

ARTS COUNCIL OF NORTHERN IRELAND

MUSICAL INSTRUMENTS for BANDS

GUIDANCE NOTES

Deadline for Applications: 4pm Thursday, 2nd April 2009
Decisions by: 5th 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.

MUSICAL INSTRUMENTS FOR BANDS SCHEME

AIMS AND PRIORITIES

This programme is designed to increase the quality of music-making in the community by helping bands to replace worn-out instruments and purchase new instruments.

ELIGIBILITY

Who Can Apply?

- ❑ This scheme is open to bands based in Northern Ireland, which are formally constituted.
- ❑ The following types of bands are eligible for this scheme:
 - Accordion Orchestra/Band (part, melody or marching)
 - Brass Band
 - Concert Band
 - Flute Band (part, melody or marching)
 - Pipe Band
 - Wind Band
- ❑ Any other type of formally constituted organisation wishing to purchase musical instruments should apply to the Small Grants programme for up to £10,000 or the Equipment programme for funds over £10,000.

Who cannot apply?

- ❑ Bands who received a Musical Instruments for Band Scheme award between January 2002 and February 2009.

CRITERIA FOR DECISION MAKING

We will assess your band against the following criteria:

Criterion 1: Public benefit and demand

Criterion 2: Quality & development of arts activity

Criterion 3: Organisational and project viability, including quality of management

It is very important that you think carefully about how your band satisfies these criteria and use the application form to demonstrate this to us. Your band **must meet all the above criteria.**

Criterion 1 - Public Benefit & Demand: The purchase of the musical instruments should have the widest possible impact. You need to give careful consideration to the way in which the work of your band is presented so that it provides maximum access to people from all sections of society, including but not limited to the involvement of children and young people through a youth or access programme. You need to consider how your application addresses the needs of communities in areas of social and economic deprivation. You need to show that you are committed to principles of equal opportunity in all aspects of the band's activities. You should explain your need for the instruments and the anticipated impact of new instruments on musical development.

We will also take into account the age of the instruments currently owned by the band in relation to their expected lifetime; the number of instruments currently owned by the band in relation to the envisioned size of the band, and the range of instruments currently owned by the band in relation to the envisioned size of the band.

Criterion 2 - Quality & Development of Arts Activity:

You need to demonstrate the quality of the music you perform and/or what standard of performance your members have reached. You should demonstrate your commitment to repertoire and technique development in relation to your existing repertoire and technical standards.

Criterion 3 – Organisational and project viability, including quality of management: You need to show that the band has a sound financial and managerial footing. You need to outline clearly how you have decided which instruments you need to purchase, who will be responsible for seeking quotations, making payments to suppliers, accounting for the procedures and future reporting to the Arts Council. You need to show that you have a clear and comprehensive plan for managing the purchase of musical instruments so that it can be completed successfully within the timetable and budget you set. Once awarded, grants cannot be increased.

PRIORITIES FOR FUNDING

The Council will give priority to:

- a) Applications which can clearly demonstrate a commitment to training.
- b) Applications where there is a clear demonstrable commitment to repertoire and technique development in relation to the band's existing repertoire and technical standards.

FINANCE

The total budget available for the programme in 09/10 is £200,000.

How much money is available?

We are offering grants from £500 up to a maximum of £5,000.

How much partnership funding do you need?

The **minimum** partnership funding you need is 25%.

ARE THERE APPLICATION DEADLINES?

There is one application round a year for all bands. The closing date for applications is 4pm Thursday, 2nd April 2009.

APPLICATION AND ASSESSMENT PROCESSES

Application Process

- Complete and return the application form and enclosures. You may seek advice from the Arts Council on any aspect of the form.
- The Arts Council will acknowledge receipt of the application form.
- The Arts Council will provide you with a unique reference number and the named officer responsible for the application.
- The application will be assessed by an Arts Development Officer of the Council.
- All applications will be assessed on their merits against the criteria as listed above.
- You will be notified of the final decision in writing after 5th June 2009.

Assessment

All applications will be assessed on their merits against the criteria as listed above.

Depending on the level of funds available it may not be possible for the Arts Council to approve all applications which simply meet the relevant criteria. Under such circumstances applications which, in the opinion of the Arts Council, best meet the criteria set out in these Guidance Notes, will be successful. The Council may offer to fund the purchase of fewer instruments than requested, based on its assessment of the needs of the band.

IS THE DECISION FINAL?

If you are unhappy with the Council's decision you may request a review of the decision. Details are available on request and on the Council's website.

HOW LONG WILL IT TAKE?

Normally the outcome of the application will be decided within 3 months
However, this is dependant upon:

- ❑ The scale of the application;
- ❑ The complexity of the application;
- ❑ Satisfactory completion of the full application form;
- ❑ Receipt of all the required enclosures;
- ❑ Response time to queries and clarifications.

HOW WILL PAYMENT BE MADE?

You will be expected to obtain 2 quotations for the instruments. Payment of the grant will be made on receipt of suppliers' invoices.

POST-DECISION MONITORING

After the grant is awarded you will be required to provide information to the Arts Council for a **period of 5 years** on the following:

- ❑ Continued ownership of instruments purchased;
- ❑ Make, model & serial numbers of instruments purchased;
- ❑ Details of public events in which the band has participated;
- ❑ Number of members of the band;
- ❑ Evidence of insurance of the instruments. You should note that the Arts Council requires all instruments purchased with a grant to be insured as the property of the band. The Arts Council will require sight of your certificate and schedule of insurance of the instruments for a five-year period from the date of delivery.

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/ Confirmation of Online Application Form. Faxed or e-mailed applications/ confirmation forms cannot be accepted.