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through the Arts Council of Northern Ireland



ARTS COUNCIL OF NORTHERN IRELAND

**SMALL GRANTS PROGRAMME
APPLICATION FORM**

**THIS PROGRAMME IS OPEN ON A ROLLING BASIS
UNTIL FURTHER NOTICE**

**YOU MUST APPLY AT LEAST 2 MONTHS BEFORE THE
DATE YOU WISH TO START YOUR PROJECT.**

YOU CAN ONLY APPLY ON-LINE

@ www.artscouncil-nig.org/funding

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

Please Note: The maximum award is £10,000.

*In **exceptional** circumstances we will consider applications for more than £10,000; if you wish to make such an application you **must** have discussed your proposal with the relevant Art form Officer who will advise you on its eligibility.*

SECTION 1 – ORGANISATIONAL INFORMATION

1. 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 _____

District Council area in which your organisation meets _____

2. Name of contact person. (The person you nominate will act as the main contact between the Arts Council staff and your organisation during the 2-month application process and for the duration of the programme which may be up to one year. 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: _____ Mobile Tel: _____

E-mail _____

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

4. In what year was your organisation started?

5. What type of organisation are you? (√)

	Please tick all that apply	Please give charity number
Unincorporated club or association		
Company limited by guarantee		
Company limited by shares		
Recognised charity (by HMRC)		
Registered charity (by NI Charities Commission)		
Trust		
Other: Please specify below		

6. VAT Registration Number (if applicable) _____

7. 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 _____

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

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

10. 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.

SECTION 2 – PROJECT DESCRIPTION

1. Title of project for which you are requesting funding (20 words maximum):

2. Please list the main aims of your project, what actions you will take to achieve them and what resources you will need.

(a) What do you want to achieve? (*aims*)

(up to 400 words)

SAMPLE

(b) How will you do it? (*actions*)

(up to 400 words)

SAMPLE

(c) Tell us about the artists, the facilitators and other personnel involved in the project and how you selected them; you must provide information on the artists involved – for example a CV or a description of their artistic experience and qualifications.

In some exceptional circumstances the tendering of artists may be required (for example public art commissions); please seek advice from Arts Council’s Visual Arts Officer

(up to 200 words)

(d) Other than those who are receiving a fee for services, tell us about

(i) **who will benefit** - for example individuals participating; existing and new audiences; artists other than those being paid; strengthening a particular arts sector.
and

(ii) **how they will benefit in an artistic way** from the project – for example, what artistic skills, what artistic knowledge or what legacy the project will provide for those involved?

(up to 400 words)

(e) Tell us about the project plan and how it will be managed; provide information on the person(s) who will be responsible for the management of the project.

(up to 200 words)

SAMPLE

3. When will your project start?

(If the start date is less than 2 months from the date we receive the application.. Your application will be rejected)

Day _____ Month _____ Year _____

4. When will your project end?

Day _____ Month _____ Year _____

5. How many people will benefit from the grant?

Audience members _____

Participants _____

SECTION 3 –PROJECT COSTS

1. How much will your project cost and how much do you need from us?

- Requests for funds must be no less than £500 and no more than £10,000
- You must write in this table – DO NOT WRITE ‘see attached sheet’.
- MUST provide a breakdown of budget-lines over £1000.

Item or Activity	Total Cost	Requested Amount
Totals		

NB: You will also be required to provide a budget outlining the income and expenditure relating to your project. Please see Section 7.

2. If the total cost of your project is more than you have requested from us, please tell us where the rest of the funding will come from below. If you are expecting income from ticket/book/publication/DVD sales you should tell us how much you are charging (see example below)

Source of other funding	£	Cash or in-kind
Eg. Ticket sales – 300 tickets @ £5 each	£1,500	Cash

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 4: EQUALITY AND MONITORING INFORMATION

The information provided in this section will not form part of any assessment process, but will be used by the Arts Council solely for statistical gathering purposes.

TELL US ABOUT THE **PEOPLE WHO WILL BENEFIT** FROM THE WORK YOU WILL UNDERTAKE WITH THIS GRANT.

For each question the main group to benefit, means: “comprises more than 60% of that group”

1. Persons with a Disability

The Disability Discrimination Act defines a disabled person as someone with a disability or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.

The main group to benefit will be:	Please (√) one box only
People with a Disability	
People without a Disability	
People with a Disability and People without a Disability (where neither community is over 60%)	
We are unable to specify which group will mainly benefit	

2. Men and Women

The main group to benefit will be:	Please (√) one box only
Women (including girls)	
Men (including boys)	
Transgendered people	
Both women and men (where neither community is over 60%)	
We are unable to specify which group will mainly benefit	

3. Persons with Dependants

We understand people with dependants to be those with personal responsibility for the care of a child, the care of a person with an incapacitating disability and/or the care of a dependant elderly person.

The main group to benefit will be:	Please (√) one box only
People with dependants	
People without dependants	
People with dependants and people without dependants (where neither community is over 60%)	
We are unable to specify which group will mainly benefit	

4. Religious Belief

The main group to benefit will be:	Please (√) one box only
Protestant	
Catholic	
Both Protestant and Catholic communities (where neither community is over 60%)	
Buddhist	
Hindu	
Islam / Muslim	
Jewish	
Sikh	
Other Religious Belief	
We are unable to specify which group will mainly benefit	

5. Political Opinion

The main group to benefit will be:	Please (√) one box only
Nationalist generally	
Unionist generally	
Other	
We are unable to specify which group will mainly benefit	

6. Racial Group

The main group to benefit will be:	Please (√) one box only
White	
Black African	
Black Caribbean	
Other Black Background	
Indian	
Pakistani	
Bangladeshi	
Other Asian Background	
Chinese	
Mixed ethnic group	
Irish Traveller	
Other (Please specify)	
We are unable to specify which group will mainly benefit	

7. Marital Status

The main group to benefit will be:	Please (√) one box only
Married	
Unmarried	
Divorced	
Separated	
Widowed	
We are unable to specify which group will mainly benefit	

8. Sexual Orientation

The main group to benefit will be:	Please (√) one box only
Gay people	
Lesbian people	
Heterosexual people	
Bisexual people	
We are unable to specify which group will mainly benefit	

9. Age

The main group to benefit will be:	Please (√) one box only
Under 16	
Aged 16 – 25	
Aged 26 – 50	
Aged 50 – 65	
Over 65	
We are unable to specify which group will mainly benefit	

TELL US ABOUT THE MAKE UP OF YOUR BOARD/MANAGEMENT COMMITTEE

For each question “mainly comprise”, means more than 60%

10. Persons with a Disability

The Disability Discrimination Act defines a disabled person as someone with a disability or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities

Does the Board/Management committee mainly comprise:	Please (√) one box only
People with a Disability	
People without a Disability	
People with a Disability and People without a Disability <i>(where neither community is over 60%)</i>	

11. Men and Women

Does the Board/Management committee mainly comprise:	Please (√) one box only
Women (including girls)	
Men (including boys)	
Transgendered people	
Both women and men <i>(where neither community is over 60%)</i>	

12. Persons with Dependants

We understand people with dependants to be those with personal responsibility for the care of a child, the care of a person with an incapacitating disability and/or the care of a dependant elderly person.

Does the Board/Management committee mainly comprise:	Please (√) one box only
People with dependants	
People without dependants	
People with dependants and people without dependants <i>(where neither community is over 60%)</i>	
We are unable to specify	

13. Religious Belief

Does the Board/Management committee mainly comprise:	Please (√) one box only
Protestant	
Catholic	
Both Protestant and Catholic communities (where neither community is over 60%)	
Buddhist	
Hindu	
Islam / Muslim	
Jewish	
Sikh	
Other Religious Belief	
We are unable to specify	

14. Political Opinion

Does the Board/Management committee mainly comprise:	Please (√) one box only
Nationalist generally	
Unionist generally	
Other	
We are unable to specify	

15. Racial Group

Does the Board/Management committee mainly comprise:	Please (√) one box only
White	
Black African	
Black Caribbean	
Other Black Background	
Indian	
Pakistani	
Bangladeshi	
Other Asian Background	
Chinese	
Mixed ethnic group	
Irish Traveller	
Other (Please specify)	
We are unable to specify	

16. Marital Status

Does the Board/Management committee mainly comprise:	Please (√) one box only
Married	
Unmarried	
Divorced	
Separated	
Widowed	
We are unable to specify	

17. Sexual Orientation

Does the Board/Management committee mainly comprise:	Please (√) one box only
Gay people	
Lesbian people	
Heterosexual people	
Bisexual people	
We are unable to specify	

18. Age

Does the Board/Management committee mainly comprise:	Please (√) one box only
Under 16	
Aged 16 – 25	
Aged 26 – 50	
Aged 50 – 65	
Over 65	
We are unable to specify	

SAMPLE

SECTION 5 - 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 6: 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 3 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.

www.artscouncilni.org/images/uploads/publicationsdocuments/Child_protection_guidelines.pdf

SECTION 7 – 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.

(b) You should indicate NO in the relevant line below.

I have enclosed the following essential documents	YES /NO	Comment
Constitution and/or Memorandum and Articles of Association		
CVs or information on artist/s, groups, technical staff, other personnel we propose to employ as part of the project.		
Project budget outlining the income and expenditure relating to your project to include (if applicable) a break-down of costs over £1,000		

SECTION 8 - 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 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 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
REMEMBER TO KEEP A COPY OF THE APPLICATION FORM AND ENCLOSURES FOR REFERENCE.