

Arts Council of Northern Ireland

International Programme for Organisations SAMPLE Application Form

Applicants should read the Guidance Notes carefully before completing the online application form.

	Please tick One box only
SCHEME	
Professional Arts Abroad	
Artists' International Development Fund (organisations)	

Schemes open	Application Deadline	Decisions
9 July 2018	4.00 pm Thursday, 16 August 2018	26 October 2018

All applications to the programmes below must be for projects that will take place between 1 November 2018 and 31 October 2019.

You may apply to more than one scheme but you will only be awarded one grant in any funding round. If you choose to apply to more than one scheme:

- You must complete a separate application form for each scheme.
- The projects within each application must be significantly distinct.

Application forms and information on each scheme are available in large print format, disc and audio tape and also on <http://www.artscouncil-ni.org/>

Applicants are advised to read the full 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.

All applications must be fully submitted to the online system by **4.00 pm** on the closing date. The Arts Council will not accept any application which is submitted after the closing time/date. Please ensure that you leave sufficient time to upload your application and all supporting 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.

It is your responsibility to ensure that the application and supporting documents are submitted to the online system by the closing time and date.

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 Culture, Media and Sport and the Department of Culture, Arts and Leisure.

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>

How you can apply

You may only apply online. We will not accept applications in hard copy or by email.

Online applications may be edited, saved and returned up to the closing date. You **MUST** submit **ALL** documents associated with any part of the application at the same time.

All documents must be in acceptable formats as detailed in the guidance notes. We cannot accept documents in other formats. The total size of all your uploaded documents and enclosures must 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.

It is your responsibility to ensure that we receive the application form and documents by the closing time and date.

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 information on successful applicants.

NOTE: Applications submitted in hard copy, 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 – APPLICANT DETAILS

1.1 Name/ Organisation

1.2 Address

_____ Postcode _____

1.3 Organisation's Phone number _____

Organisation's Website address: _____

Organisation's Email address _____

1.4 What is the primary artform of the proposed project? (please ✓)

- | | | |
|---|---|---|
| <input type="checkbox"/> Drama | <input type="checkbox"/> Music | <input type="checkbox"/> Crafts |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Film/video | <input type="checkbox"/> Architecture |
| <input type="checkbox"/> Opera | <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Circus/Street Theatre/Carnival |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Traditional Arts | |
| <input type="checkbox"/> Other (please specify) | | |

1.5 Details of contact person for application:

Please enter the contact details for the primary person dealing with this application. We may need to contact this person if there are any queries regarding your application, therefore please ensure that this person is someone who will be contactable in the next few months.

Name: _____

Address: _____

Town _____ Postcode: _____

Phone number: _____

E-mail address: _____

Please ensure the email address above is a current, working email address. We may use this to contact you about your organisation's application and it is your responsibility to ensure that you have given the correct address.

1.6 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

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

SECTION 2 - PROJECT DESCRIPTION

2.1 **Project Title** _____

2.2 **Project Summary**

Please note that any information provided in excess of stated maximum word counts will not be considered in the course of the assessment.

Please describe the purpose for which you are seeking Arts Council funding, giving a brief overview of what you plan to do in no more than 200 words. It should also include project location/s.

2.3 **Proposed start date of project and/or travel:**
(NB: this date should not be before the Council makes a decision and should fall within the stated eligible project period – see front page of Guidance Notes. If you provide a date prior to this decision or outside this period, your application will be ineligible.)

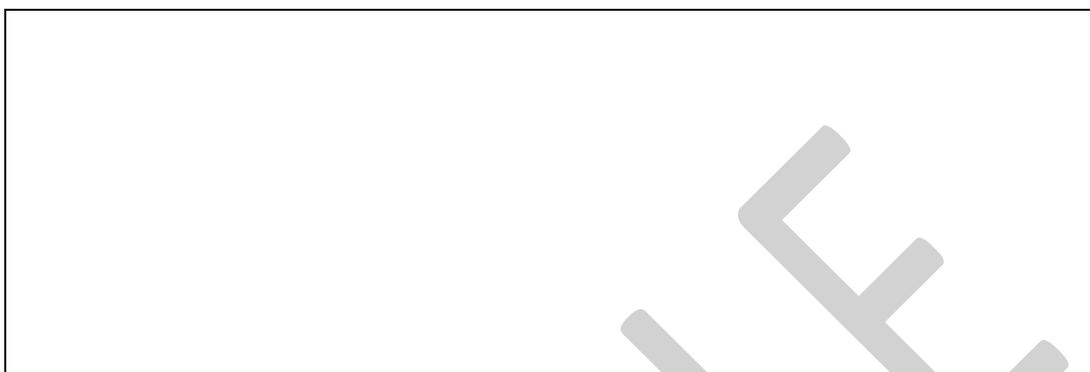
2.4 **Your Project: Addressing the Criteria for Assessment**

In this section you should describe the project, including your aims and objectives, **in no more than 1,000 words**, and must address the criteria listed below. The information you give below will be used to judge how well you meet the criteria of the programme.

YOU MUST NUMBER THE SECTIONS OF YOUR PROJECT DESCRIPTION SO THAT THE ASSESSING OFFICER CAN CLEARLY SEE WHICH CRITERION YOU ARE ADDRESSING. IF THE SECTIONS BELOW ARE NOT SEPARATELY NUMBERED AND ADDRESSED YOUR APPLICATION WILL BE INELIGIBLE.

1. Evidence of organisation’s artistic quality.
2. Evidence of the organisation’s contribution to the arts
3. Artistic quality, innovation and/or challenge of the proposal
4. (Criterion 4 – this is addressed in section 3 of form. You do not need to address Criterion 4 here.)
5. The potential for the project to develop the skills-base of the organisation
6. Experience of and/or proven potential for international work

2.5 How will you/ your organisation measure the success of the project and the achievement of its aims and objectives?



2.6 Are any other artists or organisations involved in the project?

Yes/No

If Yes, please give details below



SECTION 3 - FINANCIAL INFORMATION

NOTE: The information you give below will be used to judge how well you meet criterion 4 of the programme: The detail and accuracy of planning and budgeting.

3.1 Total Project Budget: How much will your project cost? £ _____

You **MUST** attach a **detailed** breakdown of the expenditure you expect to incur e.g. materials, equipment, travel, subsistence, course fees, accommodation, etc. **Please give as detailed a budget as possible, e.g. rather than Equipment £1,000 you should list each item separately.**

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

3.3 Please give details of any other funding towards the project (e.g. your own money, grants, sponsorship, in-kind sponsorship).

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 - EQUALITY MONITORING

(You **MUST** complete this section of the form but the information provided in this section **will not** be used as part of the application assessment process) Failure to complete this section will mean your application will be rejected. For each question “mainly comprise”, means more than 60%.

4.1 Does the board/ management committee mainly comprise of people with a disability?

Yes	
No	

The Disability Discrimination Act defines a disabled person as someone with a disability or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.

4.2 Does the board/ management committee mainly comprise of people who are:

Male		Female		Transgendered	
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4.3 Does the board/ management committee mainly comprise of people with dependents?

Yes	
No	

4.4 Does the board/management committee mainly comprise:

Protestant		Catholic		Sikh	
Buddhist		Hindu		Other religious belief	
Islam / Muslim		Jewish		No religious belief	

4.5 Does the board/management committee mainly comprise:

Unionist generally		Nationalist generally	
Other			

4.6 Does the board/management committee mainly comprise:

Black African		Black Caribbean		Other Black background	
Indian		Pakistani		Bangladeshi	
Other Asian background		Chinese		Mixed Ethnic Group	
Irish Traveller		White		Other (Please specify)	

4.7 Does the board/management committee mainly comprise:

Married		Unmarried		Divorced		Separated		Widowed	
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4.8 Does the board/management committee mainly comprise:

Under 16		16-25		26-49		50-65	
Over 65							

4.9 Does the board/management committee mainly comprise:

Heterosexual		Bisexual	
Gay		Lesbian	

SECTION 6: CHILDREN/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 7 - PUBLICITY, OPENNESS AND ACCOUNTABILITY

Publicity

Full listings of all the grants we award are published in our Annual Report and on our website. We also publicise some awards in our artist magazine “Article”. 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.

If you are successful in receiving an award, it will be a condition of offer that you agree to your contact details, biographical note, artist’s statement and examples of your work being stored electronically on a database for the following purposes: Research inquiries; commissioning opportunities; general inquiries and promoting the arts. This database will be available to the public on the Arts Council’s website.

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 here: (<http://artscouncil-ni.org/site/page/privacy>)

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 8 – ENCLOSURES

Please ensure that you upload all the necessary enclosures when you submit your application form online. If you do not upload the enclosures your application will not be assessed. **You will not be contacted for further information.**

All documents must be in pc-compatible formats (see guidance notes). We cannot accept documents in other formats. The total size of all the documents and enclosures to be uploaded should not exceed 25 Mb. Please ensure that you have all your supporting documentation ready for upload in an appropriate format and leave sufficient time to upload all the documents to the system with your application. Remember: there can be long delays as the closing deadline approaches and the system will shut down at 4.00 pm on the closing date.

- 8.1 Applicants to the Professional Arts Abroad scheme must provide a summary of the performances/exhibitions relevant to their proposal. Applicants to the Artists' International Development Fund (organisations) should provide a summary of the networking/developmental activities they hope to undertake. **Do not provide unnecessary narrative.**
- 8.2 Applicants to the Professional Arts Abroad **MUST** submit evidence of an invitation/correspondence with the host organisation. Applicants to the Artists' International Development Fund **MUST** provide evidence of an invitation/correspondence with a potential partner/host organisation. It is NOT sufficient to forward a copy of an invoice as evidence of invitation.
- 8.3 Applicants **MUST** attach a detailed breakdown of the expenditure they expect to incur e.g. materials, equipment, travel, subsistence, course fees, accommodation, etc. Please give as detailed a budget as possible, e.g. rather than Equipment £1000 the budget should list each item separately. If are applying to "buy time" please indicate how the total amount has been calculated, e.g. X days at £X.

8.4 Enclosures for Arts Organisations

Detailed project budget	
Summary of performances/exhibitions relevant to the proposal (<i>Applicants to Professional Arts Abroad only</i>)	
Summary of planned developmental/networking activities (<i>Applicants to Artists' International Development Fund only</i>)	
Letter of invitation from contact venue/ host organisation/potential partner	
* Copy of Constitution and/or Memorandum and Articles of Association (signed and dated as adopted)	
**A copy of your most recent set of annual accounts. If these accounts are NOT for 2017/18 then you must provide a copy of your 2016/17 accounts and MUST also upload management accounts as at 31 March 2018.	
Artform-appropriate support material – see pps 6 and 7 of guidance notes.	

* If you are a 2018/9 AFP client of the Arts Council and these documents have not changed since December 2017, you do NOT have to supply these documents.

**If you are a 2018/19 AFP client and have already uploaded your 2017/18 accounts to the Government Funding Database, you do NOT have to supply these documents. If the accounts uploaded to the GFD are for 2016/17, you must provide Management Accounts as at 31 March 2018 with this application.

SECTION 9 - 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 One 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.
- I confirm that the organisation has adopted the Safeguarding Children/Young People/ Adults at Risk Protection Policy Statement and 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.
- 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 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.
- (AFP clients only) 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
 - Copy of Audited/Certified/Adopted Accounts
- I have attached all the listed enclosures required for submission in conjunction with this application.

I have read and agree the above statements

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