



Arts and Older People Grants Programme

Sample Application Form (YOU MUST APPLY ONLINE)

Application round opens	Deadline for receipt of applications	Decision due
4 May 2017	Thursday, 15 June 2017 at 4pm	End of September 2017

We aim to inform you of our final decision within 3 months of the closing date. **Your project should commence after 1 November 2017**

Copies of the Guidance Notes, Application Form and Scoring Criteria are available to download at www.artscouncil-ni.org.

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ARTS & OLDER PEOPLE PROGRAMME

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Applicants are advised to read the full guidelines before completing any section of the online application form. All questions must be answered, even if it is to state that the question is not applicable (N/A) to your particular project giving a short explanation.

Arts Council of Northern Ireland requires **ALL applications to be submitted online.**

All applications must be submitted by **4.00 pm** on the closing date. The Arts Council will not accept any application which is not submitted to the online system after the closing time/date. It is your responsibility to ensure that your application is submitted in time.

The information provided on the application form may be shared with other Lottery Distributors to enable them to detect fraudulent applications. It may also be used by the Department for Communities.

This Application Form and the relevant Guidance Notes are available on request in large print format, disk and audio tape and also on the Arts Council's website <http://www.artscouncil-ni.org>

Online application

You must submit **ALL** documents and the application form at the same time via the online system.

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, ie. at the point at which you submit your online application.

All 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.

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 on the closing date. If your complete application is not submitted by the time the system closes your application will not be accepted.

NOTE: Applications submitted by fax, disk or e-mail cannot be accepted.

REMEMBER TO KEEP A COPY OF THE COMPLETED FORM AND ENCLOSURES FOR YOUR RECORDS

SECTION 1 – CONTACT DETAILS

Name of Group _____
(this should be the same as the name on your constitution)

Postal Address of Group _____

City/Town _____ Post Code _____

Tel: _____ Fax: _____

E-mail Address _____

Website Address _____

District Council area in which your organisation meets _____

Ward area _____

Name of Contact Person *(the person we will communicate with and who is able to answer questions on behalf of your organisation)*

Title ____ First Name _____ Surname _____

Contact Person’s Address: _____

City/Town _____ Post Code _____

Daytime Tel: _____ Fax: _____

E-mail Address _____

What type of group 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		

* If you are not registered as a charity in NI or GB, but have a Company Unique Taxpayer Reference from HMRC, please input it here. (You do not have to provide this if you have provided your Charity Number)

In what year was your organisation started?

What are the main activities of your group/the main purpose of your organisation?
(In no more than 50 words)

VAT Registration Number (if applicable) _____

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

How many volunteers including committee or board members are involved in your organisation?

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.

If the Organisation is not registered in either case above, please provide a statement detailing why this is the case.



SAMPLE

SECTION 2 - PROJECT DESCRIPTION

Title of Project _____

Please list the main aims of your project, what actions you will take to achieve them and what resources you will need, these sections should be completed in **no less than 50 and no more than 400 words. Any text over the 400 words will not be taken into consideration.** In addition you must also attach a more detailed description of your project, please see FAQs number 14 for details of what this description should cover.

Please describe your project.

What work/consultation have you undertaken up to now on this project?

How will you do it? (*actions*)

What will you need to do it? (*resources*)

(*You must submit CVs for any artists/arts facilitators you intend to employ as part of the Process, if known*)

When will your project start? _____

How long will your project last? _____

How many artists do you estimate will be involved in your project? _____

How will you measure the success of the project and the achievement of its aims and objectives? (eg. number of people participating, new artforms introduced, creation of original work)

How does your project meet the criteria listed in the guidance notes on pages 6-8. Answer each criterion in no less than 50 and no more than 300 words. Any text over the 300 words will not be taken into consideration.

Criterion 1: Strategic impact including how you meet the themes of the programme.

Criterion 2: Partnership working

Criterion 3: Quality of artistic activity planned / experience of artists working with the target group

Criterion 4: Organisational and project viability

Priority Area : Area of Need

Please state the area your project will be taking place in accordance with the list for neighbourhood renewal areas or areas at risk as outlined in the guidance notes.

SECTION 3 - MONEY

What is the total cost of your project? £ _____

How much money are you asking the Arts Council for? £ _____

How much will your project cost and how much do you need from us? For any item or activity over £1,000 you must provide a breakdown along with your more detailed project description.

You must write in this table – **do not write** “see attached sheet”.

Item or Activity	Total cost	Requested amount
Artist Costs (inc travel)	£	£
Equipment / materials	£	£
Publicity / marketing	£	£
Community consultation costs	£	£
Co-ordination costs	£	£
Equipment hire	£	£
Venue Hire	£	£
Essential travel within N. Ireland	£	£
Research and Development	£	£
Volunteer expenses	£	£
Premium Payment	£	£
Other	£	£
Totals	£	£
Income Generated	£	
Grand Total (Total – Income)	£	

If the total cost is more than you have requested from us, please tell us where the rest of the funding will come from. If awaiting a funding decision from another funding body please provide details of when the funding decision is expected.

In Cash

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In Kind

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Please tell us if your project will generate income. (For example through box office sales or publications) All income generated through the project must be declared and off set against the total cost of the project.

Income Generation

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How many people have to sign each cheque or withdrawal from your bank account?

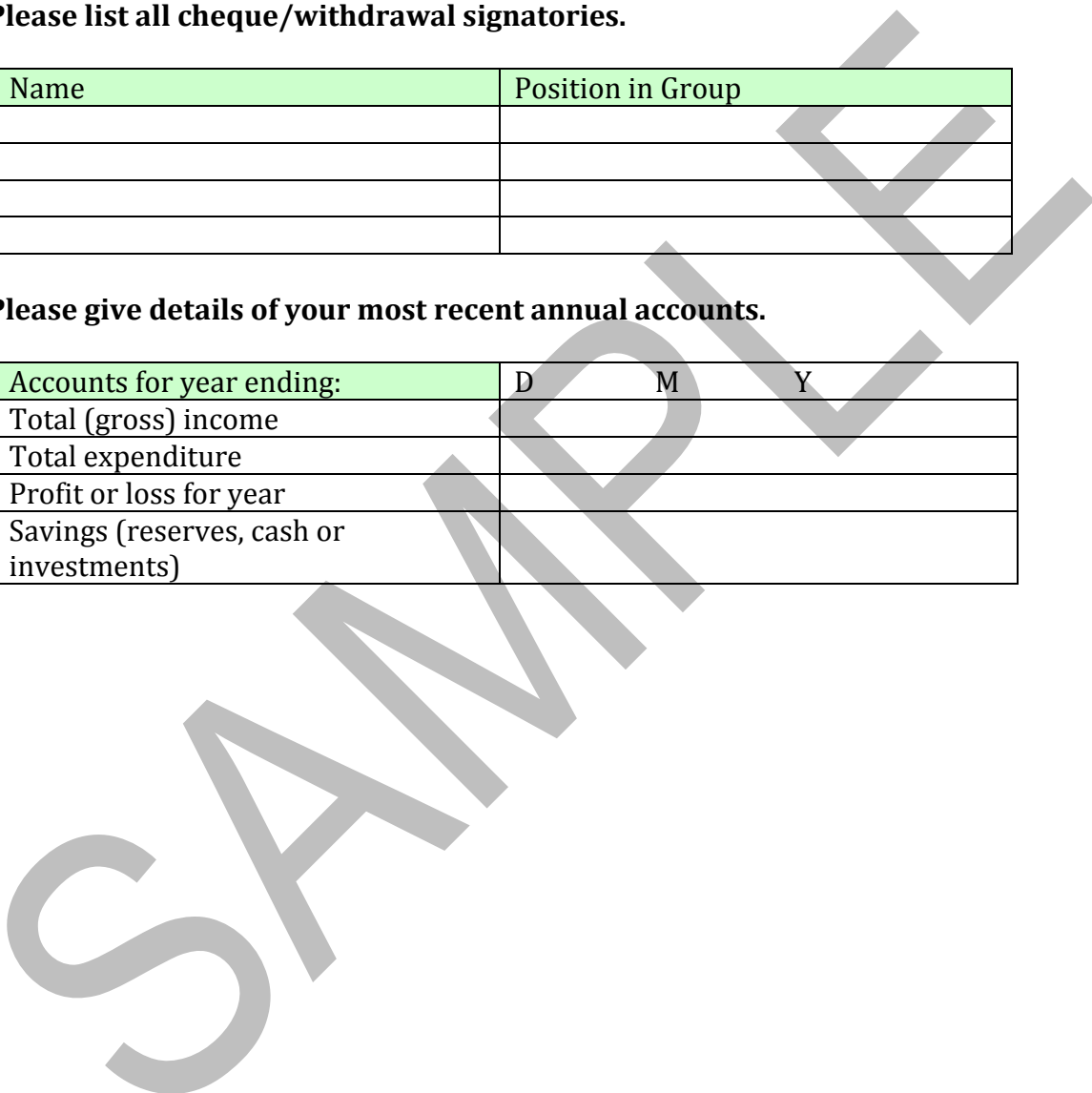
_____ (ACNI will pay awards only into an account that requires at least two unrelated people to sign each cheque or withdrawal from the account)

Please list all cheque/withdrawal signatories.

Name	Position in Group

Please give details of your most recent annual accounts.

Accounts for year ending:	D	M	Y
Total (gross) income			
Total expenditure			
Profit or loss for year			
Savings (reserves, cash or investments)			



SECTION 4 - PUBLICITY, OPENNESS AND ACCOUNTABILITY

Publicity

Full listings of all the grants we award will be published. You will be required to acknowledge this funding in all your publicity, please see our acknowledgment guide. Failure to credit this award as stated in our acknowledgment guide will affect payment of your grant.

Images submitted in support of your application may be stored electronically by us. If we later seek to use these for publicity purposes, we will contact you in order to obtain permission to do so.

1. 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. It will then be summarised and details transferred to 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.

2. Data protection

Data held on our grants management system is used for 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, your 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 who 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 Re-imaging Communities. We might also send you further information about other programmes.

We view your signature on your application form as acceptance of the use of your data as outlined above.

Please note that if you deliberately give any false or misleading information, we will withdraw your application or, if a grant has already been awarded, ask you to pay back any money we have given you. This will also have implications for any future applications you may submit.

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 5 (cont) - : CHILD / YOUNG PEOPLE / ADULTS AT RISK PROTECTION POLICY STATEMENT

You are required to complete this section of the application form if you have previously answered YES to any part of question in Section 1 relating to your organisation's registration with Access NI or an umbrella body.

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. The Safeguarding Policy must have been agreed by your organisation and should be signed and dated.

If you are unable to tick all the Safeguarding Checklist boxes as "yes" at the time of submitting the application, you will be required to take steps to address all the issues prior to the drawdown of any funds. Government has issued guidance that no funds should be paid across to organisations until they are able to sign up completely to the safeguarding checklist.

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.

Safeguarding Checklist (Available on the Arts Council Website. To be completed and uploaded with online application)

Please note that all sections of the Checklist must be completed and information provided in the comments section provided.

Safeguarding Checklist
Organisation Name:

Question	Types of evidence	Yes	No	Comments
Does your organisation have a safeguarding statement agreed by senior management?	Copy of statement Statement promoted to stakeholders Promoted on web site			
Does your organisation have written procedures for recruitment and selection of staff and volunteers?	Written job description Written application form to include request for references and self declaration. Record of interview Follow-up on written references			
Are all staff and volunteer appointments subject to the appropriate safeguarding checks and these are properly recorded?	Access NI reference check recorded Written list of roles that are "regulated" within the organisation Proof of ID request			
Does your organisation provide Safeguarding training for Designated Officer, staff and volunteers?	Written list of information provided to staff on induction. Copy of letters/memos/certificate outlining safeguarding training provided to staff. Data-base of those trained Learning outcomes from safeguarding training. Name of designated Safeguarding Officer (Please provide name of body in comments)			
Does your organisation regularly re-evaluate and update your safeguarding training and education?	Copy of letters/memos/certificate outlining Safeguarding training provided to staff.			
Does your organisation have written procedures for reporting child protection concerns, disclosures and allegations?	Written procedures for reporting concerns to Designated Officer and statutory services Pro formas/written guidance.			

Are the procedures for reporting concerns communicated to staff and volunteers?	Confirmation from staff (especially recently recruited) that they have received safeguarding training and written reporting procedures			
Does your organisation have an open complaints process that includes guidelines on a disciplinary process?	Copy of complaints, disciplinary and appeals process. Evidence of how this is communicated to stakeholders			
Does your organisation have written procedures for Designated Officers?	Written documents stating the name and up to date contact details of Designated Officers.(Please name Designated Safeguarding Officer(s)in comments)			
Are the contact details of Designated Officers communicated to staff/volunteers?	Written evidence to support that staff, members and volunteers are aware of who to contact and how. Confirmation from staff/volunteers			
Do you have a written Code of Behaviour?	Written Code of Behaviour Evidence this is communicated to all stakeholders			
Do you have a written Safeguarding policy and procedures, endorsed and approved by Management Board?	Written Policy Statement and associated procedures Please advise when last reviewed and updated.			
Do you communicate your Safeguarding policy statement to staff/volunteers/children/young people/vulnerable adults and parents?	Confirmation from staff/volunteers/ children/ vulnerable adults and parents that they received a copy or know where to access the policy			

SAFEGUARDING CHECKLIST COMPLETED BY:

Authorised Signature Date

Position in Organisation

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.artscouncil-ni.org/images/uploads/publications-documents/Child_protection_guidelines.pdf

SECTION 6 – ENCLOSURES & CHECKLIST

THE FOLLOWING DOCUMENTS MUST BE UPLOADED WITH YOUR ONLINE APPLICATION (see page 2 of this application form and page 5 of the guidance notes in relation to online applications).

PLEASE BE ADVISED THAT FAILURE TO INCLUDE ANY OF THE REQUIRED DOCUMENTS WILL MEAN THAT YOUR APPLICATION WILL BE INELIGIBLE.

Please tick

A copy of your constitution or set of rules (dated and signed as adopted) (If your organisation is registered on the Government Funding Database, please see page 18 below.)	
A copy of your Equal Opportunities Policy (signed and dated as adopted)	
A Completed and signed Safeguarding Checklist	
A copy of your most recent set of annual accounts, dated and signed as approved by a senior member of your management committee. If these accounts are NOT for 2016/17 then you must provide a copy of your 2015/16 accounts and MUST also attach management accounts as at 31 March 2017 (signed and dated as adopted). (If your organisation is registered on the Government Funding Database, please see page 18 below.) OR (for newly established groups only) an estimate of our income and expenditure for the first year, dated and signed as approved OR (for statutory bodies) the annual income and expenditure account	
For newly established groups only Three months' worth of original, consecutive bank statements, the most recent of which is not more than 3 months old OR photocopies of the pages of our building society passbook that show the account name and number, as well as the last three months' transactions, each page stamped and signed by the building society as "true copies of the original" OR the last three months' transactions of your Internet Account signed and dated by your Treasurer OR for new groups which do not have three months' worth of bank statements, all the statements you have	
Detailed project description (see guidance notes FAQ 15 for what this should include)	
Detailed income and expenditure budget for this project. You MUST attach a detailed breakdown of the expenditure and income you expect to incur. Provide as detailed a budget as possible, including a breakdown of any budget line over £1,000.	
Arts Organisations and Local Authorities must provide details of previous experience of working with older people	

GOVERNMENT FUNDING DATABASE

Some organisations in receipt of Arts Council or Government funds will be registered on this database and will have uploaded a number of documents, including their constitution or Articles and Memorandum of Association and most recent audited accounts, to the site.

If your organisation is registered with the Government Funding Database, indicate that the documents below have been uploaded to that site. If you have answered NO to either question, you must provide the documents with your application. (If the accounts uploaded to the Government Funding Database are NOT for 2015/16 then you MUST submit management accounts as at 31 March 2016 with your application.)

	YES/ NO	Comment
Constitution and/or Memorandum and Articles of Association		
Most recent set of audited/certified/adopted accounts (If the accounts uploaded to the Government Funding Database are NOT for 2016/17 then you MUST submit management accounts as at 31 March 2017 with your application.)		

You may also have some of the following documents which you should enclose with your application.

Please tick

CVs of artists, arts organisations and personnel who will be involved in the project	
Quotations or notes used to work out the costs	
Other document: please specify	

SECTION 7 - 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 confirm that any Management Accounts supplied in conjunction with this application have been approved by the appropriate board or committee and are a true and accurate record of the organisation's finances.
- 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

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