



2016/2017 Arts Council
NI Annual Funding
Survey (AFS)

2016/17 ANNUAL FUNDING SURVEY

The Annual Funding Survey (AFS) is to be completed, as a condition of grant, by all organisations in receipt of Annual Funding Programme (AFP) funding.

Findings are used to review the annual performance of your organisation in-line with targets set at the beginning of the financial year and establish who benefits from your work.

Guidance notes can be found, together with a PDF version of the survey by going to:
www.artscouncil-ni.org/funding/rfo-survey

The survey should be completed by all organisations by **Friday 28th April, 2016** and can only be completed on-line.

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1. Your Organisation Profile

PERMANENT STAFF

1.1 Complete the table to show the number of full-time and part-time permanent paid members of staff as at 31 March 2017.

Staff on fixed term contracts of 52 weeks or more should be counted as permanent

	Male	Female
Full-time Artist		
Part-time Artist		
Full-time Managers		
Part-time Managers		
Full-time Other Staff		
Part-time Other Staff		
Total		

CONTRACT STAFF

1.2 Complete the table to show how many contractual, freelance or commissioned staff were employed between 1 April 2016 and 31 March 2017.

This includes temporary staff hired for a particular programme on short-term contract, e.g. consultants, self-employed people and freelancers. Please count staff hired more than once in the preceding 12 months only once.

	Male	Female
Artistic Staff		
Managers		
Other Staff		
Total		

VOLUNTEERS

1.3 How many volunteers worked at your organisation between 1 April 2016 and 31 March 2017?

By volunteer we mean a person who has provided unpaid help to benefit your organisation. Do not include internships, apprenticeships, individuals on work experience or board members.

	Male	Female
Number of volunteers		

1.4 Indicate the total number of hours worked by volunteers at your organisation between 1 April 2016 and 31 March 2017?

Round your answer to the nearest hour

	Hours worked
Number of hours worked	

EQUALITY MONITORING

1.5 Complete the table to show the number of board members, artistic staff, managers and other staff (full-time and part-time, permanent) by ethnic background in your organisation as at 31 March 2017.

	Board Members		Artistic Staff		Managers		Other Staff	
	Male	Female	Male	Female	Male	Female	Male	Female
White								
Irish Traveller								
Chinese								
Indian								
Pakistani								
Bangladeshi								
Other Asian								
Black Caribbean								
Black African								
Black Other								
Mixed ethnic group								
Other ethnic group								
Unspecified or not collected								
Total								

1.6 Complete the table to show the number of board members, artistic staff, managers and other staff (permanent, contract, freelance, full-time and part-time) who consider themselves to have a disability as at 31 March 2017.

Disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

	Male	Female
Board Members		
Artistic Staff		
Managers		
Other Staff		
Unspecified or not collected		
Totals		

1.7 Complete the table to show the number of staff members and volunteers by age group. Include board members, artistic staff, managers, other staff (permanent and contract, full-time and part-time) and volunteers employed by your organisation as at 31 March 2017.

	16 to 24 years		25 to 34 years		35 to 44 years		45 to 54 years		55 to 64 years		65+ years	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Board Members												
Artistic Staff												
Managers												
Other Staff												
Volunteers												
Totals												

1.8 Complete the table to show the number of staff members by religious group. Include board members, artistic staff, managers and other staff (permanent and contract, full-time and part-time) employed by your organisation as at 31 March 2017

	Board Members		Artistic Staff		Managers		Other Staff	
	Male	Female	Male	Female	Male	Female	Male	Female
Roman Catholic								
Protestant								
Other Religious Faith								
None								
Unspecified or not collected								
Totals								

INTERNSHIPS

1.9 Please complete the table to show how many individuals your organisation employed through internships, apprenticeships and work experience during this reporting period 1 April 2015 to 31 March 2016.

See guidance notes for definitions. Please ensure you only count individuals once

	Total Number
Paid internships	
Formal apprenticeships	
Unaccredited apprenticeships	
Work experience for students at school or in further/higher education	

2. Finances: Income and Expenditure

This section should be completed by all organisations. Information should relate to all activity delivered, not just that funded by Arts Council of Northern Ireland. Please complete financial information relating to the period 1 April 2016 to 31 March 2017.

INCOME

Earned Income

2.1 Complete the table to show the amount of income earned by your organisation during the period from 1 April 2016 to 31 March 2017.

	Total (£)
Box Office	
Service Provision	
Domestic Touring	
International Touring	
Membership Fees	
Publications (book and e-book sales)	
Gallery Sales	
Bar/Catering Sales	
Rent from Tenants	
Training	
Other	
Total	

Arts Council Funding

2.2 Complete the following table to show the amount of funding awarded to your organisation from the following Arts Council NI sources between 1 April 2016 to 31 March 2017.

	Total (£)
Annual Funding Programme (AFP)	
Other Arts Council sources	
Total	

Other Public Funding

2.3 Complete the table below to show the funding awarded to your organisation by

other public bodies for the financial year 1 April 2016 to 31 March 2017.

	Total (£)
NI Government departments or agencies	
NI Local authority funding	
An Chomhairle Ealaíon (Arts Council Ireland)	
European funding programmes	
Other UK public sources	
Other RoI public sources	
Total	

Contributed Income

2.4 Complete the table to show the amount of contributed income received by your organisation within the financial year 1 April 2016 to 31 March 2017.

This relates to cash resources that were given (not loaned) to the organisation in the form of a gift. It does not include Earned Income (membership dues, transaction fees, other earned revenue or Gift Aid), loans or investor proceeds.

	Total (£)
Trusts and Foundations	
Sponsorship	
Donations	
Total	

Capital Income

2.5 Please tell us how much your organisation secured from the following sources in capital funding during the reporting period 1 April 2016 to 31 March 2017.

	Total (£)
Arts Council of Northern Ireland	
Trusts and foundations	
NI Local authorities	
NI Government departments	
Other	
Total	

EXPENDITURE

Ensure the total Core Costs and total Programming Costs provided below equate to the total Expenditure for your organisation.

Core Costs

2.6 Please complete the table by providing the total Core Costs of running your organisation during the financial year 1 April 2016 to 31 March 2017.

	Total (£)

	Total (£)
Salaries	
Rent and Rates	
Light and Heat	
Maintenance and Security	
Telephone and Fax	
Printing, Postage and Stationery	
Financial Costs	
Insurance	
Other Core Costs	
Total	

Programming Costs

2.7 Complete the table by providing the total Programming Costs for your organisation in the financial year 1 April 2016 to 31 March 2017.

	Total (£)
Artists' Costs	
Volunteer Expenses	
Publicity / Marketing / Promotion	
Premium Costs (Costs of delivering to Section 75 groups e.g. Sign Language interpreters)	
Catering, Merchandising	
Venue Costs	
Transportation	
Travel, Accommodation, Subsistence	
Equipment / Materials	
Other Programming Costs	
Total	

3. Programme of Activity

ENGAGEMENT

3.1 Complete the table below for each relevant type of activity delivered between 1 April 2016 and 31 March 2017.

Known engagement - an actual count e.g. ticketed or counted by some other precise method, relating directly to the corresponding number of activities delivered.

Estimated engagement - non-ticketed events such as festivals for which you cannot guarantee an accurate count. **Do not include the known attendance here**

	Number of activities	Engagement	
		Known	Estimated
Performances			
Participation			
Exhibitions			
Festivals			
Broadcasts (TV, Radio or on-line)			

3.2 If there has been any significant variation in engagement figures reported compared to last year, briefly describe why this has happened e.g. change in venue due to refurbishment, greater strategic emphasis on participation based work rather than performances

ACCESSIBILITY

3.3 Of the total number of activities entered in 3.1, which of the following methods were used to increase accessibility?

	Performances	Participations	Exhibitions	Broadcasts	Festivals
	Offered	Offered	Offered	Offered	Offered
Captioning					
British Sign Language					
Irish Sign Language					
Audio described					
Hearing support loop					
Large print / braille for programmes / menus					

	Performances	Participations	Exhibitions	Broadcasts	Festivals
	Offered	Offered	Offered	Offered	Offered
Wheelchair access					
Relaxed performances					

TICKET SALES

3.4 For those organisations issuing tickets as part of their activity, please breakdown ticket sale information for the reporting period 1 April 2017 to 31 March 2018.

	Total
Total Number of Tickets Available	
Total Number of Tickets Sold	
Number of Complimentary Tickets Given	
Number of Concessionary / Discounted Tickets Used	
Total Ticket Yield (Gross Ticket Income) (£)	
Average Ticket Yield (£)	

GROUP TARGETING

3.5 Please indicate what percentage of your total programme of activity between 1 April 2016 and 31 March 2017, was focused on targeting the following groups. By focused we mean that which was directed at enhancing engagement in the arts via specific, targeted activities.

Data in this question is not expected to total 100 percent, it may be less, it may be more. If activity is focused across two groups, for example 10 percent of your work is aimed at minority ethnic and older people, record 10 percent under both groups. There is no distinction made here between type of activity (attendance, participation and exhibition)

	% programme activity
People with a physical or mental impairment	
Ethnic minorities	
Deprived neighbourhoods	
LGBT community	
Older people (aged 65+)	
Children and young people (aged 0 - 24)	
Offenders / ex-offenders	

3.6 Indicate the sectors you collaborated with in delivering your programme of activity during the reporting period 1 April 2016 to 31 March 2017. These relate only to collaborations formed outside the Arts sector. You may select a maximum of 4 sectors.

Please indicate the sectors you formed significant, effective collaborative or partnership based ventures with. These could be with national, regional or local organisations, both private or public and should relate to activity carried out which involved meeting shared goals.

- | | |
|---|--|
| <input type="checkbox"/> Community development | <input type="checkbox"/> Youth work / development |
| <input type="checkbox"/> LGBT | <input type="checkbox"/> Counselling / support |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Volunteering development | <input type="checkbox"/> General charitable purposes |

- | | |
|--|---|
| <input type="checkbox"/> Education / training | <input type="checkbox"/> Criminal justice |
| <input type="checkbox"/> Rural development | <input type="checkbox"/> Environment / conservation |
| <input type="checkbox"/> Playgroup / after schools | <input type="checkbox"/> Sport / recreation |
| <input type="checkbox"/> Relief of poverty | <input type="checkbox"/> Human rights / equality |
| <input type="checkbox"/> Medical / health | <input type="checkbox"/> Cross-border / cross-community |
| <input type="checkbox"/> Economic development | <input type="checkbox"/> Welfare / benevolent |
| <input type="checkbox"/> Accommodation / housing | <input type="checkbox"/> Heritage / historical |
| <input type="checkbox"/> Research / evaluation | <input type="checkbox"/> Other |

4. Resouce Organisations

This section has been specifically designed for the following organisations providing services (in the form of advice, information and training) to artists or other arts organisations:

Arts & Business; Arts and Disability Forum; Audiences Northern Ireland; The Contemporary Music Centre Ltd; Craft Northern Ireland; Dance Resource Base; Irish Traditional Music Archive; Community Arts Partnership; Visual Artists Ireland; Tyrone Guthrie Centre; Voluntary Arts Network; The Ulster Scots Agency

4.1 Which artform area does your organisation provide support for? (tick all that apply)

	Artform
Dance	<input type="checkbox"/>
Literature	<input type="checkbox"/>
Music	<input type="checkbox"/>
Theatre	<input type="checkbox"/>
Visual Arts	<input type="checkbox"/>
Carnival	<input type="checkbox"/>
Circus	<input type="checkbox"/>
Not artform specific	<input type="checkbox"/>

4.2 How many members does your organisation have?

If your organisation does not have a membership base, please move to question 4.3

	Fee paying	Non-fee paying
Number of individual members		
Number of organisation members		

4.3 How many of the following services did your organisation provide between 1 April 2015 and 31 March 2016 and, if relevant, what was the level of take-up.

	YES	NO	Number of organisations/individuals supported
Artist bursaries	<input type="checkbox"/>	<input type="checkbox"/>	
Specialist support (e.g. mentoring, lobbying, consultancy)	<input type="checkbox"/>	<input type="checkbox"/>	
Marketing or promotional support (e.g. website development, segmentation analysis, customer targeting support)	<input type="checkbox"/>	<input type="checkbox"/>	
Filming, photography or documenting services (not equipment hire)	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	Number of organisations/individuals supported
Arranged talks, readings or performances by professional artists	<input type="checkbox"/>	<input type="checkbox"/>	
Training (including courses and lectures to support artists professional development)	<input type="checkbox"/>	<input type="checkbox"/>	
Journal or publication	<input type="checkbox"/>	<input type="checkbox"/>	
Venue hire (e.g. studios, rehearsals or exhibition space)	<input type="checkbox"/>	<input type="checkbox"/>	
Arranged residencies	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment (e.g. screens, projectors, media players and audio equipment)	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

5. Publications

Only the Verbal Arts Centre, Poetry Ireland and Irish Pages should complete this section of the survey for work carried out between 1 April 2016 to 31 March 2017

5.1 Please complete the table to show the number of printed new titles your organisation published during the reporting period 1 April 2016 to 31 March 2017.

	Total
Number of new titles	
Book sales -- new titles	
Book distribution -- new titles	

5.2 Please complete the table to show the number of printed backlist titles your organisation published during the reporting period from 1 April 2016 to 31 March 2017.

	Total
Total number of backlist titles	
Book sales -- backlist titles	
Book distribution -- backlist titles	

5.3 Please complete the table to show the number of e-books your organisation published during the reporting period 1 April 2016 to 31 March 2017.

	Total
Number of new e-book titles	
Book sales / downloads -- new e-book titles	
Book sales / downloads -- backlist e-book titles	

5.4 Please complete the table to show what methods your organisation used to increase access to publications during the reporting period 1 April 2016 to 31 March 2017.

	Tick (where applicable)
Large print	<input type="checkbox"/>
Talking books	<input type="checkbox"/>
Braille	<input type="checkbox"/>
Other	<input type="checkbox"/>
None	<input type="checkbox"/>



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6. Case Studies

Please use this section to showcase projects your organisation delivered between 1 April 2016 and 31 March 2017. These case studies should be used to detail exceptional projects in terms of their design, implementation or impact.

You **MUST** complete at least one case study, but there is an opportunity to provide up to 3.

CASE STUDY 1

6.1 Name of Project:

6.2 Enter the dates that the project ran:

Start date:

End date:

6.3 Project aims and objectives:

You should list or describe what your organisation ultimately wanted to achieve as a result of delivering the project.

[500 character limit]

6.5 Describe the activity, outputs and outcomes associated with the project

This should include details of the number of participants and the location of activity delivered. Collaborative partners involved in the design or delivery of the project should also be described, including the sectors they represent.

[1000 character limit]

6.6 Where relevant, please provide independent quotes from participants or audience members testifying to the impact engagement have had either on them, their family or community.

[1000 character limit]

Do you wish to complete another case study?

Yes No

CASE STUDY 2

6.1 Name of Project:

6.2 Enter the dates that the project ran:

Start date:

End date:

6.3 Project aims and objectives:

You should list or describe what your organisation ultimately wanted to achieve as a result of delivering the project.

[500 character limit]

6.5 Describe the activity, outputs and outcomes associated with the project

This should include details of the number of participants and the location of activity delivered. Collaborative partners involved in the design or delivery of the project should also be described, including the sectors they represent.

[1000 character limit]

6.6 Where relevant, please provide independent quotes from participants or audience members testifying to the impact engagement have had either on them, their family or community.

[1000 character limit]

Do you wish to complete another case study?

Yes No

CASE STUDY 3

6.1 Name of Project:

6.2 Enter the dates that the project ran:

Start date:

End date:

6.3 Project aims and objectives:

You should list or describe what your organisation ultimately wanted to achieve as a result of delivering the project.

[500 character limit]

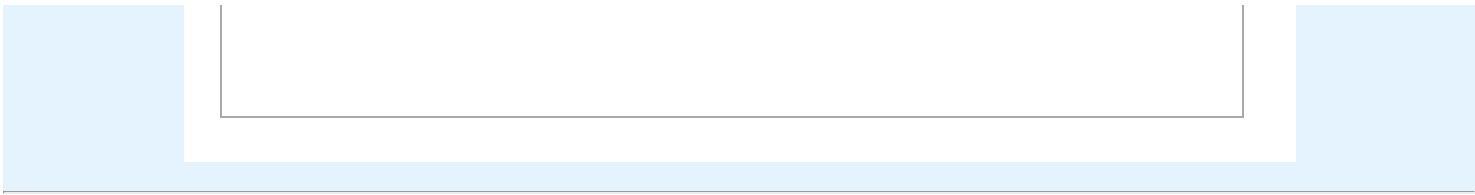
6.5 Describe the activity, outputs and outcomes associated with the project

This should include details of the number of participants and the location of activity delivered. Collaborative partners involved in the design or delivery of the project should also be described, including the sectors they represent

[1000 character limit]

6.6 Where relevant, please provide independent quotes from participants or audience members testifying to the impact engagement have had either on them, their family or community.

[1000 character limit]





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7. Location Data

Attach your completed Excel Template containing captured information on the location of activity delivered here.

Please ensure that the headings and response options used are consistent with those in the template provided. Only Microsoft Excel Workbooks (versions 97-2003 or later) will be accepted. A file must be submitted before the survey can be completed.

First file No file selected