



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

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

#### **CONTACT DETAILS:**

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 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 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 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 2010. Organisations can apply more than once to this scheme during the financial year 2009/2010; however each proposal must be distinct from the previous.

### **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 should demonstrate professional financial management and accounting. The organisation should supply audited accounts for one year (or for new organisations a bank statement to demonstrate evidence of the organisation's bank account)
- 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 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 Culture and Arts Unit
- You should inform the Culture and Arts Unit of any other funding that you receive after the acceptance of this offer
- You must agree to submit, if requested, the financial accounts detailing the income and expenditure of your organisation for audit inspection by Belfast City Council

### 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 Culture and Arts Unit as soon as possible following completion of the programme
- For monitoring purposes, the staff of the 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 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 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 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 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?
- 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 FOR ARTS AND HERITAGE**

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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?
- 4 b** 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


- 4 c Does the Board have Sub-Committees? If so please supply details.
- 4 d How often do the Board / Management Committee / Sub-Committees meet?
- 4 e What is the length of term of office?

**5) Strategic Documents and Policies**

**5 a** In order to encourage organisations to develop best practice processes, we would like you to include your organisation’s **strategic documents** which may include business plans, operational plans, audience development and marketing plans, staff development plans, etc. You may refer us to documents previously supplied, if no updates have been made since you last submitted these. Please therefore list below all the **strategic documents** which you are including with this application form, or list those which you have supplied to us before:

**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 criteria 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-	PART-
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## Appendix 1

		TIME	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 2009 – March 2010)?

### 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 2008/09?

**9 f** Please enclose a statement showing your current financial position, such as a summary of income and expenditure within this financial year (09/10); and up to date audited accounts.

## **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, eg. 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.

**3 b** How many people will benefit?  
Please give a projected estimate for this activity.

<b>Projected estimate of number of people involved in the proposal</b>	
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	

**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>	

**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.

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