



**ARTS COUNCIL OF NORTHERN IRELAND**

**EXCHEQUER FUNDED  
PILOT PREMIUM PAYMENTS PROGRAMME**

**GUIDANCE NOTES**

**THIS PROGRAMME IS OPEN FOR PROJECTS WHICH WILL  
COMPLETE BY 31 MARCH 2020**

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

**Please Note:  
The maximum award available is £5,000**

## ABOUT THE PILOT PREMIUM PAYMENTS PROGRAMME

The Arts Council wants to ensure a wider and more diverse group of people have access to a high quality arts experience.

This pilot programme seeks to facilitate the engagement and inclusion of all Section 75 groups in funded arts activity. This includes: between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation; between men and women generally; between persons with a disability and persons without; and between persons with dependants and persons without.

### Aim:

- To improve access to the arts for all Section 75 groups.

### Objectives:

- To increase engagement in the arts by each of the nine Section 75 categories
- Support arts organisations diversify audiences / participants
- Respond to project level need in a timely and systematic way, enabling engagement with existing or planned arts activity
- Target small to medium sized arts organisations without dedicated capacity or resources to facilitate the engagement of Section 75 categories

We want to support activities which benefit the people of Northern Ireland or that help arts organisations in Northern Ireland carry out their work.

The Premium Payment initiative was first introduced by the Arts Council in 2003 in response to findings of a review identifying 'additional costs' as a barrier to the participation of under-represented groups in the arts.

This new programme has been developed in response to further research conducted in 2018 by Una Lynch which recommended improvement to the grant giving process.

## WHO CAN SUBMIT AN EXPRESSION OF INTEREST?

The Premium Payment scheme provides funding of up to £5,000 to organisations in receipt of exchequer or lottery funding and regardless of the programme support was provided under.

Organisations are eligible for funding if their total income is less than £500,000 per annum.

Eligible organisations are encouraged to apply for funding to support the engagement of one or more Section 75 groups.

Organisations must ensure that they are able to complete the project(s) by **31 March 2020**.

You will be required to provide proof with your expression of interest that you have a legal constitution.

## WHO CANNOT SUBMIT AND EXPRESION OF INTEREST?

- Individuals or Sole traders
- Commercial trading companies
- Companies that exist to distribute a profit
- Statutory authorities or organisations governed by statutory authorities i.e. ELB schools.

## HOW MUCH CAN YOU REQUEST?

You can request funding up to £5,000 for your organisation. Please note that this is a rolling programme and you are welcome to submit more than one expression of interest for proposed project(s), providing it does not exceed the maximum allocation of £5,000 and all proposals are submitted by 13 March 2020.

Funding provided through this programme is entirely additional to funding secured under programme areas.

## WHAT CAN YOU USE FUNDING FOR

- Signage
- Captioning
- Childcare
- Transport
- Training
- Speech-to-text
- Support worker costs
- Sign language interpretation (BSL and ISL)
- Translation

This list is not exhaustive and is only intended to illustrate the type of support funded in the past. Any application seeking to increase access to Section 75 groups will be considered.

Please note that Expressions of Interest should demonstrate that services will be sought from relevant accredited providers.

## WHAT YOU CANNOT USE FUNDING FOR

- Costs that will have been incurred before we make a decision on your application
- Travel to events outside Northern Ireland
- Events which promote religious or political views

## EXPRESSION OF INTEREST

You can only apply to this programme by submitting an Expression of Interest. A template is available at the Arts Council's website – [www.artscouncil-ni.org](http://www.artscouncil-ni.org).

Expressions of interest (and supporting documentation) and be submitted by email to [amckittrick@artscouncil-ni.org](mailto:amckittrick@artscouncil-ni.org) or by post for the attention of Andrea McKittrick, Arts Council of Northern Ireland, Linen Hill House, 23 Linenhall Street, Lisburn, BT28 1FJ.

All expressions of interest can be submitted to the Arts Council from **Monday 6<sup>th</sup> January 2020 up to Friday 13<sup>th</sup> March 2020**.

As well as the Expression of Interest you are also **required** to submit the following essential documents:

- Your organisation's 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 you propose to employ as part of the project
- Equality & Monitoring Information – a template for your completion is available on the Arts Council of NI's website – <http://www.artscouncil-ni.org/>.

Eligible Expressions of Interest will be considered by an arts development officer or head of. You will be notified of a decision within 2 weeks of submitting an eligible Expression of Interest.

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

If you decide to submit your expression of interest by post, please ensure that it is with by 4.00pm on Friday 13 March 2020. Proof of postage is not admissible.

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 Expression of Interest Form you are confirming that your organisation has adopted both documents.**

**You should only apply to the programme if you are confident that you will be able to complete the proposed programme of activity by 31 March 2020.**

## OTHER USEFUL INFORMATION

- **Publicity**

Full listings of all the grants we award are published in our Annual Report and 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.