 For projects to be completed by 31 March 2011	4.00 pm Thursday 15 th October 2009	w/c Monday 11 th January 2010

You must submit all of the required documentation with your application. We will not request missing documentation after your application has been submitted. Please refer to Section Six of the application form for a list of enclosures required. INCOMPLETE APPLICATIONS WILL BE DEEMED INELIGIBLE.

You are strongly advised to contact a staff member for the Creative Industries Innovation Fund at the Arts Council before submitting an application to ensure that you have included all of the required documentation with your application. If you require assistance with your application form or would like to check that you have included all of the required documentation please contact:

02890 385271 - Kathryn Young, Support Officer

(e) kyoung@artscouncil-ni.org

02890 385270 – David McConnell, Development Officer

(e) dmccconnell@artscouncil-ni.org

02890 385204 – Greg Marrs, Development Officer

(e) gmarrs@artscouncil-ni.org

You are also strongly advised to contact the relevant sectoral body for advice and guidance before you submit your application:

Craft Northern Ireland – (t) 028 9032 3059 (e) ciif@craftni.org

www.craftni.org

Northern Ireland Music Industry Commission – (t) 028 9092 3488 (e) Sandra@nimusic.com

www.nimusic.com

Northern Ireland Screen – (t) 028 9023 2444

www.northernirelandscreen.co.uk

Digital Circle – (t) 028 9045 0101 (e) Matt@digitalcircle.org

www.digitalcircle.org

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Applicants are advised to read the full programme guidelines before completing any section of the application form. All questions must be answered, even if it is to state that the question is not applicable (N/A) to your particular project giving a short explanation.

The application form may be typewritten or handwritten. If handwritten, it should be completed in block capitals and black ink, using additional paper where required. The form may also be completed by reproducing the questions, with answers, on your own word processing system.

Part or all of the information you provide will be held on computer. This information will be used for the administration of applications and grants and for producing statistics. Copies of this information will be provided, when necessary, to individuals and business who may need to be consulted when assessing applications and monitoring grants.

Public funders share information with each other to enable them to detect fraudulent applications and to co-ordinate processing of complementary applications. Information on individual applications may also be provided to the Department of Culture, Arts and Leisure.

This Application Form and the relevant Guidance Notes are available on request in large print format, disk and audio tape and also on the Arts Council's website: <http://www.artscouncil-ni.org>

Please complete and return the application form and enclosures. The form must have an original signature.

All applications must be received by **4.00 pm** on the closing date. The Arts Council will not accept any application which is received after the closing time/date. It is your responsibility to ensure that your application is received in time. **Please note that proof of postage is not proof of delivery.**

Completed forms should be sent to:

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

NOTE: Applications submitted by fax, disk or e-mail cannot be accepted as we require original signatures on at least one copy of the form.

REMEMBER TO KEEP A COPY OF THE COMPLETED FORM AND ENCLOSURES FOR YOUR RECORDS

INTRODUCTION**NOTES TO HELP YOU COMPLETE THE APPLICATION FORM**

This section is designed to help you fill in each of the questions on the form. Please refer to them as you complete each question, as the detail we require may be different from that which you have provided us with on any previous application.

Section 1 – Contact details

1. This must be the same name as that on your Memorandum and Articles of Association, and on your Bank Account
2. This must be the address and details of the business's headquarters.
3. The name of the person who can be contacted during working hours and who is authorised to answer all questions relating to this application on behalf of the business. Please ensure that this person is going to be available and is not away on business/holiday during the period that the application is being assessed. The Arts Council will not accept responsibility for missing information or misinterpretation of the form where the contact person has not been available at any of the contact details given.
4. Is this person the chairman, treasurer, secretary or do they hold another position within the business.
5. If the contact person does not work at the address given at (2) above, then please give other contact details.

Section 2 – Business Details

1. Provide the mission statement of your business and/or what are its main objectives, as laid out in your Memorandum and Articles of Association. This should NOT be a list of projects that you have carried out.
2. The date your business started should be the date on your business's certificate of incorporation
3. You should tick only one box for type of business. However, if you are a company limited by guarantee you can also be a recognized charity, in which case you can tick both the relevant boxes.
4. In Northern Ireland the Inland Revenue recognises business as having a charitable purpose and you should provide your Inland Revenue reference number if you have one. If you are a business with a base in Great Britain you should provide your charity number if you have one.
5. If you are VAT registered you should quote your reference number here. The Arts Council grants cannot be used to cover VAT incurred by VAT registered business.
6. Provide names of the Chairman, Secretary and Treasurer or the equivalent committee positions in your organization.
7. State the total number of staff who have been in permanent employment since April 2008 whether they are full- time or part-time. Do not include freelance consultants or short term contract staff
8. State the gross amount for the current financial year.
9. State the gross amount and the year. If you are a new start up business with no accounts, please state not applicable. Please note enclosures required in Section 6 of the application form. Additional guidance is detailed in section 6.7 of these guidance notes.

Section 3 – Project Description

1. Give a description of the activity you are asking us to support (**maximum 200 words**). This description will be presented to the Consortium as part of its decision making process. It will also be used, if successful, for publicity purposes and in any reports or publications linked with this programme.

You are also required to supply a full description of your project (see Section 6.4 of these guidance notes). The amount of information you need to provide will depend on how long or complicated your project is. This is a **VERY IMPORTANT** part of the application process.

2. Indicate what you think the main area of activity is. If there is more than one area please list a maximum of 3 areas in order of importance (1 being the most important).
3. Indicate which of the programme’s stated priorities your project addresses.
4. Indicate if your project falls within the remit of one of four key sectoral bodies: Craft NI, NI Screen, NIMIC or Digital Circle. If so, you are required to demonstrate how your project fits within the strategic aims and objectives of the sector (**200-250 words**).

Section 4 – Finance

Within the economic appraisal you are asked to identify alternative options for the delivery of your project (see Section 6.5 of these guidance notes). In this section (Section 4) of the application form you should provide details of your preferred option only.

1. State the total gross costs of your project over the life of the project. If you are VAT registered you should quote net figures. If you are NOT VAT registered you should quote gross costs.
2. State how much you are requesting from the Arts Council.
3. State the proposed expenditure for the whole project in the column marked ‘2010/2011 total Proposal’. The total in this column should match the amount stated in (1) above. Please indicate in the column marked ‘ACNI Requested’ the elements of the project you are asking us to support. The total in this column should match the amount stated in (2) above.
4. List ALL the other proposed and/or confirmed funders of this proposal.
5. List ALL public funding you have received in the last three financial years (e.g. from Invest NI, NI Screen or any other public funding body).

Section 5 – Programme Criteria

Description of how your proposal meets the Programme Criteria (criteria listed on pages 4-5 of the Programme guidance notes): **identify and address each criterion separately in no fewer than 200 and no more than 500 words.**

Section 6 – Enclosures

The following documents must be enclosed with your application:

- 1) Copy of Constitution and/or Memorandum and Articles of Association: this document must be in the same name as your bank account and the same name as that given in Section 1 of the application form. It must be signed and dated as adopted.
- 2) Equal Opportunities Policy: this document must be signed and dated as adopted. This document should be your business's specific policy. It is NOT the declaration signed at Section 7 of this application form.
- 3) Child Protection Policy: you only have to submit this document if your business works with children. This policy must be signed and dated as adopted. This document should be your business's specific policy. It is NOT the declaration signed at Section 7 of this application form.
- 4) Detailed description of the project: you should describe in detail the project you wish to deliver, describing the overall aims and objectives of the project and ALL the activities within the project.
- 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. Please answer the questions as fully as possible.
- 6) Detailed Project Budget: you must detail all project costs for the preferred option (and the financial year in which they will occur). Please give as detailed a budget as possible, e.g. rather than Equipment £1000 you should list each item separately. If you are including ongoing overhead / administrative costs you must indicate how you have calculated the total amount e.g. total annual rent & rates £X – amount attributed to this project £Y. You should include a breakdown of any budget line over £1,000.
- 7) Business income and expenditure budget for the year/s in which the project will happen: you should include a breakdown of any budget line over £1,000. You should also include details of how you have calculated any fees you are paying, e.g. hourly/daily/weekly rates.

The Arts Council recognises non-monetary forms of assistance to a project, such as

- members of the public wishing to contribute time, experience and expertise to arts groups or business;
- young people wishing to contribute time but who also wish to gain work experience and or accreditation and training;
- professionals and or consultants wishing to donate their time, professional experience and expertise to business who would benefit from this resource;
- employers who encourage and support employees in volunteering to bring their time, knowledge and expertise to groups and business requiring assistance;
- free use of premises and/or equipment
- free access to other services

“In-kind” funding does **not** include the time given by your committee or board members to carry out their regular duties

If you are including “in-kind” support to your project you **MUST** demonstrate how you have calculated this. The Arts Council accepts:

- the equivalent of the hourly minimum wage for members of the public and young people contributing time as described above;
- a limit of £120 a day for professionals and/or consultants and employees volunteering their time;
- the costing by the supplier for the use of premises, equipment and other services

You cannot include the costs of employing committee/board members or directors of the business to work on the project as research shows that the public regard this as inappropriate use of public funds which are to be used for wider public benefit rather than private gain.

You cannot include the costs of gratuitous hospitality or alcoholic beverages. The only hospitality costs we will pay for are where they are integral to the project, for example, an arts conference where lunch is provided to delegates.

In some cases the organisational budget will be the same as the income and expenditure budget for the project where this is the only activity of the business, but in most cases this will be a much larger budget detailing all of the business’s activity.

- 8) Copy of the business's certified or audited accounts. These must be signed and dated as adopted by the business. The accounts 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 organization 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.

We require these accounts to assess the overall financial wellbeing of the business and to judge whether there is a need for Arts Council funding.

- 9) Copies of any letters from sponsors or other funders should be provided with your application as demonstration of support.

**Section 7 – Equality of Opportunity, Good Relations Commitment and Child Protection
(If you are applying online this section is part of the Confirmation of Online Application form
which is available on the Arts Council website)**

It is a requirement of the funding conditions of all Arts Council of Northern Ireland programmes that your business commits to equality of opportunity and good relations duty. Therefore, this Statement MUST be adopted by your business.

It is also a requirement of the funding conditions under all Arts Council of Northern Ireland programmes that an business intending to work with children and young people commits to a Child Protection Policy. Therefore, this Statement MUST be adopted by your business if any aspect of your work is aimed at children and young people.

SECTION ONE - CONTACT DETAILS

1. Name of Business:

2. Address of Business:

Town _____ Postcode _____

Phone number: _____ Fax Number: _____

E-mail address: _____

Web site: _____

Local Authority Area _____

3. Name of contact person within business who will deal with all correspondence:

4. Position of contact person within business:

5. Correspondence Address (if different from 2 above);

Address: _____

Town _____ Postcode: _____

Phone number: _____ Fax Number: _____

E-mail address: _____

SECTION TWO - BUSINESS DETAILS

1. What does your business do (no more than 100 words)?

2. In what year was your business started?

3. What type of business are you? (✓)

- Sole Trader
- Partnership
- Unincorporated club or association
- Company limited by guarantee
- Company limited by shares
- Recognised charity
- Trust
- Local Authority
- Statutory body
- Other: Please specify

4. Recognised Charity Number (if applicable) _____

5. VAT Registration Number (if applicable) _____

6. Please list the names and positions of the 3 main office-holders in your business:

Name _____ Position _____

Name _____ Position _____

Name _____ Position _____

7. How many permanent paid staff (if any) work for your business? _____

8. What are the gross salary costs of your business? _____

9. What was the turnover of your business in the last financial year for which accounts are available? £_____ Financial year _____

SECTION THREE – PROPOSAL DESCRIPTION

1. Please describe the proposal for which you are seeking funding in no more than 200 words. This description will be presented to the Consortium as part of its decision making process. **A more detailed proposal description must also be enclosed (see Introduction for exactly what is required in the detailed description)**

Project Title: _____

Estimated number of creative artists who will benefit: _____

Estimated number of jobs that will be created: _____

2. What is the main area of activity involved in your proposal?
If there is more than one area please list a maximum of 3 areas in order of importance (1 being the most important).

Architecture	<input type="checkbox"/>	Visual Arts	<input type="checkbox"/>
Craft	<input type="checkbox"/>	Advertising	<input type="checkbox"/>
Design	<input type="checkbox"/>	Film	<input type="checkbox"/>
Fashion	<input type="checkbox"/>	Multimedia & Games publishing	<input type="checkbox"/>
Antiques	<input type="checkbox"/>	Software	<input type="checkbox"/>
Music	<input type="checkbox"/>	Television & Radio	<input type="checkbox"/>
Performing Arts	<input type="checkbox"/>		

3. Which of the programme’s stated priorities does your project address?

Innovation in Business	
• New content, products, services and experiences	
• Creation of new creative businesses	
• Development and growth of existing creative businesses	
• Networking, collaboration and co-operation between creative businesses	
• Development of linkages with national and international best practice networks	
Innovation through People	
• Investment in the development of exceptional talents	
• Encouragement of entrepreneurial activity and of an enterprise culture	
• Creative talents in traditional industries	
• Internationalisation	

4. Does your proposal fall within the remit of one of the following four key sectoral bodies? (✓)

Craft NI	<input type="checkbox"/>
NIMIC	<input type="checkbox"/>
NI Screen	<input type="checkbox"/>
Digital Cricle	<input type="checkbox"/>
N/A	<input type="checkbox"/>

If yes, please demonstrate how your proposal fits within the strategic aims and objectives of the sector **(200-250 words)**

SECTION FOUR – FINANCE

1. What is the total cost of your proposal? _____
2. How much are you asking the Arts Council for? _____
3. What is the proposal expenditure?

Core costs:	2010/2011 Total Proposal	ACNI Requested
Item	£	£
Revenue Costs		
Staff (wages, PAYE, NIC)		
Premises – rent/rates		
Premises – heat/light/power		
Repairs/maintenance		
General admin – telephone, stationery, postage etc		
Travel & subsistence		
Advertising & promotion		
Legal & professional costs		
IT (website development)		
IT (consumables)		
Market research costs		
Bank charges/insurance		
Project Evaluation		
Other (Please specify)		
Total Revenue costs		
Capital Costs		
Adaptations to premises		
Fixtures/fittings		
Equipment (Please specify)		
Other (Please specify)		
Total Capital costs		
TOTAL PROPOSASL COSTS		

4. Where is the partnership funding coming from? List all of the other proposed and/or confirmed funders of this proposal.

Funding source	Programme	Amount £	Applied for √	Awarded √	Type of funding

5. Have you received any public funding in the last three financial years (e.g. from Invest NI, NI Screen or any other public funding body)?

(√)

YES	
NO	

If yes, please list all funding received from public funding bodies in the last 3 financial years:

	Funding Source	Programme	Amount £
2009/2010			
2008/2009			
2007/2008			

SECTION FIVE – PROGRAMME CRITERIA

Please provide a description of how your proposal meets each of the Programme Criteria
(address each criterion in no fewer than 200 and no more than 500 words)

1. Contribution to Innovation in the Creative Industries in Northern Ireland

PROGRAMME CRITERIA (Cont.)

(address each criterion in no fewer than 200 and no more than 500 words)

2. The Extent to which the Proposal meets the Stated Priorities of the Programme

PROGRAMME CRITERIA (Cont.)

(address each criterion in no fewer than 200 and no more than 500 words)

3. Value for Money

PROGRAMME CRITERIA (Cont.)

(address each criterion in no fewer than 200 and no more than 500 words)

4. Project Viability

PROGRAMME CRITERIA (Cont.)

(address each criterion in no fewer than 200 and no more than 500 words)

5. The Extent to which the Project balances Innovation and Risk

PROGRAMME CRITERIA (Cont.)

(address each criterion in no fewer than 200 and no more than 500 words)

6. Level of Partnership Funding Offered

NB. Applications will receive a higher score if evidence of other funding partners is provided. We will also assess the impact on the project if you were not to receive support from this Fund.

SECTION SIX - ENCLOSURES

Please ensure you have completed this checklist before you submit your application 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

EQUALITY MONITORING

(The information provided in this section will not form part of any assessment process, but will be used by the Arts Council solely for statistical gathering purposes.)

TELL US ABOUT THE MAKE UP OF YOUR BOARD/MANAGEMENT COMMITTEE
NB. If you are a sole trader or partnership this form must still be completed.

For each question “mainly comprise”, means more than 60%

1. Persons with a Disability

The Disability Discrimination Act defines a disabled person as someone with a disability or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities

Does the Board/Management committee mainly comprise:	Please (√) one box only
People with a Disability	
People without a Disability	
People with a Disability and People without a Disability (where neither community is over 60%)	

2. Men and Women

Does the Board/Management committee mainly comprise:	Please (√) one box only
Women (including girls)	
Men (including boys)	
Transgendered people	
Both women and men (where neither community is over 60%)	

3. Persons with Dependants

We understand people with dependants to be those with personal responsibility for the care of a child, the care of a person with an incapacitating disability and/or the care of a dependant elderly person.

Does the Board/Management committee mainly comprise:	Please (√) one box only
People with dependants	
People without dependants	
People with dependants and people without dependants (where neither community is over 60%)	
We are unable to specify	

4. Religious Belief

Does the Board/Management committee mainly comprise:	Please (√) one box only
Protestant	
Catholic	
Both Protestant and Catholic communities (where neither community is over 60%)	
Buddhist	
Hindu	
Islam / Muslim	
Jewish	
Sikh	
Other Religious Belief	
We are unable to specify	

5. Political Opinion

Does the Board/Management committee mainly comprise:	Please (√) one box only
Nationalist generally	
Unionist generally	
Other	
We are unable to specify	

6. Racial Group

Does the Board/Management committee mainly comprise:	Please (√) one box only
Black African	
Black Caribbean	
Other Black Background	
Indian	
Pakistani	
Bangladeshi	
Other Asian Background	
Chinese	
Mixed ethnic group	
Irish Traveller	
White	
Other (Please specify)	
We are unable to specify	

7. Marital Status

Does the Board/Management committee mainly comprise:	Please (√) one box only
Married	
Unmarried	
Divorced	
Separated	
Widowed	
We are unable to specify	

8. Sexual Orientation

Does the Board/Management committee mainly comprise:	Please (√) one box only
Gay people	
Lesbian people	
Heterosexual people	
Bisexual people	
We are unable to specify	

9. Age

Does the Board/Management committee mainly comprise:	Please (√) one box only
Under 16	
Aged 16 – 25	
Aged 26 – 50	
Aged 50 – 65	
Over 65	
We are unable to specify	

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.