

## ARTS COUNCIL OF NORTHERN IRELAND CREATIVE INDUSTRIES INNOVATION FUND

*Contributing to the growth of Northern Ireland's cultural capital by supporting creativity & creative talents and in particular their expression in business activities*

### GUIDANCE NOTES

**Please read these notes carefully before filling in the application form**

Application round opens	Deadline for Receipt of applications	Decision by
Tuesday 15 <sup>th</sup> September 2009 For projects to be completed by 31 March 2011	<b>4pm</b> Thursday 15 <sup>th</sup> October 2009	w/c Monday 11 <sup>th</sup> 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:**

Kathryn Young, Support Officer (t) 02890 385271 (e) [kyoung@artscouncil-ni.org](mailto:kyoung@artscouncil-ni.org)

David McConnell, Development Officer (t) 02890 385270 (e) [dmccconnell@artscouncil-ni.org](mailto:dmccconnell@artscouncil-ni.org)

Greg Marrs, Development Officer (t) 02890 385204 (e) [gmarrs@artscouncil-ni.org](mailto: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](mailto:ciif@craftni.org)

[www.craftni.org](http://www.craftni.org)

**Northern Ireland Music Industry Commission** – (t) 028 9092 3488 (e) [Sandra@nimusic.com](mailto:Sandra@nimusic.com)

[www.nimusic.com](http://www.nimusic.com)

**Northern Ireland Screen** – (t) 028 9023 2444

[www.northernirelandscreen.co.uk](http://www.northernirelandscreen.co.uk)

**Digital Circle** – (t) 028 9045 0101 (e) [Matt@digitalcircle.org](mailto:Matt@digitalcircle.org)

[www.digitalcircle.org](http://www.digitalcircle.org)

These Guidance Notes give general information on who can apply and the criteria which apply to the programme. They also tell you how your application will be assessed, how long it will take, how payments will be made and what you will be asked to do if you are awarded a grant. These Guidance Notes and the relevant application form 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>.

## GENERAL INTRODUCTION

The funding for the Creative Industries Innovation Fund(CIIF) is from the Northern Ireland Innovation Fund and the Northern Ireland Regional Innovation Strategy has recognised the creative industries as a priority for business innovation support in the Regional Innovation Action Plan 2008/11.

The inclusion of the creative industries in the Regional Innovation Action Plan and the creation of the CIIF are both related to a commitment in the Northern Ireland Programme for Government to grow the creative industries in Northern Ireland by 15% over the period 2008/09 - 2010/11.

The Department of Culture, Arts & Leisure commissioned a Strategic Action Plan to identify means of developing the cultural capital of the region by supporting initiatives to increase the quality, visibility and value of the creative industries. The drive to develop new markets and, in particular, to encourage an outward-looking, global perspective underpins all. The creative industries require investment in both talents and skills, to develop and maintain their competitiveness and to enable those who are capable of doing so to move beyond local markets for their products, services and experiences and to begin to serve national and international markets.

The Interim Strategic Action Plan identifies Priorities for Action under three broad themes

- Innovation in Business
- Innovation through People
- Innovation through Sectoral Infrastructure & Knowledge

The full Interim Strategic Action Plan can be downloaded at <http://www.artscouncil-ni.org/award/innovation.html>

## DEFINITION OF CREATIVE INDUSTRIES

(as detailed in the Strategic Action Plan)

It has become common practice to describe the creative industries as consisting of 13 sectors and sub-sectors. The sectors can, however, be grouped into three broad categories:

### **Design related industries:**

Architecture, Craft, Design, Fashion, Antiques

### **Expressive industries:**

Music, Performing Arts, Visual Arts

### **Media and Information industries (often described as digital or interactive content):**

Advertising, Film, Multimedia and Games Publishing, Software, Television and Radio

## **PROGRAMME INFORMATION**

The Creative Industries Innovation Fund is divided into 2 streams. At least 60% of the available funds will be available to creative businesses directly with 40% of funds directed towards sectoral development bodies.

The programme aims to deliver support to 140 Northern Ireland creative businesses over the period to March 2011. Support will be targeted at the:

- Introduction of new creative content, products, services or 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
- Development of exceptional creative talents
- Taking of creative talents out of traditional industries
- Internationalisation of talent by drawing talented people and resources back to Northern Ireland; exposing Northern Ireland talent to new international markets and showcasing the creative industries to develop Northern Ireland's image and brand.

## **WHO CAN APPLY?**

- ❖ All creative business in Northern Ireland, i.e.:
  - Businesses providing services by selling their time and creative expertise for money
  - Businesses providing experiences in events and activities such as theatre and live music
  - Businesses producing content, such as film, TV, games, books and recorded music
  - Businesses producing originals, artefacts valued for their individuality, creativity and rarity
- ❖ Sectoral Development Agencies

Businesses can be sole traders, partnerships or incorporated companies.

## WHAT YOU CAN APPLY FOR

- Business start up costs, including legal costs
- Workspace fitting out, including small items of equipment and IT: these costs must be reasonable and appropriate to the project.
- Support for business planning and marketing skills
- Market research: these costs must be reasonable and appropriate to the project, and should not normally exceed 10% of the total project costs.
- Product Development
- Export advice and assistance
- Website development costs: these costs must be reasonable and appropriate to the project.
- Marketing and promoting costs
- Small items of equipment: these costs must be reasonable and appropriate to the project.
- Administrative overheads within reasonable limits

## CRITERIA FOR DECISION MAKING

We will assess your project against the following criteria:

1. Contribution to innovation in the creative industries in Northern Ireland
2. The extent to which the proposal meets the stated priorities of the programme. It is expected that applications from **creative businesses** will address one or more of the following priorities outlined in the Interim Strategic Action Plan.

### **Innovation in Business**

- New content, products, services and experiences
- Creation of new creative businesses
- Development and growth of existing creative businesses
- Network, collaboration and co-operation between creative businesses
- Development of linkages with national and international best practice

### **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 of talent by drawing talented people and resources back to Northern Ireland; exposing Northern Ireland talent to new international markets and showcasing the creative industries to develop Northern Ireland's image and brand.

Applications from **sectoral development bodies** will be expected to address one or more of the following priorities outlined in the Interim Strategic Action Plan.

### **Innovation through Sectoral Infrastructure and Knowledge**

- Knowing ourselves
- Knowing others
- Developing national and international linkages

- Understanding linkages to wider policies
- Developing sectoral and sub-sectoral structures

#### **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 talent by drawing talented people and resources back to Northern Ireland; exposing Northern Ireland talent to new international markets and showcasing the creative industries to develop Northern Ireland's image and brand.

3. Value for money

4. Project viability

5. Extent to which the project balances innovation and risk

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.

**Please note that if your proposal falls within a particular sector you will be expected to demonstrate on the application form how your proposal fits within the strategic aims and objectives of the relevant sectoral body i.e:**

**Craft Northern Ireland**

**Northern Ireland Music Industry Commission**

**Northern Ireland Screen**

**Digital Circle**

#### **FINANCE**

##### **How much you can apply for**

- For projects up to £10,000, grants of up to 100% are available to individual businesses
- In all other cases the maximum grant to individual businesses is 75% up to a maximum of £50,000
- The maximum grant to sectoral organisations is £100,000

**If you have received any public funding in the last three financial years (e.g. from Invest NI, NI Screen or any other public funding body) and/or you are in discussions with any public body in relation to this particular project, you are required to provide details in Section 4 of the application form.**

### **MULTIPLE APPLICATIONS**

- Organisations/businesses are limited to one application per funding round of the Creative Industries Innovation Fund.
- Organisations/businesses that were successful in previous rounds of the Creative Industries Innovation Fund may submit an application in future funding rounds.

### **HOW MUCH PARTNERSHIP FUNDING DO YOU NEED?**

**Individual business** will be required to find at least 25% partnership funding from non-central government bodies for all projects costing more than £10,000.

**Sectoral development bodies** will be able to apply for up to 100% of costs, but priority will be given to those bodies offering partnership funding from their own or other sources.

## PROCESS

1. Complete and return the application form, all relevant enclosures and supporting material as specified. You can apply online or download the forms and submit in hard copy

**Applications submitted by fax, disk or email cannot be accepted as we require original signatures on at least one copy of the form.**

### ONLINE APPLICATIONS

When you apply online you will receive an email requesting you to submit a **Confirmation of Online application form** (available to download on the Arts Council website) and relevant enclosures within 5 working days. Please note that your application will not be processed further if you have not submitted the required enclosures within 5 working days. **Please refer to section six of the Confirmation of Online 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](mailto:kyoung@artscouncil-ni.org)

02890 385270 – David McConnell, Development Officer

(e) [dmccconnell@artscouncil-ni.org](mailto:dmccconnell@artscouncil-ni.org)

02890 385204 – Greg Marrs, Development Officer

(e) [gmarrs@artscouncil-ni.org](mailto:gmarrs@artscouncil-ni.org)

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

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[www.craftni.org](http://www.craftni.org)

**Northern Ireland Music Industry Commission** – (t) 028 9092 3488 (e) [Sandra@nimusic.com](mailto:Sandra@nimusic.com)

[www.nimusic.com](http://www.nimusic.com)

**Northern Ireland Screen** – (t) 028 9023 2444

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**Digital Circle** – (t) 028 9045 0101 (e) [Matt@digitalcircle.org](mailto:Matt@digitalcircle.org)

[www.digitalcircle.org](http://www.digitalcircle.org)

The application form includes an **Equality Monitoring Form**, which is most important in helping the Arts Council of Northern Ireland to ensure fair and wide access to this programme. This does not form part of the decision-making process, however, you are required to fill this in as the Council is obliged to comply with equality legislation. **Please note that if you are a sole trader or partnership this form must still be completed.**

2. The Arts Council will normally acknowledge receipt of application forms within **20** working days of the closing deadline.
3. Applications will be assessed against the 6 decision-making criteria above by a member of the CIIF team.
4. Following the consortium's decision successful applicants will be issued with a contract outlining the conditions attached to the award and the purposes for which the award can be used. **If there are any changes to the original application the Arts Council must be informed immediately in writing.** If you don't tell us about changes you may have to repay the award and this will affect decisions on any future applications you might make.
5. You will not be able to start your project until you have met certain conditions of grant and received a letter of commencement from the Arts Council. You should take this into account when planning your project.
6. Unsuccessful applicants will receive a letter detailing the reason/s why the application was unsuccessful.

### **HOW ARE DECISIONS MADE?**

Each application will be assessed by a member of the CIIF team on its merits against the 6 decision-making criteria as listed above and decisions will be made by representatives of the CIIF Consortium. Where applications from sectoral development bodies are being considered the consortium will consist of representatives from the Arts Council of Northern Ireland and the Department of Culture, Arts & Leisure. In the case of the applications from individual creative businesses the consortium will consist of representatives from the Arts Council of Northern Ireland; the Department of Culture, Arts & Leisure and NI Screen; with advice from Invest NI, Craft NI, NIMIC and Digital Circle.

### **IS THE DECISION FINAL?**

The decision of the Consortium is final. You can, however, make a complaint in whatever form is most convenient to you. You can telephone and speak to the appropriate member of staff. If you do not know who you should talk to, our Receptionist will help. Alternatively you can write to, fax or email the Complaints Administrator at:

Arts Council of Northern Ireland  
MacNeice House  
77 Malone Road  
Belfast BT9 6AQ

Tel: 028 9038 5200

Fax: 028 9066 1715

Email: [complaints@artscouncil-ni.gov.uk](mailto:complaints@artscouncil-ni.gov.uk)

Further information is available at <http://www.artscouncil-ni.org/other/complaints.htm>

If the consortium upholds your complaint you will be offered the opportunity to re-apply for funding.

## **HOW WILL PAYMENT BE MADE?**

### **Grants to individual businesses and sectoral development bodies:**

- For grants up to £10,000, 75% of the grant will be paid on acceptance of the offer and compliance with any pre-commencement conditions. The remaining 25% will be held until the project has been completed and on receipt of the post-project evaluation report.
- For grants between £10,000 and £50,000, 25% of the award will be paid on acceptance of the offer and compliance with any pre-commencement conditions. 65% may be called down in installments with 10% held until completion of the project and receipt of the post-project evaluation report

### **Grants to Statutory bodies:**

All grants will be paid retrospectively on receipt of the post-project evaluation report which includes a financial outturn report.

## **POST-DECISION MONITORING**

At the end of the project you will have to submit an End of Project Report on a pre-supplied form. On this form you will have to give details of:

- The final income and expenditure for the project
- An evaluation of the project – was it successful, did you meet your targets, etc.
- Details of business turnover
- Details of numbers employed

We will discuss with you how this information is to be collected.

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

### **(I) INDIVIDUAL CREATIVE BUSINESSES & SECTORAL BODIES** **APPLICATION FORM GRANTS UP TO £10,000**

**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 recognizes businesses 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 businesses.
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. Provide 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

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 should 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) Detailed Project Budget: you must detail all project costs (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 eg total annual rent & rates £X – amount attributed to this project £Y. You should include a breakdown of any budget line over £1,000
- 6) 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 a 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.

- 7) 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 business/soles 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.

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.

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

**Section 7 - Equality of Opportunity and 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 any 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.

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

### **(II) INDIVIDUAL CREATIVE BUSINESSES** **APPLICATION FORM GRANTS OVER £10,000**

**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.

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

### **(III) SECTORAL DEVELOPMENT BODIES APPLICATION FORM GRANTS OVER £10,000**

**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 Constitution, and on your Bank Account.
2. This must be the address and details of the organisation's headquarters or the place where your organisation meets.
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 organisation. 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 organisation
5. If the contact person does not work at the address given at (2) above, then please give other contact details.

#### **Section 2 – Organisation Details**

1. Provide the mission statement of your organisation and/or what are its main objectives, as laid out in your Constitution. This should NOT be a list of projects that you have carried out.
2. The date your organization started should be the date on your organisation's constitution or certificate of incorporation.
3. If you are a company limited by guarantee you can also be a recognized charity, in which case you can take tick both relevant boxes. In all other cases you should tick only one box.
4. Unless you are an organisation with a base in Great Britain where charities are registered, the Inland Revenue in Northern Ireland recognises organisations as having a charitable purpose. You should quote here your Inland Revenue reference 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 organisations.
6. Provide names of the Chairman, Secretary and Treasurer or the equivalent committee positions in your organization.
7. State the total number of staff of 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. Include your full committee and board members and any other members of the public who have volunteered to provide services to you since April 2008.

### Section 3 – Project Description

1. Give a description of the activity you are asking us to support (**maximum 200 words**). We will use this to decide who should assess your application and also to present a short outline of your project to the Consortium, to the public 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.

### Section 4 – Finance

**Within the detailed project description you are asked to identify alternative options for the delivery of your project (see Section 6.4 of these guidance notes). In this section of the application form (Section 4) 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 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 organisation'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 organisation works with children. This policy must be signed and dated as adopted. This document should be your organisation'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. You should also include:

- The objectives of the project – these be stated as:  
**Specific**  
**Measurable**  
**Attainable**  
**Realistic**  
**Time bound**
- Start and finish dates of the project;
- The number of individual artists/individual creative businesses that will benefit from your project.
- You must describe the 1-2 alternate options considered to deliver your project (alternative options could involve, for example, undertaking the project on a different scale or using a different technique). If there are no viable alternative options for delivering your objectives, please provide the reasons.
- You must detail all project costs for each 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 eg total annual rent & rates £X – amount attributed to this project £Y. You should include a breakdown of any budget line over £1,000
- You must quantify any monetary benefits which will be generated by the project and any alternative options.
- For each option you must list all risks which could impact on your ability to deliver the project and identify any measures you intent to put in place to reduce this risk. It would be expected that 2-4 risks would be identified.
- It is not always possible to place a financial value on all benefits generated by the project, therefore you should list and describe the non-monetary benefits deliverable by each option.

5. Detailed organisation 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.

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