

**ARTS COUNCIL OF NORTHERN IRELAND
and
COMMUNITY RELATIONS COUNCIL**

**PROMOTING INTER-CULTURALISM PROGRAMME
APPLICATION FORM**

Application Deadlines:

4.00 pm Monday, 31 January 2005

4.00 pm Thursday, 24 February 2005

Completed Application forms should be returned by post to:

**Community Relations Council
6 Murray Street
BELFAST
BT1 6DN**

SECTION 1 – GROUP INFORMATION

Name of Group _____
(*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 _____

Name of Contact Person (*the person we will communicate with*)

Title _____ First Name _____ Surname _____

Contact Person's Address: _____

City/Town _____ Post Code _____

Tel: _____ Fax: _____

E-mail Address _____

When was your group set up? Month _____ Year _____

What type of group are you?

Unincorporated club or association

Company limited by guarantee

Company limited by shares

Recognised charity

Trust

Other: Please specify

Charity number (if applicable) _____

VAT Registration number (if applicable) _____

What are the main activities of your group?

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PROJECT DESCRIPTION

Name of Project _____

Please list the main aims of your project, what actions you will take to achieve them and what resources you will need.

What do you want to achieve? (*aims*)

How will you do it? (*actions*)

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

When will your project start?

How long will your project last?

Who are the other groups you will be working with and who will be the beneficiaries of the project?

Which of the aims of the Promoting Inter-culturalism Programme does your project meet? (*please tick box/es*)

- to promote greater awareness and understanding of the contribution that black and minority communities' arts and cultural expression make to the wider society;
- to provide opportunities for black and minority ethnic communities to work with local communities on arts and cultural projects which promote inter-cultural understanding;
- to encourage collaborative working, through arts and cultural activity, between black and minority ethnic communities and local communities;
- to promote models of good practice for cultural diversity work in Northern Ireland, including the building of networks of trust and co-operation and developing relationships with other arts organizations.

MONEY SECTION

How much will your project cost and how much do you need from us? *You must write in this table – **do not write** “see attached sheet”.*

Item or Activity	Total cost	Requested amount
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Totals	£	£

If the total cost is more than you have requested from us, please tell us where the rest of the funding will come from:

In Cash

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In Kind

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Have you applied to the Arts Council of Northern Ireland for other grants in the past?
 If Yes, please give details below: *If the grant was unsuccessful list the award as £0.*

Application Ref No	Award
	£
	£
	£

Have you applied to the Community Relations Council for other grants in the past?
 If Yes, please give details below: *If the grant was unsuccessful list the award as £0.*

Application Ref No	Award
	£
	£
	£

Please give us your group's bank account details. *Please double check that they are correct as if you are successful, funds will be paid immediately into this account.*

Account Name							
Bank or Building Society Name							
Bank of Building Society Address							
Sort Code							
Account Number							
Roll Number (for Building Society accounts)							

How many people have to sign each cheque or withdrawal from this account? _____

Please list all cheque/withdrawal signatories.

Name	Position in Group

I confirm that the group named in Section 1 has authorised me to sign this agreement on its behalf. To the best of my knowledge and belief, all the information we have given in this application is true and correct. If this application is successful, in full or in part, the group will keep to the following terms and conditions. I understand that this is an agreement between the group and the Arts Council of Northern Ireland/Community Relations Council.

We understand and agree the following:

1. We will use any award for exactly the project set out in this application. The letter which tells us about the award will also explain if the Arts Council of Northern Ireland/Community Relations Council wants us to alter any part of this application.
2. We will not make any major changes to the project without first receiving the Arts Council of Northern Ireland/Community Relations Council agreement in writing.
3. We will not sell or dispose of any equipment or other assets which we have bought with an award without first receiving the Arts Council of Northern Ireland's/Community Relations Council's agreement in writing. If we sell any equipment or assets, we may have to pay the Arts Council of Northern Ireland/Community Relations Council part of the money we receive for them. The amount we repay will be in direct proportion to the share of the asset/equipment cost that came from the Arts Council of Northern Ireland/Community Relations Council.
4. We will not use an award to pay for goods or services which we buy or order before we receive the award letter confirming the award.
5. We will not change the sections of our constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the Arts Council of Northern Ireland/Community Relations Council agreement) in writing.
6. We will inform the Arts Council of Northern Ireland/Community Relations Council through its agents of any changes to our bank or building society account.
7. We will acknowledge the Arts Council of Northern Ireland/Community Relations Council award in our annual report, our Chair's or Secretary's report at our AGM, the accounts which cover the period of the award and in any publicity materials we produce about the project. We will supply copies of these documents to the Arts Council of Northern Ireland/Community Relations Council if asked.
8. We will show the award separately in our annual accounts as a 'restricted fund' and will not include it under general funds.
9. The Arts Council of Northern Ireland/Community Relations Council can use our name and the name of the project in its own publicity materials. We will inform the Arts Council of Northern Ireland/Community Relations Council of any situation where confidentiality is important.
10. We will spend the award within one year of the date of the award letter.
11. If we do not spend the entire award, we will promptly return the unspent amount to the Arts Council of Northern Ireland/Community Relations Council

12. We will monitor the success of the project and complete the End of Award report within one year of the date of the award letter.
13. We understand that the Arts Council of Northern Ireland/Community Relations Council will not increase the award if we overspend.
14. We will keep all financial records and accounts, including receipts for items bought with the award, for at least two years from receiving the award. We will make these available to the Arts Council of Northern Ireland/Community Relations Council or its agents if asked. We understand that this does not release us from our legal responsibility to keep records for longer periods.
15. The Arts Council of Northern Ireland/Community Relations Council may hold back an award or ask us to repay an award, in whole or in part, in the following circumstances:
 - If we fail to keep to this contract in any way.
 - If the application form was completed dishonestly or the supporting documents gave false or misleading information.
 - If we do not comply with any relevant legislation affecting the way we carry out our project.
 - If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during our project.
 - If we do not complete the project in one year.
 - If we close down, become insolvent, go into administration, receivership or liquidation or make an arrangement with our creditors.
16. If our group closes down, we will not sell or dispose of any equipment or assets without first receiving the Arts Council of Northern Ireland/Community Relations Council agreement in writing.
17. These terms and conditions will apply until we have spent all the award and until the Arts Council of Northern Ireland/Community Relations Council has received and approved our End of Award report. If we have bought any equipment or assets with the award, these terms and conditions will apply until the end of the normal working life of the assets.

This contract must be signed by the contact named in Signatures Section (B) -	
I confirm that the constitutional document enclosed with the application is our current constitution which was adopted on _____ (insert date)	
Name:	Signed:
Position in Group:	Date signed:

Monitoring Form

This section MUST be answered. This information will be used for monitoring purposes only and will not be used to assess the merits of your application.

Please answer the following questions.

- 1 Which of the following categories, if any, do you believe your organisation **primarily** represents? (Please tick all that may apply below. Leave blank if none apply)

Persons of particular religious beliefs	?	Persons of particular political opinions	?
Persons of particular racial group	?	Persons of particular age group	?
Persons of particular marital status	?	Persons of particular sexual orientation	?
Men	?	Women	?
Persons with a disability	?	Persons with dependents	?

- 2 Which of the following categories, if any, do you believe will benefit **primarily** from your proposed project? (Please tick all that may apply below. Leave blank if none apply.)

Persons of particular religious beliefs	?	Persons of particular political opinions	?
Persons of particular racial group	?	Persons of particular age group	?
Persons of particular marital status	?	Persons of particular sexual orientation	?
Men	?	Women	?
Persons with a disability	?	Persons with dependents	?