How to apply for a grant from us.

Stability and Renewal Programme for Organisations

Closing date: 12 noon
Friday 27 November 2020

Easy read booklet
November 2020
Who we are and what we do

We are Arts Council of Northern Ireland. We work with the The Department for Communities.

We give grants to arts organisations to support projects and events.

Arts organisations have had a very difficult year because of COVID-19. We are trying to help them.

We have £7.75 million to give to arts and cultural organisations who have less money because of COVID-19. We will share it as grant money.
Your application for a grant

You can apply for a grant through our Stability and Renewal Programme for Organisations.

You can apply for a maximum grant of £500,000.

You can only make 1 application but you can apply for more than 1 project.

November 27

You have to apply online by noon on Friday 27th November 2020.

January 2021

We aim to tell you if you get a grant by 31 January 2021.
Who can apply

To apply for a grant you need to:

- Be an organisation that is formed in a legal way

- Do most of your work in Northern Ireland.

Your organisation could be, for example

- An arts venue
- A cultural or community centre
- A theatre
- A gallery
- A grassroots music venue
- A comedy venue.
More about
Who can apply

Your organisation has to create, present or support

- Dance or drama
- Literature - this means books or writing
- Music or opera
- Traditional arts like song and dance
- Visual arts
- Performing arts and theatre
- Festivals and cultural events
- Comedy
- Community Arts
- Creative Industries like design, crafts, cinema and TV.
Who cannot apply

You cannot apply for a grant if you

- Are one person - you should apply as a group.

- Are an organisation that broadcasts TV or radio, unless you run a community service in your area.

- Are a government department or local council.

- Have applied for a grant from the National Lottery Heritage Recovery Fund.
What you have to tell us

1. What you do
Tell us what your organisation does in the arts and creative industries.

2. Money you have
Show us that you had enough money before COVID-19. Tell us how much money you have now.

3. Money you need
Tell us how much money you need. For example, how much it will cost for you to open again.

4. Renewal costs
Tell us the cost of new projects you will do before 31 March 2021. Tell us the cost of changes needed because of COVID-19.
What you can apply for

**Money to help your organisation now.** This might be for things like

- Costs and debts because of COVID-19

- Costs of artists and other staff

- General costs such as rent and security

- Redundancy costs if redundancies will help you survive in future
Money to help your organisation when it reopens again.
This might be for things like

- Costs of opening. This might include costs because of smaller audiences and new IT equipment

- Staff costs. This might include money for training in new skills needed because of COVID-19

- Changes to a venue so it is safe. This might include more cleaning, new payment machines and extra staff

- Planning activities and professional advice.
What you cannot apply for

You cannot apply for a grant for

- Debts from **before March 2020**
- Costs **after March 2021**
- Costs that are not because of COVID-19
- Costs that are covered by a grant from another organisation
- Costs for activities that break the governments rules on COVID-19.
You have to apply **online**. You cannot apply by post or email.

To apply go to this website [www.artscouncil-ni.org/funding/for-organisations](http://www.artscouncil-ni.org/funding/for-organisations)

Send all **Mandatory Enclosures** at the same time as your application. **Mandatory Enclosures** are any extra documents you have to send.

**November 27th**

Apply well before **noon on Friday 27th November 2020**. Remember it can take a long time to attach your Mandatory Enclosures.

When we get your application we will send you an email automatically. If you don’t get an email it means we haven’t got your application.
The Mandatory Enclosures you have to send are

- Your **Constitution and/or Memorandum and Articles of Association**. These were used to set up your organisation

- Your most recent **accounts**. These tell us how much money you have and what you have spent

- Your current bank statement

- Your **Management Accounts** up to 31 March 2020. These tell us what you own and what you owe to other people

- Information about the artists and staff who will get money from your grant.
More about Mandatory Enclosures

March 2021

- Your **budget** for the financial year that ends on 31 March 2021. This tells us the money you think you will earn and spend.

- Your **Cash Flow** for the financial year that ends on 31 March 2021. This tells us how you manage your money.

- Information about each item or service that costs you more than £1,000.

- Information about how you lost money because of COVID-19. For example, tell us if you had to cancel events or sold less tickets.
More about Mandatory Enclosures

- Information about your Renewal Plan. This tells us how you will open again safely and stay open for the next 2 to 3 years.

All files have to be in Word, Excel or pdf. This means files ending in .doc, .docx, .xls, .xlsx, or .pdf.

Send complete documents. Do not send links to websites. Do not put your documents in a zip file.

All the documents you upload have to be no bigger than 25 Mb. We have to be able to open them on a computer or laptop.
After your application

January 2021

We aim to tell you if you get a grant by 31 January 2021. We will also tell you if you won’t get one.

If you are not happy with how we handled your application you can make a complaint.

If we give you a grant this information will be made public. This means other people will know about it.

We will not tell other people your personal information like your phone number or email address.
What to do if you have any questions

Send an email to this address

info@artscouncil-ni.org

More ways to get in touch are on this website

www.artscouncil-ni.org/contact-us

More information about our grants is on this website

www.artscouncil-ni.org/funding/for-organisations
Thank you to A2i for the words www.a2i.co.uk (reference 32955)

The full version of this document is called “Stability and Renewal Programme for Organisations”