

ARTS COUNCIL OF NORTHERN IRELAND

LOTTERY FUNDS

SMALL GRANTS PROGRAMME

GUIDANCE NOTES

**THIS PROGRAMME OPENS FOR APPLICATION ON 5 JANUARY 2009.
AFTER THAT DATE APPLICATIONS WILL BE ACCEPTED ON A
ROLLING BASIS UNTIL FURTHER NOTICE.**

Completed application forms should be returned to:

**Arts Council of Northern Ireland
Small Grants Programme
MacNeice House
77 Malone Road
BELFAST
BT9 6AQ**

You can also apply on-line @ www.artscouncil-nig.org/funding...

Welcome to the Arts Council of Northern Ireland's Small Grants Programme. Before you fill in your application form, please take time to read this booklet carefully. You will find information about who can apply for a grant, the kinds of things we will give grants for and what happens when you apply.

About the Small Grants Programme

This programme has been set up to help small groups in Northern Ireland. The main aim of the programme is to fund projects which involve people in their communities, bringing them together to enjoy a wide range of arts activities. Well thought-out activities meet community needs better and have the most impact. We will give high priority to activities which are new or which develop what you do now. If you are a group and you need between £500 and £10,000, then the Small Grants Programme could be for you. Sometimes quite small sums of money can have a big impact.

We hope these awards will make a real difference to smaller groups and will strengthen community activity, particularly those who struggle to find the money from elsewhere.

- You can apply at any time.
- The application form is simple.
- You will hear the result quickly.

We want to help small groups run projects which:

- bring people together and increase community-based arts activities by helping communities to meet their needs through voluntary action, self-help projects, local facilities or events.
'Communities' can be people in a local area or people who share a common interest or need;
- involve more people in a wide range of community-based activities by developing new activities and supporting activities which are open and accessible to everyone who wishes to take part;
- increase skills and activities by supporting projects which help to develop people and organisations, encourage talent and raise standards;
- have a focus on improving access to the arts amongst the most disadvantaged people in society;
- are well organised and planned.

You **can** apply for an award if...

- you are a non-profit distributing group;
- you have a constitution or set of rules which you have adopted;
- you have a bank or building society account in the name of your group, which requires at least two unrelated signatures on each cheque or withdrawal;
- you can enclose your most recent annual accounts (OR, for new groups, a statement of income and expenditure). These must be signed as approved as detailed in your constitution;
- you need a grant of between £500 and £10,000;
- you can spend the grant within one calendar year;
- your project beneficiaries live in Northern Ireland; and
- you have a minimum of three unrelated people on your management committee.

You **cannot** apply for an award if

- you are currently in receipt of an Awards for All grant. However, if you do have an Awards for All grant you can apply to the Small Grants Programme as soon as you have submitted your End of Project report to Awards for All.

You will need...

(1) A constitution or set of rules

When you are awarded a grant your group enters into a contract with us. To do this you must have a governing document that explains what your group is set up to do.

(2) A valid bank or building society account statement.

If you are successful we will pay your grant into the account that you specify on your application form. This account must have the same name as your group. You must verify this account by sending us either;

- For bank accounts - an **original**, most recent bank statement (not a copy), which we will return to you;
- For a building society account - a photocopy of the front pages of your passbook containing the account details. This photocopy must be stamped and signed by the building society.

If we cannot verify your account details we cannot give you a grant.

(3) Accounts or income and expenditure projections

All organisations must produce a set of accounts at the end of their financial year. These accounts are then agreed by the members of the organisation at the AGM. You must send us a copy of your most recent annual accounts. Your accounts should not be more than 12 months old. If you are a new organisation which has not yet produced annual accounts, you must send us a projection of your expected income and expenditure for your first year. If you are not sure about accounts please contact us.

Please note... we will only consider funding costs that are directly related to your project.

How much we will fund...

We can award from £500 to £10,000 for a project. Please apply only for what you need as we will reject badly costed projects. We will expect most applicants to contribute something to the cost of the project from their own resources.

Can you hold more than one award?

You can hold only one award at a time. An award is not finished until we receive your End of Award Report.

What will we fund?

Our awards aim to increase participation and creativity in the arts at a community level. We want to help voluntary and small professional organisations working in all art forms as well as general voluntary groups using the arts as a means of bringing people and communities together.

We will give priority to applications for projects:

- that develop, increase awareness of and expand participation in drama and dance
- which deliver the arts in areas of social and economic deprivation; and
- which address cultural diversity
- projects which occur in areas of social/economic deprivation

We will give low priority to applications:

- from organisations currently in receipt of other Arts Council funds

The following is a list of examples of the types of costs we will fund:

- Costs of tutors and artists (you will need to supply the CVs of anyone you are intending to employ)
- Vehicles for arts organisations
- New Work commissions
- Volunteer expenses
- Materials
- Travel expenses within Northern Ireland
- Equipment hire
- Equipment purchase
- Evaluation costs
- Publicity and marketing costs
- Venue hire for workshops, training, rehearsals and performance
- Fees for arts-based courses for project beneficiaries

We will not fund

- construction projects
- musical instruments or uniforms for bands
- costs of travel to events outside Northern Ireland
- items which only benefit an individual for example: prizes, scholarships, bursaries, personal clothing or equipment, purchase of tickets for events
- endowments
- loan payments
- activities promoting religious beliefs
- activities promoting political beliefs
- activities that are part of statutory obligations or replace statutory funding
- costs which will be paid to members of the applicant group, eg: as tutors or facilitators
- costs already incurred (retrospective funding)
- websites
- donations (to individuals, groups or charities)
- fundraising events or activities
- affiliation or membership fees
- unreasonable costs
- projects already in receipt of other Arts Council funds whether directly to you as the applicant organisation or to other participants/ partners in the project

We will not give awards to cover goods or services that you order or receive before the date on our award letter. Please allow at least **two months** for us to process your application. We will also not give awards for projects to make applications to Lottery Funders.

Level of fees

In line with other Arts Council programmes, we will not normally pay artist/tutor fees of more than £75 per workshop session (ie 3 hours/ 1/2 day) or £150 for a whole day of artist/tutor time. If you wish to pay more than this you will have to submit details of why.

We cannot make awards to:

- commercial trading companies
- companies that exist to distribute a profit
- statutory authorities
- organisations which solely exist to benefit members
- appeals or charities set up to support statutory bodies
- individuals

USEFUL INFORMATION

Constitutions

A constitution should include:

- an organisation's name, aims and objectives;
- details of how it achieves those objectives;
- details of how its governing body (management committee) is elected or appointed;
- details of how people can join the group;
- details of how it manages its finances;
- details of what will happen to the assets if the group closes (a dissolution clause);
- the date when the constitution was adopted on behalf of the group; and
- the signature of an appropriate officer, e.g. secretary, chair, vice-chair, treasurer.

Your organisation may not have a constitution but it may have a set of rules that includes the above information.

Branches

Your group may be linked to a larger organisation. If so, you can normally only apply if your group is an independent branch. If you are not independent you may still be able to apply for an award, but you will need the support of the larger organisation. By 'independent' we mean that you must have:

- a constitution or set of rules of your own;
- a management committee of your own which has control over your work;
- a bank or building society account in the name of the group and under its direct control;
- your own annual accounts approved by your management committee; and
- control over your own income and how you spend it.

If you are not independent, but have a management committee, a bank account in your own name and produce your own annual accounts, you can still apply for an award. To do this, you will need the support of the organization you are linked to and must make sure that they will take legal responsibility for any award made to you. Please discuss this with the larger organisation before you apply.

New groups

We welcome applications from new groups. If you are a new group your committee should draw up and adopt a constitution or set of rules before you apply. We realise that new groups will not yet have a set of accounts. Instead we need an estimate of your income and expenditure for your first year. You will also need a bank account.

Getting advice

You will probably find it helpful to talk to someone who knows about your group's activity and can advise you on your application including help with your constitution, if needed.

The following organisations may be able to provide advice on preparing your application to the Small Grants Programme:-

- your district council arts officer
- Northern Ireland Council for Voluntary Action (NICVA); and
- your relevant parent/umbrella body and/or network

See your local phone book for contact numbers.

What happens next?

After one of our Officers has assessed your application, the Arts Council will make the final decision. You should normally hear the result within two months of us receiving your completed application, although it will take longer if your application is incomplete. If your application is successful, we will send you a letter saying how much the award is. We will normally pay the award into the bank account you gave on your application form within one month of the letter. This means it could take up to three months from when you apply to when you receive the award. Please remember this when you put in your application.

If your application is not successful, we will tell you the main reasons why. This may help if you decide to apply again.

Successful Applications

If we make an award to your group, you will have to keep to our terms and conditions. You will also have to comply with all relevant legislation affecting the way you carry out your project. You must agree to our terms and conditions in advance by signing the contract section of the application form. This does not guarantee that you will get an award but will help us to pay any award quickly. If you get an award, you must use it only for the project you set out in your application form. You cannot give the award, or assets acquired with it, to any other group. You must spend the award within one year of the date on our award letter and you will have to complete an End of Award Report.

If we make an award, you may not apply again until this award is completed and the End of Award Report submitted.

Please read carefully

You must read, understand and accept this section before you apply to The Small Grants Programme

- All decisions on applications are final.
- Once we have paid an award, we are not committed to give any more funding for the project.
- Government policy and rules on distributing Lottery funds can change, as can the information in these guidance notes. We may alter our policies, processes and assessment criteria.
- The application form does not necessarily give all the information we need to decide on your application. If necessary, we may ask for more information to check your application and group.
- Please do not try to influence the decision by lobbying a Council of staff member, directly or indirectly. If you do, we may reject your application.
- We may use the name of your group and its project in our own publicity material.