

SMALL GRANTS PROGRAMME FREQUENTLY ASKED QUESTIONS

NB: Please refer to the Guidance Notes for full criteria and programme application information.

What is the purpose of this programme?

The aim of this programme is to assist organisations to deliver arts projects which contribute to the growth of arts in the community for new and existing audiences and which reflect the diversity of Northern Ireland's society and culture.

When is the application deadline?

This a rolling programme which will remain open until the budget is spent.

How much can we apply for?

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

When will we hear if our application is successful?

We aim to communicate decisions to you within 2 months of receiving your application. However, if you are applying far in advance of your project date, you may not receive the decision within 2 months, as we may prioritise the assessment of applications for projects which are happening sooner.

Do we need match funding?

No. You do not need to show match funding for this award

Who can submit an application?

Any formally constituted voluntary, community or arts group can apply. As can formally constituted parent-teacher associations. Groups of organisations can work together on projects, though there must be a lead applicant whose name will be on the application and who will have overall responsibility for the project and who manage the grant, if awarded.

Can we make more than one application?

No. You may submit only one application.

Do we have to apply online?

Yes. You must apply using our online system. We will not accept applications in hard copy or by email.

- Online applications may be edited, saved and returned while the programme remains open.
- 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.

What other information do I need to provide in support of my application?

You must provide the requested mandatory enclosures. **If you do not, your application will be ineligible.**

What are Mandatory Enclosures?

Mandatory enclosures are the documents which you must provide in conjunction with your application. Some of these must be submitted with your application; others can be made available on the Government Funding Database (GFD - see notes below).

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.

IMPORTANT

What Mandatory Enclosures are necessary for Small Grants Programme applications?

- Constitution / Articles of Association / Memorandum of the applicant
- Detailed project budget

If available

- CVs of proposed artists, facilitators, project personnel who will help deliver your project.

What if my constitution is already on the Government Funding Database?

If your constitution is already available on the GFD, you do not have to upload it to your application.

What should the project budget contain?

The project budget should provide details of both income and expenditure associated with the project.

You need to tell us how much your project will cost and how much you need from us. Both the project cost and how much you need from us must tally with the amounts detailed on page 6 of the online application form. You will be required to provide us with a breakdown of each activity (budget heading). You should provide a breakdown of any activity which costs over £1,000, eg artists fees, £1,500 – 5 artists at £300 each.

You should ensure that the project budget is balanced, ie there is no shortfall. If your total project cost is more than you have asked from us, please provide details of income (confirmed and anticipated). Examples of other income is detailed below:

- Grants from other agencies
- Ticket sales, eg 300 tickets at £5 each - £1,500
- Income from sales of other items, eg books, publications, programmes
- Fees
- Fundraising
- Sponsorship.

Who should we contact for help?

- The Arts Council staff list is on our website: <http://artscouncil-ni.org/contact-us>

Arts Council will update these regularly throughout the duration of the submission period.