Young People & Wellbeing Arts Programme 2016 -2019

Guidance Notes

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This document contains guidance notes for the Arts Council's Young People & Wellbeing Arts Programme. Please read these notes carefully before filling in the application form.

These Guidance Notes and the relevant forms are available on request in large print format, disk and audio tape.
Introduction

In 2011, the Arts Council embarked on the research, development and production of a strategy for Youth Arts in Northern Ireland for the period 2013 to 2017. A recommendation within the Youth Arts Strategy was the development of a programme aimed at our most disadvantaged and hard to reach young people, with a priority on a mental health awareness project targeting young people at risk.

The strategy recognises that engagement in the arts is a useful mechanism for enhancing personal attributes including self-esteem and motivation and participative community arts-based projects are particularly effective in promoting young people’s mental and emotional wellbeing.

The Young People & Wellbeing Arts Programme has been developed by the Arts Council of Northern Ireland and supported by the Public Health Agency (PHA).

Please note: Whilst we recognise that the term ‘youth’ is a more fluid category than a fixed age-group the programme is aimed at young people between the ages of 12 and 18 years.

Programme Aims and Objectives

The programme aims to improve the mental health and wellbeing of young people by engagement in high quality arts.

OBJECTIVES

- To improve emotional, physical and social wellbeing of participants
- To enable participants express opinions or feeling using an arts-based methods
- Realise an improvement in wider services for young people with mental health issues
- Empower communities to take a more pro-active role in promoting mental health and wellbeing
- Reduce stigma associated with mental health and wellbeing through improved education
- Support and promote help seeking behavior amongst participants

Projects should aim to include young people experiencing higher levels of disadvantage or exclusion and may include more vulnerable groups such as those living with a mental health condition, eating disorders or addiction.

Strategic Themes Of The Programme

Projects must meet one or more of the Strategic Themes identified for the programme:

1. Improving and maintaining mental health and wellbeing for young people;
2. Raising awareness of mental and emotional wellbeing issues facing young people;
3. Providing a voice for young people;
4. Address stigma and challenge prejudice and discrimination associated with mental health and help seeking behavior.
Criteria for decision making at Expression of Interest (Stage 1)

The Council will review your Expression of Interest against the following criteria:

**Criterion 1:** Suitability and fit of organisation to work with vulnerable young people
**Criterion 2:** Potential for proposal to meet the Strategic Themes of the Programme
**Criterion 3:** Targeting vulnerable population groups
**Criterion 4:** Organisational commitment to reach/adhere to PHA standards

As a commissioned service, Community Voluntary Sector organisations are required to consider the implementation of the PHA Core Quality Standards for Promoting Mental & Emotional Wellbeing and Suicide Prevention [http://bit.ly/MHstandards](http://bit.ly/MHstandards). Should your application be successful through to stage 2, as a minimum, your organisation should undertake a self-assessment against the core standards contained within the document (and additional sections if relevant to this project) and may also be selected for an independent assessment.

In considering Expressions of Interest the Arts Council will also consider a number of factors overall including:
- Age range and type of young people to be engaged in programmes of activities
- Geographical spread and reach
- Range of art forms (where information is available)

Criteria for decision making at Stage 2 application

The Council will assess your Stage 2 application against the following criteria:

**Criterion 1:** Strategic impact
**Criterion 2:** Partnership working
**Criterion 3:** Quality of arts activities planned
**Criterion 4:** Organisational and Project Viability

Your project must meet ALL the above criteria. It is very important that you think carefully about how your project satisfies each criterion and use the application form to demonstrate this.

**Criterion 1 – Strategic Impact:** You should indicate how your project links to one or more of the identified themes of this programme as detailed under ‘Strategic Themes of the Programme’.

**Criterion 2 – Partnership Working:** Your project should have the widest possible support of your local community (and/or community of interest) and the maximum possible impact. You should provide any evidence you have that there is a demand for your project, e.g. letters of support, market research, evaluation of previous projects. You need to give careful consideration to the way in which your project is organised and presented so that it provides access to people from all sections of society. You need to show that you are committed to working in partnership with relevant organisations in order to meet the strategic themes of this programme.

**Criterion 3 - Quality of Arts Activity:** You will need to demonstrate that the artists or facilitators involved in your project have relevant experience, achievement or ability to deliver the project to the target group. This should include CV’s including names, skills and experience of artists and the other main people who will be involved in the project. If you have not identified artists we can support you in doing this by providing guidance on where to source artists and arts organisations.

**Criterion 4 - Organisational and Project Viability:** You need to tell us about any plans you have already made and how you will manage and carry out the activity to achieve its aims. You need to show how you will manage the main stages of your project and what each stage contains. You have to demonstrate that your project represents good value for money and show what financial control systems you have in place to make sure that money is spent wisely.
Assessment and Decision Making Process

Projects can be discussed before any application is made with a member of the Arts Council's Participatory Arts Team. The Young People & Wellbeing Arts Programme will follow a two-stage application process.

Stage 1: Expression of Interest
- Expressions of Interest forms will be open for application to constituted organisations that operate to PHA core standards [http://bit.ly/MHstandards](http://bit.ly/MHstandards) (*PHA quality standards for services promoting mental health and wellbeing and suicide prevention*). If successful the organisation will be invited to attend a workshop regarding the standards and systems may be subject to an independent review.
- The expression of Interest forms should be returned to the Arts Council.
- Once it has received your completed Expression of Interest form, the Arts Council will review submissions to the programme.
- Applicants will be provided with feedback and guidance by the Arts Council.

Stage 2: Application Stage
- If you are successful at Stage 1 you will be asked to further develop a programme of activities. The Arts Council will send a web link to the Application Form. Please note Stage 2 application is online only.
- Once it has received your completed application the Arts Council will acknowledge this in writing and you will be given a unique reference number.
- The application will be assigned to an Arts Officer who will be responsible for the assessment of your application. You may be contacted for additional information following the initial checking of the application.
- A decision will be made through a moderation process. Moderation is the name given to the meeting of Directors and Arts Officers of the Arts Council to decide which applications should be funded and to what level.
- The Council will inform you of its final decision within the time-frame indicated on the front page of the Guidance Notes.
- If you are unsuccessful you will receive a letter outlining the reasons for the decision.
- If successful you will receive a letter of offer setting out the conditions attached to the offer.

Please note: The project elements for which you are seeking funding cannot start until after you have received the Letter of Offer.
If you are invited to submit a full application (Stage 2), please note the areas below:

Who can apply?
Constituted community and voluntary groups working with young people that can demonstrate fit with the programme targets and operate to the PHA core standards (and additional sections if relevant to the project) [http://bit.ly/MHstandards](http://bit.ly/MHstandards) (PHA quality standards for services promoting mental health and wellbeing and suicide prevention). Successful Organisations will be invited to attend a workshop about standards and may be subject to an independent review.

Who cannot apply?
- Individuals
- Broadcasters (excluding community service broadcasters)
- Central Government Departments
- Organisations with statutory obligations to providing services for Young People

How much can I apply for?
Grants up to £10,000 are available. You can apply for up to 100% of the eligible costs of the project. Projects can be up to 1 year duration.

What you can apply for (These are examples only)
- Projects and events
- Commissions and productions
- Artists’ fees up to £35 per hour or a maximum of £150 per day for workshop-based activity.
- Artists/volunteers/essential administrative travel expenses within Northern Ireland at 25.7p per mile
- Venue hire for workshops
- Transportation costs
- Excursions where relevant to the programme of activities
- Materials/equipment
- Equipment hire
- Publicity and marketing costs
- Co-ordination costs (Which are not already part of an existing salary)
- Premium payment costs – any additional costs you are likely to incur through the involvement of Section 75 groups, e.g. carers costs, visual aids (e.g. Braille), sign language and hearing assistance.
  Note: these costs must be accounted for separately and will be paid retrospectively at the end of the project.

What you cannot apply for
- Retrospective events
- Party political and religious activities
- Travel outside Northern Ireland
- Overhead Costs
- Activities that are not arts related
- Any course fees
- Ongoing building maintenance costs
- Web site design and upkeep
- Building design (architecture)
- Fundraising events
- Activities or events which duplicate what already exists
- Catering/hospitality
We are looking for projects which:

Have been developed through consultation with young people;
• enable participants to shape the activity and be involved as decision makers
• demonstrate a clear vision underpinned by in-depth understanding of the current issues impacting on young people and wellbeing.
• are based upon a partnership approach;
• build on and do not duplicate existing provision and have a strong strategic fit with other activity at a local and regional level;

Support best practice in working with young people through creative activities;
• prioritise excellence – in both the art and the approach to creative engagement; including working with artists or arts organisations with a proven track record in this area
• challenge artists, arts organisations and arts providers to develop new, imaginative or more effective ways of meeting the strategic themes of the programme
• demonstrate a ‘person-centered’ approach that safeguards vulnerable individuals, takes into account equality and is sensitive, respectful of and empowering for all involved.

Consider legacy and sustainability;
• develop on-going programmes across the widest possible range of quality arts activity that strive to be sustainable in the long-term and/or replicable by others.
• demonstrate a lasting legacy e.g. links to training and developmental opportunities, capacity building and improved community cohesion.

Consider scale of impact;
• have scale of impact, whilst adapting to and meet local needs.

Consider advocacy;
• projects consider fully the public profile of a project and cost accordingly.
FREQUENTLY ASKED QUESTIONS

1. **Who can apply to this scheme?**

Constituted community and voluntary groups working with young people that can demonstrate fit with the programme targets.

Applications will be considered for programmes targeting young people within the ages of 12-18 years.

2. **How much can I apply for?**

Grants up to **£10,000** are available. You can apply for up to 100% of the eligible costs of the project. Projects can be up to 1 **year** duration.

3. **Can I apply for more than £10,000?**

No, the maximum award is £10,000. The total costs of your project may be more than £10,000 but the Council will not make grants of more than £10,000.

4. **Do I need Partnership Funding?**

The Arts Council will fund up to 100% of the project costs.

5. **When will I get a decision on my application?**

Detail on decision dates can be found in the front page of the Guidance Notes.

6. **Who can help me with queries concerning completion of the application form?**

The Arts Council’s Participatory Arts Team will be available to answer queries concerning completion of the application form and guidance on contacting artists.

7. **Do artists have to be involved in my project?**

Yes. Artists and/or arts organisations must be involved in all projects. The Arts Council’s Participatory Arts Team can provide advice on how to access artists. Please contact the Participatory Arts Team on 028 9262 3555, e-mail icalderwood@artscouncil-ni.org.

8. **How do I buy services?**

You will need to seek minimum of two quotations (fax or email confirmation should be obtained) for supplies and services up to £1,500 in value (ex. VAT);
- 4 selected tenders for supplies and services between £1,500 and £10,000 in value (ex. Vat);
- 5 selected tenders for supplies and services above £10,000.

This requirement does not include contracting artists to carry out workshops or give performances.

The Arts Council of Northern Ireland reserves the rights to examine all paperwork to verify compliance with this condition.

9. **What is included in the Excursion payment?**

As part of the programme you may need to buy tickets for events as part of the overall project.
10. **What is a Premium Payment?**

An allocation of up to £3,000 within the overall grant is available for applicants who can clearly demonstrate that additional costs are associated with the delivery of their project for people with particular needs as defined under Section 75 of The Northern Ireland Act 1998. This payment must be accounted for separately and will be paid retrospectively at the end of the project on detailed evidence of expenditure.

11. **Do I have to evaluate my project?**

Yes, all projects receiving funding under this scheme will be required to report on their activity and provide access to evaluators from the Arts Council. All grant recipients will be required to submit monitoring information at the midpoint and end of the project.

12. **What if I don’t have an Equality Policy/Statement?**

We can supply you with a sample Equal Opportunities Statement but it must be formally adopted by your organisation and you must provide us with evidence of this.

13. **Do I have to meet all of the Strategic Themes of this programme?**

Your application should meet at least one of the stated themes.

14. **Do you fund School Based Activities?**

We do not fund school based activities where they occur within the established school times.

15. **What are PHA Core Standards?**

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Successful organisations through to Stage 2 application will be required to submit their self-assessment framework as part of the submission of the stage 2 application.

16. **How do I apply online at Stage 2?**

For Stage 2, you MUST apply online. We will not accept applications in hard copy, by email or by fax.

Online applications may be edited, saved and returned to at any time until you submit. You MUST submit ALL mandatory enclosures associated with the application at the same time, i.e. at the point at which you submit your online application. These enclosures are listed within the online application.

The online application allows you to upload and attach the necessary enclosures to your application. All such documents must be in Word, Excel or pdf format. We cannot accept documents in other formats. Total size of documents should not exceed 25 Mb.

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.

17. How should I describe my project (Stage 2 Application)?

For all projects you must attach a full description (max 1000 words) which must contain the following:

- Start and finish dates of the project
- Overall aims of the project
- Locations of all events within the project
- Names of artists, tutors, facilitators (if known) for each event or project; OR details of the process you intend to use to select the artists or and arts provider/arts organisation
- Projected participation including numbers and age ranges and whether they will actively participate or will be an audience for a final presentation
- For organisations whose programme includes the production of artistic material (journals, magazines, or books, film, CD, or other media) a list of titles with print run and projected sales. Such organisations should also document promotional events associated with these materials (launches, readings, viewings, etc.)
- Name of Project Manager for each major element, along with experience statement.
- Details of any preparatory work you have already done, e.g. pilot programme
- Discussions with possible participants and level of community support
- Details of any premium payment services you intend to deliver (for section 75 groups), including a rationale for providing the service, types and costs of services and numbers of people involved
- You should provide a detailed income and expenditure budget for the project. You must include a breakdown of any budget line over £1,000 and itemise expenditure wherever possible (example: “Annual rent £12,000” is acceptable but “Salaries £100,000” must be broken down to give specific details). You should also include details of how you have calculated any fees you are paying, e.g. hourly/daily/weekly rates.