



Pilot Premium Payment Programme

Expression of Interest Form

This is a rolling programme so can be applied any time from Monday 6th January 2020 to Friday 13th March 2020

To be completed after potential applicant has read the Programme Guidelines

Please complete the Expression of Interest form and forward with relevant enclosures to:

**Andrea McKittrick
Arts Council of Northern Ireland
Linen Hill House
23 Linenhall Street
Lisburn
BT28 1FJ**

Email: amckittrick@artscouncil-ni.org

If submitting your expression of interest by email, please clearly identify in the subject line the programme to which the expression of interest relates.

This form is available on request in large print format, disk and audio tape and also on the Arts Council's website: <http://www.artscouncil-ni.org>.

Section 1 – Organisation / Contact Information:

Name of Organisation:	_____
Organisation Address:	_____ _____ _____
Postcode:	_____
Organisation Contact Name:	_____
Organisation Contact E-mail:	_____
Organisation Contact Phone Number:	_____

Please list the names and positions of the 3 main office-holders in your organisation’s board of management:

Name		Position	
Name		Position	
Name		Position	

Is your organisation:

Registered with Access NI?	Yes / No
If Yes, please provide the following:	
Date of Registration	
Access NI Registration Number	
Name of Lead Signatory for Registration	

OR

Registered with an umbrella body?	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 Details

Project title	
Project start date	
Project End date <i>Please note all projects must be completed by 31 March 2020</i>	

Project Description

Why is this project needed? What needs and purposes will you be addressing? (300 words)

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What will be different because of the work you do through this grant i.e. expected impact on your group, communities and people you are reaching/targeting? (300 words)

Which Section 75 group(s) are you targeting? Please complete table below.

Section 75 Category	Please tick as appropriate (at least one category)
Religious belief	
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

Section 3 – Project Cost

<p>What is your total project cost?</p>	<p>£ _____</p>
<p>How much are you requesting from ACNI? Please note the maximum award available per request is £5,000</p>	<p>£ _____</p>

- You must write in this table – DO NOT WRITE ‘see attached sheet’.
- You should provide a breakdown of budget-lines over £1000.

Item or Activity	Total Cost	Requested Amount
Totals		

SECTION 4– Enclosures

I have enclosed the following essential documents along with my expression of interest form	YES /NO	Comment
Constitution and/or Memorandum and Articles of Association (if not previously stored in the Government Funding Database).		
CVs or information on artist/s, groups, technical staff, other personnel we propose to employ as part of the project.		
Equality and Monitoring information (a template for your completion is available on the Arts Council of NI's website – http://www.artscouncil-ni.org/)		

SECTION 5 – Organisation'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 Expression of Interest.
- 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 Expression of Interest 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 Expression of Interest.
- 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 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 Expression of Interest or, if a grant has already been awarded, ask for repayment of any funds already paid. This will also have implications for any future Expression of Interests the organisation may submit.

I have read and agree the above statements. Please tick.

REMEMBER TO KEEP A COPY OF THIS EXPRESSION OF INTEREST FORM AND ENCLOSURES FOR REFERENCE.

Declaration: