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**THE NATIONAL LOTTERY**®

# RURAL ENGAGEMENT ARTS PROGRAMME

## Application Guidance Notes

Deadline for Applications	Decisions
12 noon, Thursday 28 July 2022	14 October 2022

Applications must be submitted on-line at [www.artscouncil-ni.org/funding](http://www.artscouncil-ni.org/funding)

**Please Note:** The maximum award available is £10,000.

## **ABOUT THE RURAL ENGAGEMENT ARTS PROGRAMME**

The purpose of the Rural Engagement Arts Programme (REAP) is to provide an integrated, cohesive approach to the needs of local rural communities as they emerge from the global Covid pandemic, recognising the specific issues they face as a result.

The overarching theme is combatting isolation and loneliness, and promoting social inclusion. The pandemic and the resulting lockdowns across the UK have taken a toll on individual lives, with mental health and well-being adversely affected as families and friends were separated for sustained periods of time. Intergenerational family relationships being particularly affected. This has been compounded in rural communities which are characterised by smaller and more dispersed populations.

There are many ways to define and differentiate between loneliness and social isolation:

- Loneliness, which can affect any age group, is the ‘subjective, unpleasant and distressing phenomenon stemming from a discrepancy between individuals’ desired and achieved levels of social relations’
- Social isolation is ‘an imposed isolation from normal social networks caused by loss of mobility or deteriorating health’.

The impact that loneliness and social isolation can have on the physical, mental and social health of isolated older people in particular is well documented. The Campaign to End Loneliness points to research which shows that lacking social connections is as damaging to health as smoking 15 cigarettes a day. Lonely individuals are more likely to visit their GP, use more medication and have a higher incidence of falls. They are also more likely to enter early into residential or nursing care.

The Arts Council believes that arts, and coming together as communities, can all make a vital contribution to building health, confidence and healthy integrated communities. The Arts Council has worked in tandem with local authority community development and arts officers to ensure as far as possible that access to the funding available is widely disseminated.

Groups can apply for one-off projects **or** for a programme of events. Projects do not have to be new: existing programmes which are successful and meet the strategic themes of REAP are eligible.

The definition of rural is outlined in Appendix 1 at the end of these guidance notes and is taken from the NISRA review of statistical classification and delineation of settlements in March 2015. While engagement must be targeted at rural communities

as defined here, Local Authorities and other groups based in urban areas may apply for programmes to be delivered in rural communities.

### **Strategic Themes of the Programme**

Projects should demonstrate how they would target participants from rural areas and must meet **one or more** of the following strategic themes:

#### **Isolation and Loneliness**

- Providing opportunities for social interaction
- Working with communities to combat feelings of isolation and loneliness

#### **Social Inclusion**

- Combating social exclusion through the arts that promote inclusion and sharing
- Working to create a more peaceful, fair and inclusive community that does not discriminate against anyone
- Provide opportunities to participate in activities which may help improve physical, mental and social wellbeing
- Working to promote positive mental health
- Working to promote wellbeing

#### **WHO CAN APPLY?**

We welcome applications from the widest possible range of organisations. You will be required to provide proof that you have a legal constitution.

- Registered charities and other organisations which cannot distribute profits
- Groups of organisations working together to deliver specific projects
- Formally constituted parent-teacher associations
- Local Authorities
- Arts Organisations
- Organisations based in Republic of Ireland border communities are eligible to apply, however, any proposed project must benefit people living in rural communities in Northern Ireland.

**Applications from single organisations are permissible, but should demonstrate partnership working. Consortium applications demonstrating partnership working will be prioritised. Partnerships might include sector providers such as rural development organisations, older people's providers and agencies, arts organisations or Local Authorities.**

For partnership/consortium applications, a single organisation must be the lead applicant (ie.the group in whose name the application is submitted, to whom the grant will be awarded and who will be accountable for delivering the project and reporting on it to ACNI). You must clearly identify in the application form which organisation you are partnering with.

### WHO CANNOT APPLY?

- Organisations based in Belfast (**NB:** Organisations based in Belfast can partner with other organisations to deliver REAP projects, but the Belfast-based organization may not be the lead partner on the application.)
- Individuals or Sole traders
- Commercial trading companies
- Companies that exist to distribute a profit
- Statutory authorities or organisations governed by statutory authorities i.e. ELB schools other than Local Authorities
- Groups who are partnership organisations in another REAP application. That is, if your organization is a named partner in a consortium application to the programme, you cannot submit a second application in your own name.
- Organisations who are in breach of any previously issued ACNI grant conditions.

### HOW MUCH CAN YOU APPLY FOR?

You can apply for an award between £500 and £10,000 for a project.

### WHAT YOU CAN APPLY FOR

You can apply for the following eligible costs, which are indicative and not limited to:

- Costs of artists and tutors (including fees<sup>1</sup>, accommodation, subsistence (capped at £15 per day and will be paid through any funding awarded), travel. If applying for artists and/or tutor costs, you must supply the CVs / biography / history of artistic practice)
- Transport costs, including vehicle hire (this could be to transport participants to courses/activities, for example)
- Existing programmes which meet the criteria of the scheme are eligible – but only for activity which will not begin prior to decision letters.
- Materials

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<sup>1</sup> **Level of fees for artists and personnel:** Arts Council will expect applicant organisations to ensure that they use reasonable current industry rates when calculating budgets.

- Travel expenses within Northern Ireland – *please note Arts Council has a maximum allowance of 0.27p per mile.* If applicants are partnering with organisations in border communities and the project would necessitate travel across the border, this additional travel is eligible within reason.
- Equipment hire
- Volunteer expenses
- Venue hire for workshops, training, rehearsals and performance
- Publicity and marketing costs
- Evaluation costs
- Participation, education and outreach work in film and media
- Equipment costs to a maximum value of 50% of your requested amount.  
Equipment items will only be considered if identified as essential within your project and where it is vital for its successful delivery. Arts Council will not fund equipment only projects. Contributions towards laptops or PCs will be up to a maximum of £1,200; and, towards tablets, up to £500.

**Please note: the above list of eligible activity is not exhaustive. If you have a project idea and are unsure if whether it would be eligible for funding, please contact the relevant artform team for guidance.**

<http://artscouncil-ni.org/news/contactus>

#### **WHAT YOU CANNOT APPLY FOR**

- Costs that will have been incurred before we make a decision on your application
- Travel to events outside Northern Ireland (except where a project is in border communities)
- Events which promote religious or political views
- Musical instruments

**Again: the above list of ineligible activity is not exhaustive. Please contact the relevant artform team for guidance if you need guidance.** <http://artscouncil-ni.org/news/contactus>

#### **CAN YOU HOLD MORE THAN ONE AWARD?**

You can hold only one Rural Engagement Arts Programme award at a time. An award is not finished until we receive your End of Project Report. You will not be eligible to apply for another REAP award where a previous award, if applicable, has not been completed.

In addition, groups who are named partnership organisations in other REAP applications may not submit a second application in their own name to the same funding round of the programme.

## HOW TO APPLY

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 Rural Engagement Arts 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 12 noon precisely on the closing date, Thursday, 28 July 2022.** 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 submitted with your application; others may be uploaded to the Government Funding Database (GFD - see notes below).

- **Constitution and/or Memorandum and Articles of Association** - if this document is already available on the Government Funding Database, you do not have to upload it with your application.
- **Detailed I&E budget for your project** - where possible, all costs above £1,000 should be broken down.

**If available**, you should also upload the following:

- **CVs of proposed artists to be involved in your proposal**

You **must** provide the above in conjunction with your REAP application. You cannot supply them separately after the programme deadline has passed.

Please keep in mind the following important points:

- All mandatory enclosures must be in **Word, Excel or pdf format**. We cannot accept documents in other formats.
- **The total size of all your uploaded documents should not exceed 25 Mb.**
- You must submit **all** necessary enclosures with your application form. If any enclosures are missing, your application will be ineligible.
- If you submit an enclosure in a format which we do not accept or which is corrupted or which we cannot open, the enclosure will be considered missing and your application will be ineligible.
- Do not compress files into one zip file. Files must be uploaded as individual documents.
- **All data must be PC compatible.** If non-PC compatible data is supplied, your application will not be assessed. 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 is not acceptable and will result in your application being made ineligible.

## **AFTER YOU SUBMIT YOUR APPLICATION**

- You will receive a Monitoring Form which will be published to your application account. **You must complete and return the Monitoring Form.** If you do not do so, your application may be ineligible and will not be assessed.
- The Arts Council will undertake an eligibility check on your application. In the event of missing information, your application may be deemed ineligible and will not proceed to assessment. If ineligible, the Arts Council will issue an email advising reasons for ineligibility.
- If eligible, an Arts Development Officer will assess your application.

## **GOVERNMENT FUNDING DATABASE**

As part of Government's Reducing Bureaucracy programme, you are encouraged 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.

If you are based in NI and not currently on the Database you can 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. **If your organisation is not registered on the GFD your application will not be ineligible, however, we may require you to register as a pre-condition of any possible award.**

## **ASSESSMENT AND DECISION-MAKING PROCESS**

- The application will be assessed by an Arts Development Officer. This process based on the information provided within the application, knowledge of your organisation's track record (in relation to both arts delivery and its previous management of ACNI funding), knowledge of the wider arts landscape, and the competitive context in which all applications are evaluated.
- Applications will be assessed against the following criteria:
  - **Strategic Objectives of the Programme**
  - **Artistic Activity:** including quality of production, artists
  - **Public Benefit:** including under-represented local authority area and contribution to the growth of arts in the community
  - **Financial Viability:** including value for money; partnership funding and grant compliance history (where known)
  - **Project Management:** including appropriate planning and management
- Applications are moderated at a meeting attended by all assessing officers, chaired by a Director or the Head of Community Arts and Education. This meeting will make decisions on applications.
- The REAP 2022/23 budget is currently £500,000. Due to limited funds, it is not always possible to fund all applications recommended by officers. The Arts Council has made provision for REAP for 3 years.
- The final decision will be communicated to you via email.
- Successful applicants will be issued with a contract outlining the conditions attached to the award and the purposes for which the award can be used.
- If your application is rejected, the Council will provide you with detailed reasons for the rejection.



## **IF YOU RECEIVE AN AWARD**

### **LETTER OF OFFER**

Following the decision, Arts Council will issue successful applicants 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 start your project until you have met certain conditions of grant and received a letter of commencement from the Arts Council. You should take this into account when planning your proposal.**
- 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 proposal must be completed.
- Any artists, facilitators or staff hired to deliver the funded project must be formally contracted to do so, and your letter of offer will require submission of these contracts as evidence that the project has been appropriately managed.
- **If there are any changes to your project from the original application, you must inform the Arts Council immediately in writing before incurring any proposal expenditure.** 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 PAYMENTS WILL BE MADE**

Arts Council will make payments using BACS transfer only. You will need to complete and return the BACS form issued with your letter of offer.

Payments are normally made in two stages of 90% and 10%.

The first payment of 90% will be made upon satisfactory receipt of documentation as set out in the letter of offer.

- The final payment of 10% will be made upon satisfactory receipt of End of Project Report, a full I&E account breaking down all project costs and other relevant documentation as stipulated in your LOO.

Lottery funded projects are not permitted to generate a profit. In the event that your project realises a profit, Arts Council will not release all or some of the final payment and may also seek part or full recovery of the first payment made. This will be dependent on the profit realised.

## **POST-PROJECT MONITORING**

At the conclusion of your project, you will have to submit an End of Project Report and provide a final income and expenditure account for the project, in addition to evidencing the appropriate use of Arts Council and National Lottery branding throughout the course of project delivery.

### **POST-PROJECT MONITORING – Verification Visits**

Your project may also be subject to a Verification Visit. This will ensure that the project grant has been spent in accordance with your letter of offer and that all processes (e.g. procurement, recruitment, processing of payments within your organisation) related to project delivery comply with LOO conditions and your own stated financial procedures. It is therefore important that you retain all the project documentation to evidence this.

## **CHILDREN / YOUNG PEOPLE / ADULTS AT RISK**

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 a protection policy statement as part of your application form. 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 which must have been formally agreed by your organisation.

If your Safeguarding Policy and Procedures are older than three 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 USEFUL INFORMATION**

### **Publicity**

Full listings of all the grants we award are published in our Annual Report and on our website. You will be required to acknowledge Arts Council of Northern Ireland funding in all your publicity. Failure to credit the Arts Council of Northern Ireland will affect payment of your grant.

### **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 on a computer-based grants management system. Reports from the information you supply and from comments made on your application by staff members and external assessors, where relevant, are also on both manual and computer-based systems. The information you supply will be made available to those assessing any 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 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 2018 to access the data held on you by Arts Council of Northern Ireland.

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

## APPENDIX 1 : DEFINITION OF RURAL AREAS

The Arts Council of Northern Ireland is using the NISRA Review of the Statistical Classification and Delineation of Settlements March 2015 as the source for the definition of rural in Northern Ireland, as set in summary below out below.

You can review the full document here: [review-of-the-statistical-classification-and-delineation-of-settlements-march-2015 \(1\).pdf \(nisra.gov.uk\)](https://www.nisra.gov.uk/review-of-the-statistical-classification-and-delineation-of-settlements-march-2015-1.pdf)

*The NISRS Review 2005 recommended that a prescriptive urban-rural definition should not be given. Rather, it was advised that users should consider defining urban and rural areas in ways which are appropriate for different projects and programmes. A default urban-rural classification, with the boundary at a settlement population of 4,500 (Bands A – E are urban Bands F – H are rural), to be used in the absence of a programme specific definition was provided. The subgroup in 2015 review recommends that a similar approach is taken in the new classification and that the default boundary remains the same, that is, Bands A – E are urban and Bands F – H are rural. The urban-rural population boundary moves to a population of 5,000 because of the slight revisions to the population boundary between small town and intermediate settlement. A default urban-rural classification, with the boundary at a settlement population of 4,500 (Bands A – E are urban Bands F – H are rural), to be used in the absence of a programme specific definition was provided.*

For the Rural Engagement Arts Programme Council of Northern Ireland has defined rural as **Bands D, E, F, G or H** highlighted below. Any proposed activity must take place in these areas.

Organisations based in Bands B or C may apply to deliver projects, but the projects themselves must take place in and benefit participants living in the eligible bands - D, E, F, G or H. Organisations in Band A – Belfast - can partner with other organisations to deliver REAP projects, but the Belfast-based organization may not be the lead partner on the application.

**Band A:** Belfast City

**Band B:** Derry City

**Band C:** Large Town, population greater than 18,000 people

**Band D - MEDIUM TOWN ,POPULATION 10,000 - 17,999**

**SETTLEMENT CLASSIFICATION BANDS (based on 2011 Census population):**

**Band E:** Small Town, population between 5,000 and 9,999 people

**Band F:** Intermediate Settlements, population between 2,500 and 4,999 people

**Band G:** Village, population between 1,000 and 2,499 people

**Band H:** Open Countryside and small villages with population less than 1,000 people