

Application Form and Guidance Notes for the Development & Outreach Initiative 2009-10



**APPLICATION FORM
DEVELOPMENT AND OUTREACH INITIATIVE
May 2009 – April 2010**

**DEADLINE FOR APPLICATIONS
12.00 noon, Friday 13 February 2009**

Contact details:

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

Phone: **028 9050 0517**

E-mail: culture@belfastcity.gov.uk

This form can be downloaded from 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.

It is essential that you read the Development and Outreach Guidance Notes before you complete this form.

This application form contains the following sections:

- | | |
|-------------------|--|
| SECTION 1: | About your organisation and partner organisations |
| SECTION 2: | About proposed programme |
| SECTION 3: | Meeting funding criteria for Belfast City Council's
Development & Outreach Initiative |
| SECTION 4: | Budget |
| SECTION 5: | Project beneficiaries |
| SECTION 6: | Confirmation |
| SECTION 7: | Checklist & enclosures |

LEAD APPLICANT

Name of organisation:

OTHER PARTNERS – PLEASE LIST

(Minimum of 2; maximum of 5 partners as well as the lead partner)

Partner 1

Partner 2

Partner 3

Partner 4

Partner 5

ABOUT YOUR ORGANISATION – THE LEAD PARTNER IS ASKED TO COMPLETE THE FOLLOWING SECTION. EACH PARTNER IN THE PROJECT MUST COMPLETE SECTION 6 AT THE END OF THE FORM.

SECTION A: ABOUT YOUR ORGANISATION

1) Your contact details

- i. Name of organisation:
- ii. Contact name:
- iii. Position in organisation:
- iv. Address:
- v. Postcode:
- vi. Phone:
- vii. Mobile:
- viii. Email:
- ix. Website:
- x. Fax

2) Status of the organisation

- i. 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
- ii. What year was the organisation formed?
- iii. 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 your mission statement and aims and objectives)

4) Management & Governance

- i. How many people are on your management committee?
- ii. Please list the full membership of this Committee in the table below. Please identify key office bearers, e.g. Chair, Treasurer, etc

Name	Position On Board / Committee	Occupation / Relevant Experience

- iii. Does the Board have Sub-Committees? If so please supply details
- iv. How often do the Board / Management Committee / Sub-Committees meet?
- v. What is the length of term of office?
- vi. Is the organisation planning to change any membership of the Board or management committee within the next 12 months; and will any new sub-committees be created within this period? Please advise us of any upcoming changes of which you are currently aware.

5) Strategic Documents and Policies

(Please note that you may refer us to documents previously supplied, if no updates have been made since you last submitted these.)

- i. With your application, you should **include your organisation's strategic documents** which may include business plans, operational plans, audience development and marketing plans, staff development plans, etc.
- ii. You should also **include your organisation's policies**, which may include Equal Opportunities Policy, Child Protection Policy (*essential if your organisation works to any degree with children / young people*), Staff Development Policy, etc

Does your organisation comply with accessibility requirements under the Disability Discrimination Act 1995? YES / NO

If not, please detail reasons why, and outline the steps you are taking to make reasonable adjustments.

6) Staff Structure

- i. Please supply information about the organisation's staff during THIS FINANCIAL YEAR (1 April 2008 – 31 March 2009). Continue on a separate sheet if necessary.

Core Staff

NAME	JOB TITLE	FULL-TIME	PART-TIME

Freelance / Short term contract Staff

NAME	JOB DESCRIPTION & DURATION	FULL-TIME	PART-TIME

Volunteers / Work Experience

NAME	JOB DESCRIPTION & DURATION	FULL-TIME	PART-TIME

- ii. Are there likely to be any changes to your organisation's staff structure during the next financial year (1 April 2009 – 31 March 2010)?

7) Wages

Total paid wages in last financial year:

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

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

8) Premises

- i. Which of the following best describes the premises you currently operate from?
- Owned by your organisation
 - Privately rented
 - Other

- ii. Is this situation likely to change in the near future?

9) Financial Information

- i. Name and address of Auditor/Accountants:
- ii. Name and address of Bank/Building Society:
- iii. Account name:
- iv. Account number:
- v. Bank sort code:
- vi. VAT Registration number (if applicable):
- vii. Financial year covers period from: to:
- viii. Who is responsible for day-to-day financial management within the organisation?
- ix. What was your organisation's total income in 2007/08 (financial year)?
- x. What was your organisation's total expenditure in 2007/2008 (financial year)?
- xi. Please enclose the following to demonstrate your current financial position:
 - copy of your organisation's most recent balance sheet / bank statement
 - balance sheet / draft accounts for current financial year
 - copy of most recent audited accounts, preferably for 2007/2008

2. PROJECT DETAILS

- a) What is the name of the Development and Outreach Project?

- b) What are the main aims of the project?

- c) Please give a summary (approx 450-500 words) of the project. This should include the dates of the project. Targets/milestones of the project should be highlighted.

- d) What venue(s) will the project take place in?

- e) Please describe the end event or showcase.

- f) Please list the tangible and intangible impacts of the project. This could include, for example, skills development, peer educator training, understanding of cultural diversity, creation of banners, a festival parade.
- g) Please state how you will market the project and generate media coverage including targets, timescales and costs.
- h) Please state how you will ensure the participants / audiences you are targeting will be involved in the project.
- i) How will you monitor and evaluate the project?
- j) How many people will benefit from your organisation's activity?

Please give a projected estimate for this activity. You are requested to estimate how many people benefited from your last 12 months' programme.

('Audience' includes people going to an exhibition/ performance, and people getting access to printed/ recorded/ broadcast work).

Estimate of numbers of people involved in the proposed project	
AUDIENCE	
PARTICIPANTS	

What is the age ranges 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	

Will they most likely be:

MALE	
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FEMALE	
APPROX. EQUAL SPLIT	

SECTION 3: ADDRESSING THE CRITERIA

Please detail, **in no more than 1500 words**, how your proposal meets the criteria for Belfast City Council's Development & Outreach Initiative. These are listed in the guidelines. You may refer to attached past publicity material / reviews, or other documentation relevant to the criteria, as appropriate.

These attachments will not contribute to the word limit.

SECTION 4: PROJECTED BUDGETS

LEAD APPLICANT:

Please provide as much detail as possible in relation to costings for the proposed project. The headings detailed below are given as a guide only and you should include relevant areas of expenditure and income which may not be specified. Attach budget sheets and detailed project budgets where applicable. Please ensure the accuracy of all the financial details you provide, as the Council will be unable to contact clients regarding applications after the deadline. Any inaccuracies or discrepancies may disadvantage your application.

4.1 Income

Earned income

Sponsorship

Box Office

Performance fees/guarantees

Sales

Commission on sales

Fundraising activities

Membership fees

Donations

Other

Grants

Funding Body

Applied For

Secured

4.2 Expenditure

Please provide separate budgets for each element of the project if appropriate, and please provide as much detail as possible. The headings below are given as a guide only:

Project costs

Professional fees

Administration

Travel

Accommodation

Subsistence

Venue hire

Equipment

Materials

Transport

Design and print

Photography

Advertising

4.3 AMOUNT REQUESTED

Amount requested: £

What will it be used for?

SECTION 5: PROJECT BENEFICIARIES

The aim of the Development and Outreach Initiative is to extend participation and access to culture and arts activity for those most marginalised in society. This Initiative also targets disability groups/projects. The project's beneficiaries must either have a disability focus OR reside within one or more of the defined output areas listed in Appendix 1.

Output Areas

Please tick which of the output areas the audiences / participants in the project will come from, using the table in Appendix 1.

Super Output Areas have been created on a ward-by-ward basis taking into account measures of population size and mutual proximity. The targeted areas represent Super Output Areas in Belfast included in the 50% most deprived areas, according to the Multiple Deprivation ranks in Northern Ireland (Noble Multiple Deprivation Measure 2005).

Disability

If your project does not take place in any of the **Output Areas**, please detail how the project has a disability focus.

SECTION 6: CONFIRMATION

LEAD PARTNER MUST SIGN THE FOLLOWING CONFIRMATION

I confirm that the information given above, and any material submitted in support of it, is true and accurate. I have read and accept the guidelines and conditions relating to Belfast City Council's Culture and Arts Development and Outreach Initiative and will inform the Council immediately if any changes in circumstances require the application or supporting material to be amended. I undertake to help deliver the project and confirm that my organisation is committed to the collaborative partnership described in the application.

Signed

Name

(Block capitals)

Organisation

Position

(In organisation)

Date

ALL OTHER PARTNER ORGANISATIONS MUST COMPLETE THEIR DETAILS BELOW AND SIGN THE FOLLOWING CONFIRMATION. Please photocopy as necessary or request further copies.

1) Your contact details

Name of organisation:
Contact name:
Position in organisation:
Address:
Postcode:
Phone:
Mobile:
Email:
Website
Fax:
:

2) Status of the organisation

- i. How is the organisation constituted?
Please enclose the organisation's constitution or articles of association.
- ii. What year was the organisation formed?
- iii. If the organisation is a registered charity with the Inland Revenue, please provide the Charity Number.

3) Purpose of the organisation

Please tell us (in no more than 100 words) what your organisation does.
(This could include mission statement and aims and objectives.)

- 4)** Please enclose a copy of your most recent audited accounts, bank statement, and balance sheet.

- 5)** We would also like you to include your organisation's policies, which may include Equal Opportunities Policy, Child Protection Policy, etc.
(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.)

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

Yes No

- 6) Please indicate, in under 100 words, why you are interested in this project, and how committed your organisation is to the success of this project. It is useful to note how many preliminary meetings you have taken part in.

7) Confirmation:

I confirm I am aware of the context of the application and agree that any material submitted in support of it, is true and accurate. I have read and accept the guidelines and conditions relating to Belfast City Council's Culture and Arts Development and Outreach Initiative and will inform the Council immediately if any changes in circumstances require the application or supporting material to be amended. I undertake to help deliver the project and confirm that my organisation is committed to the collaborative partnership described in the application.

Signed

Name

(Block capitals)

Organisation

Position

(In organisation)

Date

Appendix 1 - To be used with the Development and Outreach Application Form

5. Using the table below, please indicate which area (s) the people live in who your project will be working with. One of the aims of the Development and Outreach Initiative is to extend participation and access to culture and arts activity for those most marginalised in society. Please note this Initiative also targets disability groups/projects. Therefore the project's beneficiaries must either have a disability focus or reside within one or more of the defined Super Output Areas detailed below. Super Output Areas have been created on a ward-by-ward basis taking into account measures of population size and mutual proximity. The targeted areas represent Super Output Areas in Belfast included in the 50% most deprived areas, according to the Multiple Deprivation ranks in Northern Ireland. If you are uncertain as to which area(s) your project's beneficiaries fall into, you can access this information at www.ninis.nisra.gov.uk or alternatively please seek further advice from the Culture and Arts Unit.

Sources: Northern Ireland Statistics and Research Agency (NISRA) www.ninis.nisra.gov.uk

Super Output Areas	Please Tick
Andersonstown_1,2,3	
Ardoyne_1,2,3	
Ballyhackamore_3	
Ballymacarrett_1,2,3	
Ballynafeigh_1,2	
Ballysillan_1,2,3	
Beechmount_1,2,3,	
Bellevue_2,3	
Belmont_3	
Blackstaff_1,2	
Bloomfield_1,3_Belfast	
Botanic_4,5	
Castleview_1,3	
Chichester Park_1,2,3	
Cliftonville_1,2,3	
Clonard_1,2	
Crumlin_1,2_Belfast	
Duncairn_1,2	
Falls Park_1,2,3	
Fortwilliam_1,2,3	
Glen Road_1,2,3	
Glencairn_1,2	
Glencolin_1,2,3,4	
Highfield_2,3	
Island_1,2	
Knock_1	
Ladybrook_1,2,3	
Ligoniel_1,2	
Ligoniel_3	
Musgrave_1	
New Lodge_1,2,3	
Orangefield_1	

Shaftesbury_1,2,3	
Shankill_1,2	
Sydenham_1,2,3	
The Mount_1,2	
Upper Malone_2	
Upper Springfield_1,2,3	
Water Works_1,2,3	
Whiterock_1,2,3	
Windsor_3,4	
Woodstock_12,3	
Woodvale_1,2,3	

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:

1. Completed all sections of the application form, including section 5, the Project Beneficiaries table? (see Appendix)
2. Signed and dated the form (all partners)?
3. Enclosed evidence of each partner's constitution or articles of association?
4. Enclosed the lead applicant's most recent audited accounts preferably for 2007/08?
5. Enclosed a statement of each partner organisation's current financial position?
6. Enclosed budget sheets?
7. Enclosed a Business Plan?
8. Enclosed an Equal Opportunities Policy (where applicable)?
9. Enclosed a Child Protection Policy and POCVA checks (where applicable)? If tutors or Staff have not been confirmed at the time of application POCVA checks must be provided before the project commences.
10. Enclosed materials which demonstrate your track-records?
11. Enclosed an electronic copy of your application where possible?
12. Ensured that all the information you have provided, especially financial details, is complete and accurate?

Please remember that the deadline for receipt of applications is **12.00 noon on Friday 13 February 2009**. LATE APPLICATIONS WILL NOT BE ACCEPTED.



GUIDANCE NOTES DEVELOPMENT AND OUTREACH INITIATIVE May 2009 – April 2010

**DEADLINE FOR APPLICATIONS
12.00 noon, Friday 13 February 2009**

CONTACT DETAILS:

Culture and Arts Unit,
Development Department, Belfast City Council,
Cecil Ward Building, 4-10 Linenhall Street, Belfast BT2 8BP
Phone: 028 9050 0517
Fax: 028 9027 0325
Email: culture@belfastcity.gov.uk

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THESE GUIDANCE NOTES ACCOMPANY THE APPLICATION FORM

WELCOME

The Development and Outreach Initiative aims to build capacity and boost cultural activity in communities with weak cultural infrastructure. The scheme is intended to extend participation and access to culture and arts activity within Belfast.

We would advise you to read these GUIDANCE NOTES thoroughly, to ensure that the Development and Outreach Initiative is suitable for the needs and aims of your project, your organisation, and your proposed partners.

SECTION 1:	About your organisation and partner organisations
SECTION 2:	About your proposed programme
SECTION 3:	Addressing Belfast City Council's Development & Outreach funding criteria
SECTION 4:	Budget
SECTION 5:	Project beneficiaries
SECTION 6:	Confirmation

SECTION 7: Check List & Enclosures

WHO CAN APPLY FOR THIS GRANT?

The scheme is open to collaborative partnerships of community organisations and arts/heritage organisations. There must be a lead applicant. The minimum number of partners for this initiative is one lead applicant plus a minimum of 2 and a maximum of 5 partner organisations. **There must be a mix of at least one arts or heritage organisation and one community organisation.** Lead organisations and partners must be legally constituted. Please also see sections 'Essential Criteria' and 'We Do Not Fund' on the next pages.

WHAT KIND OF PARTNERSHIPS IS BELFAST CITY COUNCIL LOOKING FOR?

Collaborative partnerships are an essential part of the Initiative. Partnerships must be genuine and purposeful. Professional experienced arts/heritage organisations must be involved as partners to ensure high overall quality.

Community and arts/heritage organisations must develop the project together, at all stages. The strongest projects grow out of early communications between lead organisations and partners. Partnerships may be new or existing. As genuine partnerships are significant to the success of the Initiative, monitoring and evaluation of partnerships will take place throughout the duration of the project.

HOW CAN I GET ADVICE ABOUT MY APPLICATION AND PROPOSAL?

You can book a personal appointment with an Officer from the Culture and Arts Unit to discuss any aspect of your application, or you can request an advice session for a group. You can also contact us with general enquiries during office hours by telephone or email.

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.nicva.org; and www.voluntaryarts.org.

HOW MUCH MONEY CAN MY ORGANISATION APPLY FOR?

The minimum Development and Outreach grant is £2,000 and the maximum is £20,000. The total budget available for the Initiative in 2009/10 is £165,000. Last year (2008/09), the average grant was £12,307.

£10,000 of the £165,000 total has been 'ring-fenced' for projects with young people. This will be showcased as a specific Youth Programme.

DO I NEED TO GET FUNDING FROM OTHER SOURCES?

Funding from other sources is not an essential component for the Development and Outreach Initiative. However, as there is a limited budget for the Initiative, the assessment process is likely to be competitive. Those projects which can demonstrate some alternative funding sources will represent better value for money to the Council. Partnership funding is, therefore, to be encouraged, but is not obligatory.

WHEN MONEY RUNS OUT, IS THAT THE END?

Belfast City Council wants to fund projects which will have a legacy after the project is completed. Applicants to the Initiative must therefore propose an appropriate 'exit strategy' to ensure that when the project ends, there can be some continuation of the positive impacts. This may be through identifying other possible funding sources,

ways of utilising the skills taught within the community and long-term planning to maximise the benefits of the experience.

HOW CAN I APPLY?

The **application form** gives us information about your organisation, what you are applying for, and your budget. Some areas of the form also give us important information for monitoring our grants. The **summaries** are a significant part of the application, and are an opportunity for you to describe your project in your own words. When you have completed your application, you should ensure that it is with the Culture & Arts Unit **before the deadline**. More detailed instructions on how we require it to be delivered can be found at the end of the application form.

AGAINST WHAT CRITERIA WILL MY APPLICATION BE ASSESSED?

Your application will be assessed against the following criteria which are detailed later in these guidance notes:

- a) Objectives of the initiative
- b) Essential criteria of the initiative
- c) Belfast City Council's criteria for funding Development and Outreach Initiative

WHAT ACTIVITIES CAN THIS FUND SUPPORT?

A wide range of partnership-based cultural projects will be eligible for support. Ideas include those to develop arts skills in sections of the community, those to record histories or explore aspects of the local heritage, those involving performances which will attract a local audience, or a combination of these or other ideas. Your application can cover more than one type of activity. We may support the following elements of your budget:

- projects and events
- education activities
- activities for people to take part in
- commissions and productions
- marketing activities
- professional development and training
- core costs such as salaries
- ongoing overheads (including overheads related to equipment or buildings, such as insurance and maintenance costs)

OBJECTIVES OF THE INITIATIVE

The aims and objectives of the Development and Outreach Initiative are as follows. Each proposed project will be assessed against how well it will achieve these aims and objectives.

- Creating tangible and intangible benefits.
- Tailored to the actual needs of the communities which it is targeting.
- Based on genuine partnership between experienced arts / heritage organisations and community based organisations.
- Widening access (physical, intellectual, financial) to cultural activity and promote equality of that access.
- Valuing diversity; using the arts as a component in building social cohesion; challenge prejudices and foster greater trust.
- Community empowerment and self-determination; embedding local control and supporting local commitment.
- Securing sustainability and longevity, and pursuing quality at all stages and levels of the project.

- Connecting with the mainstream; helping local marginalised activities to pursue links to other spheres; generating a greater audience for the arts.
- Bringing vitality to different parts of the City, and engaging people in constructive activity.
- Improving local image and identity, and helping improve the wider image of Belfast.
- Building personal development and developing individuals' self-confidence, skills development and employability.
- Encouraging imagination and vision; promoting health and wellbeing; and bringing enjoyment.

WHO IS THE INITIATIVE SET UP TO BENEFIT?

Belfast City Council invites proposals for projects from collaborative partnerships whose **beneficiaries either** reside in the output areas detailed in the table appended or projects which have a disability focus.

- **Output Areas** These represent Belfast wards included in the 50% most deprived wards in the Multiple Deprivation wards and ranks in Northern Ireland (Noble Multiple Deprivation Measure 2005) and the 50% most deprived Output Areas based on economic deprivation (Output Area Level Measure 2005). We welcome a combination of the areas.
- **Disabilities** One of the aims of the Development and Outreach Initiative is to extend participation and access to culture and arts activity for those most marginalised in society. This Initiative also invites proposals whose beneficiaries are people with disabilities.

WHAT IS THE ROLE OF THE LEAD APPLICANT?

The Lead Applicant will be the organisation which is responsible for delivery of the project if the project is successful in getting funding from the Development and Outreach Initiative. Responsibilities of the Lead Applicant will include financial accountability, overall monitoring and evaluation requirements and co-ordination of the project. However, it must also have an active role in delivery of the project itself.

The Lead Applicant will also have responsibility for ensuring that the project is monitored and that evaluation reports are submitted. The Lead Applicant will be the main contact point for the Council; however Culture and Arts Unit staff will expect to meet **all** partners at the beginning of the project and later on to ensure that the project is going well. The Lead Applicant can be either a community organisation or an arts/heritage organisation; however, partnerships must involve a mix of both.

WHAT RESPONSIBILITIES DO THE OTHER PARTNERS HAVE?

All other partners will be responsible for delivering their parts of the project, as agreed between the partners and the Council at the outset. All partners will also be responsible for monitoring their parts of the project and will be involved in completing interim and final evaluation reports, and for this reason, partners should keep closely in touch with each other and with the Council at all stages.

DOES THE PROJECT HAVE TO PRODUCE SOMETHING TANGIBLE OR VISIBLE TO THE PUBLIC, AT THE END?

Yes. One of the main aims of each project should be to create a 'celebration' end event or showcase. This will allow the wider public and media to witness and benefit from the tangible impact of the project. For example, this could be an exhibition, a performance, a publication, or a piece of public art.

Intangible impacts are also very important to the success of the Initiative. These are listed in the 'Objectives of the Initiative' section and must be monitored and evaluated throughout the project.

ESSENTIAL CRITERIA

All proposed partners must meet all of these criteria in order to be eligible to apply:

- Provide a permanent contact address to ensure access to records for monitoring and evaluation purposes.
- 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. Staff working directly with participants must have a clean POCVA [Protection of Children & Vulnerable Adults] check. Please note the cost of a POCVA check can be included in the budget.
- Be Belfast based and/or have main operational focus in the Belfast City Council area.
- Ensure that the application is submitted by the lead applicant group itself.
- Be properly constituted, and provide evidence of constitution or articles of association.
- Demonstrate financial viability and realistic budgeting in a business plan.
- Demonstrate professional financial management and accounting. Audited accounts for one year (or for a new organisation, a recent bank statement to demonstrate evidence of the organisation's bank account) will be required from the lead applicant.
- Submit a bank statement detailing current financial position.
- Demonstrate professional management and governance. Details of all members of the committee 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 servants, employees, agents and sub-contractors do not unlawfully discriminate.
- Sign at Section 8 CONFIRMATION to show commitment to delivering the project.
- Agree in writing to co-operate fully with the Council's monitoring and evaluation process, and have the capacity to contribute to this process.
- Allow sufficient time before the start of the project for Council to assess the application and supply a response to the application.
- Demonstrate sufficient experience to deliver their part in the project.
- Provide evidence that their part of the project will be adequately marketed and publicised to maximise participation.

The project must:

- Be based on a collaborative partnership of between a total of 3 and 6 partners (this includes the lead partner).
- Have an end 'event', and a sound exit strategy to demonstrate that the project will have a legacy.
- Be based on a genuine need and demand which is demonstrated in the application form.
- Be accessible to the general public.
- Be effectively planned with clear aims and objectives.
- Demonstrate value for money from the Council's point of view.

- Demonstrate realistic budgeting.

WE DO NOT FUND:

- late proposals
- building programmes
- capital equipment
- 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/heritage or community -related
- individuals
- other local authorities
- other public organisations
- 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
- projects which have already received funding under other Belfast City Council schemes
- 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

WHAT ARE BELFAST CITY COUNCIL’S CRITERIA FOR CULTURE AND ARTS FUNDING?

Belfast City Council wishes to invest in arts and heritage in Belfast, by making grants available under the criteria highlighted below. As part of your application you will be asked to address, in up to a maximum of 1,500 words, how your organisation’s programme meets these criteria. The Integrated Cultural Strategy has two underlying aims:

- To develop cultural product in the city
- To regenerate the city using culture and arts as a tool

The ‘Leadership, ‘Good Relations’, and ‘Place’ sections of the Culture and Arts Plan contain actions which are strongly linked to the Development and Outreach Initiative: Your application will be assessed on how fully it address the following criteria:

Leadership	Build effective internal and external partnerships	Developing partnership between communities and arts / heritage organisations
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Good Relations	Widen access to cultural activities	Improving intellectual, physical and economic access to the arts and heritage for citizens in Belfast
	Promote positive impacts of arts and heritage on Good Relations	Demonstrating positive impact on Good Relations (i.e. promoting equality, good community relations, and celebrating cultural diversity); and on civic pride
	Encourage participation by building sustainable cultural infrastructure in areas of low cultural activity	Demonstrating outreach to promote and build capacity for arts and heritage engagement within deprived neighbourhoods and socially marginalised groups and communities
Place	Promote creativity in the built environment	Working proactively with communities to enhance neighbourhood renewal through engagement with arts or heritage activity

DEVELOPMENT AND OUTREACH INITIATIVE: CONDITIONS OF GRANTS

Please note that if your application is successful, the lead partner's Chair, treasurer, secretary, director, 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.

If, after assessment, an offer of funding is made, the partnership will be required to comply with the following conditions:

- The grant will be paid in stages and is dependent on satisfactory interim and final reports and satisfactory financial monitoring.
- The Council must have full access to expenditure and income records for the project.
- Full budgets must be supplied in the Interim and Final Review reports.
- The event or activity must have an end event / showcase, which will be open to the general public to attend or participate in.
- The grant must be used for the purpose specified.
- The grant must be acknowledged through the inclusion of the Belfast City Council logo on all print material associated with the project.
- Reference must be made to the Council's support in press releases and other publicity.
- Reports must be submitted to the Culture and Arts Unit on request and on time.
- Every effort should be made to invite Officers from the Culture and Arts Unit to attend events, workshops, media launches, etc.
- All partners in the project must co-operate fully in the Council's monitoring and evaluation process.

- If the grant has not been fully expended or there is evidence of unapproved expenditure the Council reserves the right to withhold or claw back the funding.
- That the funding is repaid in the event of a breach of the above conditions; or of evidence of dishonesty in making the application or in spending the grant. Please note that any such evidence will be reported to the police and prosecution may ensue.

EVALUATION

- The programme will be expected to adopt best practice processes for evaluation, having clear aims and objectives, and demonstrating professional standards of business planning

PAYMENT OF GRANT

- The grant will be paid in two instalments of 50%. An interim report must be submitted mid-way the project and satisfactory progress evident, before the second instalment can be released.
- A final report must be submitted to the Culture and Arts Unit as soon as possible following completion of the programme, highlighting key achievements and progress against agreed targets
- For monitoring purposes, the staff of the Culture and Arts Unit should be allowed free access to the public presentation of the agreed programme.

BRANDING

- 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 publicity materials to the Council and must agree to the use of such materials by the Council.
- The 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 the Council. The Council does not accept any responsibility or liability for same'.

SUBMITTING YOUR APPLICATION

The deadline for receipt of applications is **12.00 noon on Friday 13 February 2009**. LATE APPLICATIONS WILL NOT BE CONSIDERED.

Applications will be assessed according to the given criteria and subject to the availability of funds. The submission of incomplete data or absence of information may cause a delay in assessment, so applicants are urged to provide as much detail as possible.

Please ensure the accuracy of all the information you provide, especially financial details, as the Council will be unable to contact clients regarding applications after the deadline. Any inaccuracies or discrepancies may disadvantage your application.

You should send or bring your application to the Culture and Arts Unit. The contact details are on the front of this form. We request that you also submit a copy of your application on memory stick or by e-mail to culture@belfastcity.gov.uk This copy will not be accepted as a substitute for the hard copy of the application. The hard copy must still be submitted by the relevant deadline, and should there be any discrepancies between the electronic copy and the hard copy, the hard copy will

take precedence. We cannot accept faxed application forms, or applications only provided electronically.

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. We recommend that you contact us prior to the deadline to ensure that we have received it. An official receipt must be obtained if the application is delivered by hand.

Tell us immediately if there are any significant changes to your organisation or to your planned activities. While we cannot normally consider additional information during the assessment procedure, it is important that we are kept informed of any significant developments that may take place between the deadline and the start of the grant period.

WHAT HAPPENS NEXT?

Applicants will receive an acknowledgement letter from us shortly after the deadline. There is a high demand for Development and Outreach Initiative funding, and it is a competitive process.

We will examine:

- the artistic / cultural quality of the programme and its ongoing effect on your organisation's artistic / cultural practice
- how the programme will be managed and its ongoing effect
- how feasible the programme is financially and its future sustainability
- how the public 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 Development Committee which makes the initial decision on whether or not a grant should be offered and at what level. The Development Committee decisions are then presented to Council for ratification.

Those submitting successful applications will be requested to set up a meeting as soon as possible with their potential partners and the Officer. This is to allow the Officer to finalise arrangements and help to refine the project according to the budget allocated.

WHEN WILL I KNOW THE OUTCOME?

Belfast City Council Development Committee should make preliminary decisions with regard to grant recommendations in April 2009.

We therefore hope to send official notification to you by post following the Council meeting in May 2009.

WHAT HAPPENS IF MY ORGANISATION IS OFFERED A GRANT?

You will receive an offer letter outlining general conditions and any special conditions, and explaining the stages by which we will pay the grant. 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 Chair, 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:

13. Completed all sections of the application form, including section 5, the Project Beneficiaries table? (see Appendix)
14. Signed and dated the form (all partners)?
15. Enclosed evidence of each partner's constitution or articles of association?
16. Enclosed the lead applicant's most recent audited accounts preferably for 2007/08?
17. Enclosed a statement of each partner organisation's current financial position?
18. Enclosed budget sheets?
19. Enclosed a Business Plan?
20. Enclosed an Equal Opportunities Policy (where applicable)?
21. Enclosed a Child Protection Policy and POCVA checks (where applicable)? If tutors or Staff have not been confirmed at the time of application POCVA checks must be provided before the project commences.
22. Enclosed materials which demonstrate your track-records?
23. Enclosed an electronic copy of your application where possible?
24. Ensured that all the information you have provided, especially financial details, is complete and accurate?

Please remember that the deadline for receipt of applications is **12.00 noon on Friday 13 February 2009**. LATE APPLICATIONS WILL NOT BE ACCEPTED.

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