

# Document Pack

**Democratic Services Section  
Chief Executive's Department  
Belfast City Council  
City Hall  
Belfast  
BT1 5GS**



29<sup>th</sup> March, 2012

## **MEETING OF DEVELOPMENT COMMITTEE**

Dear Alderman / Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on **Tuesday, 3rd April, 2012 at 5.15 p.m.**, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully

PETER McNANEY

Chief Executive

### **AGENDA:**

1. Routine Matters
  - (a) Apologies
  - (b) Minutes
  - (c) Declarations of Interest
2. **Titanic - Memorandum of Understanding** (Pages 1 - 20)
3. **Cultural Grants Scheme - Rolling Programme Year-End Report**  
(Pages 21 - 44)
4. **Ulster History Circle - Blue Plaques** (Pages 45 - 52)
5. **Northern Ireland European Union Regional Forum - Launch** (Pages 53 - 56)

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**Belfast City Council**

**Report to:** Development Committee

**Subject:** Titanic Quarter Memorandum of Understanding Update

**Date:** 3 April 2012

**Reporting Officer:** John McGrillen, Director of Development, ext 3470

**Contact Officer:** Lisa McCartney, Programme Coordinator, ext 3650

1	Relevant Background Information
1.1	Members are reminded that at £7bn and covering 185-acres Belfast's Titanic Quarter development is the largest urban regeneration project in Northern Ireland's history and is one of the largest waterfront schemes in Europe. At twice the size of London's Canary Wharf the transformation of the Quarter into a mixed use maritime quarter is an investment in Belfast's future prosperity – building on the city's innovation, industry and tourism offering.
1.2	In 2009 Council recognised the projects regeneration potential and set about developing a collaborative approach to maximize the social and economic benefits of Titanic Quarter by initiating a Memorandum of Understanding (MOU) with the private developer, Titanic Quarter Ltd to ensure that everyone within the city and beyond would have fair access to the benefits which would emerge as a result.
1.3	<p>The unique agreement which was recently shortlisted as a finalist in the Best Joint Initiative category in The Local Government Awards Northern Ireland has brought together the Council, Central Government Departments, community and voluntary organisations, training providers and the private sector in a partnership to help integrate the former shipyards with the rest of Belfast and optimise the benefits arising from the regeneration of the area by:</p> <ol style="list-style-type: none"> <li>I. Promoting TQ as a prime employment option for local people and improving the skills of in accordance with employers' needs;</li> <li>II. Maximising access by road, rail and bus from all parts of the city;</li> <li>III. Maximising the maritime tourism potential;</li> <li>IV. Promoting quality public realm and mixed residential development; and</li> <li>V. Ensuring appropriate mechanisms are put in place to improve community awareness, engagement and ownership of the development of Titanic Quarter.</li> </ol>

<p>1.4</p> <p>1.5</p> <p>1.6</p> <p>1.7</p> <p>1.8</p> <p>1.9</p> <p>1.10</p>	<p>Members will recall from Council's Development Committee meeting on 19 September 2011 that in order to achieve the objectives outlined above a three-tier governance structure comprising of a Strategic Advisory Board, a Coordinating Steering Group and a number of Thematic Working Groups had been established to take forward the development, implementation and monitoring of our overall implementation plan.</p> <p>Six distinct action plans have been taken forward by the Council and its partners in the areas of employment and skills, tourism, public realm, access, housing and community outreach. Progress reports on the achievements of each of the various work-streams are detailed in Section 2.</p> <p>In summary an inter-agency 'TQ Work' Group has been established to develop and implement an action plan providing access to skills and training aimed at meeting the needs of Titanic Quarter's employers.</p> <p>A TQ Access Group was set up to address the issues of improving public transport access to the site (bus and rail), the creation of new cycle routes and improving pedestrian access from the city centre and neighbourhoods close to the former shipyards.</p> <p>Council also embarked on a major engagement exercise with every section of society in partnership with Titanic Foundation, ensuring that everyone in Belfast and NI could benefit from the substantial investment in Titanic Quarter. An ambitious Community Engagement Plan was developed under the remit of our TQ Outreach work group.</p> <p>Of central importance to those communities closest to the development zone has been the issue of access to affordable and social housing and associated high quality public realm. Under the MOU the Council worked with the Department of Social Development (DSD) and other agencies to ensure that a proportion of the residential development on the site will be affordable and accessible to local communities in the future and open spaces and public realm have been provided as an integral part of the redevelopment.</p> <p>Furthermore, an All Party Working Group was established with representation from all political parties in order to effectively engage, disseminate information and seek local views on the operation of the MOU.</p>
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<p><b>2</b></p> <p>2.1</p> <p>2.2</p>	<p><b>Key Issues</b></p> <p>Members have previously noted that Titanic Quarter Ltd is the company taking forward the development of the Titanic Quarter in a joint venture with the owners of the land, Belfast Harbour Commissioners.</p> <p>Titanic Belfast is owned by a charitable trust, Titanic Foundation and construction of the building has been undertaken by Harcourt Construction Ltd, in contract with Titanic Foundation. In April 2011 Titanic Foundation announced that Harcourt Developments Ltd had been successfully appointed operator of the iconic £97m project and would be responsible for the day-to-day running of the visitor attraction including the marketing and promotion of the facilities within the building including banqueting and conference facilities and its permanent visitor exhibitions and educational facilities.</p>
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<p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p> <p>2.9</p> <p>2.10</p> <p>2.11</p>	<p>Members are reminded that representatives from the abovementioned organisations attended a meeting of Council's Development Committee on 19 September 2011 to provide an update on the overall development of Titanic Quarter, the operations and management of Titanic Belfast and implementation of social clauses within the construction contract. During this meeting Members suggested that the numbers of local people who had been employed through the construction phase of the project were somewhat disappointing and the benefits accrued by local communities had been minimal. Titanic Foundation offered to attend a future meeting of the Committee to discuss the matter further and both Jonathan Hegan (Chairman) and Bryan Gregory (acting Chief Executive) will be in attendance at Development Committee on 3 April.</p> <p>A detailed report on the progress of each of the six MOU work-streams and their associated achievements are presented below.</p> <p><u>TQ Work</u> An inter-agency TQ Work Group has been established to develop and implement an action plan which provides access to skills and training aimed at meeting the needs of Titanic Quarter's employers.</p> <p>The Work Group coordinates recruitment, training, skills and education programmes and focuses on the creation of bespoke employment approaches and initiatives to meet the needs of target groups including the long term unemployed, apprentices, graduates and undergraduates.</p> <p>A sub-group has also been established to meet the needs of the TQ Work Group and consists of Members of the local community, training providers, partnership boards, local and central government officials. The sub group focused their efforts on major recruitment opportunities and has since disbanded as there are no further major recruitment projects in the pipeline.</p> <p>With local representation on both the work group and the sub group local communities have been kept fully informed about upcoming employment and training opportunities and specifically designed pre-employment programmes have been developed to suit local needs. The most recent pre-employment programmes were for Titanic Belfast (retail) and Fitzers Catering (hospitality and catering).</p> <p>A series of employer events and community information sessions were held in September, October and January to gauge recruitment and upskilling plans for companies in Titanic Quarter and to inform local communities of upcoming employer vacancies in Titanic Quarter including the Titanic Belfast attraction.</p> <p>Through the DEL jobcentreonline and Belfast City Council websites citizens have been regularly updated of upcoming job opportunities.</p> <p>Social clauses in the construction element of Titanic Belfast were applied and are based upon government guidelines as agreed by industry and the Central Procurement Directorate. DEL ultimately agreed protocols with EC Harris and Harcourt for the sharing of information and the validation of long-term unemployed and apprentices. As a result of the social clause within the construction contract employment was secured for 15 long term unemployed and 25 apprentices. These figures have been verified by DEL.</p>
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2.12	It should be noted however, that figures quoted by EC Harris in relation to employment and training opportunities differ to those referred to above and indicate that 19 long-term unemployed and 39 apprentices have secured employment across Northern Ireland during the construction phase of Titanic Belfast. Validation with DEL continues, however, DEL is only able to validate those apprentices who are on DEL schemes.
2.13	In addition to the long-term unemployed and apprentices who secured employment under the construction phase, 28 catering and security posts with the operator contract have been secured for the long-term unemployed. These are a combination of full-time, part-time and casual post holders.
2.14	As a result of this project, DEL has since set up the Belfast Social Clause Delivery Forum to ensure the lessons learned during the construction phase are taken on board for future publically procured capital projects.
2.15	<p><u>TQ Access</u></p> <p><u>Bus:</u> Provision of a dedicated high frequency bus service linking Titanic Quarter and the City Centre commenced on 1 September 2011 and operates every 12 minutes at peak times and every 20 minutes at other parts of the day. A Saturday and Sunday service to supplement the existing services to Titanic Quarter has been introduced by re-routing the 600 service at weekends. This currently provides a 20 minute service as an interim measure.</p>
2.16	Additional bus shelters have been installed throughout the city and Translink are currently working to finalise service provision for the Easter weekend and thereafter.
2.17	<u>Rail:</u> The renaming of Bridge End Halt to Titanic Quarter Halt officially took place on 28 March. Works to extend the platform and provide the new access ramp are currently being completed.
2.18	<u>Fraser Street/Connect2 Initiative:</u> A Connect2 project connecting Titanic Quarter with the Connswater and Comber Greenways via a new route through Titanic Quarter Halt, Fraser St (re-opened) and Sydenham Rd was launched on 3 <sup>rd</sup> February by the Lord Mayor at an event also attended by First and Deputy First Ministers. Works are well underway at Fraser Street which was reopened by 31 March facilitating access to the rail station and East Belfast.
2.19	Sydenham Road cycle path and the pedestrian/ cycle crossing will be installed after the Titanic Belfast opening events programme takes place. The Dee Street pedestrian/cycle crossing is in place.
2.20	<u>Planning:</u> Coach Parking approval has been issued for the site close to Titanic Belfast and electronic signage for parking availability is proposed to be installed by 31 March.
2.21	Roads Service is undertaking some environmental tidy up to areas on approach to Titanic Quarter and DSD has committed to make improvements to the area around the weir and Queens Quay including the removal of graffiti and improved site enclosure or hoardings.
2.22	<p><u>TQ Tourism</u></p> <p>The Belfast Tourism Forum, including representatives from key private and public stakeholders has been established to oversee delivery of the Belfast Integrated</p>

	Strategic Tourism Framework 2010-2014 and a number of Titanic related actions have been prioritised for 2011/2012.
2.23	Council is leading on the implementation of a Titanic signage project aiming to connect pedestrians to the Titanic Quarter. This project includes the design, development, manufacture and installation of motorway and city based tourism signs as well as the design, production and distribution of Titanic and Maritime Visitor Trail maps. We are also developing further signage for the City Cemetery and East Belfast. All signs will be in place by June 2012.
2.24	Council has worked alongside Belfast City Centre Management, Department of Regional Development – Roads Service, Belfast Visitor and Convention Bureau and Department of Social Development to dress the city for 2012. Over 700 banners are being erected across the city and 20 new flag fields to highlight key festivals and events. Banner designs have been developed in consultation with local community groups and festival flag fields are managed via the Belfast Festivals Forum. Furthermore, Members will be aware that 15 cows are due to be placed across the city as part of Northern Ireland Cow Parade. To date the response from local communities as part of the open call for creative ideas for cow designs has been extremely positive. Cows will be in situ end of May. City centre banners and Titanic Quarter will be erected by end of March. Wider tourism place destinations will be dressed by end of June 2012.
2.25	Council, Translink, BVCB and NITB have piloted a new Belfast Visitors Pass for 2011 linking integrated bus and rail travel across the city to discount schemes in attractions and retail and catering outlets. The pilot will be reviewed later this year in anticipation to making improvements for 2012 and beyond.
2.26	The Strategic Investment Board commissioned Deloitte to develop an implementation and funding plan for the maritime heritage assets of Titanic Quarter. The report sets out a number of development requirements and specific funding opportunities associated with each of the individual assets.
2.27	An industry engagement programme in support of Titanic 2012 has been developed. This programme presents a series of integrated events and activities to be delivered by BVCB in partnership with Council, BCCM and BCTC at a variety of audiences at different levels who need to be fully engaged and informed about Titanic 2012 including those individuals, organisations and businesses involved in Belfast's tourism development and promotion. To date three information sessions have been held plus a networking workshop to support local businesses to package experiences for visitors.
2.28	Council has secured £400k of European funding to deliver 'Destination Belfast' - a programme aimed at supporting a range of initiatives for the tourism sector in Belfast including increased customer care, business skills, product knowledge and maximising the opportunities arising from 2012 and 2013. Tourism Ireland, NITB and BVCB will all focus marketing activities for 2012 on Titanic Belfast which will support the city to increase its share of visitors from ROI and GB in particular.
2.29	<u>TQ Space</u> A network of open spaces and public realm have been provided as an integral part of the Titanic Quarter development including:  - The 'Kit' by Tony Stallard is the first public artwork for the Titanic Quarter and

	<p>is sited in the public realm area facing the Abercorn Basin. Production of the artwork coincided with completion of Phase 1 of the ARC development in October 2009.</p> <ul style="list-style-type: none"> <li>- A new area of open space opened in December 2010 at Abercorn Basin a new Marina within the Basin and new dock walls.</li> <li>- The Titanic Belfast building is iconic in its own right and the creation of a plaza around this building will act as a major public space for the city.</li> <li>- A 15 tonne 'Titanic' sign, believed to be the largest ever made in Northern Ireland, forms a focal point on the plaza around the new visitor attraction.</li> <li>- The twin slipways of the Titanic and Olympic White Star passenger liners are where these great ships were built and have been developed as public realm around Titanic Belfast and will be one of the largest public spaces developed in Belfast in the last 50 years.</li> <li>- Funding of £3.2mn from Heritage Lottery Fund has enabled the Nomadic Trust to restore the last remaining White Star Vessel, <i>SS Nomadic</i>, and the Hamilton Graving Dock. External and internal refurbishment works will be completed by October 2012.</li> <li>- Investment of £1.5 million by DOE is currently giving the Thompson Graving Dock a new lease of life after 100 years. The work involves preserving the original dock gate but also allowing better public access to the dock and the working door floor. From April 2012 the public will be given access to the floor of the Thompson Dry-Dock for the first time ever. This unique attraction will further add to the Titanic experience at the Science Park along with the 100 year old Edwardian Pump-House which includes a state of the art Interpretive Centre.</li> <li>- In the east of the City the 'Yardmen', a Titanic centenary sculpture celebrating the history and achievements of East Belfast's shipbuilding workforce has been unveiled and is located at Pitt Park on the Newtownards Road.</li> </ul>
2.30	<p><u>TQ Housing</u></p> <ul style="list-style-type: none"> <li>- The Group has agreed that housing in the Titanic Quarter should be delivered on a shared basis. The private property developer is committed to ensuring that social and affordable housing units will be pepper potted throughout the development and will be indistinguishable from the private housing units in each block.</li> <li>- A condition in the original planning agreement for Titanic Quarter is that a minimum of 15% of the residential accommodation shall be allocated for affordable housing, of which a minimum of 10% shall be allocated within Phase 2. The remaining 5% may be in offsite locations in the Belfast Metropolitan Area.</li> <li>- A Housing Association will be appointed to oversee the delivery of housing on the site and whilst Planning Service have placed certain conditions on the minimum numbers of units to be made available for social and affordable housing, Titanic Quarter Limited has agreed to consider an increase on this number if that would help the wider development across the rest of the site and meet housing need in the community.</li> <li>- Whilst the current downturn in the housing market has delayed the construction of Phase 2 of the development that includes provision for social and affordable housing, the work of the housing thematic group to date in agreeing some broad principles and objectives will make it easier to start delivery of these units once Titanic Quarter are ready to begin construction of phase 2.</li> </ul>



2.31	<p><u>TQ Outreach</u></p> <ul style="list-style-type: none"> <li>- Council embarked on a major engagement in partnership with Titanic Foundation and in doing so has ensured that the redevelopment of Titanic Quarter and the opening of Titanic Belfast has come to be seen as a resource for the whole city, offering opportunities across the board and something for all citizens to be proud of.</li> <li>- As part of this process an ambitious and comprehensive community engagement plan has been developed for the city and we have worked with a range of partners in developing a programme of activities enabling local communities to be part of the excitement surrounding Titanic.</li> <li>- Titanic Ambassadors have helped share news of all Titanic related events, jobs and initiatives through their community and industry contacts and around 60 individuals from Council and external organisations have been attending events and group meetings to make sure that as many people as possible are aware of the opportunities that the Titanic brand is bringing to the city.</li> <li>- Also central to spreading the word has been our ongoing communication focus through print, web, social media and publications. Our plan has also involved delivery of a wide range of community activities from tea dances and exhibition road shows through to art and physical regeneration projects and a full description of all activities delivered to date are detailed in Appendix 1.</li> </ul>
2.32	<p><u>Additional activities</u></p> <p>In addition to our MOU activity Council, along with the Northern Ireland Tourist Board, are hosting a fusion of events to mark the centenary of Titanic's fateful maiden voyage in an extended annual festival from <u>31 March - 22 April</u> including drama, film, exhibitions, tours, talks and lectures, music and other events. Highlights of the Titanic Belfast Festival 2012 include Titanic Easter Festival, Titanic Light Show, MTV Presents Titanic Sounds, Titanic Centenary Commemoration, Titanic Commemoration Service and unveiling of Titanic Memorial Garden, Requiem for the Lost Souls of the Titanic and Titanic: Scenes from the British Wreck Commissioner's Inquiry.</p>
2.33	<p>Council has also taken the lead in facilitating the operational integration between agencies in relation to safety and security and has convened a group through the Belfast Resilience Forum to consider challenges and opportunities related to safety and security in the development of Titanic Quarter and to examine current organisational capacity and capabilities, including resources, existing agreements and potential overlaps.</p>
2.34	<p>A Titanic Quarter Policing and Safety Stakeholders' Forum has been formed and includes senior representatives from PSNI, Belfast Harbour Police, Translink, NI Ambulance Service, NI Fire and Rescue Service, DETI and Odyssey Trust. All participating organisations have agreed on two distinct needs that need to be addressed in terms of Titanic Quarter that is, Titanic Quarter as a venue for high-profile events and Titanic Quarter as an emerging neighbourhood for normal policing and community safety issues. To address these needs a number of sub-groups have been established including:</p> <ol style="list-style-type: none"> <li>I. Policing – To facilitate operational integration between agencies in relation to safety and security, in order to facilitate clear communication with stakeholders.</li> <li>II. Technical solutions (CCTV) - To co-ordinate and integrate CCTV capacity in TQ, including site-specific systems such as Belfast Met.</li> <li>III. Large-scale events - To jointly plan, manage and review (when</li> </ol>

	<p>appropriate) the safety and security arrangements for TQ as an iconic site for large-scale events.</p> <p>IV. Business Continuity – To facilitate an ongoing engagement with the business sector to ensure that TQ is a vibrant, convenient and crime-free location for businesses.</p> <p>V. Emergency Planning - To manage exit/egress issues for people and vehicles and (over the longer term) improve connectivity to the city.</p> <p>VI. Communications - To ensure effective communication and engagement with TQ users in relation to safety and security needs</p>
2.35	<p>For each work stream a lead organisation has been identified as well as key actions and timescales for delivery. In addition, early discussions between Council and PSNI indicated that PSNI have a close relationship with London Metropolitan Police in terms of the development of the South Bank as a similar venue/neighbourhood to Titanic Quarter. Since businesses in London's South Bank have taken a collective approach towards addressing safety and security of the region, stakeholders in TQ are currently learning of South Bank's experiences in the benefits such an approach has brought to the area, and perhaps more importantly, how the collective approach has been achieved, built on and maintained.</p>
2.36	<p>Members are asked to note that whilst the Development Department has harnessed the resources and commitment of all partners to drive forward the MOU, Members and officers from all departments across Council have also contributed to the success of this project and are in some part responsible towards making the city's Titanic dream a reality.</p>
2.37	<p>The MOU is an original approach which has not been tried before and is an excellent example of how a council can overcome the constraints on its regeneration powers by working with statutory bodies, local communities and training organisations and the private sector to maximise regeneration potential. It has enabled local communities to be an integral part of the regeneration process and secure employment through creating opportunities within local communities for the long term unemployed, apprentices and graduates.</p>
2.38	<p>The existence of such a unique agreement has ensured that coordinated solutions are developed in response to challenges facing the city and investment decisions and infrastructure we build today leave a lasting legacy for future is indeed a massive asset to Titanic Quarter. The support and buy in from local communities has been crucial and both the TQ Work and TQ Outreach action groups have worked tirelessly to get communities onside and this has been achieved by open communication and transparency and partnership working.</p>
2.39	<p>In taking this initiative forward we intend to evaluate the achievements of each the working groups over the next two months and to capture lessons learned for Council and all stakeholders involved. The recently published Investment Programme for Belfast recognises that we cannot realise the objectives in this Investment Programme on our own and therefore one of our underlying principles is the need to work in partnership. It is therefore crucial that we learn from the Titanic Quarter example and continue to develop this partnership approach and apply the principles and its associated benefits to similar projects in the future.</p>
2.40	<p>Given the fact that almost all of the objectives set within the MOU have now been met, it is proposed that the working groups and associated governance structures are wound up by 30 June 2012 to allow staff resources to be</p>

	allocated to projects which are currently emerging from the Council's City Investment Programme.
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<b>3</b>	<b>Resource Implications</b>
3.1	There will clearly be resource implications in terms of the Council committing both officer and Member time in evaluating the achievements of the various work-streams and bringing the Titanic Quarter MOU to a natural end.

<b>4</b>	<b>Equality and Good Relations Considerations</b>
4.1	There are no Equality and Good Relations considerations attached to this report.

<b>5</b>	<b>Recommendations</b>
5.1	Members are asked to: <ul style="list-style-type: none"> <li>I. Note the contents of the report; and</li> <li>II. Agree the recommendation for the MOU working groups and associated governance structures to be formally wound up by 30 June 2012.</li> </ul>

<b>6</b>	<b>Decision Tracking</b>
	There is no decision tracking attached to this report.

<b>7</b>	<b>Documents Attached</b>
	Appendix 1 – Community Engagement Report

<b>8</b>	<b>Abbreviations</b>
BCCM	– Belfast City Centre Management
BCTC	– Belfast Chamber of Trade and Commerce
DEL	– Department for Employment and Learning
DOE	– Department of Environment
DSD	– Department of Social Development
MOU	– Memorandum of Understanding
NITB	– Northern Ireland Tourist Board
SIB	– Strategic Investment Board
TFL	– Titanic Foundation Ltd
TQL	– Titanic Quarter Ltd

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## **COMMUNITY ENGAGEMENT UPDATE**

Development Committee, 5:15PM, Tuesday, 3<sup>rd</sup> April 2012

### **Introduction**

We have worked with a range of partners in developing a programme of activities enabling local communities to be part of the excitement surrounding the opening of Titanic Belfast and the regeneration of Titanic Quarter.

Our community engagement achievements are detailed below.

### **1. Titanic Ambassador Programme**

Our Titanic Ambassadors offer free talks to community groups in Belfast including church groups, senior groups, youth groups or alternative education groups.

**No. Ambassadors registered on the programme: 60**

#### **Organisations actively participating on the programme:**

- Belfast City Council
- Health Trust
- Department for Social Development
- Belfast Visitor and Convention Bureau
- Northern Ireland Tourist Board
- Ocean Youth Trust
- Area Partnership Boards
- NI Science Park
- Feile A Phobail
- Belfast City Centre Management
- Belfast Chamber of Trade and Commerce
- Belfast Metropolitan College
- Dock Church
- PSNI (Titanic Quarter)

**No. Information sessions delivered through ambassadors: 185**

**Ambassador Training: Complete**

**Toolkit and Presentations:** A 'toolkit' pack of information has been developed to support Ambassadors to communicate to the wider community. This toolkit contains key information relating to Titanic Quarter, Titanic Belfast, Titanic attractions, Titanic facts, Titanic impact, Titanic stories, Titanic events, Titanic stories linked to an international dimension and the Titanic Quarter Memorandum of Understanding between Council and Titanic Quarter Ltd.

In addition to the toolkit, banks of Titanic presentations have been prepared for a variety of audiences including community, business, youth and OAPs.

**Ambassador Visits:**

23/03/2012: Belfast City Cemetery  
02/03/2012: Titanic's Dock and Pump-House  
22/03/2012: Titanic Belfast (test visit)  
03/04/2012: SS Nomadic

**Enquiries:** All general enquiries relating to the Titanic Ambassador Programme should be directed to [titanic@belfastcity.gov.uk](mailto:titanic@belfastcity.gov.uk).

**2. Community Talks**

In addition to our Ambassador led events over 50 one-to-one meetings with community groups across the city have been held to help raise the profile of Titanic and its associated benefits.

**3. Events**

A wide range of local events have taken place across the city offering opportunities for all communities to get involved in Titanic activity. Events include:

**Belmont Titanic Festival and Parade**

We worked closely with the organisers of this event – Wandsworth Community Centre - to provide indoor themed Titanic exhibitions and delivered talks through our Titanic Ambassadors during 20 – 24 September.

**Dr. Ballard**

On 31 October children from three of our local community centres (Morton Community Centre, Avoniel Play Centre and Duncairn Community Centre) met Dr Robert Ballard, the oceanographer famed for discovering the wreck of Titanic. A range of photos can be viewed in our community outreach Flickr gallery at [www.belfastcity.gov.uk/titanicquarter/titanicoutreach](http://www.belfastcity.gov.uk/titanicquarter/titanicoutreach)

**Tug-of War**

A titanic battle was fought at the Kennedy Centre in west Belfast on 7<sup>th</sup> February involving Northern Ireland's strongest men and 70 local school children.

The children from St Kevin's Primary School and Malvern Primary School took part in a 're-enactment' of the moment Titanic was moved into her dry dock for the final stages of her construction at the Kennedy Centre, Belfast.

**Titanic Week Festival in Ulster Hall**

During February the Ulster Hall played host to a number of Titanic themed events. Events taking place include:

**Film screening – Titanic**

Over 60 people attended a film screening of the 1943 Nazi propaganda in the Ulster Hall on Thursday 16 February and film historian, Mike Catto led a post screening discussion.

**Ulster Orchestra - Titanic Journey**

Friday 17 February, 7.45pm

Tickets: £8 - £22.

The Ulster Orchestra's associate composer Ian Wilson presents a new work inspired by Titanic and her sister ship Olympic.

### **Lunchtime lecture**

Wednesday 29 February, Group Space 1pm to 2pm.

Running in association with PLACE, a panel of specialist speakers addressed issues associated with the regeneration of Titanic Quarter.

60 plus attended.

### **Photographic exhibition**

Our 2012 Titanic centenary celebrations continue with a special photographic exhibition at the Ulster Hall. The free exhibition ran in the Group Space throughout February and featured pictures from photographer Christopher Heaney of H&W headquarters building and drawing offices, where Titanic and her sister ship Olympic were designed.

### **Tea Dance**

600 people attended two Tea Dances in the Ulster Hall on 7 March 2012.

### **Titanic Tea Dances, Belfast City Council Community Centres**

We have hosted a series of Titanic themed tea dances in our community centres during February and March. These dances were aimed at older people in the community and featured quizzes, Titanic talks and dancing as well as an opportunity to relive old memories and family stories about shipbuilding in Belfast.

- Ardoyne Community Centre – 22 March, 2pm to 4pm
- Concorde Community Centre – 9 March, 12pm to 4pm
- Dee Street Community Centre – 2 March, 2pm to 4pm
- Divis Community Centre – 29 February, 2pm to 4pm
- Donegall Pass Community Centre – 15 March, 2pm to 4pm
- Duncairn Community Centre – 15<sup>th</sup> February 2012, 1pm to 4pm
- Finaghy Community Centre – at Suffolk Community Centre
- Glen Road Community Centre – 29 February, 2pm to 5pm
- Hammer Community Centre – 14<sup>th</sup> March 2012, 1pm to 4pm
- Highfield Community Centre – at Hammer Community Centre
- Horn Drive Community Centre – 29<sup>th</sup> February 2012, 1pm to 4pm
- Inverary Community Centre - Tuesday 6<sup>th</sup> March 2012, 2pm to 5pm
- Knocknagoney Community Centre – 29<sup>th</sup> February 2012, 1pm to 4pm
- Ligoniel Community Centre – 20 March, 12pm to 4pm
- Markets Community Centre – 7 March, 2pm to 4pm
- Morton Community Centre – 1 March, 2pm to 4pm
- North Queen Street – 29 March, 1.30pm to 4pm
- Olympia Community Centre – 14 March, 2pm to 4pm
- Sandy Row Community Centre – 20 March, 2pm to 4.30pm
- Suffolk Community Centre – 21 March, 2pm to 4pm
- Whiterock Community Centre – 15 March, 1pm to 3pm
- Woodvale Community Centre – at Hammer Community Centre

### **Titanic Yardmen Cycle and Walk**

We continue to work with East Belfast Partnership in delivery of the 2012 Yardman Cycle which aims to get 1000 people on their bikes along the Comber Greenway to Titanic Belfast on Sunday 1 April.

### **Titanic Fashion Show**

We will host a Titanic Fashion Show in partnership with Belfast MET and the college design students on 24 May 2012. Over 150 students will be involved in the fashion show which will take place in the main gallery in Titanic Belfast.

### **Titanic Foundation and Children of Conflict**

Titanic Foundation has partnered with the Children of Conflict International Conference to be held in Belfast on 26 – 28 March. With TFL sponsorship, Children of Conflict are now able to provide 40 half price places for delegates in the community and voluntary sector within Northern Ireland to attend the conference. The conference brings together world experts and showcases practical solutions to the problem of young people not in education, employment or training (NEETs).

### **4. Heritage Plaques (The Guarantee Group)**

Council worked with Belfast Met Foundry and related facilities to design and manufacture nine high quality bronze plaques to commemorate those from the Harland and Wolff Guarantee Group who perished in the disaster and to recognise and celebrate the skills of each individual.

The plaques are currently being installed within tarmac footpaths across the City to commemorate members of Harland and Wolff Guarantee Group who sailed on Titanic on her maiden voyage.

### **5. Exhibitions Roadshow**

Based on the work of RJ Welch, official Harland and Wolff photographer at the time of Titanic, the exhibition celebrates the building of the great ship from its inception to launch.

The outdoor exhibition has been located at various locations across the city including:

- Victoria Square
- Connswater Shopping Centre
- Kennedy Centre
- Park Centre
- Belfast City Hall

A smaller photographic exhibition has also toured different sites throughout Belfast including:

- Drawing Offices
- Strandtown Church
- Cityside Shopping Centre
- Spectrum Centre
- Belfast Royal Academy
- Dominican College
- Waterfront Hall
- Belfast City Hall



## **6. Titanic street art projects**

We are working with community groups across the city to develop a series of street art installations. Titanic themed wall murals will transform the look and feel of currently unkempt areas that can be a target of vandalism and antisocial behaviour.

### **Castlereagh Street**

Under the theme 'The Titanic and Titanic Quarter', local community groups are working with the appointed artist to transform the hoarding around a derelict site on Castlereagh Street.

Groups involved with this project are:

- East Belfast Alternatives
- Short Strand Community Centre
- Oasis
- Mountpottinger Presbyterian Church
- Charter NI
- Lower Castlereagh Street Residents

### **Colaite Fierste – Giant's Foot area off Falls Road**

This art project has developed from ongoing council work in this area to tackle issues of antisocial behaviour and criminal damage through regeneration.

The large wall will feature two murals: one on an Olympic 2012 theme and one on a Titanic theme.

For the Titanic element of the project, local children will research the links between Titanic and the Irish community. As well as stylised images of the ship it is hoped that the final art piece will contain some stories about Irish Nationals and Irish language links to the great ship.

### **Mountjoy Street – Bellevue Street, Shankill**

Temporary, lightweight aluminium panels will be securely fixed to the existing wire fencing at this site.

The aim of this project is to improve the look and feel of the area and encourage community pride in the Titanic and Belfast's industrial past.

The theme for the piece of work is: The Titanic and Titanic Quarter.

Groups involved with this project are:

- Shankill Historical Society
- Department for Social Development.

### **Donegall Road**

Working with Sandy Row Community Forum, we are working to transform the gable end of their property by installing a Titanic Belfast themed mural.

The appointed artist will facilitate community workshops to deliver a high quality piece of community artwork. Due to the site's close proximity to an international youth hostel, the mural will focus on the Titanic and maritime related tourism opportunities.

Council officers will work closely with the artist and the local community to deliver a high quality project to inspire visitors staying at the youth hostel to visit Titanic Quarter.

### **The HUBB Community Resource Centre – Shore Road**

Local historian Jim Campbell will work alongside the appointed artist, council staff and community groups to facilitate a number of historical art workshops focused on Titanic and other historical events such as the Dockers and Carters Strike of 1907.

The project aims to develop a community mural based on north Belfast's links to the shipyards and Titanic, while also developing a sense of pride amongst the contributing community groups in the history of their area and its industrial past.

### **Victoria Square**

A Titanic Belfast themed canvas artwork was commissioned to dress a vacant retail unit on the Upper Ground level of Victoria Square.

## **7. Community and Schools Projects**

As the Titanic theme has grown in momentum over recent months Council has been approached by a number of schools and community and youth organisations in developing Titanic themed projects across a wide range of areas. These include:

### **Malvern Primary School, Shankill Road**

This project will give school children an opportunity to develop their ideas of Belfast in relation to the Titanic and its affiliated landmarks, statues, artefacts, memorabilia and modern Belfast public art attributed to the shipyard and the Titanic. The project will:

- Engage with year 6/7 Malvern Primary School, Shankill, approximately 24 pupils
- Create 4 groups of six pupils
- Plan a workshop day with pupils to deliver the background of the project
- Equip pupils with disposable cameras & project binders
- Pupils to be taken on a pre planned tour of the associated sites, City Hall and Shipyard
- Pupils to gather information through libraries, internet and inter generational sessions
- Each group to produce a project binder, a piece of art work, and a photo board with explanations

The project will conclude in April with a small exhibition of the pupils work throughout the project. The project will deliver the pupils view of how they see modern Belfast and how it tells the story both past and present of the Titanic.

### **Greater Village Regeneration Trust, Women's Project**

Greater Village Regeneration Trust has been working with the Donegall Road Women's Group since September 2011. This work has involved the development of a weekly programme of activities that cover a wide range of personal and social development issues, for example fund-raising events for charity, Christmas crafts, excursions to shows in the Black Box and training from FASA on hidden harm from misuse of drugs and alcohol etc.

The Trust has worked with the women of the group to develop this programme, which we feel incorporates a range of tangible outputs / outcomes, while ensuring that other issues such as social interaction / removing fear of travelling outside the area for some of the women is also carefully addressed.

In the delivery of the programme we hope to achieve:

- 20 local women participating in an education programme over eight weeks
- Delivery of a programme that ties in with wider celebrations across the City in relation to the History of the Titanic in its centenary year
- Delivery of Visual Artwork (Tapestry), Historic Booklet and associated Launch

This project is important to GVRT as it provides a more sustained programme of capacity building for the women. The Trust sees this as an opportunity to work with the women to empower, educate and support them in ascertaining their position within the community and Belfast in a wider context.

### **Titanic Movie and Dinner Night, Sandy Row**

We are supporting the Sandy Row Community Forum in delivery of a dinner evening and movie night at the Days Inn, Hope Street.

50 local people will be invited to the night on the 15<sup>th</sup> April 2012 to remember the 'fateful night' and all those affected by the tragedy. This project will link into other Titanic activities in the area, as well as other tourism projects, as the Council works pro-actively with Sandy Row community to promote Titanic and its tourism potential.

### **Titanic Foundation and Belfast Harbour's Junk Modelling Competition**

Primary Schools in Northern Ireland were offered the opportunity to register for this competition and 90 schools have now registered their interest. The entry deadline was 27 January 2012 with winners being notified by 20 February. An awards presentation will be held in Belfast Harbour offices in 08 March 2012. The competition prizes are tickets to Titanic Belfast.

### **W5, BCC & TFL Titanic Time Travellers**

Primary six and seven children from across Northern Ireland have taken part in an educational and fun programme to design a special comic telling the story of the 'Titanic Time Traveller', as part of the build up to the opening of the new Titanic Belfast tourist attraction.

The children attended comic book creation sessions at W5 during November – January and W5 is now finalising the artwork for the comic which will be launched with Andrews Memorial Primary School and invited guests in W5 on Friday 23 March.

An early evaluation report indicates:

- 2012 schools applied to participate on the programme – 46 from Belfast schools and 166 from non Belfast schools;
- 52 schools (1,999 pupils) participated - 26 from Belfast and 26 from areas outside of Belfast;
- 100% of respondents agreed the comic book creation sessions gave pupils a greater insight into the Titanic story;

- 87% of teachers thought their pupils enjoyed the creative story sessions; and
- 98.6% of teachers agreed the project raised awareness of Titanic Belfast;

To date there have been 33 press clippings and 748,871 opportunities to see the Titanic Time Traveller message with more to follow after the launch of the completed comic later this month.

## **8. Titanic Tales**

We worked with Belfast Titanic Society to produce a collection of short, real stories about RMS Titanic helping to highlight its very personal connection with all communities of Belfast.

Stories relate to the people of Belfast who built and sailed on her and will cover the themes of education, workplace, homes, diet, clothing, daily life, sport, leisure, the H&W Guarantee Group and local myths and legends and can be viewed online at [www.belfastcity.gov.uk/titanicquarter/titanictales](http://www.belfastcity.gov.uk/titanicquarter/titanictales) or in the monthly Titanic Community News ezine.

## **9. Titanic Summer Schemes Exhibition**

During the summer, Council, Titanic Foundation and Play Resource collaborated on an innovative Titanic themed art project delivered to over 500 children and young people who attended council run summer schemes throughout the city. Through the medium of art, Belfast's young citizens learned more about Titanic Belfast and the world class visitor attraction. Local community artists worked alongside 23 summer schemes and encouraged the participants to be creative thinkers, sparking imaginations which produced a variety of drawings and models that reflected the Titanic story past, present and future.

To celebrate this work, children and volunteers, along with invited councillors and representatives of partner organisations took part in a celebratory event in City Hall on Wednesday 28 September. It is hoped the exhibition will feature in Titanic Belfast after its opening in March 2012.

## **10. Study visits for Members and Ambassadors**

Members and officers - including Titanic Ambassadors (volunteer employees from throughout the council and partner organisations) - took part in a number of onsite hard hat guided tours of Titanic Belfast during August and September. These tours provided insight into the scale of work on site and background information on the various galleries that will form the visitor attraction.

## **11. Marketing and Communications**

### **Community Engagement Film**

We are currently producing a short film to capture the positive impact of our community engagement and outreach activities. The final product will be available to view in June and will combine live footage and high resolution still photographs from key events as well as interviews with 'talking heads' who will demonstrate the importance of effective community engagement and the significance of engaging with all sections of society.

Two versions of the film will be produced (a 10 – 12 minute version and a 3 – 4 minute version) to help capture the impact of our work.

## **Titanic Quarter Access Leaflet**

A 'How to get to Titanic Quarter' leaflet was designed and distributed to all community centres across the city and is available to download from [www.belfastcity.gov.uk/titanicquarter/access](http://www.belfastcity.gov.uk/titanicquarter/access)

## **Live Site Big Screen**

Images showing coverage of Titanic related news and community information events have been displayed on the Big Screen in the grounds of City Hall.

## **Special Titanic Publication**

A souvenir Titanic publication was produced in-house and distributed to households throughout Belfast from Monday 27 February.

The 36 page publication falls into two parts:

- providing information on Belfast of the early 1900s, the shipyard, the Titanic build and voyage; and
- information on all 2012 activity throughout Northern Ireland, details of the new Titanic Belfast building, information on community involvement with the project, children's involvement through a 'Titanic thinkers' slot and interview questions from Project manager Noel Molloy, a piece written by BBC journalist Mike McKimm on his dive to the Titanic wreck site and an interview with local actor Gerard McCarthy.

## **Titanic Community News Ezine**

We have produced a monthly Titanic Community News ezine since October 2011 to help disseminate information relating to job vacancies in the quarter, upcoming Titanic events and all community engagement activities amongst local citizens.

Articles in the most recent edition included:

- Current job vacancies
- Titanic events in February
- Titanic 2012 Festival
- Titanic partners – Titanic Society, including Una Reilly's MBE
- Titanic tales
- Competition to win tickets to the Titanic Boys play in the Opera House
- How to buy your Titanic Belfast tickets on-line
- Community outreach
- Titanic publication (trailer)

You can sign up to receive all future editions of the ezine at [www.belfastcity.gov.uk/titanicezine](http://www.belfastcity.gov.uk/titanicezine)

## **Web and social media**

The Titanic section of council's website ([www.belfastcity.gov.uk/titanicquarter](http://www.belfastcity.gov.uk/titanicquarter)) continues to grow with 'Titanic' frequently being the most searched for term on the Belfast City Council website.

We continue to utilise all council social media accounts to promote various events, initiatives and updates to the site.

## **City Matters**

Our City Matters magazine is regularly utilised to feature information relating to the regeneration of Titanic Quarter, Titanic Belfast and our community engagement activities. A recent edition included:

- an overview of the new visitor attraction, highlighting the opening date;
- a map and access information for Titanic Quarter;
- details of Titanic events running at the Ulster Hall throughout February;;
- information on booking a Titanic Ambassadors talk; and
- Titanic Quarter and Titanic facts.

Work is now underway for the April – June edition. Within this edition we will feature:

- an overview of the community engagement activity happening throughout the city, focusing on:
  - art hoarding projects;
  - tug of war at Kennedy Centre;
  - city wide community tea dances; and
  - BMET's fashion show in May 2012.
- information on the recently launched extension to the Comber Greenway which offers eased access to Titanic Quarter from east Belfast; and
- an article on the soon to be launched Titanic heritage plaques focusing on the Guarantee Group.

## **Media coverage**

Recent Titanic related media coverage has included:

- opening of new cycle route from Comber Greenway to Titanic Quarter;
- community 'Tug-of-war' event at Kennedy Centre;
- tea dance at Duncairn Community Centre;
- launch of Titanic publication.



### Belfast City Council

<b>Report to:</b>	Development Committee
<b>Subject:</b>	End of year report on the Rolling Programme cultural grants scheme
<b>Date:</b>	3 April 2012
<b>Reporting Officer:</b>	John McGrillen, Director of Development, ext 3470
<b>Contact Officer:</b>	Shirley McCay, Head of Economic Initiatives, ext 3459

<b>1</b>	<b>Relevant Background Information</b>
1.1	The purpose of the Rolling Programme is to assist arts or heritage organisations to avail of opportunities which arise during the year, including those that present themselves after the closing date for Annual or Multi-annual Funding applications.
1.2	The following areas are prioritised for funding under the Rolling Programme: <ul style="list-style-type: none"> <li>– one-off opportunities to bring outstanding cultural product to Belfast.</li> <li>– one-off opportunities to mark or celebrate, through arts or heritage projects, culturally significant events.</li> <li>– assisting organisations to develop national and international partnerships, and to profile Belfast's cultural product nationally and internationally.</li> <li>– bursaries to enable arts and heritage organisations to develop their organisation and/or staff.</li> </ul> <p>small-scale explorative or feasibility studies to assist in the development of innovative and creative arts or heritage-based projects</p>
1.3	Grants awarded through the scheme range from £250 to £3,000.
1.4	At the Development Committee of Wednesday 9 April 2008 Members agreed to delegate authority to the Director of Development to award grants under the Rolling Programme. An amount of £29,290 was been included within the revenue estimates of the Tourism, Culture and Arts unit for the Rolling Programme 2011–12. The scheme has been particularly successful this year, attracting a wide range of good quality applications. In view of this, following a special report in October 2011, the Director of Development agreed to a re-alignment of funds to make an additional £20,000 available, giving a total of £49,290 for grants over the year. This allowed the scheme to remain open for applications until the end of the accounting period and the impact of this is detailed below.

<b>2</b>	<b>Key Issues</b>
2.1	The Programme has had a budget of £49,290 and £49,258 has been awarded to date.
2.2	A total of 48 applications were received for funding, of which 15, or 31%, were unsuccessful. Common reasons for the rejection of an application were ineligibility or failure to address the main criteria.
2.3	The mean average award amount for the 2011-12 programme was £1,492 with grants ranging between £500 to £3,000.
2.4	The projects benefited a wide range of ages, though two specifically targeted children.
2.5	The location of organisation's focus showed seven city-wide, three east, eight north, seven in the south and three in the west.
2.6	A full list of applications and those funded is given in Appendix 2

<b>3</b>	<b>Resource Implications</b>
3.1	Given the success of the scheme in 2011-2012 an amount of £50,000 is sought for distribution in 2012-2013. Assessment and monitoring will be carried out within existing staffing allocations.

<b>4</b>	<b>Equality and Good Relations Considerations</b>
4.1	Equality and Good Relations are key marking criteria for the rolling Programme.

<b>5</b>	<b>Recommendations</b>
5.1	Members are requested to agree that the Rolling Programme grant scheme for 2012-13 be opened and that the amount of £50,000 be made available for award as grants.
5.2	Members are also requested to agree to delegate authority to the Director of Development for agreeing the award of grants, based on scored reports marked and moderated by officers.

<b>6</b>	<b>Decision Tracking</b>
There is no decision tracking attached to this report.	

<b>7</b>	<b>Documents Attached</b>
Appendix 1 - Guidance Notes and Application Form Appendix 2 - List of applications and those funded	



**Appendix 1**



**GUIDANCE NOTES**  
**To accompany the application form for**

**BELFAST CITY COUNCIL**  
**ROLLING PROGRAMME TO SUPPORT**  
**INNOVATION IN ARTS AND HERITAGE**

**CONTACT DETAILS:**

Tourism, Culture and Arts Unit, Development Department, Belfast City Council,  
Cecil Ward Building, 4-10 Linenhall Street, Belfast BT2 8BP  
Phone: **028 9091 8734**  
E-mail: [culture@belfastcity.gov.uk](mailto:culture@belfastcity.gov.uk)

This form can be downloaded from [www.belfastcity.gov.uk/culture](http://www.belfastcity.gov.uk/culture) (see **Funding** section)

*Belfast City Council is committed to ensuring that its services are available to all sections of the community. Consideration will be given to providing this form in alternative formats on request, where practicable.*

**IMPORTANT**  
**TO ALL APPLICANTS:**

Your application will be considered on a rolling basis. It is estimated that a **6 week** turnaround time can be expected, however we **cannot guarantee** this timescale due to staff / committee restrictions.

**You are strongly advised** to contact the Tourism, Culture and Arts Unit in advance of making your application in order to clarify any expected delays which may hinder the processing of your application.

## **WELCOME**

You will see that the application form features the following sections:

**SECTION A: About your organisation**

**SECTION B: About your proposed programme**

**SECTION C: Addressing Belfast City Council's Arts and Heritage funding criteria**

**SECTION D: Budget**

**SECTION E: Declaration**

- Sections A, B and D give us information about your organisation, what you are applying for, and your organisation's budget. These sections also give us important information that we must include in reports to Council and to other relevant bodies, and that we use in monitoring our grants.
- Section C is a significant part of the application, and is an opportunity for you to describe your organisation and proposal in your own words in relation to the criteria of this grant.
- Section E requires you to confirm that your organisation is aware of its obligations should the application is successful. It also requires you to list your supporting material.

## **WHO CAN APPLY FOR THIS GRANT?**

The purpose of the Rolling Programme to Support Innovation in Arts and Heritage is to assist arts or heritage organisations in Belfast to avail of opportunities which arise during the year which benefit their organisation and / or people living in, working in, or visiting Belfast, including opportunities that present themselves after the closing date of Belfast City Council's Culture and Arts Annual Funding or Multi-Annual Funding applications.

Organisations who are applying must be legally and appropriately constituted. Please also see sections 'Essential criteria' and 'We do not fund' on the next page.

## **HOW CAN I GET ADVICE ABOUT MY APPLICATION AND PROPOSAL?**

You can telephone or email the Tourism, Culture and Arts Unit during office hours with specific queries about your application and / or proposal. You can also organise an appointment with an Officer from the Tourism, Culture and Arts Unit to discuss any aspect of your application or proposal in more depth. Please note that we cannot comment on draft or completed applications. General advice and information sheets about completing grant applications can be obtained from [www.belfastcity.gov.uk](http://www.belfastcity.gov.uk), [www.nicva.org](http://www.nicva.org); and [www.voluntaryarts.org](http://www.voluntaryarts.org).

## **HOW MUCH MONEY CAN MY ORGANISATION APPLY FOR?**

Grants from Belfast City Council's Rolling Programme to Support Innovation in Culture and Arts normally range from £250 up to £3,000 and can cover activities up to the end of March 2012.

**Only one award under Rolling Programme will be made to organisations per year.**

## **WHAT TYPE OF ACTIVITIES CAN THIS GRANT SUPPORT?**

We can consider funding the following types of activities. Your application can cover more than one activity.

- One-off opportunities to bring outstanding cultural product to Belfast
- One-off opportunities to mark or celebrate, through arts or heritage projects, culturally significant events
- Assisting organisations to develop national and international partnerships, and to profile Belfast's cultural product nationally and internationally
- Bursaries to enable arts and heritage organisations to develop their organisation and / or staff
- Small-scale explorative or feasibility studies to assist in the development of innovative and creative arts or heritage-based projects.

In this context it must be stressed that this scheme **will not** fund projects which:

- Are not considered innovative
- Could have been applied for under the Annual or Multi Annual funding schemes.

## **ESSENTIAL CRITERIA OF THIS GRANT**

**Your organisation must meet all of these criteria in order to be eligible to apply.**

- The application must be submitted within reasonable time to allow for assessment, consideration by Committee, and approval by Council
- Applications must be submitted by the applicant group itself
- Operate as an arts or heritage focused organisation throughout the year
- Be properly constituted and have evidence of a constitution / articles of association
- Have your operational focus in the Belfast City Council area
- Operate on a not-for-profit basis
- Demonstrate efforts to secure income or assistance from sources other than the Council
- Organisations must demonstrate professional financial management and accounting.
- You must submit, the financial accounts detailing the income and expenditure of your organisation for audit inspection by Belfast City Council
  - Established organisations must supply a copy of:-
    - their 2009–10 audited accounts, or
    - their most recent audited accounts accompanied by management accounts dated within the past six months.
  - New organisations must include:-
    - management accounts dated within the past six months, signed as agreed by the Board,
    - and bank statements for the last six months, or the life of the organisation, whichever is less.
- Have a child protection policy and procedures if working with children and young people. If you require details or guidance on developing a child protection policy, please contact the Culture and Arts Unit.
- Agree to co-operate fully with the Council's monitoring and evaluation process
- Demonstrate professional management and governance. Details of all members of the Board and all staff will be required.
- Ensure that sufficient insurance cover has been sought for the programme. Belfast City Council is not responsible for providing insurance for, or claims which arise from, grant-aided programmes.
- Not unlawfully discriminate within the meaning and scope of the provisions of the Race Relations (NI) Order 1997, Sex Discrimination (NI) Order 1976 (as amended), Fair Employment and Treatment (NI) Order 1998, and the Disability Discrimination Act 1995; and shall take all reasonable steps to ensure that all of its servants, employees agents and sub-contractors do not unlawfully discriminate.

**THROUGH THIS SCHEME WE WILL NOT FUND:**

- organisations that are able to share out profits to members or shareholders
- activities which could be undertaken on a commercial basis
- organisations whose normal activity is not arts or heritage-related unless the proposal is a heritage project
- individuals
- other local authorities
- other public organisations
- groups of organisations or individuals
- activities that are not arts or heritage-related
- activities that provide no potential benefit to the public, either in the short or long term
- goods or services that have been bought or ordered before receiving an offer letter
- activities that have already taken place or are already underway at time of assessment
- activities, equipment or events that duplicate what already exists
- costs that are already covered by other funding or income sources
- charity or fundraising events
- activities or events mainly taking place outside Belfast (there are some exceptions to this – e.g. touring, but these activities must benefit organisations based in Belfast, or we can consider the ‘Belfast’-focused area of the application
- activities that do not benefit people in Belfast, or that do not assist arts or heritage organisations which have their main operational activity in Belfast, to carry out their work
- loans or deficits.

**CULTURE AND ARTS: CONDITIONS OF GRANTS**

Please note that if your application is successful, your Chair, treasurer, secretary or most senior member of staff will be requested to sign an acceptance of the grant. This includes acceptance of a number of conditions.

There may be special conditions attached to the grant in addition to those outlined below. We will set out any special conditions in the letter we send offering you a grant. If you fail to meet these terms and conditions, or cannot prove you are meeting them, the Council may suspend or cancel your grant. You may also be liable to repay any grant already being paid.

**General**

- The grant must be used for the specific purpose outlined in your application and agreed with Officers of Belfast City Council Tourism, Culture and Arts Unit.
- Any alterations to the agreed programme must be approved in advance, and may be subject to ratification by Council. The Council reserves the right to revise this offer of grant assistance should this not be the case
- Should the agreed programme or a portion of it not be delivered, the Council reserves the right to recoup the grant accordingly
- No grant will be released until all outstanding documentation is submitted to the Tourism, Culture and Arts Unit
- You should inform the Tourism, Culture and Arts Unit of any other funding that you receive after the acceptance of this offer

## **Evaluation**

- The grant will be paid in two instalments. 90% of the grant will be paid at commencement of the project and the remaining 10% will be paid on completion of the project and after monitoring and evaluation has been received and approved.
- A final report must be submitted to the Tourism, Culture and Arts Unit as soon as possible following completion of the programme
- For monitoring purposes, the staff of the Tourism, Culture and Arts Unit should be allowed free access to the public presentation of the agreed programme.

## **Marketing and Communications**

- The grant must be acknowledged on all print and publicity material that you will be issuing in connection with the agreed programme, through the inclusion of the Council's logo.
- You must forward all publicity materials to the Council and must agree to the use of such materials by the Council.
- The Tourism, Culture and Arts Unit must be informed of all press and media liaison, and the Council should be given the opportunity to participate in media events.
- When the Council logo is displayed on published material **other than** marketing materials or event programmes, the following sentence must be included alongside the Council logo: 'This publication is grant-aided by Belfast City Council. The views expressed are not necessarily shared or endorsed by Council. The Council does not accept any responsibility or liability for same'

## **WHAT ARE BELFAST CITY COUNCIL'S CRITERIA FOR FUNDING CULTURE AND ARTS?**

Belfast City Council wishes to invest in the arts and heritage in Belfast, by making grants available under the five main criteria highlighted below. As part of your application you will be asked to address, between 500 - 1000 words, how your organisation's programme adheres to these criteria.

It may be helpful for you to include evidence in the forms of documents to support your answer; additional information supplied as evidence will not be included within the word limit.

The information below reflects the Council's strategic aims under Capital City II and Integrated Cultural Strategy. Your application will be assessed on the degree to which your programme may fulfil these various criteria. The criteria cover a very broad range of cultural practice and stages of organisational development. As a result, it is not anticipated that every organisation will meet all the criteria in every respect.

## 1) LEADERSHIP Investment benefits

- evidence of need or demand for the activity
- value for money
- leverage of other funding
- need for the organisation to be funded through this scheme

## 2) CELEBRATION Ambition and impact of arts / heritage activity

- strength and quality of activity
- innovation and creativity of activity
- enhancing the cultural experience of those living, working, and visiting Belfast
- demonstration of the organisation's track record in arts / heritage activity

## 3) GOOD RELATIONS Extending and enriching participation in arts / heritage activity

- widening access to cultural activities
- developing audiences for arts / heritage activities
- supporting Good Relations and celebrating cultural diversity
- a track record of demonstrating respect, tolerance and / or undertaking activities which are neither threatening or offensive
- engaging with communities and marginalised groups

## 4) ECONOMIC REGENERATION Enhancing the cultural infrastructure and placing culture and arts at the centre of regeneration

- sustainability of arts / heritage activity
- enhancing the cultural infrastructure of Belfast
- enhancing the economic infrastructure of Belfast
- enhancing the use of public spaces
- skills development

## 5) MANAGEMENT Planning and Processes

- effective management and governance
- appropriate policies
- effective strategic planning
- effective marketing plans
- sound financial management
- effective monitoring and evaluation
- staff development processes

**SUBMITTING YOUR APPLICATION** Your application will be considered on a rolling basis.

It is estimated that a **6 week** turnaround time can be expected, however we **cannot guarantee** this timescale due to staff restrictions. **You are strongly advised** to contact the Tourism, Culture and Arts Unit in advance of making your application in order to clarify any expected delays which may hinder the processing of your application.

Please send or bring your application to the Tourism, Culture and Arts Unit, the contact details are on the front of this form. We cannot accept faxed application forms, or applications only provided on disc.

If the application is sent by post, it should be registered or sent by recorded delivery. Please note that proof of postage is not proof of delivery. It is recommended that you contact us to ensure that we have received it. An official receipt **must** be obtained if the application is delivered by hand.

You can also email us the form which you can download from our website (details of website on front page of this form). If the form is emailed you **must** contact us to ensure that we have received it. Again, the responsibility rests with the organisation to ensure that we have received and can open your application and any attachments.

Tell us immediately if there are any significant changes to your organisation or to the planned activities. While we cannot normally consider additional information after you have submitted your application or during the assessment procedure, it is important that we are kept informed of any significant developments that may occur before the start of the grant period.

## **WHAT HAPPENS NEXT?**

Applicants will receive an acknowledgement letter from us shortly after submitting their application. There is a high demand for Council's Culture and Arts Funding, and your application will be assessed by comparing it with others. We will examine:

- the artistic / cultural quality of the proposal and its ongoing effect on your organisation's artistic / cultural practice
- how the proposal will be managed and its ongoing effect
- how feasible the proposal is financially, and its future sustainability
- how the public and your organisation will benefit from the programme, immediately or in the longer term
- the contribution of the programme to meeting Belfast City Council's Culture and Arts Criteria

Applications and their assessments will then be considered by the Council Officer and approved by the Director of Development who makes the initial decision on whether or not a grant should be offered and at what level.

## **WHAT HAPPENS IF MY ORGANISATION IS OFFERED A GRANT?**

You will receive an offer letter outlining general conditions and any special conditions. Our general conditions for grants are listed earlier in this document. You will be asked to sign and return your offer letter, and retain a copy for your information. The signature must be of the most senior person in your organisation such as Chairman, Treasurer, Secretary, or Director. This will oblige your organisation to accept the grant and its conditions. You must accept the grant offer in this way before any grant can be released, and **within two months** of the date of our offer letter.

If our grant offer does not correspond to the amount you requested, you will be required to discuss this with us and confirm in writing, what our grant will be used to fund. If you receive a grant offer, but no longer want to accept it, please let us know in writing as soon as possible.

## **WHAT HAPPENS IF OUR APPLICATION IS UNSUCCESSFUL?**

We will write to you explaining why your application was unsuccessful and telling you who to contact if you would like more detailed feedback.

## **CHECKLIST AND ENCLOSURES**

Please enclose everything we ask for (see checklist below).

Alternatively you can refer us to documents that we already hold on file if there have been no alterations made to them since.

### **Have you:**

- Completed all sections of the application form?
- Enclosed audited accounts?
- Provided evidence of sound financial management?
- Enclosed documents and policies where relevant?
- Enclosed any additional information such as detailed budgets / programme / strategic plans?
- Enclosed evidence to support your responses to the criteria, where appropriate?
- Enclosed an electronic copy of your application?
- Kept a copy of the application for your records?





## **APPLICATION FORM**

# **BELFAST CITY COUNCIL ROLLING PROGRAMME TO SUPPORT INNOVATION IN ARTS AND HERITAGE**

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### **CONTACT DETAILS:**

Tourism, Culture and Arts Unit, Development Department, Belfast City Council,  
Cecil Ward Building, 4-10 Linenhall Street, Belfast BT2 8BP

Phone: **028 9091 8734**

E-mail: [culture@belfastcity.gov.uk](mailto:culture@belfastcity.gov.uk)

This form can be downloaded from [www.belfastcity.gov.uk/culture](http://www.belfastcity.gov.uk/culture)  
(see **Funding** section)

*Belfast City Council is committed to ensuring that its services are available to all sections of the community. Consideration will be given to providing this form in alternative formats on request, where practicable.*

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**IT IS ESSENTIAL THAT YOU READ THE GUIDANCE NOTES BEFORE YOU COMPLETE THIS FORM.**

This application form contains the following sections:

<b>SECTION A:</b>	<b>About your organisation</b>
<b>SECTION B:</b>	<b>About your proposed programme</b>
<b>SECTION C:</b>	<b>Belfast City Council's Culture &amp; Arts funding criteria</b>
<b>SECTION D:</b>	<b>Budget</b>
<b>SECTION E:</b>	<b>Declaration</b>

**SECTION A: ABOUT YOUR ORGANISATION**

**1) Your contact details**

- 1 a** Name of organisation:
- 1 b** Contact name:
- 1 c** Position in organisation:
- 1 d** Address:  
Postcode:
- 1 e** Phone:  
Mobile:  
Fax:
- 1 f** E-mail:
- 1 g** Website:

**2) Status of the organisation**

- 2 a** How is the organisation constituted?  
Please enclose the organisation's constitution or articles of association, unless you have already supplied this and there have been no changes
- 2 b** What year was the organisation formed?

- 2 c** If the organisation is a registered charity with the Inland Revenue, please supply the Charity Number.

**3) Purpose of the organisation**

Please tell us (**max. 100 words**) what your organisation does.  
(This could include mission statement and aims and objectives)

**4) Management & Governance**

- 4 a** How many people are on your management committee?



- 5 b** We would also like you to include your organisation’s policies, which may include Equal Opportunities Policy, Child Protection Policy, etc. You may refer us to documents previously supplied, if no updates have been made since you last submitted these.

*(Please note it is an essential criterion that if your organisation works to any degree with children and young people, you must have a child protection policy and procedures in place. Please contact us if you require assistance and / or clarification in this matter)*

Please therefore list below all the **policies** which you are including with this application form, or list those which you have supplied to us before:

- 5 c** Does your organisation comply with accessibility requirements under the Disability Discrimination Act 1995? If not please detail reasons why, and outlines the steps you are taking to make reasonable adjustments

Yes  No

**6) Staff Structure**

- 6 a** Please supply information about the organisation’s staff over the past year.

**Core Staff**

NAME	JOB TITLE	FULL-TIME	PART-TIME

**Freelance / Short-term contract Staff**

NAME	DESCRIPTION OF JOB	DURATION / TIMESCALE OF JOB

Volunteers / Work Experience

NAME	DESCRIPTION OF JOB	DURATION / TIMESCALE OF JOB

**6 b** Are there likely to be any changes to staff structure during the next financial year (April 2011 – March 2012)?

**7) Wages**

Total paid wages in last financial year:

TYPE OF STAFF	AMOUNT (£)
Permanent / Contract Staff	
Freelance / Short Contract / Casual	
Volunteer Costs	
<b>TOTAL</b>	<b>£</b>

(This information will help to build evidence about the economic impact of culture and arts in terms of employment and job creation.)

**8) Premises**

**8 a** Which of the following best describes the premises you currently operate from?

- Owned by your organisation
- Privately rented
- Other

**8 b** Is this situation likely to change in the near future?

Yes  No

If yes, please supply details:

**9) Financial Information**

**9 a** Name and address of Auditor/Accountants:

**9 b** Name and address of Bank/Building Society:

**9 c** Account name:

Account number:

Sort code:

VAT Registration number (if applicable):

**9 c** Your Financial year covers period from: \_\_\_\_\_ to:

**9 d** Who is responsible for day-to-day financial management within the organisation?

**9 e** What was your organisation's total income (turnover) in 2010/11?

**9 f** Please indicate what information you have enclosed to demonstrate your organisation's financial management. Please refer to the guidance notes for further information.

- Copy of your organisation's most recent audited accounts
- Management accounts
- Most recent bank statement(s)

**SECTION B: ABOUT YOUR PROPOSAL**

**1) Proposal details**

**1 a** Please provide a brief description (**in no more than 25 words**) of your proposal.

**1 b** Please attach a clear timescale of your proposed activities. This should detail proposed venues and highlight significant dates where appropriate.

**1 c** Please describe (**in no more than 250 words**):

- what your organisation wants to achieve with this grant,
- how this fits with the organisation's current work and its future developments,
- why this proposal is important to your organisation

**1 d** Rationalisation  
Please detail (**in no more than 250 words**), why your organisation could not have applied for this proposal through other Belfast City Council Culture and Arts funding schemes, e.g. Annual Funding, Multi-Annual Funding, Development & Outreach.

**2) Art form(s)**

Please tick one or more of the following art forms which best corresponds to your proposal:

Carnival Arts/ Circus	
Dance	
Festival	
Film	
Heritage	
Literature	
Music	
Theatre	
Visual Arts	
Multi-Art Form	
Other - please state:	

**3) Beneficiaries**

**3 a** Will your proposal benefit residents of Belfast on a city-wide basis, or is it targeted at a specific part of the City?

- If your programme is not city-wide and is targeted at a specific part or parts of the City, please describe the area(s) you will be delivering the programme in.
- If your programme involves touring, or activities outside the Belfast City Council area, please outline these plans.

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**3 b** How many people will benefit?

Please give a projected estimate for this activity.

Projected estimate of number of people involved in the proposal	
Artists	
Participants	
Audience	
<b>Total</b>	

**3 c** What is the age range of the people who will benefit from your programme? Please tick one or more.

Children (under 5)	
Children (5 to 11)	
Youth (12 to 19)	
Young adults (20 to 24)	
Adults (25 to 64)	
Older people (65 and over)	



All age ranges	
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**4) Impact**

Please give the expected results of your proposal where relevant.

Number of performance or exhibition days	
Number of new products or commissions	
Period of employment for artists (in days)	
Number of sessions for education, training, or taking part. <i>(One day can be divided into three sessions – morning, afternoon and evening. A ‘session’ is any one of, or part of one of, these.)</i>	

**5) Marketing**

Please supply a brief outline of how you intend to market this event. Alternatively, you can refer us to a marketing plan, which you are submitting with this application.

**6) Evaluation**

Please detail **(in no more than 250 words)**, how you intend to evaluate your activities.

**SECTION C:**                    **BELFAST CITY COUNCIL**  
**ARTS AND HERITAGE FUNDING**  
**CRITERIA**

We would ask you to detail (**in 500-1000 words**), how your proposal clearly meets the criteria for Belfast City Council's Funding for Culture and Arts. These are listed in the Guidance Notes.

You may include or refer to documentation relevant to the criteria as appropriate. (These attachments will not contribute to the word limit.)

**SECTION D:**                    **BUDGET**

Please tell us how much you are requesting from this grant scheme:

£
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On your own separately attached budget sheet, please provide as much detail as possible in relation to the expenditure and income for your proposal. **It is important that you give us as much detail and breakdown as possible.** Make sure your projected budget balances – the total income should be the same as the total expenditure.

Please note that the more alternative sources of income that you can apply for or obtain before submitting your application, or in-kind costs which you can negotiate or offer, the better 'value for money' your proposal will be to Belfast City Council.

**SECTION E: DECLARATION**

- I confirm that the organisation named on this application has given me the authority to submit this application on their behalf.
- I confirm that the activity in the application falls within the powers of the organisation's constitution or memorandum and Articles of Association.
- I confirm that, if we are successful with our application, we will abide by the conditions of grant.
- I confirm that, as far as I know, the information in this application, and any material submitted in support of it, is true and correct.

Name (signature) \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date \_\_\_\_\_

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**IMPORTANT  
TO ALL APPLICANTS:**

Please check the Guidance Notes again to ensure that you have understood all the questions and criteria, and have included everything that we require. There is also a checklist at the end of the Guidance Notes.

Your application will be considered on a rolling basis. It is estimated that a **6 week** turnaround time can be expected, however we **cannot guarantee** this timescale due to staff / committee restrictions.

**You are strongly advised** to contact the Tourism, Culture and Arts Unit in advance of making your application in order to clarify any expected delays which may hinder the processing of your application.

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## Appendix 2

**Organisations Funded by Rolling Programme 2011/12**

No	Organisation	Cultural Category	Rolling Programme
1	Arts and Disability Forum	Disability & Visual Arts	£ 1,800.00
2	ArtsEkta	Multi-art form	£ 960.00
3	Bbeyond	n/a	0.00
4	Bbeyond		0.00
5	Belfast Celtic Society	Heritage Event	£ 1,025.00
6	Belfast City Blues	Blues Music	£ 1,800.00
7	Belfast Civic Trust	Heritage & Visual Arts	£ 1,800.00
8	Belfast Hills	Heritage	£ 3,000.00
9	Belfast Music Society	Classical Music	£ 1,200.00
10	Big Global Green	n/a	0.00
11	Black Box	Multi-Arts	£ 2,500.00
	Black Box		£ 500.00
12	Brassneck Theatre Company	Theatre	£ 1,800.00
13	Brown & Bri		£ -
14	Cathedral Quarter Arts Festival	Festival	£ 2,250.00
15	Cahoots NI	Multi-Art	£ 1,800.00
16	Centre Stage	n/a	0.00
17	Culturlann		0.00
18	DeLorean Owners Association	n/a	0.00
19	East Belfast Missions	Heritage & Visual Arts	£ 1,674.00
20	Flax Art Studios	n/a	0.00
21	Friends of Grove Park	Theatre	£ 1,800.00
22	Friends of the City of Belfast Youth Orchestra	n/a	0.00
23	Fringe Benefits Theatre Company	Theatre	£ 1,500.00
24	Greater Village RT		£ -
25	Green Shoot Productions	Theatre	£ 1,800.00
26	John Hewitt Society	Literature	£ 1,000.00
27	Kabosh	Theatre	£ 1,800.00
28	Kreative Konnectionz	n/a	0.00
29	Ledley Hall Boyrs & Girls Club Trust	n/a	0.00
30	Maiden Voyage (NI) Ltd	n/a	0.00
31	Moving on Music		1,900.00
32	Multimedia Heritage		2,250.00
33	Oh Yeah Centre	Music	£ 750.00
34	OMNI	n/a	0.00
35	Polish Saturday School in Belfast Association	Theatre & Heritage	1,800.00
36	Queen's University Success Chinese Lion Dance Society	n/a	0.00
37	Ransom	Theatre	£ 1,800.00
38	Red Barn Gallery	Visual Arts	£ 1,800.00
	Red Barn Gallery		£ 1,200.00
39	Shared History Interpretive Project	Heritage	£ 1,749.60
40	Short Strand Community Forum	n/a	0.00
41	Streetwise Community Circus Cic	Disability	£ 3,000.00
42	Vision Exposed	n/a	0.00
43	Young at Art	Multi-Art	£ 3,000.00
	<b>Total</b>		<b>£ 49,258.60</b>

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### Belfast City Council

<b>Report to:</b>	Development Committee
<b>Subject:</b>	Ulster History Circle Blue Plaques
<b>Date:</b>	3 April 2012
<b>Reporting Officer:</b>	John McGrillen, Director of Development, ext 3470
<b>Contact Officer:</b>	Robert Heslip, Culture & Heritage Officer, ext 3583

<b>1</b>	<b>Relevant Background Information</b>
1.1	The Ulster History Circle is a voluntary organisation which erects blue plaques 'in honour of men and women who have contributed to the Province's history' according to criteria set out in Appendix 1. Their committee contains a range of expertise and is independent but will take nominations for plaques to commemorate people who meet their criteria
1.2	In October 2009 and December 2010 Committee agreed to fund eight and nine plaques respectively to commemorate people within Belfast. The mechanism by which this has been done is by the submission of a list by the Circle which Council agrees to fund. The Ulster History Circle does the research, obtains permission from the building owner, has the plaque manufactured, arranges the launch and issues a press release
1.3	Currently there are 17 plaques in the city centre; 11 in the north and west; 17 in the south; 9 in the east. These are detailed on the Ulster History Circle's website <a href="http://www.ulsterhistory.co.uk/plaques.htm">http://www.ulsterhistory.co.uk/plaques.htm</a>

<b>2</b>	<b>Key Issues</b>
2.1	A request has been received from the Ulster History Circle for council to fund six additional Blue Plaques (listed in Appendix 2) in the next financial year and further ten over the years 2013 - 2015. The Circle have been urged to ensure that the plaques are spread across the city as far as possible, reflect the council's tourism place destinations and cover a range of different types of people who have made significant contributions to our society, as well as aligning with the strategic themes identified by Council in its corporate policies. The cost is £800 per plaque.

<b>3</b>	<b>Resource Implications</b>
3.1	The cost of the proposal would be £4800 in the financial year 2012-13 and £4000 in each of 2013-14 and 2014 – 2015. This would come from existing budgets.

<b>4</b>	<b>Equality and Good Relations Considerations</b>
4.1	The list of plaques submitted will, as far as possible, be representative of all the people of Belfast

<b>5</b>	<b>Recommendations</b>
5.1	Members are requested to agree funding of £4800 in 2012 – 2013 and £4000 in each of the following two years for the erection of sixteen Blue Plaques in total by the Ulster History Circle, subject to an agreed list. Members are invited to submit any proposals for blue plaques and the process is set out Appendix 3.

<b>6</b>	<b>Decision Tracking</b>
None Required.	

<b>7</b>	<b>Key to Abbreviations</b>
DOE – Department of the Environment	

<b>8</b>	<b>Documents Attached</b>
Appendix 1 – Ulster History Circle Blue Plaque criteria Appendix 2 – List of proposed plaques and locations Appendix 3 – Proposing a Plaque	



## Appendix 1

### Ulster History Circle blue Plaque criteria

The Ulster History Circle receives many nominations for blue plaques each year. To be considered for selection each nominated person has to meet basic selection criteria. They must -

- be dead for 20 years or, if less, have passed the centenary of their birth;
- be associated with the province of Ulster through birth, education, work or vocation; and
- have made a significant contribution to the development or delivery of education, industry, commerce, science, arts and literature, politics, international affairs or other calling anywhere in the world.
- proposals will be considered for the commemoration of sites of special historical interest.

A candidate who has already been publicly acknowledged, in Ulster, by way of an existing memorial e.g. statue, plaque, named building or thoroughfare will normally not be accepted for a blue plaque.

The Circle considers all the suggestions that meet the basic criteria. Where accepted for selection, detailed research is carried out into the surviving addresses of candidates using sources such as biographies, street and electoral registers, and census and valuation records.

Generally, only one plaque is allowed per person, so the building on which the plaque is to be placed has to be chosen very carefully. Where the candidate was born in Ulster the Circle will seek to erect the plaque on the birth house, or any suitable replacement building on the same site. Where there is no suitable replacement, where it is in an inaccessible location or where the place of birth can not be traced, an alternative building, in which the candidate was educated, lived or worked, will be selected. In suitable cases, the site of a benefaction, e.g. Magee College, Londonderry can be used. Where the candidate was born outside Ulster, the most suitable place, education, residence or work will be selected.

Except in exceptional cases, buildings marked with plaques must be visible from the public highway

Before a plaque can be erected, the owners of the building in question have to give their consent. Where listed buildings are involved, the building owner must obtain consent from the Northern Ireland Environment Agency. If granted, the plaque is produced and fixed to the building. The cost of plaque design, manufacture and installation is borne entirely by the Ulster History Circle.

Unveiling ceremonies are always held. These occasions, where possible attended by descendants, friends and colleagues of the person being commemorated, and are often memorable, emotional events.

The presence of a plaque does not afford a building any statutory protection; it has, for example, no connection with listing. Plaques that have been removed in the course of redevelopment or renovation are recovered and replaced later in the same or an alternative location

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## Appendix 2

**ULSTER HISTORY CIRCLE  
PLANNED BELFAST PLAQUES  
APRIL 2012**

<b>Name</b>	<b>Dates</b>	<b>Profession</b>	<b>Address</b>	<b>Area</b>
<b>Sir Otto Jaffe</b>	1846-1919	Lord Mayor /Philanthropist	Linenhall Street	Central
<b>Sean Lester</b>	1888-1959	General Secretary, League of Nations	124 Ormeau Road	South
<b>Francis Joy</b>	1697-1790	Printer and publisher	Joy's Entry	Central
<b>Muiris O Droighneain</b>	1901-1979	Teacher of Irish and Publisher	49 Glen Road	West
<b>Frank McKelvey</b>	1895-1974	Artist	11 Glenvale Street	Greater Shankill
<b>Isabella Todd</b>	1836-896	Suffragist	11 Lower Crescent	South
<b>Gustav Wolff</b>	1834-1913	Industrialist	Newtownards Road	East

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### **Proposing a Plaque**

Proposers should first make absolutely certain that a figure meets with the selection criteria. In particular, that he or she has been dead for at least 20 years, or has passed the centenary of his or her birth.

When contacting us, proposers are asked to:

- Give reasons why the nominated person deserves a blue plaque
- Provide information about his or her life and achievements, or a list of relevant biographical works or sources
- List the addresses in which he or she lived or worked, with dates of occupation if known
- Ensure that at least one of these buildings is still standing, or that there is a suitable building on the site
- Enclose a photograph of the nominated address, where possible

Initial enquiries to: [info@ulsterhistory.co.uk](mailto:info@ulsterhistory.co.uk)

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<b>Report to:</b>	Development Committee
<b>Subject:</b>	Launch of Northern Ireland European Regional Forum
<b>Date:</b>	April 2012
<b>Reporting Officer:</b>	John McGrillen, Director of Development, ext 3470
<b>Contact Officer:</b>	Laura Leonard, EU Manager, ext 3577

<b>1</b>	<b>Relevant Background Information</b>
1.1	Members will be aware that in September last year the recommendations from an independent review on the European Unit carried out by FGS McClure Watters in association with PMG Consulting were reported to the Development Committee. The report included a recommendation that the Belfast in Europe platform co-ordinated by the European Unit should develop to become a greater asset for Council by taking on a more strategic role as the Northern Ireland European Regional Forum (NIERF). This Forum would provide a strong platform for collaboration on European (EU) policy and funding.
1.2	Committee agreed the recommendation and in October of last year letters were sent to existing members of the Belfast in Europe platform and to new organisations inviting them to re-affirm membership and/or to join the Forum to build a strong platform of strategic alliances and to ensure a balanced makeup of voluntary, private and public sector members.
1.3	There are now 46 people listed as members of the Northern Ireland European Regional Forum (see appendix 1). It has senior representation from the European Commission Office in Belfast, Office of the First and Deputy First Minister (OFMDFM), Northern Ireland Assembly, government departments, the community and voluntary sector and key agencies such as Police Service of Northern Ireland (PSNI) who are actively involved in European affairs. Forum members meet four times each year, a terms of reference has been agreed (see appendix 2) and members work together to: <ul style="list-style-type: none"> <li>- collaborate to identify suitable funding opportunities, to support bid development and project implementation</li> <li>- promote our region in Europe, demonstrating local good practice in a European context to attract new business/investment opportunities</li> </ul>

	<ul style="list-style-type: none"> <li>- promote best practice from other European cities in areas such as housing, security, employment, health and social services, education and economic regeneration to achieve maximum effect within the region</li> <li>- facilitate information exchanges between local people, professionals and politicians by hosting inward visits and showcasing our region in Europe</li> <li>- co-ordinate and share resources and information on current and future EU related activities</li> <li>- share information they have available on EU policy and utilise EU contacts and networks such as Eurocities to influence EU policy development.</li> </ul>
1.4	Given the growing membership, representation at senior level and growing profile of the Forum, the newly established Northern Ireland Assembly EU Advisory Panel will keep a watching brief on the work of the Forum and feed key issues to and from the panel.
1.5	<p>In addition, growing interest in the Forum has been shown by the Northern Ireland Barroso Task Force on Europe. The Task Force is coordinated by the OFMDFM and reports directly to the two Junior Ministers. The Task Force is structured around four high level multi sectoral working groups led by a senior civil servant for each and supported by four new Brussels based desk officers around the themes of;</p> <ul style="list-style-type: none"> <li>- Social cohesion</li> <li>- Competitiveness and employment</li> <li>- Innovation and technology</li> <li>- Climate change and energy.</li> </ul>
1.6	In order to tie neatly in with the work of the Task Force, the BCC led Northern Ireland European Regional Forum will henceforth have four sub committees led by Forum volunteers.
1.7	It is anticipated that the sub committees will meet three times a year and report to the 4 main Forum plenaries. Barroso Task Force coordinators and the EU Advisory panel secretariat have welcomed this and intend to invite BCC to a future meeting of the OFMDFM Committee to brief members on the Forum.

<b>2</b>	<b>Key Issues</b>
2.1	Given the growing membership and senior level of representation of the Northern Ireland European Regional Forum led by BCC, it is proposed that John McGrillen as Director of Development should chair the Forum supported by the European Manager and team.
2.2	The Forum is planning an official launch to take place at an evening event which would be opened by the Lord Mayor on 29 May 2012. This will coincide with a meeting of all 13 European Empowerment and Inclusion networks in Belfast and Department of Employment and Learning (DEL) European Unit's annual publicity event which will showcase current Northern Ireland European Social Fund projects. Representatives from the European Commission from both Brussels and Northern Ireland, Managing Authorities from across the European Union as well as local authorities and EU-funded projects will come to Belfast for these events. The Forum has agreed this would be an excellent opportunity for a formal launch and is covering costs of the launch from its own budget.



<b>3</b>	<b>Resource Implications</b>
3.1	It is anticipated that the launch of the Northern Ireland European Regional Forum will cost no more than £3,500. This has been agreed and allocated within the Forum budget. This budget was rolled over from the former Belfast in Europe grouping and is held by BCC as secretariat of the Forum.
3.2	In its role as secretariat the EU Unit will work with the Forum to plan the launch event.

<b>4</b>	<b>Equality and Good Relations Considerations</b>
4.1	There are no Equality and Good Relations considerations attached to this report.

<b>5</b>	<b>Recommendations</b>
	It is recommended that:
5.1	A proposal is made to the Forum that John McGrillen should become the Chair given the growing number of members and senior level of representation from member organisations.
5.2	Approval is given for the Chair, Deputy Chair and Director of Development to attend the launch of the Forum on 29 <sup>th</sup> May 2012.
5.3	Approval is given for the Chair of the Development Committee or his nominee to attend an OFMDFM Committee briefing in the near future, along with the European Unit Manager to brief Member of the Local Assembly (MLA's) with respect to the work of the Northern Ireland European Regional Forum.

<b>6</b>	<b>Decision Tracking</b>
There is no Decision Tracking attached to this report.	

<b>7</b>	<b>Key to Abbreviations</b>
<p>EU – European  OFMDFM – Office of the First Minister and Deputy First Minister  NIERF – Northern Ireland European Regional Forum  ESF – European Social Fund  MLA – Member of the Local Assembly  PSNI – Police Service Northern Ireland  DEL- Department of Employment and Learning</p>	

<b>8</b>	<b>Documents Attached</b>
<p>Appendix 1 – List of members  Appendix 2 – Terms of reference</p>	

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