

Information for applicants

Section 1: What is the Purpose of the Programme?

The aim of the Arts and Heritage Grant Aid is to provide support to individuals and constituted groups based in the Borough to participate in, develop and promote the Arts and Heritage.

Funding may be provided in a range of Artistic and Heritage categories to promote and raise community awareness about current or past issues, including health promotion, environment and sustainability, urban renewal, rural revitalisation, cultural planning, community strengthening, social inclusion and cultural diversity within the Arts and Heritage sector.

What constitutes Arts & Heritage?

Arts

Applications for funding from Individuals and groups can be considered if they are for an activity related to one of the following art forms as recognised by the Arts Council Northern Ireland:

Literature, Language Arts, Traditional Arts, Circus & Carnival Arts, Intercultural Arts, Dance, Drama, Music & Opera, Comedy, Architecture, Craft, Film & TV, Digital, Public Art and Visual Arts

Heritage

Applications for funding from individuals and groups for heritage projects will be considered if they fit with the following recognised definition of heritage:

Cultural heritage is the legacy of physical artifacts and intangible attributes inherited from past generations, maintained in the present and bestowed for the benefit of future generations. Cultural heritage includes tangible culture such as buildings, monuments, landscapes, books, works of art and artifacts, intangible culture such as folklore, traditions, language, and knowledge and natural heritage including culturally significant landscapes and biodiversity.

Who can apply?

Any Individuals or groups resident in the Borough.

A group must;

- Be comprised of at least six members.
- Be democratically accountable through regular public meetings.
- Hold an Annual General Meeting (AGM).
- Be properly constituted and include a decision making process, and aims and activities that are acceptable to the Council (a copy must be submitted with the application).
- Be managed by a publicly elected committee; the office bearing positions of Chairman, Secretary and Treasurer must be held as a minimum.
- Demonstrate a fair and equitable ethos through their established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).
- Demonstrate that proposed activities are not a duplication of other activities.
- Produce an annual statement of independently verified or certified accounts, or a bank statement for new groups only.
- Agree to Antrim and Newtownabbey Borough Council's monitoring, evaluation, and training procedures if required.

Eligible expenditure

- Room/venue hire.
- Facilitation costs/Coaching/Training/Tutor costs.
- Materials and equipment required for exhibitions.
- Training
- Marketing and promotion
- Transport hire.
- Hire of Equipment
- Trips/entrance fees.
- Travel relating specifically to project/festival/programme.
- Access NI checks.
- Public and employer's liability insurance

Exclusions

Council will not normally fund the following:-

- Costs associated with projects operating outside of the Borough Council.
- Applications for specific projects which are clearly the responsibility of another statutory organisation.
- Applications received after the date of the activity or event for which funding is being sought.
- Retrospective expenditure.
- Salary costs.
- Unrelated professional fees.
- Bank charges, loans, deficits or fines.
- For profit enterprises.
- Costs that are already covered by other sources of funding.
- Organisations that are able to share out profits to individuals, members or shareholders.

- Charity, fundraising events and donations.
- Costs that are not clearly linked to the project.
- Projects that provide no significant benefit to the Antrim and Newtownabbey Borough Council area.
- Projects that duplicate what already exists.
- Projects that are not in line with Antrim and Newtownabbey Borough Council policies.
- Individuals involved in the delivery of the project, that is, staff, volunteers or board members of the applicant organisation, cannot benefit personally from the award of this grant. This means that they cannot be paid for the provision of goods or services from the grant.
- It is unlikely that you will receive funding if you have previously received a grant from us that was not managed in accordance with the terms and conditions of the Letter of Offer.
- The purchase of flags and bunting without prior approval.
- Alcohol

Further details of what is eligible and ineligible is listed later in this document per grant type.

Section 2: What is the criteria for scoring?

Each application will be considered on its own merits. In order to deliver the programme's aim and general principles, applicants will need to demonstrate how their project meets the appropriate criteria listed below. It is important to remember that the application will be assessed ONLY on the information provided in the application form and specifically in the box relating to the particular question asked. Any information that you do not include or that is contained in other parts of the application form will not be considered. Therefore, you MUST demonstrate how you meet the essential criteria as set out in these guidelines in the application.

2.1 ARTS AND HERTIAGE GRANT AID PROGRAMME SCORING

Applicants must score against each of the measurable criteria below. Failure to score against one of the measurable criteria will result in the application being rejected; the responsibility to provide sufficient detail in any application for Council's consideration rests with the applicant:

Score	Indicators
5	Excellent response that meets all aspects of the requirements in great detail.
4	Good response generally meets the requirements, with limited detail in some areas.
3	Satisfactory response but lacking in detail.
2	Less than satisfactory response.
1	Poor response with limited detail.

Using the score indicators above each of the four criteria will be scored out of 5 then the final score multiplied by 5 to give a total score out of 100 representing a final percentage score. All applicants scoring more than the 50% threshold will be recommended for award up to the maximum of the grant.

Each application will be considered on its own merits. In order to deliver the programme's aim and general principles, applicants will need to demonstrate how their project meets the appropriate criteria. It is important to remember that the application will be assessed ONLY on the information provided. We will not consider any information that you do not include. Therefore, you MUST demonstrate how you meet the essential criteria as set out in these guidelines in the application. All applications will be scored by officers against the defined criteria.

1. **Quality of Application** – The overall quality of the application and applicant will be assessed using the information given and supporting information enclosed.

2. **Demonstration of Need** – Applicants must clearly demonstrate why both the activity and the funding are needed.

3. **Contribution** – Applicants need to show how the activity will make an artistic/ heritage contribution to at least one of the community plan outcome themes as set out below:

- Citizens enjoy good health and wellbeing
- Citizens live in socially connected and vibrant spaces
- Citizens benefit from economic prosperity
- Citizens achieve their full potential

In addition to meeting the above grant specific criteria, applicants must also meet/comply with the following general conditions:

General conditions for funding

- All applications must be completed in full, submitted with **all** necessary relevant supporting information as requested and received at least 3 months prior to the proposed event otherwise they will not be considered.
- An application must meet the criteria to be considered, and all group applications must meet all of the conditions previously outlined to be eligible to apply as mentioned in the earlier section, "Section 1: Who can apply?"
- Payments will only be made by electronic bank transfer to the individuals or the group's bank account and not to any one individual.
- Grants will only be approved if the Council is satisfied that the applicant has the necessary expertise and resources to see the application through to successful completion.
- Groups seeking support from Council should have a minimum of £2M Public Liability and £10M Employers' Liability in place or be willing to obtain this cover. These are Council's minimum requirements. However, you are advised to contact your insurance broker to

ensure that these levels are sufficient to cover the activities of your organisation. Use of inflatables, fireworks etc. may require higher levels of cover.

- Retrospective applications will not be considered. A minimum lead-in period of at least three months from the date of closing must be allowed for Council to consider applications and appeals.
- Grants will be released in two instalments, 1st payment 50% in advance of the project start date subject to receipt of a signed copy of the Council's formal letter of offer second instalment 50% upon satisfactory vouching of the first payment.
- All awards will be 100% vouched.
- A group/individual may only receive one award per year. Groups in receipt of seeding grants will not be eligible to apply for other types of grant for a 6-month period.
- It is a stipulation of all successful grant applications that the Council and any other relevant funders' logos appear on all publicity material during the duration of the grant and that the Council's support is acknowledged. If requested, applicants must attend press opportunities and participate in all media activities as requested by Council staff. All printed materials and use of the logo must be agreed and approved by Council staff.
- Post activity/event/training the applicant will be required to complete the Council's monitoring and evaluation form, in order to demonstrate how the individual/group met the criteria detailed in the application form.
- Council reserves the right to request further information or clarification on any request for support and to share information on support with other funders.
- To be eligible for funding you must have a child protection policy in place if your project involves, or may involve, children or young people under the age of 18 or adults at risk policy if your project involves, or may involve, adults at risk.

Applicants should note that this is a competitive process and awards are subject to the availability of funds and may be subject to change. In addition to meeting the above criteria, applicants must also meet/comply with the following conditions.

Conflicts of Interest

All grant evaluation forms incorporate conflict of interest declarations, whereby grant assessing officers must either:

- Confirm they do not have an actual or perceived conflict of interest; or
- Declare that they have an actual or perceived conflict of interest.

Where a conflict of interest is declared, the officer must remove themselves from the process.

What happens if an application is unsuccessful?

If unsuccessful in an application, applicant will be sent the broad reasons why they have not received funding. They will receive feedback as to the strengths and weaknesses of the application.

Appeals procedure

An appeals procedure will be available to unsuccessful applicants. For further information, please contact team members at the end of this document.

Section 3: How much can be awarded?

The total amount of funding available within each grant category is outlined below:

Grant	Category	Proposed Award
Arts Support for Individuals and Groups	a. New group seeding grant.	£500
	b. The production of art work.	£1000
	c. Participation in specialist training or study.	£500
	d. The delivery of an event or festival, which must be held in the Borough and open to the public.	£1500
	e. The attendance or participation in an arts event either by invitation or qualification.	£1000
Heritage Support for Individuals and Groups	a. New group seeding grant.	£500
	b. The production or development of a heritage product, such as publication or exhibition which must relate to local history.	£1000
	c. Participation in specialist training or study.	£500
	d. The delivery of a heritage event, which must be held in the Borough and open to the public.	£1500

Section 5: Grant checklist

All applications should be accompanied by the relevant supporting documents requested at the end of the application form and shown below.

Title	Arts Grant – up to £1,000
--------------	----------------------------------

Supporting Documents Required	<p>Applicants will need to upload documents on the Grant Manager A declaration will need to be signed to confirm that all documents are in place should they be requested by Council.</p>
Eligible Expenditure	<ul style="list-style-type: none"> • Room/venue hire. • Facilitation costs/Coaching/Training/Tutor costs. • Materials and equipment required for exhibitions. • Training • Marketing and promotion • Transport hire. • Hire of Equipment • Trips/entrance fees. • Travel relating specifically to project/festival/programme. • Access NI checks. • Public and employer's liability insurance.
Ineligible Items	<ul style="list-style-type: none"> • Costs associated with projects operating outside of the Borough Council area. • Applications for specific projects which are clearly the responsibility of another statutory organisation. • Applications received after the date of the activity or event for which funding is being sought. • Retrospective expenditure. • Salary costs. • Unrelated professional fees. • Bank charges, loans, deficits or fines. • For profit enterprises. • Costs that are already covered by other sources of funding. • Organisations that are able to share out profits to individuals, members or shareholders. • Charity, fundraising events and donations. • Costs that are not clearly linked to the project. • Projects that provide no significant benefit to the Antrim and Newtownabbey Borough Council area. • Projects that duplicate what already exists. • Projects that are not in line with Antrim and Newtownabbey Borough Council policies. • Individuals involved in the delivery of the project, that is, staff, volunteers or board members of the applicant organisation, cannot benefit personally from the award of this grant. This means that they cannot be paid for the provision of goods or services from the grant. • It is unlikely that you will receive funding if you have previously

	<p>received a grant from us that was not managed in accordance with the terms and conditions of the Letter of Offer.</p> <ul style="list-style-type: none"> • The purchase of flags and bunting without prior approval. • Alcohol
--	---

Title	Heritage Grants - up to £1,000
Supporting Documents Required	<p>Applicants will need to upload documents on the Grant Manager</p> <p>A declaration will need to be signed to confirm that all documents are in place should they be requested by Council.</p>
Eligible Expenditure	<ul style="list-style-type: none"> • Room/venue hire. • Facilitation costs/Coaching/Training/Tutor costs. • Materials and equipment required for exhibitions. • Training • Marketing and promotion • Transport hire. • Hire of Equipment • Trips/entrance fees. • Travel relating specifically to project/festival/programme. • Access NI checks. • Public and employer's liability insurance.
Ineligible Items	<ul style="list-style-type: none"> • Costs associated with projects operating outside of the Borough Council area. • Applications for specific projects which are clearly the responsibility of another statutory organisation. • Applications received after the date of the activity or event for which funding is being sought. • Retrospective expenditure. • Salary costs. • Unrelated professional fees. • Bank charges, loans, deficits or fines.

	<ul style="list-style-type: none"> • For profit enterprises. • Costs that are already covered by other sources of funding. • Organisations that are able to share out profits to individuals, members or shareholders. • Charity, fundraising events and donations. • Costs that are not clearly linked to the project. • Projects that provide no significant benefit to the Antrim and Newtownabbey Borough Council area. • Projects that duplicate what already exists. • Projects that are not in line with Antrim and Newtownabbey Borough Council policies. • Individuals involved in the delivery of the project, that is, staff, volunteers or board members of the applicant organisation, cannot benefit personally from the award of this grant. This means that they cannot be paid for the provision of goods or services from the grant. • It is unlikely that you will receive funding if you have previously received a grant from us that was not managed in accordance with the terms and conditions of the Letter of Offer. • The purchase of flags and bunting without prior approval. • Alcohol
--	--

Section 6: How to apply?

Arts and Heritage Grants Programme will be available on a rolling basis subject to the availability of funding.

All applications must be applied online, process can take up to 12 weeks from date of submission.

Processing of Applications

- Applications will be assessed
- Details reported to the Council
- Individual/ groups will be notified of the outcome of their application/s and Letters of Offer will be issued.

For further information, please contact:

Leeann Murray – T: 028 9034 0228

E: leeann.murray@antrimandnewtownabbey.gov.uk

Philip Magennis – T: 028 9443 3202

E: philip.magennis@antrimandnewtownabbey.gov.uk

Documents to be provided

Individual

Bank Account Statement
Letter of Acceptance
Evidence of Training / Qualification / Costs of Event

Groups

New Groups

Bank Account Statement
Constitution
List of Office Bearers
Accounts
Public and Employer's Liability Insurance

Existing Groups

Bank Account Statement
Accounts
Public and Employer's Liability Insurance