



Arts and Older People Grants Programme

Application Form

Application round opens	Deadline for receipt of applications	Decision due
20 May 2019	Thursday 4 July 2019 at 4pm	13 September 2019

We aim to inform you of our final decision within 3 months of the closing date. **Your project should commence after 13 September 2019**

Copies of the Guidance Notes, Application Form and Scoring Criteria are available to download at www.artscouncil-ni.org.

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ARTS & OLDER PEOPLE PROGRAMME

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Applicants are advised to read the full guidelines before completing any section of the application online 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.

Applications can only be made online and must be received by our system by the **4.00 pm** deadline on the closing date. It is your responsibility to ensure that your application is submitted and received by the deadline.

The information provided on the application form may be shared with other Lottery Distributors to enable them to detect fraudulent applications. It may also be used by the Department for Communities.

This Application Form and 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>

Online Application Process

You must submit **ALL** documents and the application form at the same time.

Online applications may be edited, saved and returned to up to the closing date. 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.

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 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 4.00 pm on the closing date. If your complete application is not uploaded when the system closes your application will not be accepted.

NOTE: Applications submitted by fax, disk or e-mail cannot be accepted.

REMEMBER TO KEEP A COPY OF THE COMPLETED FORM AND ENCLOSURES FOR YOUR RECORDS

SECTION 1 – CONTACT DETAILS

Name of Group _____
(this should be the same as the name on your constitution)

Postal Address of Group _____

City/Town _____ Post Code _____

Tel: _____

E-mail Address _____

Website Address _____

District Council area in which your organisation meets _____

Ward area _____

Name of Contact Person *(the person we will communicate with and who is able to answer questions on behalf of your organisation)*

Title ____ First Name _____ Surname _____

Contact Person's Address: _____

City/Town _____ Post Code _____

Daytime Tel: _____

E-mail Address _____

What type of group 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		

* 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)

In what year was your organisation started?

What are the main activities of your group/the main purpose of your organisation?
(In no more than 50 words)

VAT Registration Number (if applicable) _____

How many permanent paid staff (if any) work for your organisation? _____

How many volunteers including committee or board members are involved in your organisation?

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.

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

SECTION 2 - PROJECT DESCRIPTION

Title of Project _____

Please list the main aims of your project, what actions you will take to achieve them and what resources you will need, these sections should be completed in **no less than 50 and no more than 400 words. Any text over the 400 words will not be taken into consideration.** In addition you must also attach a more detailed description of your project, please see FAQs number 15 for details of what this description should cover.

Please describe your project.

What work/consultation have you undertaken up to now on this project?

How will you do it? (*actions*)

What will you need to do it? (*resources*)

(*You must submit CVs for any artists/arts facilitators you intend to employ as part of the Process, if known*)

When will your project start? _____

How long will your project last? _____

How many artists do you estimate will be involved in your project? _____

How will you measure the success of the project and the achievement of its aims and objectives? (eg. number of people participating, new artforms introduced, creation of original work)

How does your project meet the criteria listed in the guidance notes on pages 6-8. Answer each criterion in no less than 50 and no more than 300 words. Any text over the 300 words will not be taken into consideration.

Criterion 1: Strategic impact including how you meet the themes of the programme.

Criterion 2: Partnership working

Criterion 3: Quality of artistic activity planned / experience of artists working with the target group

Criterion 4: Organisational and project viability

Priority Area : Area of Need

Please state the area your project will be taking place in accordance with the list for neighbourhood renewal areas or areas at risk as outlined in the guidance notes.

SECTION 3 - MONEY

How much will your project cost and how much do you need from us? For any item or activity over £1,000 you must provide a breakdown along with your more detailed project description. (Please note: you must also submit a detailed income and expenditure budget for this project as an attachment.)

You must write in this table – **do not write** “see attached sheet”.

Total Project Cost : £ _____

How much money are you asking the Arts Council for? £ _____

Item or Activity	Total cost	Requested amount
Artist Costs (inc travel)	£	£
Equipment / materials	£	£
Publicity / marketing	£	£
Community consultation costs	£	£
Co-ordination costs	£	£
Equipment hire	£	£
Venue Hire	£	£
Essential travel within N. Ireland	£	£
Food/Refreshments (max £250)	£	£
Volunteer expenses	£	£
Premium Payment	£	£
Other	£	£
Totals	£	£

If the total cost is more than you have requested from us, please tell us where the rest of the funding will come from. If awaiting a funding decision from another funding body please provide details of when the funding decision is expected.

In Cash

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In Kind

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Income Generation

Please tell us if your project will generate income. (For example through box office sales or publications) All income generated through the project must be declared and off set against the total cost of the project.

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Please indicate the amount of income you expect your project to generate and how it will do this

Expected Income Generated	£
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How many people have to sign each cheque or withdrawal from your bank account?

—

(ACNI will pay awards only into an account that requires at least two unrelated people to sign each cheque or withdrawal from the account)

Please list all cheque/withdrawal signatories.

Name	Position in Group

Please give details of your most recent annual accounts.

Accounts for year ending:	D	M	Y
Total (gross) income			
Total expenditure			
Profit or loss for year			
Savings (reserves, cash or investments)			

SECTION 4 - EQUALITY OF OPPORTUNITY and GOOD RELATIONS COMMITMENT

It is a requirement of the funding conditions under this 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

You are required to complete this section of the application form if you have previously answered YES to any part of question in Section 1 relating to your organisation's registration with Access NI or an umbrella body.

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 Safeguarding Policy 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: PUBLICITY, OPENNESS AND ACCOUNTABILITY

Publicity

Full listings of all the grants we award will be published. You will be required to acknowledge this funding in all your publicity, please see our acknowledgment guide. Failure to credit this award as stated in our acknowledgment guide 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.

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 manual files. It will then be summarised and details transferred to a computer-based grants management system. Reports from the information you supply and from comments made on your application by external assessors and staff members are likely to be 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).

For full details of how the Arts Council uses personal data please refer to our Privacy Policy at www.artscouncil-ni.org/.

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

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.

SECTION 7 – ENCLOSURES & CHECKLIST

THE FOLLOWING DOCUMENTS MUST BE UPLOADED WITH YOUR ONLINE APPLICATION (see page 2 of this application form and page 5 of the guidance notes in relation to online applications).

PLEASE BE ADVISED THAT FAILURE TO INCLUDE ANY OF THE REQUIRED DOCUMENTS WILL MEAN THAT YOUR APPLICATION WILL BE INELIGIBLE.

Please tick

A copy of your constitution or set of rules (dated and signed as adopted) (If your organisation is registered on the Government Funding Database, please see page 18 below.)	
Detailed project description (see guidance notes FAQ 15 for what this should include)	
Detailed income and expenditure budget for this project. You MUST attach a detailed breakdown of the expenditure and income you expect to incur. 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	
A 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 2018/19 then you must provide a copy of your 2017/18 accounts and MUST also attach management accounts as at 31 March 2019 (signed and dated as adopted). (If your organisation is registered on the Government Funding Database, please see page 18 below.) OR (for newly established groups only) an estimate of our income and expenditure for the first year, dated and signed as approved OR (for statutory bodies) the annual income and expenditure account	
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 our building society passbook that show the account name and number, as well as the last three months' transactions, each page stamped and signed by the building society as "true copies of the original" OR the last three months' transactions of your Internet Account signed and dated by your Treasurer OR for new groups which do not have three months' worth of bank statements, all the statements you have	

You may also have some of the following documents which you should enclose with your application if available.

Please tick

CVs of artists, arts organisations and personnel who will be involved in the project	<input type="checkbox"/>
Quotations or notes used to work out the costs	<input type="checkbox"/>
Other document: please specify	<input type="checkbox"/>

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 the documents below 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 2017/18 and NOT 2018/19 then you **MUST submit management accounts as at 31 March 2019 with your application.)**

	YES/ NO	Comment
Constitution and/or Memorandum and Articles of Association	<input type="checkbox"/>	
Most recent set of audited/certified/adopted accounts (If the accounts uploaded to the Government Funding Database are NOT for 2018/19 then you MUST submit management accounts as at 31 March 2019 with your application.)	<input type="checkbox"/>	

SECTION 7 - APPLICANT'S STATEMENT

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

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 contact person named on page 1 of this online form is authorised to act as the contact for the organisation in all matters relating to this application.
- I confirm that the organisation has adopted the Equality of Opportunity and Good Relations Commitment on page 9 of this online form.
- I confirm that the organisation has adopted the Children/Young People/Adults at Risk Protection Policy Statement on page 10 of this online form, and I confirm that the organisation's child protection policies are not more than 3 years old.
- I confirm that the organisation accepts the use of the data supplied with this application form as outlined in the statement of Publicity, Openness and Accountability on page 11 of this online form.
- I confirm that any audited, certified or 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 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 have read and agree the above statements

REMEMBER TO KEEP A COPY OF THE APPLICATION FORM AND ENCLOSURES FOR REFERENCE.