

## **Organisations Emergency Programme**

### **SECOND CALL**

### **GUIDANCE NOTES**

**THE PROGRAMME WILL BE OPEN FROM THURSDAY 3  
SEPTEMBER 2020  
CLOSING DATE 4.00pm on THURSDAY 17 SEPTEMBER 2020**

**WE WILL AIM TO COMMUNICATE DECISIONS  
by 30 OCTOBER 2020**

**We will only accept online applications**

**Please Note:**

**The maximum award available is £25,000**

**Please read these Guidance Notes and FAQs 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, and organisations working in or on behalf of Irish or Ulster-Scots. Organisations eligible to apply should be cultural organisations in the Arts, creative and/or indigenous languages sector which 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. All applications will be judged on merit, regardless of any previous relationship with the Arts 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 delivering cultural events

Applications are welcomed from organisations working in or on behalf of Irish or Ulster-Scots. 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?**

- **Organisations which received funding in the First Call of the Organisations Emergency Programme**
- Individuals including sole traders
- Broadcasters (excluding community service broadcasters)
- Central Government Departments
- Local authorities
- Accredited Museums
- Libraries within Libraries NI and independent Libraries
- 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, 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 Government's 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 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.

## MAKING AN 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 Organisations Emergency Programme webpage here <http://artscouncil-ni.org/funding/scheme/organisations-emergency-programme>

- 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, ie. they must be uploaded to your online application prior to its submission. If you realise after submitting your online application that you have not included all the mandatory enclosures you must resubmit a new application with all the relevant mandatory enclosures included before the application deadline of 4.00pm on Thursday 17 September 2020. We cannot accept additional material by any other method or after the deadline. 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 17 SEPTEMBER 2020** 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.

**NB:** If you are currently not registered with the Government Funding Database, please submit ALL enclosures detailed below with your online application form. Please note that in the event of an award, you will be required to register with the Government Funding Database

- 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 for the financial year end 2020/21 (year ending 31 March 2021)
- Cash flow for the financial year end 2020/21 (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.

Please keep in mind the following important points:

- 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 should not exceed 25 Mb.**
- You must upload **all** the necessary enclosures prior to submitting your online application. **If any enclosures are missing, your application will be ineligible.**
- 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.
- **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 is not acceptable and will result in your application being made ineligible.

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**

## ASSESSMENT AND DECISION MAKING PROCESS

- The Arts Council will acknowledge receipt of your application.
- The application will be assessed by a relevant Head of Team and/or Arts Development Officer from the Arts Council or by those with knowledge and expertise from the language sectors in Northern Ireland. 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 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 language 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 language sectors may include expertise from those with knowledge and expertise from the language sectors in Northern Ireland.
- 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 the Arts Council's Strategy<sup>1</sup> 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.

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<sup>1</sup> *Inspire / Connect / Lead*, <http://www.artscouncil-ni.org/images/uploads/publications-documents/ACNI-Draft-5-year-Strategic-Framework-for-Developing-the-Arts-2019-2024.pdf>

## **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.



## **APPLYING ONLINE**

Applications to the Organisations Emergency Programme will only be accepted online.

The online application system has been tested and is sending out relevant notification issues. We are, however, aware that some applicants to online grants programmes may experience issues such as the account holder not receiving links to reset passwords, not receiving notifications of when applications are edited and saved, nor when applications have been submitted. These issues relate to those account holders with email addresses from the following email providers – btinternet, yahoo and virgin – and customised email addresses.

The potential issues lie with those email providers and are beyond the control of Arts Council; if encountered they need to be addressed by the relevant email provider.

Should you be affected by a problem which cannot be resolved with an email provider, we would strongly recommend that accounts are set up using Gmail or Outlook email addresses. Where applicants may have previous accounts with other email addresses, we will be able to transfer historical information to new accounts if required.