

MUSICAL INSTRUMENTS FOR BANDS SCHEME

Confirmation of Online Application

Thank you for completing your application for funding online.

This completed form and relevant enclosures (as detailed in section 5) must be returned to the Arts Council within five days of your application being submitted online.

You must return one copy of this form for EACH application you make

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

Bank Details

If you are successful in obtaining a grant all payments will be made directly into a bank account. Please supply full details below:

Name of Bank/Building Society _____

Address: _____

Town _____ Postcode _____

Account Name _____

Account Number _____

Sort Code

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The Arts Council requires two signatories to the bank account. Who are the signatories to the above account?

1st signatory _____ Position _____

2nd signatory _____ Position _____

**SECTION FIVE
ENCLOSURES**

You must enclose the following documents. Failure to enclose any of the listed documents, or failure to provide a statement indicating why it is not applicable (for example, you are not able to provide a complete list of the band’s activities in the past two years because you were established in the last twelve months) will mean your application will be regarded as ineligible and will be immediately returned to you.

Please Tick		Office Use
	Copy of Constitution and/or Memorandum and Articles of Association NOTE: This must be the same as the name on your bank account and on your accounts. (signed and dated as adopted)	
	Copy of Equal Opportunities Policy (signed and dated as adopted). This policy must be a separate document. It is not the clause in your constitution and it is not the one page equality statement within the application form.	
	Copy of last year’s certified or audited accounts: These must be in the format set out in your Constitution and must be signed and dated by an independent person (i.e. not the Band’s Treasurer).	
	Copy of minute of meeting when the accounts were agreed by the Committee/Board	
	Copy of this year’s projected income and expenditure budget for the band	
	Copies of any letters of offer from partnership funders	
	Complete list of the band’s activities in the past two years	
	Projected list of the band’s activities in the incoming year	
	Supplier’s quotation or current manufacturers’ price list for the items to be purchased	
	Details of competition results in the last two years if applicable/ relevant	
	One copy of any recent CD or tape of the band	

Please ensure you send in the application form with an original signature and keep a copy of the form and enclosures for yourself.

SECTION SIX – 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 organisation) 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 organisation’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 Organisation

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 **PEOPLE WHO WILL BENEFIT FROM THE WORK YOU WILL UNDERTAKE WITH THIS GRANT.**

For each question the main group to benefit, means: “comprises more than 60% of that group”

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.

The main group to benefit:	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%)	
We are unable to specify which group will mainly benefit	

2. **Men and Women**

The main group to benefit, will be:	Please (√) one box only
Women (including girls)	
Men (including boys)	
Transgendered people	
Both women and men (where neither community is over 60%)	
We are unable to specify which group will mainly benefit	

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.

The main group to benefit, will be:	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 which group will mainly benefit	

4. Religious Belief

The main group to benefit, will be:	Please (√) one box only
Protestant	
Catholic	
Both Protestant and Catholic communities (<i>where neither community is over 60%</i>)	
Buddhist	
Hindu	
Islam / Muslim	
Jewish	
Sikh	
Other Religious Belief	
We are unable to specify which group will mainly benefit	

5. Political Opinion

The main group to benefit, will be:	Please (√) one box only
Nationalist generally	
Unionist generally	
Other	
We are unable to specify which group will mainly benefit	

6. Racial Group

The main group to benefit, will be:	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 which group will mainly benefit	

7. Marital Status

The main group to benefit, will be:	Please (√) one box only
Married	
Unmarried	
Divorced	
Separated	
Widowed	
We are unable to specify which group will mainly benefit	

8. Sexual Orientation

The main group to benefit, will be:	Please (√) one box only
Gay people	
Lesbian people	
Heterosexual people	
Bisexual people	
We are unable to specify which group will mainly benefit	

9. Age

The main group to benefit, will be:	Please (√) one box only
Under 16	
Aged 16 – 25	
Aged 26 – 50	
Aged 50 – 65	
Over 65	
We are unable to specify which group will mainly benefit	

TELL US ABOUT THE MAKE UP OF YOUR BOARD/MANAGEMENT COMMITTEE

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

10. 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%)	

11. 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%)	

12. 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	

13. 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	

14. Political Opinion

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

15. 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	

16. Marital Status

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

17. 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	

18. 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	

CHILD PROTECTION POLICY STATEMENT

If you have previously submitted these documents to the Council, you do not have to complete this section but you must re-affirm your commitment to the principles (see Section 8).

We (name of organisation)
are committed to practice which protects children from harm. Staff, volunteers and artists in this organisation 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 Organisation

SECTION 7 - 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 organisations who 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 EIGHT
APPLICANT'S STATEMENT**

Please complete the section below to authorise your application.

The Chair of the band must sign this declaration and one other committee member must countersign it. (The person who countersigns must not be a relative of the Chair.) Please note that any misleading statements (whether deliberate or accidental given at any stage during the application process may render the application invalid. The Arts Council will take steps to recover all monies in respect of a grant where it discovers evidence that false statements have been supplied or where a project is not complete or no acceptable reason for non-compliance is forthcoming.

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

_____ (band) 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 confirm that the application falls within the objects of the band's constitution. I confirm the band has the power to accept any grant subject to conditions and the power to repay any grant in the event of grant conditions not being met. I undertake to immediately and fully 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 band in all matters relating to this application.

Name (Chair): _____

Signature: _____

Date: _____

Name (Committee member) _____

Signature: _____

Date: _____