

**ARTS COUNCIL OF NORTHERN IRELAND**

**ANNUAL FUNDING PROGRAMME  
2018/19**

**PROGRAMMING COSTS APPLICATION FORM  
FOR ALL APPLICANTS**

**PART TWO – PROGRAMMING 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**

Name of Organisation: \_\_\_\_\_

**SECTION 1: PROJECTED PROGRAMME FOR 2018/19**

- 1.1 Please list (in bullet pointed format) the main elements of your proposed arts programme for 2018/19 **in no fewer than 200 and no more than 400 words**. This description will be presented to Council as part of its decision making process. *Please note that if you exceed this word count any words over the 400 max will be deleted.*



**Estimated No of Participants:** \_\_\_\_\_ **Estimated Audience:** \_\_\_\_\_

**Monitoring & Evaluation**

**Monitoring** is carried out through the Annual Funding Survey.

**1.2 Evaluation**

In no more than 100 words tell us how you evaluate your year’s work and who carries this out.

**1.3 Access and Participation Activity**

You must provide information against each priority or indicate that it is not applicable to your proposed programme.

You must give as much detail as you can under each priority. If you are successful in obtaining a grant, these activities and figures will form part of your letter of offer and you will be required to report against them in the Annual Funding Survey as part of the monitoring process.

**Priority 1 Increasing Access**

Description of each individual activity, including specific, targeted measures being taken to address the priority	No. of planned, targeted activities (performances/participatory activities/exhibitions/publications)	Total number of beneficiaries

**Priority 2 Increasing Participation**

Description of each individual activity, including specific, targeted measures being taken to address the priority	No. of planned, targeted activities (performances/participatory activities/exhibitions/publications)	Total number of beneficiaries

SAMPLE

**SECTION 2 – FINANCE**

2.1 Please provide a breakdown of the costs of your **organisation's artistic programme**. You will have to enclose a detailed breakdown of all budget lines in excess of £1,000 as part of the enclosures. This breakdown should also indicate how much of the Arts Council's grant you would apply to each element.

	<b>Total costs for 2018/19</b>	<b>Amount sought from Arts Council</b>
	<b>£</b>	<b>£</b>
<b>Programming costs:</b>		
Artists' costs		
Volunteer expenses		
Publicity/Marketing		
Premium Costs*(Costs of delivering to Section 75 groups e.g. Sign Language interpreters)		
Catering, merchandising**		
Transportation		
Travel, Accommodation, Subsistence		
Equipment/Materials		
Other ( <i>please detail</i> )		
<b>TOTAL PROGRAMMING COSTS</b>		

\* See Guidance notes – you must include details of what costs will be incurred within the detailed budget

\*\*Not eligible for funding from ACNI

### SECTION 3 – ENCLOSURES

#### THE FOLLOWING DOCUMENTS MUST BE ATTACHED AND UPLOADED WITH PART TWO OF THE AFP APPLICATION

**Failure to upload documents to the Government Funding Database or attach any of the required documents to the AFP application will result in delays to the assessment of your application.**

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.**

		For office use only
	Detailed description of projected arts programme for 2018/19 <b>including</b> information on what each element of your programme costs. <i>See guidance notes for details of what this should include</i>	
	You should provide a separate budget for each programme of activity. All budget lines above £1000 should be broken down into component parts, where appropriate. <b>This breakdown should also indicate how much of the Arts Council's grant you would apply to each element.</b> You should also include details of premium payments costs, if applicable.	
	Detailed description of which elements of the programme you would propose to cut or amend should the full funding request not be met, or if you are not successful in securing funding from other named sources.	

## SECTION 4 - 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 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 have attached all the listed enclosures required for submission in conjunction with this application.

I have read and agree the above statements.

SAMPLE