

# **ARTS COUNCIL OF NORTHERN IRELAND**

## **MUSICAL INSTRUMENTS FOR BANDS**

### **APPLICATION FORM**

**Deadline for Applications: 4pm Thursday, 2<sup>nd</sup> April 2009**  
**Decisions by: 5<sup>th</sup> June 2009**

**Please note there have been changes to the enclosures required to accompany your application, specifically in relation to your accounts. Please read the notes carefully.**

Applicants are advised to read the full Arts Council 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.

**You can also apply on-line. See website for details [www.artscouncil-ni.org](http://www.artscouncil-ni.org)**

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 organisations who may need to be consulted when assessing applications and monitoring grants.

**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, Arts Development Department, 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**

## NOTES TO HELP YOU FILL IN THE APPLICATION FORM

### Section One – CONTACT DETAILS

1. This should be the full registered name of the band and **must** match the name on the Constitution and/or company registration and on the band's bank account.
2. This should be one of the types of bands listed on page 1 of the Guidance Notes.
3. This should be the address of the band hall/ rehearsal premises/ band's headquarters, i.e. **not** the address of the secretary or any other official.
4. The person named here must be authorised to answer all queries and to sign all paperwork relating to this application. Please ensure that this person is going to be available and is not away on business/ holiday during the period when the application is being assessed. The Arts Council cannot be held responsible if correspondence is directed to the contact person, and that person is not available, either at the physical or e-mail addresses given on the application form, to reply within the given timeframe.

### Section Two – BAND DETAILS

7. Give details of board or committee members, e.g. Chair, Secretary, and Treasurer
9. You should include any funds you have received from any of the Lottery distributors, i.e. Arts Council, Sports Council, Heritage Lottery Fund, Big Lottery Fund, or Awards for All.
10. The two signatories for the bank account should not be related.

### Section Three – DESCRIPTION OF MUSICAL INSTRUMENTS

1. List all instruments currently owned by the band or used by individual members of the band when playing with the band.
3. Programme Criteria:
 

Public Benefit: How does your band meet criterion 1 on page 2 of the Guidance Notes? The Arts Council wants to support events that increase opportunities for participation in the arts, especially for young people, and to increase opportunities for people to attend arts events. How will your band provide these opportunities? How do you know people want this type of activity?

Quality & Development of Artistic Activity: How does your band meet criterion 2 on page 2 of the Guidance Notes? Who tutors/ teaches/ instructs the band members? What level of competition, if any, has your band reached? Have you recorded any CDs, tapes for public sale? Have you got plans to increase your repertoire or develop technique?

Organisational and Project viability, including quality of management: How does your band meet criterion 3 on page 2 of the Guidance Notes? Who will oversee the finances and running of the purchase of musical instruments? Are you sure you will have enough funds to complete the purchase? Have you left enough time to raise the money? The Arts Council will not give you permission to start purchasing instruments until you have secured the funds to make the musical instrument purchase happen.
4. How will you know if your band is successful? Will it be independently evaluated? Will it be judged purely on audience or participant numbers? Will you ask people to fill in a questionnaire on their experience? Any or all of these methods can be used. You should choose the most appropriate for your band.

6. You should include any funds you have received for **this project** from any of the Lottery distributors, i.e. Arts Council, Sports Council, Heritage Lottery Fund, Big Lottery Fund or Awards for All.

#### **Section Four – FINANCIAL DETAILS**

1. Total Instrument Cost: Give total cost of all instruments to be purchased.

You must include a list of each item you wish to purchase on a separate sheet detailing individual prices. In order to obtain realistic costs you must use a current manufacturers' price list or seek one original quotation from a recognised musical instrument supplier, but please note that you will be required under the terms of any grant to seek additional original quotations before you are authorised to purchase any of the items on your list. Because of the time gap between submitting the application and a decision being made you will not be allowed to use the original quotation after the decision has been made, unless the supplier has stated on the original quotation that the prices will remain valid.

3. Funder: This may be a contribution by the band from its own funds, or any other public or private source. Supplier's discount is not acceptable as partnership funding.

#### **Section Five – ENCLOSURES**

- Copy of Equal Opportunities Policy: The Arts Council expects **all** applicants applying for grant aid to operate a policy of equality in all their practices, e.g. employment, membership, activities and services. **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.** You must include this document with your application and it must be **signed and dated as having been adopted by the band.** An example of an equal opportunities policy is available on the Arts Council's website.
- 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).** It is good practice for the accounts to be checked by someone other than the Treasurer to ensure a degree of independence in accounting reporting. **You must also provide a copy of the minute of the meeting when the Committee/ Board agreed the accounts.**

Make sure you enclose the requested documents. If you do not supply the documents, or give us a statement why they are not relevant, (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) your application will be regarded as ineligible and will be returned to you.

**Section Six – EQUALITY OF OPPORTUNITY, GOOD RELATIONS COMMITMENT AND CHILD PROTECTION STATEMENT**

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

In addition you must submit a copy of your Equal Opportunities policy (signed and dated as having been adopted by the band). **See Section 5 above**

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

**Section Eight – APPLICANT’S STATEMENT**

Make sure there is an original signature on the application form. Faxed or e-mailed applications cannot be accepted.

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

SECTION ONE	Contact details
SECTION TWO	Band details
SECTION THREE	Description of Musical Instruments
SECTION FOUR	Financial Details
SECTION FIVE	Enclosures
SECTION SIX	Equality of opportunity, good relations commitment and child protection statement
SECTION SEVEN	Publicity, Openness and Accountability
SECTION EIGHT	Applicant's Statement

**SECTION ONE  
CONTACT DETAILS**

Application Ref No: For ACNI use only
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1. Name of Band:

\_\_\_\_\_

2. Type of Band:

\_\_\_\_\_

3. Band Hall/Band Headquarters/Rehearsal address of Band:

\_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Web site: \_\_\_\_\_

Local Authority Area: \_\_\_\_\_

4. Name of contact person within band to whom all correspondence will be sent:

\_\_\_\_\_

5. Position of contact person within band:

\_\_\_\_\_

6. Details of contact person (if different from 2 above):

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

**SECTION TWO  
BAND DETAILS**

1. In what year was your band started?

2. On which night/s does the band hold its regular rehearsals? \_\_\_\_\_

3. What is the regular rehearsal time? From: \_\_\_\_\_ To: \_\_\_\_\_

4. What type of organisation are you?

Unincorporated club or association

Company limited by guarantee

Company limited by shares

Recognised charity

Trust

Other: Please specify

\_\_\_\_\_


5. Recognised Charity Number (if applicable): \_\_\_\_\_

6. VAT Registration Number (if applicable): \_\_\_\_\_

7. Please list the names and positions of the 3 main office-holders in the band:

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

8. How many people including committee or board members, are involved in your band ? \_\_\_\_\_

9. Have you ever applied for, or are you currently in receipt of funds for any **OTHER** projects, either from the Arts Council of Northern Ireland or any other funder? (4)

Yes

No

If **Yes**, please complete the table below.

Project	Funder	Amount £	Awarded £	Rejected £

10. 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

-  -

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

1<sup>st</sup> signatory \_\_\_\_\_

Position \_\_\_\_\_

2<sup>nd</sup> signatory \_\_\_\_\_

Position \_\_\_\_\_

**SECTION THREE  
DESCRIPTION OF MUSICAL INSTRUMENTS**

1. Please list all the current instruments owned by the band (**as well as those not owned by the band but played by them**) and indicate which you wish to replace. (You may use additional paper, if necessary)

Instrument	Make/Model	Owned by band? Yes/No	Age	Replace? Yes/No

2. Please list the instruments you wish to purchase – numbers and types of instrument. (You may use additional paper, if necessary)

<u>Number required</u>	<u>Instrument</u>

3. How does your band meet the criteria listed in the guidance notes? (You may use additional paper, if necessary) Answer each criterion using up to a maximum of 200 words per criterion.

Public Benefit & Demand:

Quality & Development of Arts Activity:

**You must include a recent recording (e.g. within the last 2 years) of the band performing. Failure to do so will render your application ineligible.**

Organisational and Project Viability, including quality of management

**Please note there is no question on criterion 4 – It is covered by Section Four**

4. What effect will the purchase of musical instruments have on your band and how will you measure its success and the achievement of your aims and objectives?

5. When do you plan to start purchasing the musical instruments and when do you expect to complete the purchase of the musical instruments?

Start date
Finish date

6. Have you applied for, or are you currently in receipt of funding for **THIS** project from any other funders?

Yes	
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No	
----	--

If **Yes**, please complete the table below.

Project	Funder	Amount £	Applied for £	Awarded £	Completed £

## SECTION FOUR FINANCIAL DETAILS

**Note: If you are VAT registered please quote all figures net of VAT. If you are not VAT registered please quote gross costs.**

1. Projected Budget for **THESE MUSICAL INSTRUMENTS**

### EXPENDITURE

	Net cost £	VAT (if applicable)	Gross cost £
Total Instrument Cost for instruments listed in section 3.2			

2. How much are you asking the Arts Council for? £ \_\_\_\_\_
3. Please list below your partnership funding

Funder	Applied for £	Provisionally offered £	Guaranteed £
<b>TOTAL</b>			

**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). <b>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.</b>	
	Copy of last year’s certified or audited accounts: These must be in the format set out in your Constitution and must be <b>signed and dated by an independent person (i.e. not the Band’s Treasurer).</b>	
	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: \_\_\_\_\_