

Organisations Emergency Programme

GUIDANCE NOTES

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

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

YOU CAN ONLY APPLY BY E-MAIL

**Please submit completed application form and supporting
documentation to artgrants@artscouncil-ni.org**

Please Note:

The maximum award available is £25,000.00

**Please read these Guidance Notes before completing and
submitting your Application Form**

The Minister for Communities and the Arts Council recognise that that our arts and Cultural Sectors are amongst the most creative, flexible and industrious in Northern Ireland.

Mindful of the serious impact the COVID-19 crisis has had on this already fragile sector, the Arts Council of Northern Ireland, with support from the Department for Communities, invites applications from small to medium scale organisations in the cultural sector including arts organisations, museums and independent Libraries. Organisations eligible to apply should be:

- accredited museums
- independent libraries
- other cultural organisations in the Arts and creative sector who have received public funding for the Arts or other Cultural Activities in any of the past three years.

Organisations whose primary purpose is arts or cultural activity and which have received public funding to support their work are also eligible to apply.

Examples of public funding can include discretionary grants from central government, Local Authorities, trusts or foundations, National Lottery Heritage Fund or National Lottery Community Fund.

All organisations applying can contact the Arts Council for further advice before applying. Existing Arts Council clients should make contact with their Arts Council Officer before applying. Accredited museums can also contact Sinead McCartan in the NI Museums Council before applying. All applications will be judged on merit, regardless of any previous relationship with the Arts Council, the NI Museums Council or the Department for Communities.

In meeting current immediate need this scheme is also consistent with the three major themes of the Arts Council strategy and the three Outcomes of the Programme for Government, as identified for the arts sector. These are:

- Outcome 5: We are an innovative, creative society, where people can fulfil their potential.
Outcome 9: We are a shared, welcoming society that respects diversity.
Outcome 10: We have created a place where people want to live and work, to visit and invest.

CONTEXT

The Arts Council has co-designed this emergency support programme which reflects the Minister's priorities with financial support from the Department for Communities to support the wider cultural sector as described above.

The primary objective of the programme is to support the continuance of creative work AND assist operational costs where necessary. The programme seeks to assist small to medium scale organisations to explore ways of working that will help them to adapt and respond to the current changing circumstances. It will also aim to assist organisations most in need due to loss of income or operational capacity up to 31 March 2021, enabling them to continue to develop and/or deliver activities.

Given the pressures across the cultural sector we would urge you to apply **ONLY** if your existing income or grant from public and other sources is not sufficient to ensure your stabilisation during the crisis.

This programme prioritises applications that:

- Can demonstrate loss of income as a direct result of COVID-19 through records or estimates of loss (evidence will be required so please keep a record).
- Can demonstrate urgent operational costs not met by existing income, grant aid or other forms of assistance; these could include overheads and the cost of being operational until 31 March 2021.

AND

Seek to explore ways of working that will help them to adapt and respond to the current changing circumstances. This could include a period of research, development and/or delivery of creative activity / project by 31 March 2021.

WHO CAN SUBMIT AN APPLICATION?

The Arts Council welcomes applications from Arts or Cultural organisations whose primary work is in the following art form or cultural areas. Arts Organisation need to have a proven track record of quality work and public engagement supported by public funding in one of the last three financial years:

- Dance
- Drama
- Literature
- Music and Opera
- Traditional Arts
- Visual Arts
- Festivals
- Participatory Arts
- Cross Art form
- Venues

Applications from Accredited Museums and Independent Libraries whose work focuses on delivering greater access to culture and heritage, including enhancing understanding and interpretation. In particular, we welcome applications from organisations which deliver work in relation to

- Public engagement activities
- Audience development programmes (events, exhibitions, workshops, talks and online initiatives)

A successful application to this scheme does not affect current or future applications you may make to the Arts Council.

WHO CANNOT SUBMIT AN APPLICATION?

- Individuals including sole traders
- Broadcasters (excluding community service broadcasters).
- Central Government Departments.
- Local authorities
- Unaccredited Museums
- Libraries within Libraries NI
- Arts Organisations who cannot evidence some form of public funding in the past three years.
- Proposals which, before the end of Social Distancing, entail public gathering or conventional audience situations; or otherwise breach social distancing and other COVID-19 guidelines.

HOW MANY APPLICATIONS CAN YOU SUBMIT?

You may submit only one application. If your needs exceed the maximum award of £25,000.00, you will need to tell us how you will meet the balance.

The Council may choose to fund all, some, or no elements of your application. We would encourage all to apply for the minimum funding required, to ensure that the maximum number of organisations can be helped.

WHAT CAN YOU REQUEST?

You can request financial support for a period of research, development and/or delivery of creative activity. The fund will prioritise ideas and activities that help organisations in the greatest need sustain their creative practice and / or programmes of work and / or develop public facing projects by 31 March 2021. The fund will cover related costs such as:

- Costs of artists and tutors (including fees, accommodation, subsistence, travel). If applying for artists and/or tutor costs, you must provide the CVs/ biography/history of artistic practice)
- Rent
- Staff (except for staff who have taken up the offer of the Governments furlough scheme)
- Overheads
- Urgent operational costs
- Organisational/skills development to ensure you are fit for purpose during and after COVID-19
- Specialist skills for on-line presentation of existing or new work
- Modest requests for capital equipment to assist will be assessed on a case by case basis where these are related to project design and/or delivery and/or specific project costs.

HOW MUCH FUNDING IS AVAILABLE?

The budget available for the programme is £500,000 from the Department for Communities which will be reviewed. The maximum award available is £25,000.

WHAT YOU CANNOT APPLY FOR

- Organisational debt incurred before March 2020.
- Costs or losses not incurred as a result of the COVID-19 pandemic.
- Costs already covered by the Arts Council of Northern Ireland, other funders or Government COVID-19 schemes to cover salaries or grants to mitigate loss during quarantine.

We would encourage you to consult the [gov.uk](https://www.gov.uk) Coronavirus guidance website to see if there are other avenues of financial support to help you during this time.

HOW TO SUBMIT YOUR APPLICATION

Interested eligible organisations must submit the following evidence by email to artgrants@artscouncil-ni.org by the closing date of 4pm on Friday **12 June 2020**.

- Completed application form
- Constitution and/or Memorandum and Articles of Association (if not uploaded to the Government Funders Database)
- Most recent set of accounts (if not uploaded to the Government Funders Database)
- CVs or information on artist/s, groups, technical staff and other personnel proposed to employ as part of the proposal
- 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, examples may include reduced ticket sales due to prior planned activity having to be cancelled due to COVID-19, loss of sponsorship etc
- Equality & Monitoring Information – a template for your completion is available on the Arts Council of NI's website <http://www.artscouncil-ni.org/>

When submitting your application by email, please clearly identify in the subject line, the programme to which the application relates – Organisations Emergency Programme.

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. Remember to keep a copy of the completed form and enclosures for your own records.

Arts Council of NI's Child/Young People/Adults at Risk Protection Policy Statement and Equality of Opportunity and Good Relations Commitment are available on our website. By signing this Application Form you are confirming that your organisation has adopted both documents or the equivalent Museums and Libraries Policies.

ASSESSMENT AND DECISION MAKING PROCESS

- The Arts Council will acknowledge receipt of your application.
- The Arts Council will undertake a completeness check on your application form and contact you seeking submission of any outstanding information. You will be required to submit any outstanding information within **two** days of our request to ensure completeness. We will deem incomplete applications as ineligible and they will not proceed to assessment.
- The application will be assessed by a relevant Head of Team and/or Arts Development Officer from the Arts Council, Museums Council NI or Libraries. This process will be based on the information contained in your application.
- If your application is not funded, the Council will provide you with reasons for this.
- If you are not happy with the way we have handled your application, you can access a copy of our complaints procedure on our website. Please note you can only complain if you believe we have not followed our published process when dealing with your application. You cannot use the complaints procedure to appeal against the decision.

DECISION MAKING

- All applications will be judged on merit, regardless of any previous relationship with the Arts Council, the NI Museums Council or the Department for Communities.
- We will make decisions based on your responses to the questions we ask in the application form, your organisations purpose and track record, as well as our knowledge and expertise as the development agency for the arts in Northern Ireland, or the knowledge and expertise from the Cultural, Museums or Libraries Sectors in Northern Ireland.
- Where an applicant is an existing Arts Council Client, we will also use our knowledge of working with you,
- Decision making relating to organisations in the wider cultural sector will include experts from the relevant sector, for example from the Museums Council.
- We will give particular attention to the evidence of financial need set out in your application.
- We will assess the quality of your proposal.
- We will endeavour to ensure a balance of funding across all communities in Northern Ireland as well as art form activities and disciplines.
- We will consider the capacity of your organisation in helping us meet our strategy and the programme for government.
- We welcome applications from organisations who deliver access to Cultural and Arts activities for those with a disability.
- In promoting this programme, the Arts Council particularly welcomes applications from those referenced in Section 75 of the Northern Ireland Act 1998.

OTHER USEFUL INFORMATION

Publicity

Full listings of all the grants we award are published on our website. 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.

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 on a computer-based grants management system. Reports from the information you supply and from comments made on your application by staff members and external assessors, where relevant, are also on both manual and computer-based systems. The information you supply will be made available to those assessing any 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 all 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). However, any personal details will be held within our grants management system and our paper files, and accessed only by our staff; appointed auditors and individuals or organisations that may help us assess or monitor grants.

You have a right under the Data Protection Act 1998 to access the data held on you by Arts Council of Northern Ireland.