



APPLICATION FORM DEVELOPMENT AND OUTREACH INITIATIVE May 2010 – April 2011

**DEADLINE FOR APPLICATIONS
12.00 noon, Friday 5 March 2010**

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

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?

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 2010 – 31 March 2011)?

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:

- 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	
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	
Shaffesbury_1,2,3	
Shankill_1,2	
Sydenham_1,2,3	
The Mount_1,2	
Upper Malone_2	

Appendix 1

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 2008/09?
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?

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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	
Shaffesbury_1,2,3	
Shankill_1,2	
Sydenham_1,2,3	
The Mount_1,2	
Upper Malone_2	

Appendix 1

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