



## Arts & Older People Programme

### Guidance Notes

Application round opens	Deadline for receipt of applications	Decision due
24 June 2021	12 noon, Wednesday 21 July 2021	13 September 2021

These Guidance Notes and the scoring criteria are available on request in large print format and disk, and also on the Arts Council's website here: <http://www.artscouncil-ni.org> .

Arts Council staff are currently working remotely however, they can be contacted by email. Staff contact details are available on the Arts Council website - <http://artscouncil-ni.org/contact-us>.

This document contains Guidance Notes for the Arts Council's Arts & Older People Grants Programme. Please read these Guidance Notes carefully before completing the online application form

**The Baring  
Foundation**



Supported by  
**The National Lottery**<sup>®</sup>  
through the Arts Council of Northern Ireland



**HSC** Public Health  
Agency

## GENERAL INTRODUCTION

### Welcome

Thank you for your interest in applying to the Arts & Older People Grants Programme. These Guidance Notes provide all the information you will need to apply for funding.

The Arts & Older People Programme is jointly funded by the Arts Council of Northern Ireland, Public Health Agency and the Baring Foundation.

## ABOUT THE ARTS & OLDER PEOPLE PROGRAMME

We have developed the Arts & Older People Grants Programme within the context of our Arts & Older People Programme and to help us deliver our ambitions within our 5-year strategic framework '*Inspire / Connect / Lead*' – [www.artscouncil-ni.org/images/uploads/publications-documents/ACNI-5-year-Strategic-Framework-for-Developing-the-Arts-2019-2024.pdf](http://www.artscouncil-ni.org/images/uploads/publications-documents/ACNI-5-year-Strategic-Framework-for-Developing-the-Arts-2019-2024.pdf)

## BACKGROUND

The Arts & Older People Programme was set up to increase opportunities for older people to engage with the arts. It achieved this by providing funding to arts-based projects that addressed related social issues such as poverty, isolation and loneliness, as well as promoting positive mental health. The design of the Programme was informed by the Arts & Older People Strategy which was undertaken by the Arts Council in July 2010.

The programme to date has made 164 awards to community groups, voluntary groups and arts organisations. Over £1.5 million has been invested in the Arts & Older People Programme.

The grants programme reached older participants across Northern Ireland and had particular emphasis on partnership development and legacy. The funding also supported artists training with a particular emphasis on dementia, carers' training, an independent evaluation, distinct evaluation areas such as isolation and loneliness. The Arts Council has also contributed to a number of national and international events focusing on age and creativity.

For more information on the Arts Council's Arts & Older People Strategy and Evaluation of the Arts & Older People Programme, please visit [www.artscouncil-ni.org](http://www.artscouncil-ni.org)

## **ARTS & OLDER PEOPLE PROGRAMME 2021/2022**

### **Programme Aim:**

The Arts & Older People Programme aims to strengthen the voice of older people and promote positive mental health and emotional wellbeing through the arts. In conjunction with the delivery partners the priority areas for this next round of funding are projects being delivered within care homes, carers and people living with dementia. The proposed projects should reflect the partnership approach with the care homes and have the support from them in the delivery.

To ensure a strong advocacy message there will be an opportunity to showcase the projects funded through the programme during Arts & Age Month which will be scheduled to take place in 2022. Applicants should endeavour to build this into their project programme and budget.

### **Strategic Themes of the Programme:**

Projects must meet one or more of the following strategic themes:

#### **Isolation and Loneliness:**

- Providing opportunities for social interaction via arts-led activities
- Working with older people to combat feelings of isolation and loneliness.

Projects should target participants from rural areas, participants that are living alone, or are carers.

#### **Social Inclusion**

- Combating the social exclusion of older people through arts interventions that promote inclusion, free movement and sharing
- Working to create a more peaceful, fair and inclusive community that does not discriminate against age and ethnicity.

## Poverty

- Providing opportunities for older people living in disadvantaged/marginalised rural and urban areas to access and participate in arts activities
- Working to improve the quality of life of older people living in disadvantaged, marginalized and deprived areas of Northern Ireland.

Projects should demonstrate how they will target participants from rural areas or Neighbourhood Renewal Areas/Areas at Risk/ Disadvantaged areas.

## Health Issues/Dementia including Mental Health and Emotional Wellbeing

- Provide opportunities for older people to participate in arts led activities which may help improve physical, mental and social wellbeing
- Working to promote positive mental health and wellbeing and provide opportunities for active ageing through participation in arts activities.

## Strengthening the Voice of Older People

- Provide opportunities for older people to develop skills which will strengthen their voice on issues that affect them. Providing artistic, professional and personal development skills
- Working to strengthen and develop the voice of older people particularly on issues that directly affect this section of society on a day-to-day basis.

## Who can apply?

The programme is aimed at **constituted community and voluntary groups** who are working at a local level to support older people and can demonstrate strong partnership working with care homes, carers and dementia groups.

This programme is also open to **non-governmental organisations, Local Authorities and arts organisations** who can clearly demonstrate partnership working.

We are looking for partnership or consortia based projects. Partnerships can be led by either age sector providers, arts organisations or Local Authorities, however the consortium must be made up of appropriate representatives and demonstrate a commitment to working together. Other specialists who work with older people may also be included as named partners in the consortium.

## **Who cannot apply?**

- Individuals
- Broadcasters (excluding community service broadcasters)
- Central Government Departments
- Organisations with statutory obligations to providing services for Older People

## **How much can I apply for?**

Grants from £1,000 to £10,000 are available.

## **How to apply**

Guidance Notes and Scoring Criteria are available on the Arts Council's website:

<http://www.artscouncil-ni.org> and are available on request in large print format, disk and audio tape.

### **Online application**

Applications may only be submitted online. When you submit online, you **MUST** submit **ALL** mandatory enclosures associated with the application at the same time, ie. at the point at which you submit your online application. Online applications may be edited, saved and returned to up to the closing date.

**All enclosure 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 ensure that you leave sufficient time to upload all documents to the system as there can be long delays as the closing deadline approaches and the system will shut down at 12 noon on the closing date. If your complete application is not uploaded when the system closes, your application will not be accepted.

Details of enclosure documents are outlined at FAQ 14 (pages 13 and 14).

**NOTE: Applications submitted in hard copy, by fax, disk or e-mail will not be accepted. REMEMBER TO KEEP A COPY OF THE COMPLETED FORM AND ENCLOSURES FOR YOUR RECORDS**

## **Partnership Funding**

The Arts & Older People Programme requires match funding. The **minimum** partnership funding you need to demonstrate from non-Lottery, non-Arts Council sources is 10%, half of which (i.e. half of the partnership element) **must** be in cash. The assessment process takes into account the other funds you are able to bring to the project and will influence the outcome of the assessment.

## **What we are looking for in projects**

We are interested in projects that are:

- Developed in **partnership** with care homes
- Developed with **people living with dementia**
- Developed with **carers**
- Developed through **consultation** with older people
- Based upon a **partnership** approach
- Support **best practice** in working with older people through creative activities
- Consider **legacy** and **sustainability** and
- Consider **scale of impact** with a strong advocacy element at the end of the project which could be in the form of a showcase event, exhibition, performance, publication, etc.

## **What you can apply for** *(These are examples only)*

- Venue hire for workshops
- Projects and events
- Volunteer travel expenses
- Materials / equipment
- Artists' fees up to £35 per hour or a maximum of £150 per day.
- Artists' travel expenses of 25.7p per mile
- Equipment hire
- Publicity and marketing costs
- Community Consultation costs
- Co-ordination costs
- Tickets to attend events (events to be agreed with the Arts Council)
- Essential travel costs within Northern Ireland
- Food or refreshments (maximum request £250) and

- Premium payment costs – any additional costs you are likely to incur through the involvement of Section 75 groups, e.g. carers costs, language translation, visual aids (e.g. Braille), sign language and hearing assistance.

### **What you cannot apply for**

- Retrospective events
- Party political and religious activities
- Travel outside Northern Ireland
- Excursions
- Overhead Costs (exceptional circumstances may be considered in a small number of cases)
- Activities that are not arts related
- Fees for non-arts-based courses
- Fees for further or higher education courses at third level
- On-going building maintenance costs
- Web site design and upkeep
- Fundraising events
- Activities or events which duplicate what already exists

### **Assessment and Decision Making Process**

- Once we have received your completed application we will acknowledge this by email and you will be given a unique reference number.
- The application will be assigned to the Arts & Older People Community Development Officer who will be responsible for the assessment process. You may be contacted for additional information following the initial checking of the application.
- A decision will be made by ACNI Officers through a moderation process.
- Depending on the level of funds available, it may not be possible for us to support all applications which simply meet the relevant criteria. Under such circumstances applications which, in the opinion of the Arts Council, best meet the criteria will be successful.
- We aim to inform you of our final decision within 3 months of the closing date. **You should plan for your project to commence after 13 September 2021.**
- If you are unsuccessful, you will receive a letter clearly outlining the reasons for the decision.

## **Criteria for Decision Making**

We will assess your project against the following criteria:

**Criterion 1:** Strategic impact

**Criterion 2:** Partnership working

**Criterion 3:** Quality of arts activities planned

**Criterion 4:** Organisational and Project Viability

**Priority Areas:** Care homes, carers and people living with dementia. These have been identified as a result of the Evaluation completed January 2019 and discussions with the funders of the programme.

**Your project must address ALL the criteria.** It is very important that you think carefully about how your project satisfies each of these criteria and use the application form to demonstrate this to us. The applications addressing the priority areas will be scored accordingly.

### **Criterion 1 – Strategic Impact:**

Your project should demonstrate a clear vision underpinned by in-depth understanding of the current issues effecting older people. You should indicate how your project links to one or more of the identified themes of this programme combating isolation and loneliness, promoting social inclusion, combating poverty, addressing health issues including dementia and strengthening the voice of older people. You should demonstrate how the activity builds on and does not duplicate existing provision and has a strong strategic fit with other activity at a local and regional level. You should demonstrate how the activity strives to be sustainable in the long-term and demonstrate a lasting legacy.

### **Criterion 2 – Partnership Working:**

Your project should have the widest possible support of your local community and the maximum possible impact. You should provide any evidence you have that there is a need for your project, e.g. letters of support, market research, evaluation of previous projects, feasibility studies, and demonstrates a high level of partnership working.

You need to show that you are committed to working in partnership with relevant organisations in order to meet the strategic themes of this programme.

Your application should demonstrate that match funding has been agreed. Applications demonstrating strong match will be allocated additional marks during the assessment.



**Criterion 3 - Quality of Arts Activity:**

You will need to demonstrate how your project will focus on supporting older people to engage with the arts as audiences or participants. You will need to demonstrate how the project has been or will be developed through consultation with older people and is respectful of and empowering for older people. You must show how the project will prioritise excellence – in both the art and the approach to engaging older people; including working with artists or arts organisations with a proven track record in this area.

The application should include the names, skills and experience of artists and the other main people who will be involved in the project. If you have not identified artists then you must demonstrate how you intend to identify and recruit the artist and at what level you will be targeting.

**Criterion 4 - Organisational and Project Viability:**

You need to tell us about any plans you have already made and how you will manage and carry out the activity to achieve its aims. You need to show how you will manage the main stages of your project and what each stage contains. You have to demonstrate that your project represents good value for money. You should tell us what financial control systems you have in place to make sure that money is spent wisely.

**Priorities**

Applications which specifically address these priorities will receive additional marks in the scoring.

**Care Homes** - The application must sufficiently demonstrate that the project will be engaging more than one care home in its delivery.

**Carers** - The application must sufficiently demonstrate that the project is involving carers whether in residential settings or at home.

**Dementia** - The application must sufficiently demonstrate that the project will be working with people living with dementia.

**Is the decision final?**

The Arts Council operates a review procedure. If you are of the view that a funding decision is flawed on the basis that the Arts Council failed to follow its own procedures or that its procedures were deficient, you can formally request a review of the funding decision.

## **Evaluation of the Programme**

There is a requirement for an evaluation to be held on the Arts & Older People Programme.

All successful projects will be required to play a role in helping to collate the relevant information. This will enable the Arts Council to evaluate the programme, highlighting gaps in provisions as well as what worked and what didn't work. This information will enable the Arts Council to demonstrate the success of the programme.

All grant recipients will be required to complete and submit evaluation forms which will capture the required data. Project case studies will also be required which will provide the narrative around the benefits and impact of the project.

An information session on the evaluation will be held. All successful applicants are required to attend.

## **Frequently Asked Questions**

### **1. Who can apply to this scheme?**

The programme is aimed at constituted community and voluntary groups who are working at a local level to support older people and can demonstrate partnership working with care homes, carers and people living with dementia.

This programme is also open to non-governmental organisations, Local Authorities and arts organisation who can clearly demonstrate partnership working.

We are looking for partnership or consortia based projects. Partnerships can be led by either age sector providers, arts organisations or Local Authorities, however the consortium must be made up of appropriate representatives and demonstrate a commitment to working together.

### **2. How much money is available?**

Grants from £1,000 to £10,000 are available.

### **3. Can I apply for more than £10,000?**

No, the maximum award under this programme is £10,000.

### **4. Am I required to find partnership funding?**

The Arts & Older People Programme requires match funding. The **minimum** partnership funding you need to demonstrate from non-Lottery, non-Arts Council sources is 10%, half of which (i.e. half of the partnership element), **must** be in cash. The assessment process takes into account the other funds you are able to bring to the project and will influence the outcome of the assessment.

### **5. When will I get a decision on my application?**

We aim to give you a decision within 3 months of receiving a completed application.

### **6. Who can help me with queries concerning completion of the application form?**

A dedicated Community Development Officer will be available to answer queries concerning completion of the application form and guidance on contacting artists.

**7. Do artists have to be involved in my project?**

Yes. Artists and or arts organisations must be involved in all projects. ACNI can provide advice on how to access artists.

**8. How do I procure services?**

You shall obtain best value for money in the purchase of all goods, services or works connected with this project. In this regard your organisation shall seek a minimum of two quotations or evidence of a price check with at least two contractors/suppliers to ensure value for money has been achieved for supplies and services up to £5,000 in value (excluding VAT). Price check and/or quotations should be documented and provided if available. In any case the documentation should be retained on file for verification purposes.

**9. What is Premium Payment?**

A payment of up to £3,000 is available for successful applicants, who can clearly demonstrate that additional costs are associated with the delivery of their project for people with particular needs as defined under Section 75 of The Northern Ireland Act 1998.

**10. Do I have to evaluate my project?**

Yes, all projects receiving funding under this scheme will be required to report on their activity. Evaluation forms have to be completed and returned to ACNI. These will be provided at the start of the project.

**11. What if I don't have an Equality Statement / Policy?**

We can supply you with a sample Equal Opportunities Statement but it must be formally adopted by your organisation and you must provide us with evidence of this. ALL organisations must ensure that they sign the Equality Statement within the application form.

**12. How do I source artists?**

Artists can be sourced from organisations such as Community Arts Partnership or Arts Care.

**13. Do I have to meet all of the themes of this programme?**

Your application should meet at least one or more of the stated themes.

**14. How can I submit my application?**

Arts Council of Northern Ireland requires **ALL** applications to be submitted online via the Arts Council's website [www.artscouncil-ni.org](http://www.artscouncil-ni.org). The application together with all necessary enclosures must be submitted by 12 noon on Wednesday 21 July 2021.

You will need to upload all the necessary enclosures as attachments. Details of enclosures are detailed below:

- Copy of your constitution or set of rules (dated and signed as adopted). If your organisation is registered on the Government Funding Database, further detail is provided below.
- Detailed project description (see Guidance Notes FAQ 15 for what this should include)
- Detailed Income and Expenditure budget for this project. A detailed breakdown of Income and Expenditure that you expect to incur **MUST** be attached. Provide as detailed a budget as possible, including a breakdown of any budget line over £1,000
- Arts organisations and Local Authorities must provide details of previous experience of working with older people.

In addition, all applicants must upload the following:

- Copy of your most recent set of annual accounts (dated and signed as approved by a senior member of your Management Committee). If these accounts are **NOT** for 2020/21 then you must provide a copy of your 2019/20 accounts and **MUST** also attach Management Accounts as at 31 March 2021 (dated and signed as adopted).

- **OR**

For newly established groups - An estimate of your income and expenditure for the first year (dated and signed as approved).

- **OR**

For Statutory Bodies - The annual Income and Expenditure account.

In addition, for newly established groups only:

- Three months' worth of original, consecutive bank statements (the most recent of which is not more than 3 months old)

**OR** photocopies of the pages of your Building Society Passbook that show the Account Name and Number, as well as the last three months' transactions (each photocopied page to be stamped and signed by the Building Society as "true copies of the original")

**OR** the last three months' transactions of your Internet Account (dated and signed by your Treasurer)

**OR** for new groups which do not have three months' worth of bank statements, all the statements that you have.

If available, you should also provide the following:

- CVs of artists, arts organisations and facilitators who will be involved in the project.
- Quotations or notes used to work out the costs.

### **Government Funding Database**

Some organisations in receipt of Arts Council or Government funds will be registered on this database and will have uploaded a number of documents, including their constitution or Articles and Memorandum of Association and most recent audited accounts, to the site.

**If your organisation is registered with the Government Funding Database and your constitution or Articles and Memorandum of Association and most recent audited accounts have been uploaded to that site, you do not have to provide copies with this application. (Please note: if the accounts uploaded to the Government Funding Database are 2019/20 and NOT 2020/21 then you **MUST** submit management accounts as at 31 March 2021 with your application.)**

### **15. How should I describe my project?**

On the application form you should describe your project in no less than 100 and no more than 400 words. **For all projects you must attach a full description which must contain:**

- The aim of the project and the outputs and outcomes of the project;
- Start and finish dates of the project (maximum 12 months starting 13 September 2021);
- Locations of all events within the project;
- Management of the project e.g. outline if there is to be a project Steering Group;
- CVs of artists, tutors, facilitators (if known) for each event or project OR details of the process you intend to use to select the artists;
- Projected participation including numbers and age ranges and whether they will actively participate or will be an audience for a final presentation;
- For organisations whose programme includes the production of artistic material (journals, magazines, or books, film, CD, or other media) a list of titles with print run and projected sales. Such organisations should also document promotional events associated with these materials

(launches, readings, viewings, etc.). Please note any income generated through this project must be off set against project costs;

- Name of Project Co-Ordinator for each major element, along with experience statement;
- Details of any preparatory work you have already done, e.g. pilot programme;
- Discussions with possible participants and level of community support;
- Details of any premium payment services you intend to deliver (for Section 75 groups), including a rationale for providing the service, types and costs of services and numbers of people involved;
- Detailed budget, including a breakdown for any single budget line over £1,000.

## OTHER INFORMATION

If you have any queries about the programme or need any help or advice completing the application, please contact the dedicated Community Development Officer.

These Guidance Notes are available on request in large print format.

### Email Notifications

Applications to the Arts & Older People Programme will only be accepted online.

The online application system has been tested and is sending out relevant notifications. We are, however, aware that some applicants to online grants programmes may experience issues such as the account holder not receiving links to reset passwords, not receiving notifications of when applications are edited and saved, nor when applications have been submitted. These issues relate to those account holders with email addresses from the following email providers – btinternet, yahoo and virgin – and customised email addresses.

The potential issues lie with those email providers and are beyond the control of the Arts Council. If encountered they need to be addressed by the relevant email provider.

Should you be affected by a problem which cannot be resolved with an email provider, we would strongly recommend that accounts are set up using Gmail or Outlook email addresses. Where applicants may have previous accounts with other email addresses, we will be able to transfer historical information to new accounts if required.

**In addition, to avoid the blocking of any application-related emails or information, you should ensure that the addresses [mail@grantapplication.com](mailto:mail@grantapplication.com) and [mailuk@grantapplication.com](mailto:mailuk@grantapplication.com) will not be blocked by your email or firewall programmes.**