

ARTS COUNCIL OF NORTHERN IRELAND

**ANNUAL FUNDING PROGRAMME
2018/19**

**APPLICATION FORM FOR ORGANISATIONS
NOT IN RECEIPT OF A 2017/18 AFP AWARD**

**PART ONE – MAIN APPLICATION AND
CORE COSTS**

**DEADLINE FOR APPLICATION
4.00 PM, THURSDAY, 14 December 2017**

**PLEASE READ THE GUIDANCE NOTES BEFORE
COMPLETING THE ONLINE FORM AS THERE HAVE BEEN
A NUMBER OF CHANGES TO THE PROGRAMME AND
DOCUMENTS REQUIRED**

Applicants are advised to read the full *Annual Funding 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.**

YOU MAY ONLY APPLY ON LINE. THE ARTS COUNCIL WILL NOT ACCEPT HARD COPY APPLICATIONS.

It is your responsibility to ensure that the Arts Council receives the application form and documents by the closing date within the required timescale.

All of the information you provide will be held on computer. This information will be used for the administration of applications and grants, for producing statistics and publicity information on successful grants. 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. The information may also be made available to other departments/agencies for the purposes of preventing or detecting fraud.

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 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.

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 both computerised and manual files. Reports from the information you supply and from comments made on your application by external assessors and staff members are also 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 personal data held by Arts Council of Northern Ireland.

We view submission of your application form as acceptance of the use of your data as outlined above.

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.

Images submitted in support of your application may be stored electronically by us. If we later seek to use these for publicity purposes, we will contact you in order to obtain permission to do so.

SAMPLE

SECTION 1: CONTACT DETAILS

1.1 Name of Organisation:

This should be the full registered name of the organisation and should match the name on the constitution and/or company registration.

1.2 Address of Organisation:

Town _____ Postcode _____

Phone number: _____ Fax Number: _____

E-mail address: _____

Web site: _____

Local Authority Area: _____

This should be the organisation's address (its headquarters, rehearsal/performance venue, or regular meeting place). It should only be a home address of the Secretary or other committee member if the organisation does not have its own regular meeting place.

1.3 Name of contact person within the organisation who will deal with all correspondence:

The person named here must be authorised to answer all queries and to sign all paperwork relating to this application. Please ensure that the person will not be out of the country/unavailable during the period Jan/Feb as we may require answers to queries in order to assess the application. The Arts Council will not be responsible for communications which remain unanswered due to unavailability of the person named as the contact.

1.4 Position of contact person within the organisation: _____

1.5 Details of contact person (if different from 1.2 above):

Address: _____

Town: _____ Postcode: _____

Phone number: _____ Fax Number: _____

E-mail address: _____

SECTION TWO: ORGANISATION DETAILS

PLEASE NOTE: If you have received any grant from the Arts Council in 2017/18, you should only complete this section if any of the details have changed since the last application.

2.1 Please describe your organisation (e.g. main aims and objectives) in no more than 200 words.

SAMPLE

2.2 What year was your organisation started?

2.3 What type of organisation are you? (✓)

	Please tick all that apply	Please give charity number
Unincorporated* club or association		
Company limited by guarantee		
Company limited by shares		
Recognised charity (by HMRC)		
Registered charity (by NI Charities Commission)**		
Trust		
Other: Please specify below		

* Most clubs and societies are “unincorporated

** If you are not registered as a charity in NI or GB, but have a Company Unique Taxpayer Reference from HMRC, please input it here. (You do not have to provide this if you have provided your Charity Number)

2.4 VAT Registration Number (if applicable) _____

2.5 Is your organisation:

(a) Registered with Access NI? Yes No

If Yes, please give

Date of Registration	
Access NI Registration Number	
Name of Lead Signatory for Registration	

OR

(b) Registered with an umbrella body in order to obtain Access NI checks?

Yes No

If Yes, please give name of umbrella body.

OR

(c) If The Organisation is not registered in either case above, please provide a statement detailing why this is the case.

SAMPLE

SECTION 3 – FINANCE

3.1 Forecast of all sources of income to the organisation during 2018/19

Source	£
<i>Arts Council grants</i>	
1) AFP Core Costs	
2) AFP Programming Costs	
<i>Income from other grants</i>	
4) An Chomhairle Ealaion	
5) Government Departments	
6) Local Authority	
7) European Commission	
8) Other Grants*	
<i>Earned Income</i>	
9) Box Office	
10) Domestic Touring	
11) International Touring	
12) Membership Fees	
13) Book Sales	
14) Publications	
15) Gallery Sales	
16) Bar/Catering Sales	
17) Rent from Tenants	
18) Service Provision	
19) Training	
20) Other Earned Income	
<i>Contributed Income</i>	
21) Sponsorship**	
22) Donations	
Total Revenue Income	

3.4 Do you have any commercial borrowing facilities? Yes/No
If Yes, please complete the following table.

Overdraft / Loan Limit	
Lender	
Current Overdraft / Loan Position	

3.5 Did you bring forward unrestricted reserves into the 2017/18 financial year? Yes/No
If yes, how much did you bring forward? £_____

3.6 What is the anticipated operating outturn for the 2017/18 financial year? This should not include any surpluses/deficits brought forward from previous years but should relate to the 2017/18 year only.

£_____ surplus £_____ deficit

3.7 Do you anticipate being able to add to your unrestricted reserves in the current financial year? Yes/No
If yes, how much do you anticipate adding to your reserves? £_____

3.8 If you are currently operating in a deficit situation what steps are you taking to reduce the deficit?

SECTION 4 - EQUALITY OF OPPORTUNITY and GOOD RELATIONS COMMITMENT

It is a requirement of the funding conditions under the Annual Funding Programme that your organisation commits to equality of opportunity and good relations duty.

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.

The applicant organisation recognises these obligations and undertakes not to act in any way, which would contravene the Arts Council's statutory duty. The organisation confirms its commitment to the principles of affording equality of opportunity in all aspects of the organisation's activities, in particular with regard to access and participation in these activities.

It is the organisation's intention to ensure equal opportunity for all job applicants and employees and to eradicate direct or indirect discrimination.

It is also the organisation's 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.

SECTION 5: CHILD/YOUNG PEOPLE/ ADULTS AT RISK PROTECTION POLICY STATEMENT

Organisations that work with children, young people and adults at risk need to ensure that their Safeguarding systems and Procedures adhere to best practice. Please see the information below to consider in relation to your own organisation's procedures.

It is a requirement of our funding that any organisation which comes into contact with children, young people and adults at risk, either directly through its programmes or indirectly through its services, must commit to a Safeguarding Policy. The document must have been agreed by your organisation and should be signed and dated.

If your Safeguarding Policy and Procedures are older than 3 years please review and update to ensure your policy and procedures are in line with best practice and legislation relating to protection issues. If you are successful in obtaining a grant, the Arts Council may, as part of its monitoring processes, ask to see these documents during the incoming year.

Statement of commitment

The applicant organisation is committed to practice which protects children, young people and adults at risk from harm. Staff, volunteers and artists in this organisation accept and recognise their responsibilities under the Children (NI) Order 1995, Co-operating to Safeguard Children DHSSP 2003 , Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 and Safeguarding Vulnerable Adults – A Shared Responsibility 2010 and will endeavour to carry these out by:

- having an awareness of the issues which cause children, young people and adults at risk from harm;
- adopting Safeguarding protection guidelines for staff, leaders, volunteers and artists;
- providing information about Safeguarding and good practice to children, young people, adults, primary carers, staff, volunteers and artists;
- sharing information about concerns with those 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 Safeguarding policies and procedures under regular review; and
- providing information as required to management committees/ funders.

SECTION 6 – ENCLOSURES

Applicants based outside Northern Ireland are not required to upload documents to the Government Funding Database. If you are based outside Northern Ireland you MUST upload the 5 documents listed below AND all the documents listed in the tables directly to the Arts Council at the time of submitting your on-line application.

If you are based in Northern Ireland, the following documents **MUST** be uploaded to the Government Funding Database at www.govfundingpublic.nics.gov.uk

- Constitution and/or Memorandum and Articles of Association
- Most recent set of Audited/Certified/adopted accounts.
- Organisation Chart
- List of office bearers
- Rental Agreement/Lease of Evidence of ownership

Failure to upload documents to the Government Funding Database or attach any of the required documents to the AFP application will mean your application will not be assessed.

THE FOLLOWING DOCUMENTS MUST BE ATTACHED AND UPLOADED WITH PART ONE OF THE AFP APPLICATION BY ALL APPLICANTS

Online applications may be edited, saved and returned up to the closing date. You can return both parts of the application separately **but** you **MUST** submit **ALL** documents associated with each part of the application at the same time.

All documents must be in Word, Excel or pdf format. We cannot accept documents in other formats. Total size of documents should not exceed 25 Mb.

Please tick if enclosed	Document	Office use
	List of ALL Board members, including offices held, eg. Chair, Treasurer, AND background of all members, eg. HR, Finance, Community Development. You should also include dates of any governance training delivered to Board members since they were appointed.	
	List of all sub committees of the Board	
	Copy of all minutes of Board and committee minutes for the period 1 December 2016 to 30 November 2017	
	A detailed budget for core costs. All budget lines above £1000 should be broken down into component parts, where appropriate. This breakdown should also indicate how much of the Arts Council's grant you would apply to each element.	
	If the accounts uploaded to the Government Funding Database are NOT for 2016/17 then you MUST attach management accounts as at 31 March 2017.	
	Copy of Organisation's Financial Procedures	

THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED WITH THE AFP APPLICATION (if available)

	Letters of offer from partnership funders or sponsors	
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SECTION 8 - APPLICANT'S STATEMENT

You must tick the box below to indicate that you have read and agree the following statements:

- I confirm that I am authorised to submit this application.
- To the best of my knowledge and belief, all the information supplied on this form, and any accompanying documents, is true and accurate.
- I undertake immediately and fully to 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 organisation in all matters relating to this application.
- I confirm that any Management Accounts supplied in conjunction with this application have been approved by the appropriate board or committee and are a true and accurate record of the organisation's finances.
- I confirm that the organisation has adopted the Equality of Opportunity and Good Relations Commitment.
- I understand that the information provided on this form may be made available to other departments/agencies for the purposes of preventing or detecting fraud.
- I understand that if I have deliberately given any false or misleading information, the Arts Council will withdraw this application or, if a grant has already been awarded, ask for repayment of any funds already paid. This will also have implications for any future applications the organisation may submit.
- I confirm that the following documents held on the Government Funding Database are the most up to date and fit for purpose for this application.
 - Copy of Constitution/Memorandum of Association
 - List of office bearers
 - Organisation Chart
 - Copy of Audited/Certified/Adopted Accounts
 - Rental Agreement/Lease or evidence of ownership
- I have attached all the listed enclosures required for submission in conjunction with this application.

My organisation has adopted the Safeguarding Children/Young People/ Adults at Risk Protection Policy Statement and the organisation's policies are not more than 3 years old.

OR

My organisation does not have a Safeguarding policy as stated in question 2.5c

I have read and agree the above statements