



ARTS COUNCIL OF NORTHERN IRELAND

ORGANISATIONS EMERGENCY PROGRAMME

APPLICATION FORM

**THE PROGRAMME WILL BE OPEN FROM 1 JUNE 2020
CLOSING DATE 4.00pm FRIDAY 12 JUNE 2020**

**WE WILL AIM TO COMMUNICATE DECISIONS by end of July
2020**

YOU CAN ONLY APPLY BY E-MAIL

**Interested eligible organisations must submit completed application form
and relevant supporting documentation to artgrants@artscouncil-ni.org**

**Please read the Guidance Notes carefully before completing this
application form and remember to keep a copy of the completed
application form for your own records.**

SECTION ONE: ORGANISATIONAL INFORMATION

Name of Organisation: *(This should be the same as the name on your constitution)*

Postal Address of organisation: _____

City/town: _____ **Post Code:** _____

Tel: _____

E-mail: _____

Website: _____

Local authority area in which your organisation meets

- 1. Name of contact person.** *(The person you nominate will act as the main contact between the assessing staff and your organisation during the application process and for the duration of the award if successful which will be up to the end of March 2021. Please make sure this person will be available during the assessment process. If we do not receive a response to requests for information during the assessment process your application assessment may be delayed or your application may not be processed.)*

Title: _____ **First Name:** _____ **Surname:** _____

Contact Person's address: _____

City/town: _____ **Post Code:** _____

Daytime Tel : _____ **Evening Tel:** _____

Email: _____

2. What does your organisation do (no more than 100 words)?

3. In what year was your organisation started?

4. What type of organisation are you?

	Please tick all that apply ✓	Please give charity number and / or Accredited Museum number
Unincorporated club or association	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	
Company limited by shares	<input type="checkbox"/>	
Recognised charity (by HMRC)	<input type="checkbox"/>	
Registered charity (by NI Charities Commission)	<input type="checkbox"/>	
Trust	<input type="checkbox"/>	
Accredited Museum	<input type="checkbox"/>	
Independent Library	<input type="checkbox"/>	
Other: Please specify below	<input type="checkbox"/>	

5. VAT Registration Number (if applicable): _____

6. Please list the names and positions of the main office-holders in your organisation's board of management:

Name: _____ Position: _____
Name: _____ Position: _____
Name: _____ Position: _____

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

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

9. 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

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

--

10. Please detail any public funding received in past three years.

Funder	Amount (£)	Year awarded
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

SECTION TWO: DESCRIPTION OF NEED

a) Outline in up to 300 words the losses your organisation has incurred due to the COVID-19 pandemic.

b) Outline in up to 300 words what your organisation does and its track record working in the publicly funded arts and cultural sector.

c) Outline your proposal in up to 500 words.

d) Outline in up to 300 words how any funding you receive now will help you contribute to the Arts Council Strategy Inspire, Connect, Lead in the future. *This question is not applicable to accredited museums or independent libraries applying.*

2. If your needs exceed the maximum award of £25,000 detail below how you will meet the balance.

Funder/Source of income	£	Cash or in-kind

3. How many people have to sign each cheque or withdrawal from your bank account?

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

4. Please list all cheque/withdrawal signatories *(as required by your constitution)*

Name	Position in Group

5. Please give details of your most recent annual accounts *(these should be no more than one year old)*.

Accounts for the year ending:	Day	Month	Year
Total (gross) income	£		
Total expenditure	£		
Profit or loss for the year			
Savings (reserves, cash or investments)			

SECTION FOUR: 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 FIVE: CHILD / 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.

If your Safeguarding Policy and Procedures are older than three 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.

Please refer to the Arts Council's Child Protection Best Practice Guidelines for Arts Organisations to ensure your own guidelines and policy represent good practice in relation to working with children.

http://www.artscouncil-ni.org/images/uploads/publications-documents/Child_protection_guidelines.pdf

SECTION SIX: ENCLOSURES

If your organisation is already registered with the Government Funders Database:

- (a) You do not have to submit the Constitution and/or Memorandum and Articles of Association or most recent set of Annual Accounts if already available.
- (b) You should indicate NO in the relevant line below.

I have enclosed the following essential documents	YES/ NO	Comment
Completed Application Form		
Constitution and/or Memorandum and Articles of Association (<i>if not held on the Government Funder's Database</i>)		
Most recent set of accounts (<i>if not held on the Government Funder's Database</i>)		
CVs or information on artist/s, groups, technical staff, other personnel proposed as part of the project.		
A financial budget and cash flow for the financial year end 2020/21 (normally year ending 31 March 2021)		
A breakdown of costs over £1,000 (if applicable)		
Evidence of loss of income from COVID-19		
Equality & Monitoring Information – a template for your completion is available on the Arts Council of NI's website http://www.artscouncil-ni.org/		

SECTION SEVEN: 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 Safeguarding Children/Young People/Adults at Risk Protection Policy Statement and the organisation's child protection policies are not more than three years old.
- I confirm that the organisation has adopted the Equality of Opportunity and Good Relations Commitment.
- I understand that the information provided on this form may be made available to other departments/agencies for the purposes of preventing or detecting fraud.
- I understand that if I have deliberately given any false or misleading information, the Arts Council will withdraw this application or, if a grant has already been awarded, ask for repayment of any funds already paid. This will also have implications for any future applications the organisation may submit.
- I have attached all the listed enclosures required for submission in conjunction with this application.

I have read and agree the above statements. Please tick

Declaration: _____

By typing your full name, you agree that this electronic signature will be the electronic representation of your hand-written signature for the purposes of reading and agreeing the above statements.