EQUIPMENT and MINOR REFURBISHMENT PROGRAMME

Application Guidance Notes

<table>
<thead>
<tr>
<th>Deadline for Applications</th>
<th>Decisions</th>
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<tr>
<td>4pm, Thursday 20 June 2019</td>
<td>30 August 2019</td>
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Please note that all purchases and minor refurbishment work must be completed by **Friday 1 March 2020**. If you are unable to meet these conditions, you should NOT apply to this scheme as the Arts Council will not meet any costs incurred beyond this period.
CONTENTS

Introduction .................................................................................. 3
   Is your project timeframe suitable?
   Aims of the Equipment and Minor Refurbishment Programme
   How much funding is available?
   How much partnership funding do you need?

Eligibility .................................................................................... 5
   Who can apply?
   Who cannot apply?
   What you can and cannot apply for

How to Apply ................................................................................ 7
   Help with your application
   Making an online application
   Mandatory enclosures
   Government Funding Database
   Detailed guidance on mandatory enclosures
   After you submit your application

What is Required If You Receive an Award ................................ 15
   Letter of offer
   How payments will be made
   Procurement of goods and services
   Post-project monitoring
   Children / Young People / Adults at Risk
   Equality of Opportunity
How We Will Make Our Decision

Assessment criteria

How are decisions made?

Is the Arts Council’s decision final?

Other information

Openness and accountability

Data Protection

And finally…
INTRODUCTION

Thank you for your interest in the Arts Council of Northern Ireland’s Equipment and Minor Refurbishment Programme.

These guidance notes give information on who is eligible to apply to the programme and how to submit an application. It also describes how your application will be assessed, how decisions are made and what you will be asked to do if you are awarded a grant.

This document and the relevant application form are available on request in large print format and disk and also on the Arts Council’s website: http://www.artscouncil-ni.org

IS YOUR PROJECT TIMEFRAME SUITABLE?

You should only apply to this programme if you will be able to complete the procurement, purchase and receipt of your requested items of equipment between 1 September 2019 and the 1 March 2020. Similarly, if you are applying for minor refurbishment costs, all work must take place and be completed between 1 September 2019 and the 1 March 2020. Eligible expenditure can only be incurred within these dates. If you are unable to meet these conditions, you should NOT apply to this scheme as the Arts Council will not meet any costs incurred outside this period.

AIMS OF THE EQUIPMENT AND MINOR REFURBISHMENT PROGRAMME

The Arts Council has designed this programme to enable organisations to purchase equipment and/or carry out minor refurbishment to their premises which will enhance their artistic services.

We want to support activities which benefit the people of Northern Ireland or that help arts organisations in Northern Ireland carry out their work. Particular priority will be given to equipment and minor refurbishment which

- improves the accessibility of the arts;
- improves the direct delivery of arts provision;
- enhances or broadens the audience/participants’ experience of arts programming; or
- raises the quality of the artistic work produced.
HOW MUCH FUNDING IS AVAILABLE?

The Equipment and Minor Refurbishment Programme budget is £500k. Please keep in mind that the amount of money available is limited and demand for funds is likely to be extremely high. It is not usually possible to fund all applications which simply meet the criteria or to fund the entirety of any given request.

We will aim to distribute our funds as widely as possible and may take account in the assessment of your application of the level of support you have previously received or are currently receiving, as well as your organisation’s management of any previous grants.

- You should be realistic in your expectations and budgets and bear in mind that the Council may choose to fund specific elements of your proposal rather than the full request.
- You may apply for multiple items of equipment\(^1\) and/or refurbishment costs.
- You will need to provide at least 2 quotes for each requested item of equipment\(^2\); more if the value of the item is above £5,000 (see p.10 below).
- For minor refurbishment applications, you will need to provide a schedule of work, together with at least 2 quotations for each element of the work (see p.11 below), in addition to details of your lease.
- We will not pay VAT on any expenditure incurred by VAT registered organisations with the ability to reclaim VAT costs.
- Remember that the grant will be paid retrospectively on production of invoices/receipts.
- Once awarded, grants cannot be increased.

HOW MUCH PARTNERSHIP FUNDING DO YOU NEED?

Only local authorities must provide partnership funding. The minimum partnership funding provided by such organisations is 50% in cash from non-Arts Council sources (in kind contributions will not be considered).

For all applicants, the assessment process may take into account the other funds you are able to bring to the project and this may influence the outcome of the assessment.

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\(^1\) Please note, this does not mean that you can submit multiple applications. Only one application per organisation will be accepted.

\(^2\) If you are requesting more than one of any given item of equipment, only one set of quotes is necessary. For example, if you request 3 identical laptops which each cost £1,000, you only need to upload 2 quotes in relation to this; you do not have to upload 2 separate quotes for each of the 3 laptops.
**ELIGIBILITY**

**WHO CAN APPLY?**

The Arts Council welcomes applications from the widest possible range of organisations and in particular from applicants whose projects benefit individuals categorised under Section 75 of the Northern Ireland Act 1998. In addition, in order to be eligible to apply to this programme, please note the following:

- You do not have to be primarily an arts organisation, (for example, community groups may apply to the scheme), however, the purpose of the requested equipment or refurbishment must be clearly focussed on the arts.
- Local authorities are eligible to apply but they are a low priority.
- Registered charities and other fully constituted organisations which cannot distribute a profit are eligible to apply.
- Commercial organisations can only apply for support if the equipment/refurbishment is primarily for the benefit of the public rather than their own commercial interests.
- If your organisation has a limited membership you must show that the equipment/refurbishment will benefit the wider public.
- Groups of organisations (consortia) working together to deliver specific projects may apply.

**WHO CANNOT APPLY?**

- Individuals
- Broadcasters (excluding community service broadcasters)
- Central Government Departments
- Bands seeking musical instruments (the Arts Council has a separate Musical Instruments for Bands programme.)
- Schools, Colleges and Universities
- Organisations who are in breach of the terms of previous ACNI grant awards.

**WHAT CAN YOU APPLY FOR?**

You can apply for any refurbishment work or item of equipment for an arts-related activity such as, but not limited to, the following:

- Lighting equipment
- Stage equipment
- Sound equipment
- Accessibility equipment
ELIGIBILITY

- Captioning equipment
- Video equipment
- Minor refurbishments
- Transport
- IT equipment *
- Office equipment

* The following maximum contributions towards these particular items of IT equipment should be noted. Contributions above these limits will only be made in exceptional circumstances, where the applicant has presented a strong rationale justifying additional costs per item.

- Tablet Computers: £500
- Laptops/PCs: £1,200

WHAT YOU CANNOT APPLY FOR

- Second-hand equipment
- Software (other than pre-loaded operating systems and packages)
- Equipment service costs
- Musical instruments
- Mobile phones

Please note that this list is not exhaustive. If you have any queries about the eligibility of a proposal, you should contact and speak with the relevant art form officer before submitting an application (028 92 623555).
HOW TO APPLY

HELP WITH YOUR APPLICATION

These Guidance Notes and the relevant application form are available on request in large print format and disk, and also on the Arts Council’s website here: [http://www.artscouncil-ni.org](http://www.artscouncil-ni.org). If you need any help or advice completing the application, please contact us on 028 92 623555.

MAKING AN ONLINE APPLICATION

You must apply using our online system. We will not accept applications in hard copy or by email. You will find a link to the Equipment and Minor Refurbishment Programme webpage here [http://artscouncil-ni.org/funding/for-organisations](http://artscouncil-ni.org/funding/for-organisations).

- Online applications may be edited, saved and returned up to the closing date.
- You must submit all mandatory enclosures associated with the application at the same time as your application, i.e. they must be uploaded to your online application prior to its submission. These enclosures are listed on the attachments page within the online application and are detailed below.
- 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 precisely on the closing date, Thursday 20 June, 2019. If your complete application is not fully uploaded when the system closes, your application will not be accepted.
- If you submit your application by the closing deadline, you will receive an automated email advising that your application has been successfully submitted to the system. If you do not receive this email, your application has not been submitted.

Please remember that it is your responsibility to ensure that we receive the application form and uploaded enclosures by the closing time and date.

MANDATORY ENCLOSURES

These are the documents which you must provide in conjunction with your application. Some of these must be uploaded to your online application via the attachments page; others must be uploaded to the Government Funding Database (GFD - see notes below).
HOW TO APPLY

You must upload the following mandatory enclosures to your Equipment and Minor Refurbishment Programme application before submission. Read on for information on the additional documents that you must upload to the GFD:

- A completed Equipment Request List pro forma (available on the programme webpage) listing each item you wish to purchase, detailing individual prices. You must also indicate your VAT status on this form.
- 2 or more quotations or tenders for each item of equipment\(^3\), depending on cost (see p.10 below).
- IF applying for minor refurbishment costs, provide a schedule of the work to be undertaken.
- IF applying for minor refurbishment costs, 2 or more quotations or tenders for each element of work to be undertaken, depending on cost (see p.11 below)
- IF applying for minor refurbishment costs, details of the length of lease your organisation holds on the building to be refurbished. In deciding whether or not to award a grant, the Council will consider the level of investment against the number of years left on the lease and if any value will accrue directly to the landlord at the end of the lease.
- Management Accounts for the period up to 31 March 2019 (if the accounts you have uploaded to the Government Funding Database are not for 2018/19 – see additional notes below.)
- Detailed I&E budget for your whole organization for the 2019/20 financial year.
- Detailed description of your organisation’s programme of planned arts activities for 2019/20 (only applicants who are not 2019/20 AFP clients must submit this.)

Please keep in mind the following important points:

- You must upload all the necessary enclosures prior to submitting your online application. If any enclosures are missing, your application will be ineligible.
- All mandatory enclosures must be in Word, Excel or pdf format. We cannot accept documents in other formats.
- The total size of all your uploaded documents cannot exceed 25 Mb.
- If you upload an enclosure in a format which we do not accept or which is corrupted or which we cannot open, the enclosure will be considered missing and your application will be ineligible.
- Do not compress files into one zip file. Files must be uploaded as individual documents.

\(^3\) If you are requesting a highly specialized item of equipment for which there is only one supplier, you must upload a statement explaining why this is the case.
HOW TO APPLY

Important points continued:

- **All data must be PC compatible.** If non-PC compatible data is supplied, your application will not be assessed. For example, if using a MAC, it is the applicant’s responsibility to ensure that any enclosures uploaded to the online application are PC compatible.
- The submission of weblinks or website addresses in lieu of enclosure documents or quotations is not acceptable and will result in your application being made ineligible.

GOVERNMENT FUNDING DATABASE

As part of Government’s Reducing Bureaucracy programme, you are required to upload a number of master documents to the Government Funding Database (GFD). Many organisations in receipt of ACNI funds are already registered with this database; others will be required to register prior to the application being assessed. Once uploaded, these documents will exist for all applications you make to any Government department and you will not be required to submit them with individual applications, including future applications to the Arts Council.

**If you are based in Northern Ireland,** the following documents **MUST** be uploaded to the Government Funding Database at [https://govfundingpublic.nics.gov.uk/Home.aspx](https://govfundingpublic.nics.gov.uk/Home.aspx)

- 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/Evidence of ownership

**If you are based outside Northern Ireland** you **MUST** upload the 5 documents listed above **AND** all the mandatory enclosures listed on page 8 at the time of submitting your online application.

If you are not currently on the Database you will be required to register at [https://govfundingpublic.nics.gov.uk/Home.aspx](https://govfundingpublic.nics.gov.uk/Home.aspx) Full instructions for uploading documents to the Government Funding Database are available for download from the Arts Council’s website.
## DETAILED GUIDANCE ON MANDATORY ENCLOSURES

Further information on all mandatory enclosures can be found below. If you have any queries about any of the documents, please contact the Arts Council of Northern Ireland on 028 92 623555.

<table>
<thead>
<tr>
<th>Mandatory Enclosure</th>
<th>Upload to</th>
<th>Guidance on Enclosure</th>
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</thead>
<tbody>
<tr>
<td>Equipment Request List Pro Forma</td>
<td>Online Application</td>
<td>Available for download on the programme webpage, you must complete this, listing each item you wish to purchase, detailing individual prices. You must use and complete the excel pro forma provided. Do not amend the format of the sheet, or add new columns – though you may add new rows. If you do not provide the pro forma or if you provide the information in another format, your enclosure will not be accepted and your application will be ineligible. Important Note: VAT You must state on the Pro Forma whether your organization is registered for VAT and if it has the ability to reclaim VAT costs.</td>
</tr>
<tr>
<td>Quotations for each Item of Equipment</td>
<td>Online Application</td>
<td>The number of quotations you must provide depends on the cost of the item, as follows: (i) 2 quotations⁴ for supplies and services up to £5,000 in value (excluding VAT); (ii) 2 tenders for supplies and services between £5,000 and £30,000 in value (excluding VAT); (ii) for supplies and services from £30,000 to below EU thresholds, undertake a tender process conducted in line with the Department of Finance and Personnel’s Procurement Guidance Note PGN 05/12. Acceptable Quotations: Scans of original documents; email quotes; screen captures from online retailer sites. Remember: Weblinks or website addresses in lieu of quotations are not acceptable and will result in your application being made ineligible. All quotes must clearly indicate whether the stated cost includes VAT.</td>
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⁴ If you are requesting a highly specialized item of equipment for which there is only one supplier, you must upload a statement explaining why this is the case.
## Mandatory Enclosure

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<th>Mandatory Enclosure</th>
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</thead>
<tbody>
<tr>
<td><strong>Schedule of Work to be Undertaken</strong></td>
<td>Online Application</td>
<td><strong>IF you are applying for minor refurbishment costs</strong>, provide a schedule detailing each element of the planned refurbishment work.</td>
</tr>
</tbody>
</table>
| **Quotations for each Element of Refurbishment Work** | Online Application | **IF you are applying for minor refurbishment costs**, the number of quotations you must provide depends on the cost of refurbishment, as follows:  

  (iii) 2 quotations for supplies and services up to £5,000 in value (excluding VAT);  

  (iv) 2 tenders for supplies and services between £5,000 and £30,000 in value (excluding VAT);  

  (v) for supplies and services from £30,000 to below EU thresholds: undertake a tender process conducted in line with the Department of Finance and Personnel’s Procurement Guidance Note PGN 05/12 Procurement of Goods, Works and Services.  

**Acceptable Quotations**: Scans of original documents; email quotes; screen captures from online retailer sites.  

**Remember**: Weblinks or website addresses in lieu of quotations are not acceptable and will result in your application being made ineligible. All quotes must clearly indicate whether the stated cost includes VAT. |
| **Lease Statement** | Online Application | This should indicate the length of lease your organisation holds on the building to be refurbished and should highlight any issues that we should be aware of regarding the lease or the building, eg. disagreements / ongoing legal issues. Please note that you are also required to upload a copy of your actual lease to the Government Funding Database.  

In deciding whether or not to award a grant, the Council will consider the level of investment against the number of years left on the lease and if any value will accrue directly to the landlord at the end of the lease. |
## HOW TO APPLY

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</thead>
<tbody>
<tr>
<td>Management Accounts up to the period 31 March 2019</td>
<td>Online Application</td>
<td>Applicants are required to upload a copy of their organisation’s most recent Audited/Certified Accounts to the Government Funding Database. If the accounts uploaded to the GFD are not for the year 2018/19 (ie, if your most recent audited accounts are for the 2017/18 financial year), we require a set of management accounts covering the intervening period, up to March 2019. We require these accounts to assess the overall financial wellbeing of your organisation and to judge whether there is a need for Arts Council funding.</td>
</tr>
<tr>
<td>Detailed I&amp;E budget for your whole organisation</td>
<td>Online Application</td>
<td>This is a budget for your entire organisation for the 2019/20 financial year.</td>
</tr>
<tr>
<td>Detailed description of 2019/20 arts programme</td>
<td>Online Application</td>
<td>This is a mandatory enclosure for all applicants who are not ACNI 2019/20 AFP clients. You should describe in detail the programme of arts activities you plan to deliver including the following where possible:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Locations and dates of all events within the programme</td>
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<tr>
<td></td>
<td></td>
<td>- Names of artists, tutors, facilitators (if known) for each event or project; OR details of the process you intend to use to select the artists.</td>
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<tr>
<td></td>
<td></td>
<td>- Projected participation in each event or project – numbers and age ranges – whether they will actively participate or will be an audience for a final presentation</td>
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<td></td>
<td></td>
<td>- For organisations whose programme includes the production of artistic material (journals, magazines, 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.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Name of Project Manager for each major element, stating their experience of managing/delivering arts activities.</td>
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</table>
### How to Apply

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<tr>
<th>Mandatory Enclosure</th>
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</thead>
<tbody>
<tr>
<td>Constitution and/or Memorandum and Articles of Association</td>
<td>GFD</td>
<td>Please note: The name of your organisation as given in your constitution document should be the same name as that given in the application, and on your organisation’s bank account, details of which we will request if you receive an award.</td>
</tr>
<tr>
<td>Most recent set of Audited/Certified Accounts</td>
<td>GFD</td>
<td>Please note: if these accounts are not for 2018/19, ie up to the period 31 March 2019, you must upload a set of management accounts with your application.</td>
</tr>
<tr>
<td>Organisation Chart</td>
<td>GFD</td>
<td>This is a diagram showing us the structure of your organisation, in terms of staff, board and committees.</td>
</tr>
<tr>
<td>List of Office Bearers</td>
<td>GFD</td>
<td>A list of all the office bearers on your board and sub-committees (if relevant), eg, Chair, Treasurer, Secretary, Chair of the Finance Committee etc.</td>
</tr>
<tr>
<td>Rental Agreement / Lease / Evidence of Ownership</td>
<td>GFD</td>
<td>These documents are in relation to the premises from which your organisation operates.</td>
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<table>
<thead>
<tr>
<th>Non-Mandatory Enclosure</th>
<th>Upload to</th>
<th>Guidance on Enclosure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies of LOOs from Other Funders</td>
<td>Online Application</td>
<td>IF you have any letters from sponsors or other funders which will contribute costs towards your proposed purchases /refurbishment, you should include them with your application as demonstration of support.</td>
</tr>
</tbody>
</table>
HOW TO APPLY

AFTER YOU SUBMIT YOUR APPLICATION

- The Arts Council will acknowledge receipt of the application form.
- The application will be assessed by an Arts Development Officer. This process will be based on the information provided in the application form and enclosures, and on our knowledge of your organisation’s management of any previous awards.
- Officer assessments will be subject to a moderation process.
- The Arts Council will contact you with the final decision by letter.
- If your application is rejected, the Council will provide you with detailed reasons for the rejection.
**IF YOU RECEIVE AN AWARD**

**LETTER OF OFFER**
Following the decision, successful applicants will be issued with a contract outlining the conditions attached to the award and the specific purposes for which the award can be used.

- You will not be able to incur project expenditure until you have met certain conditions of grant and received your letter of offer from the Arts Council. You should take this into account when planning your project.
- It is important that you read the letter of offer and enclosed conditions carefully before signing and returning it. The letter of offer will set out what you may spend the grant on and by what date the project must be completed.
- **If there are any changes to your project from the original application, the Arts Council must be informed immediately in writing before any project expenditure is incurred.** If you don’t tell us about changes you may have to repay the award and this will affect decisions on any future applications you might make.

**HOW WILL PAYMENT BE MADE?**
All payments will be made retrospectively against invoices or proof of expenditure. Payments will be made by BACs transfer only. You will need to complete and return the BACs form issued with your letter of offer.

**PROCUREMENT OF GOODS AND SERVICES**
Applicants must seek the best value for money in relation to all proposed equipment purchases and refurbishment work; best value for money is defined as the most advantageous combination of cost, quality and sustainability to meet your requirements.

Successful applicants must ensure that any purchases made with grant funds are in compliance with the guidance on procurement as stated in their Letter of Offer and as reproduced on pages 10 and 11 above. They must also maintain a clear audit trail of robust decision-making and retain all appropriate procurement documentation. The Arts Council will reserve the right to inspect this documentation at any point, and it will be specifically requested should your project be selected for a Verification Visit.
IF YOU RECEIVE AN AWARD

POST-PROJECT MONITORING

- At the end of the project you will have to submit an End of Project Report on a pre-supplied form. On this form you will have to give details of the final income and expenditure for the project.

- At a set date following project completion, you will be required to return an Evaluation Report detailing how and to what extent the new equipment/refurbishment has impacted on the provision of arts services within your organisation.

- Verification Visits - Your project may also be subject to a verification visit by ACNI staff to ensure that the project grant has been spent as agreed in your letter of offer and that all processes (eg. procurement, processing of payments within your organisation) related to project delivery were in compliance with LOO conditions and your own stated financial procedures. It is therefore important that you retain all the project documentation which evidences this.

The Arts Council will retain a financial interest in the equipment purchased for a period of between 5 and 10 years, dependant on the type of equipment purchased. You will not be able to dispose of any equipment within that time period, which will be stated in your letter of offer, without the Council’s approval.

CHILDREN / YOUNG PEOPLE / ADULTS AT RISK

It is a requirement of ACNI 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 agree to a Safeguarding Commitment which must have been formally approved by your organisation.

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 and note that you must agree the safeguarding commitment statement as part of your application form:

If your safeguarding policy and procedures are older than 3 years please review and update them 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.
IF YOU RECEIVE AN AWARD

EQUALITY OF OPPORTUNITY

It is a requirement of our funding 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 all Section 75 groups and you will note that you must agree an Equality of Opportunity and Good Relations policy statement as part of your application form.
HOW WE WILL MAKE OUR DECISION

ASSESSMENT CRITERIA

We will assess your project against the following criteria:

**Criterion 1:** Public benefit

**Criterion 2:** Quality of arts activities

**Criterion 3:** Financial viability and quality of management, including how you have managed previous projects

It is very important that you think carefully about how your project satisfies these criteria and use the application form to demonstrate this to us. Your project must meet all the programme criteria.

**Criterion 1 - Public Benefit:** You should detail how the equipment will benefit your audiences/participants/artists.

**Criterion 2 – Quality of Arts Activity:** You should detail how the equipment requested will enhance the quality of your arts activity.

**Criterion 3 - Financial Viability and Quality of Management:** This will be assessed using the financial information and quotes you provide with the application. If you are a previous ACNI grant recipient, we may also use our knowledge of your organisation’s management of previous Arts Council grants.

HOW ARE DECISIONS MADE?

All applications will be assessed by an Arts Development Officer against the criteria as listed above, taking into account the programme’s aims and priorities. Officer recommendations are then subject to a moderation process. Depending on the level of award, final decisions will be made by Grants Committee or Arts Council Board.

IS THE ARTS COUNCIL DECISION FINAL?

There is a review procedure, which is available on the web site and will be sent out to any unsuccessful applicants.
OTHER INFORMATION

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 and also on 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 the following purposes; statistical reporting, application assessing, accounting purposes and for contacting you. For full details of how the Arts Council of Northern Ireland uses personal data please refer to our Privacy Policy available on our website www.artscouncil-ni.org/

AND FINALLY...

If you have any queries about the programme or need any help or advice completing the application, please contact the Operations Officer on 028 92 623555.

These Guidance Notes and the relevant application form are available on request in large print format and disk, and also on the Arts Council’s website here: http://www.artscouncil-ni.org .

Good luck with your application!