



Belfast City Council

DEVELOPMENT AND OUTREACH INITIATIVE GUIDANCE NOTES May 2012 – April 2013

DEADLINE FOR APPLICATIONS

12.00 noon, Monday 5 March 2012

These guidance notes and the application form can be downloaded from
www.belfastcity.gov.uk/culture

Belfast City Council's 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 in Belfast.

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.

WHAT KIND OF PARTNERSHIP 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 and quality processes are significant to the success of the initiative, monitoring and evaluation of partnerships will take place throughout the duration of the project. All partners must be legally constituted as not for profit organisations.

WHO IS THE INITIATIVE SET UP TO BENEFIT?

Belfast City Council invites proposals for projects from collaborative partnerships whose beneficiaries fall into either of the following two categories:

- A People who live in specified areas of the city:** These areas are 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).

B People with 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.

HOW MUCH MONEY CAN WE APPLY FOR?

The minimum Development and Outreach grant is £2,000 and the maximum is £20,000. The average grant last year was £11,764. The total estimated budget available for the Initiative in 2012/13 will be approximately £165,000.

Funding from other sources is not an essential component for the Development and Outreach Initiative. However, the assessment process is competitive. Those projects which can demonstrate some alternative funding sources and in-kind support will represent better value for money to the council.

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. **The process is seen as a key element of this initiative.**

The project should also create a 'celebration' end event or showcase. This will allow the wider public to witness and benefit from the tangible impact of the project. It will also hopefully gain media interest. For example, this could be an exhibition, a performance, a publication, or launch of a piece of public art.

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.

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)

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 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 Tourism, 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.

HOW WE WILL ASSESS YOUR PROPOSAL:

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

- a) Essential criteria of the initiative**
- b) Objectives of the initiative**
- c) Belfast City Council's criteria for funding**

A) ESSENTIAL CRITERIA OF THE INITIATIVE

All proposed partners must meet all of these criteria in order to be eligible to apply. If any of these criteria are not met we will not assess the rest of your application and it will be deemed ineligible.

- Projects must be completed by April 2013.
- All partners must provide a permanent contact address to ensure access to records for monitoring and evaluation purposes.
- All partners must 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 and Vulnerable Adults) check. Please note the cost of a POCVA check can be included in the budget.
- All partners must be Belfast based and/or have main operational focus in the Belfast City Council area.
- All partners must be properly constituted as a not for profit arts / heritage / community organisation, and provide evidence from your constitution or articles of association to demonstrate this.

- Submission of a bank statement detailing current financial position.
- All partners must demonstrate professional management and governance. Details of all members of the committee and all staff will be required.
- All partners must 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.

The lead partner must:

- Ensure that the application is submitted by the lead applicant group itself. However, all partners listed on the application form must each complete and sign partner forms.
- Demonstrate professional financial management and accounting:
Established organisations must supply a copy of:
 - their 2010/11 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.
- Provide evidence 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.
- Sign the Declaration to show commitment to delivering the project.
- 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. Please see attached Appendix, 'Acknowledging Belfast City Council support'.

The project must:

- Be based on a collaborative partnership of between a total of 3 and 6 partners (this includes the lead partner). All listed partners must submit signed partner forms.
- 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.

B) OBJECTIVES OF THE INITIATIVE

We are interested in how you will handle the process of community engagement. Therefore, each proposed project will be assessed against how well it will achieve these objectives of the initiative:

- 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.

C) 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**

Your application will be assessed on how fully it addresses the following criteria:

Leadership	Build effective internal and external partnerships	Developing partnership between communities and arts / heritage organisations
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

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. Some of these are listed below as bullet points.

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. Receipts to demonstrate expenditure must be kept for inspection.
- 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 Tourism, Culture and Arts Unit on request and on time.
- Every effort should be made to invite Officers from the Tourism, 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. As this fund focuses on process, development and outreach, we would expect the evaluation to reflect this. We request an interim report half way through the project, and a final report after it is completed. We can send you the templates of these in advance, so you know what information requires to be collected.

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 Tourism, 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 Tourism, Culture and Arts Unit should be allowed free access to the public presentation of the agreed programme.

BRANDING

Please see appendix for how to acknowledge Belfast City Council's support.

SUBMITTING YOUR APPLICATION

The deadline for receipt of applications is **12.00 noon on Monday 5 March 2012.**

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 omissions, inaccuracies or discrepancies may disadvantage your application.

You must submit your application in hard copy. 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.

An official receipt must be obtained if the application is delivered by hand. 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.

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?

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 mid April 2012.

We therefore hope to send official notification to you by post following the council meeting in May 2012.

WHAT HAPPENS IF MY ORGANISATION IS OFFERED A GRANT?

You will receive 2 copies of a letter of offer 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 both copies of your letter of offer. The signature must be of the most senior person in your organisation such as Chair, Treasurer, Secretary or Director. Both of your signed copies will be signed by the Director of Development, Belfast City Council, and one copy will then be sent back out to you. 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, and including a new budget for the project, reflecting the grant being offered. If you receive a grant offer, but no longer want to accept it, please let us know in writing as soon as possible. After you have accepted the grant a Belfast City Council officer will attend a partners meeting (organised by the lead partner) to ensure all partners are committed to the project.

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

Have you:

1. Completed all sections of the application form?
2. Signed and dated the forms (ALL partners) by the Chair of your Management Committee or Chief Executive / most senior member of staff of the organisation?
3. Included all the enclosures required – including financial information, policies, constitution etc?
4. Enclosed an electronic copy of your application?
5. Ensured that all the information you have provided is complete and accurate?
Failure to check this information may make your application ineligible.

HOW CAN I GET ADVICE ABOUT MY APPLICATION AND PROPOSAL?

We will be holding open funding advice sessions in various locations around the city. Please see our website for further details or contact us on the telephone number below.

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

Please note that we cannot comment on draft applications. General advice and information sheets about completing grant applications can be obtained from www.nicva.org; and www.voluntaryarts.org. Community Arts Partnership is another excellent source of advice and information, please see www.comartspartner.org or telephone 028 9092 3493.

Please remember that the deadline for receipt of applications is 12.00 noon on Monday 5 March 2012. LATE APPLICATIONS WILL NOT BE ACCEPTED.

Tourism Culture & Arts Unit, Development Department, Belfast City Council,
Cecil Ward Building, 4–10 Linenhall Street, Belfast, BT2 8BP
Any queries: Tel: 028 9050 0512
Email: culture@belfastcity.gov.uk

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 and the application form in alternative formats on request, where practicable.

APPENDIX

ACKNOWLEDGING BELFAST CITY COUNCIL SUPPORT

- We can help to publicise your events free of charge on our website, but we do require at least 2 weeks notice. Please request an Events Template form from culture@belfastcity.gov.uk.
- If you'd like to invite a representative from Belfast City Council to attend an event, please send an invitation well in advance, staff will endeavour to attend where possible.
- If you would like to invite a representative from Belfast City Council to speak at an event, we will be happy to assist you but we will need as much notice as possible due to the very busy schedule of our Councillors. Please note the council's policy is to invite the Chair or Deputy Chair of the relevant Committee to speak at events. You can see the list and contact details of Development Committee members here: <http://minutes.belfastcity.gov.uk/mgCommitteeDetails.aspx?ID=115>
- Your publicity materials and online presence must acknowledge Belfast City Council financial support by clearly displaying the Belfast City Council logo, following the corporate identity guidelines (see www.belfastcity.gov.uk/brand).
- Please pay particular attention to the exclusion zone or white box which is part of the council logo. You can download the artwork by clicking on 'logo suite' on the left hand side of the brand guidelines web page.
- We encourage all partners to use the Belfast brand (B inspired etc) to help promote the city. You can download this from the logo suite, along with brand guidelines at the link above. Please note that the Belfast brand should always appear alone and ideally positioned in the top left of any piece of marketing collateral.
- Please send artwork incorporating the council logo and Belfast brand for approval by the council's Corporate Communications Unit before signing off final designs: alex.wright@belfastcity.gov.uk or caroline.dixon@belfastcity.gov.uk
- Your media releases should include a line acknowledging that your project is funded or part funded by Belfast City Council and where possible a quote from Belfast City Council in support of the project, which will be attributed to the Lord Mayor or Chair of Belfast City Council's Development Committee (depending on the project – to be decided by Belfast City Council's Corporate Communications). Please send your draft media release to ashbym@belfastcitycouncil.gov.uk and culture@belfastcity.gov.uk and allow at least one week for this quotation to be supplied.
- 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'.



Belfast City Council DEVELOPMENT AND OUTREACH INITIATIVE APPLICATION FORM May 2012 – April 2013

**DEADLINE FOR APPLICATIONS
12 noon, Monday 5 March 2012**

This application form and the guidance notes can be downloaded from www.belfastcity.gov.uk/culture

Name of lead organisation:	
Please list other partners (minimum of 2; maximum of 5 partners in addition to the lead partner)	
Partner 1	
Partner 2	
Partner 3	
Partner 4	
Partner 5	
EACH PARTNER MUST COMPLETE A PARTNER FORM AND ATTACH IT AT THE END OF THE FORM.	

CONTENTS OF APPLICATION FORM:

1. About your organisation
2. Your project
3. Addressing the criteria
4. Enclosures
5. Budget
6. Project beneficiaries
7. Declaration
8. Checklist

APPENDIX: Partner Form

SECTION 1-8 TO BE FILLED IN BY THE LEAD APPLICANT ONLY:

1. ABOUT YOUR ORGANISATION

Name of Organisation			
Organisation Address			
Postcode			
Telephone		Fax No	
Email			
Website			
Name of contact <i>(This should be the person who knows the project best)</i>			
Position held			
Contact address <i>(only enter if different than above)</i>			
Daytime telephone no		Mobile No.	
Email			
Status of the organisation: please mark 'x' in boxes that apply (you can mark more than one box.)	Unincorporated Association		
	Incorporated Body		
	Registered Charity - Charity number:		
	Other (please state below)		
Name and address of Auditor/Accountants			
Name and address of Bank/Building Society:			
in your organisation who is responsible for financial management?			
Account name		Account number	
Bank sort code		VAT reg number	
Total income in 2010/11 financial year			
Total expenditure in 2010/11 financial year			
Financial year covers period from / to:			
Please summarise (in no more than 100 words) the purpose of your organisation. This could include mission statement, aims and objectives etc.			

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Management and Governance

How many people are on your management committee? 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

Does your organisation have sub-committees? If yes, please name them and their members.

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How often do the Board / Management Committee / Sub-Committees meet?

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What is the length of term of office?

--

STAFF IN PAST FINANCIAL YEAR

Core Staff	Number of full time		Number of part time	
Freelance / short term / contract staff	Number of full time		Number of part time	

Volunteers	Number of full time	Number of part time	
Insurance and Licences: Have you or your organisation got the appropriate insurances / licences in place for the proposed activities? (Organisations and individuals are reminded that it is their responsibility to meet all statutory obligations and obtain all the permissions around staging your activity.)			
Yes	If yes, please give details of the insurances / licences you have in place.		
No	If no, please state what actions you are taking to ensure that the required insurances / licences will be in place.		
Does your organisation comply with accessibility requirements under the Disability Discrimination Act 1995?			
Yes			
No	If no, please state what actions you are taking to make reasonable adjustments.		
Does your organisation have an adopted Child Protection policy?			
Yes			
No	If no, please state what actions you are taking to ensure that the required policy will be in place.		

2. YOUR PROJECT

What is the name of your Development and Outreach project?

<p>Please tell us about your project: give a summary of the project and a timetable. This should highlight significant dates of the project (including the showcase / end event) and where it will all take place. You can refer us to an attached project document if you prefer.</p>						
<p>What do you hope to achieve with the project? (e.g. skills development, peer educator training, understanding of cultural diversity, social cohesion).</p>						
<p>What will be the outputs and impacts of the project? (e.g. creation of banners, a festival parade, a new community choir, a dance, a piece of public art).</p>						
<p>Please state how you will target your participants (bearing in mind the target groups of this fund). Also state how you will target your audience.</p>						
<p>Please state how and where you will market the project and generate media coverage including targets, timescales and costs. You can refer us to an attached Marketing Plan.</p>						
<p>Please give a summary (max 250 words) of how you intend to monitor and evaluate the project. You can refer us to an attached Evaluation Plan.</p>						
<p>Please estimate the numbers of people involved in the proposed project</p>						
Audience				Participants		
What ages are your participants likely to be? (Please estimate):		% under 25		% 25-64		% 55+

What ages is your audience likely to be? (estimated percentage):	% under 25		% 25-64		% 55+	
Please provide an estimated percentage of your participants	% male			% female		
Please provide an estimated percentage of your audience	% male			% female		
Please tell us if you plan to continue aspects of the project after the grant has been spent. If yes, please describe how. This will also help us to plan for future years.						

3. ADDRESSING THE CRITERIA

Please detail, in no more than 1500 words, how your proposal meets the criteria for Belfast City Council's Development and Outreach Initiative. These are listed in the Guidance Notes.

4. ENCLOSURES

<p>We require you to include the following documents</p>	<p>Mark 'x'</p>
<p>Please enclose at least your 2010/11 audited accounts and 2011/12 management accounts. Please also enclose at least 2 bank statements dating within the last 6 months.</p>	
<p>Please enclose a copy of your constitution or memorandum of association. If you are a registered charity or company please also include your registration number on the objects page.</p>	
<p>Include your organisation's strategic documents which may include business plans, operational plans, audience development and marketing plans, staff development plans, etc.</p>	
<p>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</p>	

5. BUDGET

Income	Expenditure			
<p>Please tell us what income you need to deliver this project.</p>	<p>Please enter your forecasted sources of income in Column A.</p> <p>Please enter any guaranteed/approved income sources in Column B.</p>			
	<p>Budget headings should reflect headings used in your organisation's financial reporting as they will be used to monitor your organisation's financial management and funding expenditure.</p>			
	<p>Please detail the total cost of your project by listing your main items of expenditure.</p> <p>It is important that you give us as much detail and breakdown as possible.</p>			
Income Source	(A) Forecast	(B) Guaranteed	Budget Heading	Amount
BELFAST CITY COUNCIL Development and Outreach Initiative requested amount	£			
Earned income:				
Box Office				
Advertising sales				
Merchandise sales				
Other Public funding:				
Private income:				
e.g. Sponsorship, trusts				
Support 'in kind':				
SUBTOTALS				
OVERALL TOTAL of PROJECT INCOME (Column A + Column B)			OVERALL TOTAL OF PROJECT EXPENDITURE	
Please indicate what you would use our grant to pay for? (Please see guidelines for eligible expenditure)				

7. DECLARATION

This should be signed by the Chair of your Management Committee or Chief Executive / most senior member of staff of the organisation.

On behalf of the organisation, 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 and I confirm that I have been authorised to submit this application by the management committee.	
Signed:	
Name: (PRINT)	
Date:	
Name of organisation:	
Position in organisation:	

8. CHECKLIST

Have You ...? Please take time to ensure that you have completed the form in full and that all additional information requested has been provided, use the following checklist and box as a guide	Mark 'x'
Answered all questions? It is not sufficient simply to attach documents such as annual reports in response to questions, as this could delay consideration of your application.	
Kept a copy of the form for your own records?	
Ensured all the required documents are enclosed and are clearly marked with your organisation’s name and your partner organisation’s name where relevant	
Signed and dated the forms (all partners)	

It is advised that you retain a copy for your own records. Electronic copies will not be accepted. At this time please check that you have completed this document in full and attached all supporting documentation. Missing or incomplete forms may jeopardise your application.

All applicants are responsible for ensuring that their application packs are submitted and received before the deadline. If you have any queries you can contact us on 028 9050 0512

Please return by post or by hand to:

Docs 129207
Tourism, Culture and Arts Unit
Development Department
Belfast City Council
Cecil Ward Building
4-10 Linenhall Street
Belfast BT2 8BP

Please remember that the deadline for receipt of applications is 12.00 noon on Monday 5 March 2012.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Pursuant to the Data Protection Act 1998 Belfast City Council will only use personal information submitted as part of this proposal for purposes of assessing eligibility for a grant and for the administration of Belfast City Council's grant schemes. Personal information will not be used for any other purposes unless the Council has the consent of the data subject.

APPENDIX: PARTNER FORM

ALL OTHER PARTNER ORGANISATIONS MUST EACH COMPLETE A PARTNER FORM AND SIGN IT. THIS MUST BE RETURNED BY THE LEAD PARTNER WITH THE APPLICATION BY THE DEADLINE.

Name of organisation			
Organisation address			
Postcode			
Telephone		Fax No	
Email			
Website			
Name of contact (This should be the person who knows the project best)			
Position held			
Contact address (only if different than above)			
Daytime telephone no		Mobile No.	
Email			
Status of the organisation: please mark 'x' in boxes that apply (you can mark more than one box.)	Unincorporated Association	<input type="checkbox"/>	
	Incorporated Body	<input type="checkbox"/>	
	Registered Charity - Charity number:	<input type="checkbox"/>	
	Other (please state below)	<input type="checkbox"/>	
		<input type="checkbox"/>	
Purpose of the organisation Please tell us (in no more than 100 words) what your organisation does. (This could include your mission statement and aims and objectives.)			

ENCLOSURES

We require all organisations applying for funding to include the following documents:	Mark X
Please enclose at least your 2010/11 accounts or 2011/12 if available or if you are a new organisation statement of income and expenditure to date. Please also enclose at least 2 bank statements dated within the last 6 months.	
Please enclose a copy of your constitution or memorandum of association. If you are a registered charity or company please also include your registration number on the objects page.	
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.	

DECLARATION

This should be signed by the Chair of your Management Committee or Chief Executive / most senior member of staff of the organisation.

On behalf of the organisation, 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. I confirm that I have been authorised to submit this application by the management committee.	
Signed:	
Print name:	
Date:	
Name of organisation:	
Position in organisation:	

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