



MUSICAL INSTRUMENTS FOR BANDS

Application Guidance Notes

Programme Open	Deadline for Applications	Decisions
Monday, 27 September 2021	12noon, Monday 18 October 2021	w/c 22 November 2021

Please note that all instruments must be purchased and **delivered** by **Friday 25 February 2022**.

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 Bands 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, purchase and delivery of your requested instruments between notification of award (anticipated week commencing 22 November 2021) and 25 February 2022. Eligible expenditure can only be incurred within these dates.

Should you wish to apply to this programme in respect of a bespoke musical instrument, you must ensure that the manufacture **and** delivery of the instrument will take place by 25 February 2022.

Arts Council will not be liable for any costs in respect of the procurement, purchase and delivery of musical instruments (including bespoke) which fall outside of date of notification of award and 25 February 2022.

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 BANDS PROGRAMME

The Arts Council has designed this programme to increase the quality of music-making in the community by helping bands to replace worn-out instruments and purchase new instruments.

Particular priority will be given to applications which can demonstrate

- high quality musicianship;
- a commitment to training and musical education, particularly of young people; and
- a commitment to repertoire and technique development in relation to the band's existing repertoire and technical standards.

HOW MUCH FUNDING IS AVAILABLE?

The Musical Instruments for Bands Programme budget is £200k. 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 may apply for a **maximum grant of £10,000**.
- 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 multiple instruments.
- You will need to provide at least 2 quotations for each requested item of equipment **which state the delivery date (no later than 25 February 2022)**; more if the cost of the item is above £5,000 (**see pages 10 and 11 below**).
- If you are requesting more than one of any given item of equipment, only one set of quotations is necessary. For example, if you request 3 identical flutes which each cost £1,000, you only need to upload 2 quotations in relation to this; you do not have to upload 2 separate quotations for each of the 3 flutes.
- 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 page 16 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 able to bring additional funds to this project.

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 bands based in Northern Ireland, which are formally constituted.
- The following types* of bands are eligible for this scheme:
 - Accordion Orchestra/Band (part, melody or marching)
 - Brass Band
 - Concert Band
 - Flute Band (part, melody or marching)
 - Pipe Band
 - Wind Band

WHO CANNOT APPLY?

- Bands who have received a Musical Instruments for Bands Programme award between **January 2016 and March 2021**
- Individuals
- Organisations who are in breach of the terms of any previous ACNI grant awards
- Bands who are not of the types listed above*.

WHAT YOU CANNOT APPLY FOR

- Second-hand instruments
- Uniforms
- Travel Costs
- Tuition Costs

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 also 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	Email
Head of Music	Ciaran Scullion	cscullion@artsCouncil-ni.org
ADO Traditional Arts - including bands (Job share, Part time, Mondays, Tuesdays and Wednesday AM)	Maria McAlister	mmcalister@artsCouncil-ni.org
ADO Music and Traditional Arts (Secondment)	Joanne Wright	jwright@artsCouncil-ni.org
AADO Music and Traditional Arts - including bands	Lisa Birkholz	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 Bands 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 **12noon precisely on the closing date, Monday 18 October 2021**. 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).

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**

- The use of Dropbox or other similar hosting services for the submission of any enclosure documents is not acceptable and **will also result in your application being made ineligible.**
- The submission of enclosure documents which are password protected **will also result in your application being made ineligible.**

You must upload the following mandatory enclosures to your Musical Instruments for Bands Programme application before submission. (**Read on** for information on the additional documents that you must upload to the GFD):

- Two (2) recent (within the last 3 years from 1 October 2018 to 30 September 2021) sound or video recordings of your band performing.
- The appropriate number of suppliers' quotations for all instruments to be purchased, including delivery dates. The number of quotations you provide will depend on the value of the items to be purchased (**see pages 10 and 11** of these guidance notes).
- A complete list of the band's activities in the past three years – this must cover the period from 1 October 2018 to 30 September 2021. We are aware that the current pandemic will have impacted activity in the current year.
- Projected list of the band's activities in the incoming year – this must cover the period from 1 December 2021 onward.
- Income and expenditure budget for the band for 2021/22– this must cover the period from 1 April 2021 to 31 March 2022.
- Copy of your band's Equal Opportunities Policy, signed and dated as adopted.
- **IF APPLICABLE:** Details of competition results in the last three years (from 1 October 2018 to 30 September 2021).
- **IF the accounts uploaded to the Government Funding Database are NOT for 2020/21** (ie. they do not cover the period up to 31 March 2021) then you **MUST** upload **management accounts** for the period up to 31 March 2021 with your application.
- **IF APPLICABLE / RELEVANT :** Copies of any letters of offer from partnership funders
- With regard to Good Relations Duty (see page 18 of these guidance notes, **page 8** of the online application form), if you are aware of **ANY** website/social media content which would contravene the good relations commitment, you must include the following information: **Evidence to demonstrate that your organisation has taken steps to have any content/website that may contravene the good relations duty removed.**
- With regard to Good Relations Duty (see page 18 of these guidance notes and page 8 of the online application form), you must include the following information if you have been previously turned down for funding on the basis of actions which contravene the good relations duty: **Evidence of good relations activities it has undertaken since the last application.**

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

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
Two (2) Audio / Video recordings	Online Application	<p>Two (2) recent (within the last 3 years, from 1 October 2018 to 30 September 2021) audio or video recordings of your band 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 band <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 band 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 band <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 quotations for instruments up to £5,000 in value (excluding VAT); (ii) 3 quotations for instruments over the value of £5,000 (excluding VAT) <p>Please note: If you are requesting a highly specialized instrument for which there is only one supplier, you must upload a statement with the quotation explaining why this is the case.</p>

Mandatory Enclosure	Upload to	Guidance on Enclosure
Quotations (cont)	Online Application	<p><u>Quotations must include stated delivery dates</u>: if no delivery date is included, or the delivery date is after 25 February 2022, the quotation will not be accepted as eligible.</p> <p>Acceptable Quotations: Scans of original documents; email quotations; screen captures from online retailer sites.</p> <p>All quotations must clearly indicate whether the stated cost includes VAT.</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.</p> <p>Illegible or incomplete quotations will be deemed as ineligible</p>
A complete list of the band's activities in the last 3 years	Online Application	<p>This must cover the period from 1 October 2018 to 30 September 2021. 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.</p> <p>Please note we will take into consideration the impact the Covid pandemic has had on the ability of bands since March 2020.</p>
A list of the band's plans/activities in the coming year	Online Application	<p>This must cover the period from 1 December 2021 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 bands' ability to plan for future activity.</p>
Income and expenditure budget for the band for 2021/22	Online Application	<p>This is your band's budget for the current financial year and should show all your incoming funding streams/grants and all your expenditure. This must cover the period from 1 April 2021 to 31 March 2022.</p> <p>(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>
Your band's Equal Opportunities Policy	Online Application	<p>This should be signed and dated as adopted by your board/committee</p>

Mandatory Enclosure	Upload to	Guidance on Enclosure
A list of competition results in the last 3 years	Online Application	<p>IF APPLICABLE: This must cover the period from 1 October 2018 to 30 September 2021.</p> <p>The list should contain dates and identify the competition in which you took part.</p>
Management Accounts up to the period 31 March 2021	Online Application	<p>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 2020/21 (ie, if your most recent audited accounts are for the 2019/20 financial year), we require a set of management accounts covering the intervening period, up to 31 March 2021. 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.</p>
Copies of LOOs from Other Funders	Online Application	<p>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.</p>
Evidence to demonstrate that your organisation has taken steps to have any content/website that may contravene the good relations duty removed	Online Application	<p>With regard to Good Relations Duty (see page 18 of the guidance notes, page 8 of the online application form), IF you are aware of ANY website/social media content which would contravene the good relations commitment, you must include this evidence of what steps you have taken to remove it.</p>
Evidence of good relations activities it has undertaken since the last application	Online Application	<p>With regard to Good Relations Duty (see page 18 of the guidance notes and page 8 of the online application form), you must include evidence of this information IF you have been previously turned down for funding on the basis of actions which contravene the good relations duty.</p>

Mandatory Enclosure	Upload to	Guidance on Enclosure
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.
Most recent set of Audited/Certified Accounts	GFD	Please note: if these accounts are not for 2020/21, ie up to the period 31 March 2021, you must upload a set of management accounts with your application.
Organisation Chart	GFD	This is a diagram showing us the structure of your organisation, in terms of staff, board and committees.
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.
Rental Agreement / Lease / Evidence of Ownership	GFD	These documents are in relation to the premises from which your organisation operates.

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 band 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 band'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 band in relation to their expected lifetime; the number of instruments currently owned by the band in relation to the envisioned size of the band, and the range of instruments currently owned by the band in relation to the envisioned size of the band.

Criterion 3: You need to show that the band has a sound financial and managerial 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 25 February 2022.** You need to show that you have a clear and comprehensive plan for managing the purchase of musical instruments so that purchases and delivery 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 website 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. Payments will be made by BACS transfer only.

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 10 and 11 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.

GOOD RELATIONS COMMITMENT

It is a requirement of the funding conditions of all Arts Council of Northern Ireland programmes that your organisation commits to equality of opportunity and good relations duty. Therefore, the statement on page 8 of the online application **MUST** be adopted by your organisation.

Applicants should note that, in carrying out its functions, the Arts Council will check the content of newspapers, websites and other documents to establish that the band is acting within the ethos of good relations. Where evidence is found that an applicant is not acting in the interests of good relations, applications will be considered ineligible or, if evidence is found after an award is made, funding will be withdrawn. The Arts Council will not distinguish between a band's official website and social networking sites created by, or containing entries from band members.

It may be in the interests of the band to establish a policy among its members regarding websites and the posting of material relating to the band's activities.

If a band is already aware of material that may contravene the good relations duty, and where it can demonstrate that it has taken steps to have the material/website removed, this evidence should be submitted along with the application form. **The evidence will be considered but there is no guarantee that the application will be accepted.**

In addition to the Equal Opportunities Statement within the online application form, please note that you must also submit a copy of your Equal Opportunities policy (signed and dated as having been adopted by your bands board or governing committee).

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 and / or electronic 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 of the following purposes; statistical reporting, application assessing, accounting purposes and for contacting you. For full details of how the Arts Council of Northern Ireland uses personal data please refer to our Privacy Policy available on our website www.artscouncil-ni.org/

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 / electronic 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 / EMAIL NOTIFICATIONS

Applications to the Musical Instruments for Bands 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,

Applying Online / Email notifications (continued)

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 the 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.

In addition, to avoid the blocking of any application-related emails or information, you should ensure that the addresses mail@grantapplication.com and mailuk@grantapplication.com will not be blocked by your email or firewall programmes.

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>.

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