



MUSICAL INSTRUMENTS FOR PROFESSIONAL AND NON- PROFESSIONAL PERFORMING GROUPS

Application Guidance Notes

| Deadline for Applications | Decisions |
|--------------------------------|-----------------|
| 4pm, Thursday 26 November 2020 | 18 January 2021 |

Please note that all instruments must be purchased by **Friday 12 March 2021**. If you are unable to meet these conditions, you should NOT apply to this scheme as the Arts Council will not meet any costs incurred beyond this period.

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INTRODUCTION

Thank you for your interest in the Arts Council of Northern Ireland's Musical Instruments for Professional and Non-professional Performing Groups Programme.

These guidance notes give information on who is eligible to apply to the programme and how to submit an application. It also describes how your application will be assessed, how decisions are made and what you will be asked to do if you are awarded a grant.

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

IS YOUR PROJECT TIMEFRAME SUITABLE?

You should only apply to this programme if you will be able to complete the procurement and purchase of your requested instruments between date of notification of award (anticipated to be 18 January 2021) and 12 March 2021. Eligible expenditure can only be incurred within these dates. If you are unable to meet these conditions, you should NOT apply to this scheme as the Arts Council will not meet any costs incurred outside this period.

AIMS OF THE MUSICAL INSTRUMENTS FOR PROFESSIONAL AND NON-PROFESSIONAL PERFORMING GROUPS PROGRAMME

The Arts Council has designed this programme to provide support for the purchase of musical instruments by groups involved in the professional and non-professional performance of music and to respond to a broad range of capital needs within the music sector in Northern Ireland.

Funding is intended to increase the quality of music-making in the community by helping eligible groups purchase new instruments.

Particular priority will be given to applications which can clearly demonstrate

- a commitment to training / tuition / education and performance
- a commitment to artistic development
- an ability to increase access to music provision in rural areas

HOW MUCH FUNDING IS AVAILABLE?

The Musical Instruments for Professional and Non-professional Performing Groups Programme budget is £150k. Please keep in mind that the amount of money available is limited and demand for funds is likely to be extremely high. It is not usually possible to fund all applications which simply meet the criteria or to fund the entirety of any given request.

We will aim to distribute our funds as widely as possible and may take account in the assessment of your application of the level of support you have previously received or are currently receiving, as well as your organisation's management of any previous grants.

- You should be realistic in your expectations and budgets and bear in mind that the Council may choose to fund specific elements of your proposal rather than the full request.
- You may apply for a **maximum grant of £30,000**.
- You will need to provide at least 2 quotes for each requested item of equipment¹ which state the delivery date; more if the value of the item is above £5,000 (see p.12 below).
- We will not pay VAT on any expenditure incurred by VAT registered organisations with the ability to reclaim VAT costs.
- Remember that the grant will be paid in 2 stages (see p.18 below).
- Once awarded, grants cannot be increased.

HOW MUCH PARTNERSHIP FUNDING DO YOU NEED?

There is no requirement for applicants to provide partnership funding towards the purchase of musical instruments. This year the Arts Council, in the event of a successful application, will fund up to 100% of eligible costs. This is in recognition of the impact of Covid-19 pandemic on the sector's capacity to generate income.

Applicants are however able to bring additional funds to this project.

¹ If you are requesting more than one of any given item of equipment, only one set of quotes is necessary. For example, if you request 3 identical flutes which each cost £1,000, you only need to upload 2 quotes in relation to this; you do not have to upload 2 separate quotes for each of the 3 flutes.

ELIGIBILITY

WHO CAN APPLY?

The Arts Council welcomes applications from the widest possible range of organisations and in particular from applicants whose projects benefit individuals categorised under Section 75 of the Northern Ireland Act 1998. In addition, in order to be eligible to apply to *this* programme, please note the following:

- This scheme is open to professional and non-professional performing groups, involved in regular performance in any genre, who are based in and will make regular use of the instruments in Northern Ireland.
- Community, youth, resource organisations and schools who regularly oversee / are regularly involved in music performance in the non-professional sector.
- All applicant groups must be formally constituted and must operate as not-for-profit, a voluntary organisation or a charitable body. Purchased instruments will then be owned by the constituted group (as opposed to any individual within the group). The organisation/group must have its own separate bank account ie a non-personal account. (Personal bank accounts will not be accepted in relation to payment of an award.)
- The following types* of groups are eligible for this scheme:
 - Amateur / Youth Orchestras and Ensembles
 - Choirs and Orchestras
 - Classical Ensembles
 - Community Music Groups
 - Musical Societies
 - Percussion / Samba Bands
 - Pop / Rock Ensembles
 - Traditional Ensembles

In addition, the following organisations, if they regularly oversee / are regularly involved in music performance by groups in the non-professional sector, are eligible to apply:

- Community organisations
- Music schools
- Resource organisations
- Venues
- Youth groups
- Primary / post-primary schools*

PLEASE NOTE: Applicants who received a grant in 2020 are still eligible to apply but may be deemed less of a priority for funding.

***Please see important points below re applicant schools.**

PRIMARY / POST PRIMARY SCHOOLS

Please note the following if you are a school who is considering applying to this scheme:

- Applications from schools are only eligible in relation to **non-core curriculum activities**.
- We will give priority to eligible applications from schools which can clearly demonstrate
 - A commitment to training / tuition / education and performance;
 - A commitment to artistic development; and
 - Are based in a rural community

WHO CANNOT APPLY?

- The following types of groups cannot apply to *this* scheme and should instead apply to the Musical Instruments for Bands programme.
 - Accordion Orchestra/Band (part, melody or marching)
 - Brass Band
 - Concert Band
 - Flute Band (part, melody or marching)
 - Pipe Band
 - Wind Band
- Organisations who are in breach of the terms of any previous ACNI grant awards
- Individuals.

WHAT YOU CAN APPLY FOR

In addition to musical instruments, the following items are eligible:

| | | |
|----------------------------|------------------------|-----------------------------------|
| Bows | Instrument cases | PA Systems |
| Drum heads | Instrument leads | Reeds |
| Drum sticks / brushes | Instrument maintenance | Shoulder rests |
| Effects pedals | Instrument stands | Specialist stools where necessary |
| Electro-acoustic equipment | Microphones | Straps |
| Instrument amplifiers | Mutes | Metronomes |
| iPads and Laptops* | Recording equipment | |
| Tuners | Music stands | |

***PLEASE NOTE :** Requests for laptops or iPads must clearly demonstrate that the items use will be in relation to musical practice / tuition.

WHAT YOU CANNOT APPLY FOR

The following items are **ineligible** for support as part of this programme:

- Second-hand instruments
- Tuition, conducting or coaching fees
- Uniforms
- Capital refurbishment
- Rehearsal space purchase / rental
- Travel/expenses (eg shipping) related to purchase of instruments
- Tuition CDs or DVD

Please note that this list is not exhaustive. If you have any queries about eligibility, you should contact and speak with the relevant art form officer before submitting an application <http://artscouncil-ni.org/about-us/staff-list>

HOW TO APPLY

HELP WITH YOUR APPLICATION

These Guidance Notes are available on request in large print format and disk, and on the Arts Council's website here: <http://www.artscouncil-ni.org> .

If you need any help or advice completing the application, please contact us on

| Title (Grade) | Name | Phone | Email |
|---|-----------------|---------------|--|
| Head of Music | Ciaran Scullion | 075 0055 9269 | cscullion@artscouncil-ni.org |
| ADO Traditional Arts - including bands (Job share, Part time, Mondays, Tuesdays and Wednesday AM) | Maria McAlister | 075 0055 9273 | mmcalister@artscouncil-ni.org |
| ADO Music and Traditional Arts (Secondment) | Joanne Wright | 075 0055 9274 | jwright@artscouncil-ni.org |
| AADO Music and Traditional Arts - including bands | Lisa Birkholz | 075 0055 9288 | lbirkholz@artscouncil-ni.org |

<http://artscouncil-ni.org/about-us/staff-list>

MAKING AN ONLINE APPLICATION

You must apply using our online system. We will not accept applications in hard copy or by email. You will find a link to the Musical Instruments for Professional and Non-professional Groups Programme webpage here <http://artscouncil-ni.org/funding/for-organisations> .

- Online applications may be edited, saved and returned up to the closing date.
- You must submit all mandatory enclosures associated with the application at the same time as your application, ie. they must be uploaded to your online application prior to its submission. These enclosures are listed on the attachments page within the online application and are detailed below.
- **Please ensure that you leave sufficient time to upload all documents to the system as there can be long delays as the closing deadline approaches and the system will shut down at 4.00 pm precisely on the closing date, Thursday 26 November 2020.** If your complete application is

not **fully** uploaded when the system closes, your application will not be accepted.

- If you submit your application by the closing deadline, you will receive an automated email advising that your application has been successfully submitted to the system. **If you do not receive this email, your application has not been submitted.**

Please remember that it is your responsibility to ensure that we receive the application form and uploaded enclosures by the closing time and date.

MANDATORY ENCLOSURES

These are the documents which you must provide in conjunction with your application. Some of these must be uploaded to your online application via the attachments page; others must be uploaded to the Government Funding Database* (GFD - see notes below).

* Schools are not required to upload documents GFD. Details of documents which schools are required to upload **WITH** their online application are detailed on page 10.

Please keep in mind the following important points:

- You must upload **all** the necessary enclosures prior to submitting your online application. **If any enclosures are missing, your application will be ineligible.**
- All mandatory documents must be in **Word, Excel or pdf formats**. We cannot accept documents in other formats.
- Do not compress files into one zip file. Files must be uploaded as individual documents.
- The total size of all your uploaded documents cannot exceed **25 Mb**.
- If you upload an enclosure in a format which we do not accept, or which is corrupted, or which we cannot open, or which is in a zip file, **the enclosure will be considered missing and your application will be ineligible.**

Important points continued:

- **All data must be PC compatible.** If non-PC compatible data is supplied, **the enclosure will be considered missing and your application will be ineligible.** For example, if using a MAC, it is the applicant's responsibility to ensure that any enclosures uploaded to the online application are PC compatible.
- The submission of weblinks or website addresses in lieu of enclosure documents or quotations is not acceptable **and will result in your application being made ineligible.**

MANDATORY ENCLOSURES (cont)

You must upload the following mandatory enclosures* to your Musical Instruments for Professional and Non-professional Groups Programme application before submission. (**Read on** for information on the additional documents that you must upload to the GFD): *excluding schools, please see separately below

- A maximum of 2 recent (within the last 2 years) sound or video recordings of your group performing.
- Two suppliers' quotations for all instruments to be purchased, **including delivery dates.**
- A complete list of the performing group's activities in the past two years – this must cover the period from 1 November 2018 to 31 October 2020. We are aware that the current pandemic will have impacted activity in the current year.
- **A list of the performing group's plans/activities in the coming year** - This must cover the period from 1 December 2020 onward and should contain dates and venues/locations where appropriate
- Income and expenditure budget for the applicant organisation for 2020/21– this must cover the period from 1 April 2020 to 31 March 2021
- **IF APPLICABLE:** Details of competition results in the last two years.
- **IF the accounts uploaded to the Government Funding Database are NOT for 2019/20** (ie. they do not cover the period up to 31 March 2020) then you **MUST** upload management accounts for the period up to 31 March 2020 to your application.
- **IF APPLICABLE / RELEVANT** : Copies of any letters of offer from partnership funders

Please see below details of mandatory enclosures for schools **ONLY**

- A maximum of 2 recent (within the last 2 years) sound or video recordings of your group performing.
- Two suppliers' quotations for all instruments to be purchased, **including delivery dates.**
- A complete list of the school's music activities in the past two years – this must cover the period from 1 November 2018 to 31 October 2020 . We are aware that the current pandemic will have impacted activity in the current year.
- **A list of the performing group's plans/activities in the coming year** - This must cover the period from 1 December 2020 onward and should contain dates and venues/locations where appropriate
- School's Annual income and expenditure account
- **IF APPLICABLE:** Details of competition results in the last two years.
- **IF APPLICABLE / RELEVANT** : Copies of any letters of offer from partnership funders

Read on for information on the additional documents that you must upload to the GFD and for further detailed guidance on mandatory enclosures.

GOVERNMENT FUNDING DATABASE * (*this is not relevant for schools*)

As part of Government's Reducing Bureaucracy programme, you are required to upload a number of master documents to the Government Funding Database (GFD). Many organisations in receipt of ACNI funds are already registered with this database; others will be required to register prior to the application being assessed. Once uploaded, these documents will exist for all applications you make to any Government department and you will not be required to submit them with individual applications, including future applications to the Arts Council.

The following documents **MUST** be uploaded to the Government Funding Database at <https://govfundingpublic.nics.gov.uk/Home.aspx>

- Constitution and/or Memorandum and Articles of Association
- Most recent set of Audited/Certified/adopted accounts.
- Organisation Chart
- List of office bearers
- Rental Agreement/Lease/Evidence of ownership

If you are not currently on the Database you will be required to register at <https://govfundingpublic.nics.gov.uk/Home.aspx>. **Please note that if you are registering on the GFD site for the first time, it may take a number of days for your account to be activated. It is your responsibility to ensure that you initiate the registration process in sufficient time prior to the programme submission deadline to ensure that you are able to upload the necessary GFD documents to the site. If your organization is not registered on the GFD or ALL the necessary documents are not uploaded to the site by the programme deadline, your application will be ineligible.**

Full instructions for uploading documents to the Government Funding Database are available for download from the Arts Council's website. Please note that the GFD is not an Arts Council of Northern Ireland website. If you have any difficulties with the site (eg. you cannot remember the password or login ID for your account), you must contact the website's administrator via the link provided by the website.

DETAILED GUIDANCE ON MANDATORY ENCLOSURES

Further information on all mandatory enclosures can be found below. If you have any queries about any of the documents, please contact the Arts Council of Northern Ireland. Staff details are available on our website - <http://artscouncil-ni.org/contact-us>.

Please Note: It is your responsibility to ensure that you upload all the requested mandatory enclosures to your application prior to submission. If any enclosures are missing, your application will be ineligible.

| Mandatory Enclosure | Upload to | Guidance on Enclosure |
|---------------------------------------|--------------------|--|
| 2 Audio / Video recordings | Online Application | <p>You must upload 2 recent (within the last 2 years, from 1 November 2018 to 31 October 2020) audio or video recordings of the group performing. These should be of no more than 8 minutes each and should be of suitable recording quality. If you are providing video recordings, the applicant group <u>must be clearly identifiable</u>.</p> <p><u>Acceptable File Formats</u> Sound files : (MP3, WMA) Video files : (QuickTime – AVI, MOV, MP4, WMV)</p> <p>Weblinks Instead of uploading audio or video files, you may provide weblinks to audio or visual recordings of your group performing. These should be of no more than 8 minutes each and should be of suitable recording quality. If you are providing video recordings, your group <u>must be clearly identifiable</u>.</p> <p>These should be provided in a separate enclosure document entitled “Weblinks”.</p> <p>Please note: you provide weblinks at your own risk. If the weblinks provided are not working during the assessment period, the enclosures will be considered missing and your application will be ineligible for assessment.</p> |
| Quotations for each Instrument | Online Application | <p>The number of quotations you must provide depends on the cost of the instrument, as follows:</p> <ul style="list-style-type: none"> (i) 2 quotations² for instruments up to £5,000 in value (excluding VAT); (ii) 3 quotations for instruments over the value of £5,000 <p><u>Quotations must include stated delivery dates</u> : if no delivery date is included, the quotation will not be accepted as eligible.</p> |

² If you are requesting a highly specialized instrument for which there is only one supplier, you must upload a statement explaining why this is the case.

| Mandatory Enclosure | Upload to | Guidance on Enclosure |
|---|--------------------|---|
| Quotations (cont) | Online Application | <p>Acceptable Quotations: Scans of original documents; email quotes; screen captures from online retailer sites.</p> <p>Unacceptable Quotations: Weblinks or website addresses in lieu of quotations <u>are not acceptable</u> and will result in your application being made ineligible. All quotes must clearly indicate whether the stated cost includes VAT.</p> |
| A complete list of the performing group's activities in the last 2 years | Online Application | <p>This must cover the period from 1 November 2018 to 31 October 2020. If it does not cover this period, the enclosure will not be accepted and your application will be ineligible.</p> <p>The list should also contain dates and venues/locations. Please note we will take into consideration the impact the Covid pandemic has had on the ability of performing groups since March 2020.</p> |
| A list of the performing group's plans/activities in the coming year | Online Application | <p>This must cover the period from 1 December 2020 onward and should contain dates and venues/locations where appropriate</p> <p>Please note consideration should be given to the impact the Covid pandemic has had on groups' ability to plan for future activity.</p> |
| Income and expenditure budget for the applicant organisation for 2020/21 | Online Application | <p>This is your organisation's budget for the current financial year and should show all your incoming funding streams/grants and all your expenditure. (Please note: you will also have to upload your audited/certified accounts to the GFD, and depending on the date of those accounts, you may have to upload Management Accounts to the online application form. Read on for further information.)</p> <p>*Schools supply School's Annual income and expenditure account</p> |
| A list of competition results in the last 2 years | Online Application | <p>IF APPLICABLE : This must cover the period from 1 November 2018 to 31 October 2020</p> <p>The list should contain dates and identify the competition in which you took part.</p> |

| Mandatory Enclosure | Upload to | Guidance on Enclosure |
|---|--------------------|--|
| Management Accounts up to the period 31 March 2020 | Online Application | Applicants are required to upload a copy of their organisation's most recent Audited/Certified Accounts to the Government Funding Database. If the accounts uploaded to the GFD are not for the year 2019/20 (ie, if your most recent audited accounts are for the 2018/19 financial year), we require a set of management accounts covering the intervening period, up to March 2020. We require these accounts to assess the overall financial wellbeing of your organisation and to judge whether there is a need for Arts Council funding. *Not applicable to schools |
| Copies of LOOs from Other Funders | Online Application | IF you have any letters from sponsors or other funders which will contribute costs towards your proposed purchases, you should include them with your application as demonstration of support. |
| Constitution and/or Memorandum and Articles of Association | GFD | Please note: The name of your organisation as given in your constitution document should be the same name as that given in the application, and on your organisation's bank account, details of which we will request if you receive an award. *Not applicable to schools |
| Most recent set of Audited/Certified Accounts | GFD | Please note: if these accounts are not for 2019/20, ie up to the period 31 March 2020, you must upload a set of management accounts with your application. *Not applicable to schools |
| Organisation Chart | GFD | This is a diagram showing us the structure of your organisation, in terms of staff, board and committees. *Not applicable to schools |
| List of Office Bearers | GFD | A list of <u>all</u> the office bearers on your board and sub-committees (if relevant), eg, Chair, Treasurer, Secretary, Chair of the Finance Committee etc. *Not applicable to schools |
| Rental Agreement / Lease / Evidence of Ownership | GFD | These documents are in relation to the premises from which your organisation operates. *Not applicable to schools |

AFTER YOU SUBMIT YOUR APPLICATION

- The Arts Council will acknowledge receipt of the application form.
- The application will be assessed by an assessor. This process will be based on the information provided in the application form and enclosures, and on our knowledge of your organisation's management of any previous awards.
- Assessments will be subject to a moderation process.
- The Arts Council will contact you with the final decision by letter.
- If your application is rejected, the Council will provide you with detailed reasons for the rejection.

HOW WE WILL MAKE OUR DECISION

ASSESSMENT CRITERIA

We will assess your project against the following criteria:

Criterion 1: Quality & development of the arts activity

Criterion 2: Public Benefit

Criterion 3: Organisational and financial viability, including quality of management

It is very important that you think carefully about how your project satisfies these criteria and use the application form to demonstrate this to us. Your project must meet all the programme criteria.

Criterion 1: You need to demonstrate the quality of the music you perform and/or what standard of performance your members have reached. You should demonstrate your commitment to repertoire and technique development in relation to your existing repertoire and technical standards. If you are a youth band, you should demonstrate the potential for development in terms of education and musicianship

Criterion 2: The purchase of the musical instruments should have the widest possible impact. You need to give careful consideration to the way in which the work of your performing group is presented so that it provides maximum access to people from all sections of society, including but not limited to the involvement of children and young people through a youth or access programme. You need to consider how your application addresses the needs of communities in areas of social and economic deprivation. You need to show that you are committed to principles of equal opportunity in all aspects of the performing group's activities. You should explain your need for the instruments and the anticipated impact of new instruments on musical development.

We will also take into account the age of the instruments currently owned by the organisation/performing group in relation to their expected lifetime; the number of instruments currently owned by the organisation/performing group in relation to the envisioned size of the group, and the range of instruments currently owned by the performing group in relation to the envisioned size of the group.

Criterion 3: You need to show that the applicant organisation has a sound financial and management footing. You need to outline clearly how you have decided which instruments you need to purchase, who will be responsible for making payments to suppliers, accounting for financial procedures (including adhering to procurement stipulations) and future reporting to the Arts Council.

It is important to note that all awards must be completed by 12 March 2021. You need to show that you have a clear and comprehensive plan for managing the purchase of musical instruments so that purchases can be completed successfully within the timetable and budget you set. Once awarded, grants cannot be increased.

HOW ARE DECISIONS MADE?

All applications will be assessed against the criteria as listed above, taking into account the programme's aims and priorities. Assessor recommendations are then subject to a moderation process. Depending on the level of award, final decisions will be made by Grants Committee or Arts Council Board.

IS THE ARTS COUNCIL DECISION FINAL?

There is a review procedure, which is available on the web site and will be sent out to any unsuccessful applicants.

IF YOU RECEIVE AN AWARD

LETTER OF OFFER

Following the decision, successful applicants will be issued with a contract outlining the conditions attached to the award and the specific purposes for which the award can be used.

- You will not be able to incur project expenditure until you have met certain conditions of grant and received your letter of offer from the Arts Council. You should take this into account when planning your purchases.
- It is important that you read the letter of offer and enclosed conditions carefully before signing and returning it. The letter of offer will set out what you may spend the grant on and by what date the purchases must be completed.
- **If there are any changes to your application proposal from the original application, the Arts Council must be informed immediately in writing before any expenditure is incurred.** If you don't tell us about changes you may have to repay the award and this will affect decisions on any future applications you might make.

HOW WILL PAYMENT BE MADE?

Payment of the grant will normally be made in 2 stages. The first will be made upon production of a proforma invoice up to 80% of the award. The second and final payment will be made upon proof of payment and delivery.

PROCUREMENT OF GOODS AND SERVICES

Applicants must seek the best value for money in relation to all proposed equipment purchases; best value for money is defined as the most advantageous combination of cost, quality and sustainability to meet your requirements.

Successful applicants must ensure that any purchases made with grant funds are in compliance with the guidance on procurement as stated in their Letter of Offer and as reproduced on pages 12 and 13 above. They must also maintain a clear audit trail of robust decision-making and retain all appropriate procurement documentation. The Arts Council will reserve the right to inspect this documentation at any point, and it will be specifically requested should your project be selected for a Verification Visit.

POST-PROJECT MONITORING

- At the end of the project you will have to submit an End of Project Report on a pre-supplied form. On this form you will have to give details of the final income and expenditure for the project.
- At a set date following project completion, you will be required to return an Evaluation Report detailing how and to what extent the new instruments have impacted on your organisation.
- **Verification Visits** - Your project may also be subject to a verification visit by ACNI staff to ensure that the project grant has been spent as agreed in your letter of offer and that all processes (eg. procurement, processing of payments within your organisation) related to project delivery were in compliance with LOO conditions and your own stated financial procedures. It is therefore important that you retain all the project documentation which evidences this.

The Arts Council will retain a financial interest in the instruments purchased for a period of between 5 and 10 years, dependant on the value of the instruments purchased. **You will not be able to dispose of any instruments within that time period, which will be stated in your letter of offer, without the Council's approval.**

CHILDREN / YOUNG PEOPLE / ADULTS AT RISK

It is a requirement of ACNI 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 agree to a Safeguarding Commitment which must have been formally approved by your organisation.

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 and note that you must agree the safeguarding commitment statement as part of your application form:

If your safeguarding policy and procedures are older than 3 years please review and update them 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.

EQUALITY OF OPPORTUNITY

It is a requirement of our funding 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 all Section 75 groups and you will note that you must agree an Equality of Opportunity and Good Relations policy statement as part of your application form.

OTHER INFORMATION

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 also on a computer-based grants management system. Reports from the information you supply and from comments made on your application by external assessors and staff members are likely to be held on both manual and computer-based systems. The information you supply will be made available to those assessing any other 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.

APPLYING ONLINE

Applications to the Musical Instruments for Professional and Non-Professional Groups Programme will only be accepted online.

The online application system has been tested and is sending out relevant notifications. We are, however, aware that some applicants to online grants programmes may experience issues such as the account holder not receiving links to reset passwords, not receiving notifications of when applications are edited and saved, nor when applications have been submitted. These issues relate to those account holders with email addresses from the following email providers – btinternet, yahoo and virgin – and customised email addresses.

The potential issues lie with those email providers and are beyond the control of Arts Council; if encountered they need to be addressed by the relevant email provider.

Should you be affected by a problem which cannot be resolved with an email provider, we would strongly recommend that accounts are set up using Gmail or Outlook email addresses. Where applicants may have previous accounts with other email addresses, we will be able to transfer historical information to new accounts if required.

AND FINALLY...

If you have any queries about the programme or need any help or advice completing the application, please contact the Arts Council. A list of staff can be found on the website - <http://artscouncil-ni.org/contact-us>.

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