

Arts Council of Northern Ireland

National Lottery Support for Individual Artists Programme

Application Guidance Notes for National Lottery Individual Artists Digital Evolution Awards

Deadline for Applications: 12 noon, 27 November 2025

Decisions: February 2026

Applications must be submitted online at www.artscouncil-ni.org/funding

Please Note: this programme is for proposals which will complete by **28 February 2027**.



Awarding funds from

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Introduction

Getting Help With Your Application

Thank you for your interest in the Arts Council of Northern Ireland's Individual Artists Digital Evolution Awards scheme. This programme is joint funded by the Arts Council of Northern Ireland and Future Screens NI.

These Guidance Notes give information on who is eligible to apply to the programme and how to submit an application. It also describes how your application will be assessed, how decisions are made and what you will be asked to do if you are awarded a grant.

These Guidance Notes and the relevant application form are available on our website at [Arts Council of Northern Ireland Individuals Digital Evolution Awards \(IADE\) \(opens in a new window\)](#). They may also be requested in large print or other accessible formats if required. Please contact us at artgrants@artscouncil-ni.org if you need further assistance in this regard, including alternative language versions. You can also contact us at that address if you have any queries about any aspect of the programme or its application requirements.

We have a number of ways we can support you to make your application:

- Arts Officers can offer general guidance to applicants on making an application
- If you are d/Deaf, disabled, or neurodivergent, University of Atypical can provide support with completing your application. Due to the time needed to match you with the best advisor, it is likely that advice sessions will not start before **20 October 2025**. **Please contact University of Atypical as soon as possible to ensure sufficient time for the support process.** Phone: 028 90239450; Email: access@universityofatypical.org.
- Other accessibility support for disabled applicants : The Arts Council of Northern Ireland can make information available in other formats tailored to individual requests for the application in other formats e.g., large print, braille, audio, Easy Read and British Sign Language

Please contact us at artgrants@artscouncil-ni.org if you need further assistance with your application including alternative language versions.

Further contact details for all our Artform staff can be found on the Arts Council Website [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

The Arts Council of Northern Ireland welcomes applications from the widest possible range of individuals, representing all categories under Section 75 of the Northern Ireland Act 1998. **We particularly welcome applications by disabled artists and by artists from the generally unionist community as applications from both these demographics are currently under-represented across our programmes aimed at individuals.**

Aims of the Individual Artists Digital Evolution Awards

Programme Objectives:

- Upskilling NI artists in the use of new, emerging and immersive technology.
- Creation of excellent Digital Art*

Programme Priorities:

1. Creation of digital arts
2. Creating opportunities for audiences to experience digital and immersive art.
3. Encouraging cross-sectoral collaboration

*What is Digital Art within the context of this programme?

For this programme digital art is artwork that is created exclusively in the digital space; it can either exist in the digital space or be translated into a physical object or tangible experience through technology. Work that exists only in the digital space can be artwork that is consumed online or offline; the latter having some form of installation in a venue.

This grant programme does not cover the simple digitisation of art (in any artform) or performance and must relate to the development of your artistic practice and digital capability. Filmed performances, audio recordings or video capture of material that would be intended for in-person performance is not suitable as the output of a project proposal, and applications applying for such output activity will be rejected as ineligible. Such filmed or recorded elements *can* be used as assets within a piece of digital art, for example within animation, virtual experiences, or app development.

Is your proposal timeframe suitable?

This programme only relates to those proposals that will take place between **1 March 2026 and 28 February 2027**. The project must be completed within these dates and all eligible expenditure must be incurred within these dates. If this is not the case for your proposal, you should NOT apply to this scheme as the Arts Council will not meet any costs incurred outside this period.

How much funding is available?

- The maximum award value will be £10,000. If your project is successful, you may be offered only a contribution towards your total request amount.

How much partnership funding do you need?

No partnership funding is required, but if your proposal cost is greater than the award value you must detail the total cost of your project and all other sources of funding in your application.

Eligibility

Who can apply?

Eligible applicants to this scheme are as follows:

- Individual artists of all artistic disciplines and all types of working practice.
- Artists who are employees of statutory bodies (including Universities), undergraduates and postgraduates are eligible to apply but they must prove that their proposal is not properly the concern of their employer and/or that the proposal is not related to their academic study (see page 15 for more detail)
- Partnership projects with creative industries freelancers or organisations are possible; however the individual artist must be the lead partner.

Eligible applicants must also be:

- Live in Northern Ireland
(ACNI's budgets are limited and subject to extremely high demand. Our priority must be for artists living and regularly contributing to the arts within Northern Ireland. If you are primarily living in another region of the UK, Republic of Ireland or elsewhere (ie. you live in that region for the majority of the year), you should apply to the Arts Councils in the relevant jurisdiction. Where the Arts Council has concerns regarding this matter, we may seek further clarification from you with regard to this including documentary evidence.)
- Have made a significant contribution to artistic activities in Northern Ireland for a minimum period of 1 year within the last 5 years
- At least 18 years old and not in secondary education.

Who cannot apply?

- Applicants who have been in receipt of two awards in the past 5 years from the Individual Artists Digital Evolution awards.
- Applicants awarded a 2025/26 SIAP award in Project Funding for Individuals, Artists International Development Award or Chinese Residency Programme relating to a digital arts project with similar aims and objectives
- Applicants who have broken the conditions of any previous ACNI award and applicants who remain in breach of any previous letters of offer (regardless of the letter of offer date).

What you can apply for

Here are some examples of the type of project we are aiming to support through this scheme. This list is far from exhaustive.

- Creation of a virtual environment or augmented reality environment; such as augmented reality visual arts or sound overlay on venues or geographical spaces.
- Using technology, such as 3D rendering and printing, to create artwork digitally which can either exist digitally or be manufactured into 3D physical objects.
- Using technology to translate data into artistic content; for example algorithms that create music or visual content from data input.
- App development for the delivery of artistic content; this could include gamification or making an artistic experience for consumption on digital devices. (note: this does not include streaming of filmed / recorded performances).

Here are some examples that **would not** be considered through this scheme:

- Filmed theatrical or musical performances for online or offline distribution
- Audio recording of music or literature recitals for online or offline distribution
- Photography or filming of visual arts pieces for online or offline purposes

If you are uncertain about the eligibility of a proposal, it is encouraged that you speak to ACNI's Creative Industries Officer prior to making your application.

Are collaborative projects eligible?

Collaborative applications from individual artists working together in cross-discipline projects/activities are encouraged. One application form should be used for the complete collaborative project. **You must provide information on the artistic practice of all artists that are involved in the project.**

Single artform collaborations are also eligible and your project may include creative industries freelancers with skills in relevant technologies to contribute towards the delivery of the project. They can form either collaborations or deliver services as freelancers.

Collaboration versus Freelance Service Provision

For the purpose of this grant programme a collaborative project is where all creatives share the ideation, creation, and showcasing of projects. Collaboration is where without the participation of all creatives the project cannot be delivered as envisaged.

This is different to utilizing a creative as a freelance provider; where the project could be delivered in a similar format with a different freelance provider and where the ideation, creation, and showcasing is led by the applicant.

Both of these are eligible within an application but where a freelance provider is utilized you are not mandated to provide their CV and artform support material.

What you cannot apply for

- Activities that are not arts related
- Film or video production, purchase of assets for film and video, unless they are part of a piece of digital native art as detailed on page 2.
- CD/Album production costs
- Daily subsistence costs
- Fees for training courses of any kind, short or long-term, including further or higher education courses, or any related expenditure, eg travel, accommodation etc.
- Activities where contracts have been entered into before we issue a letter of commencement. We do recognise that certain preliminary work needs to take place, but advertising of projects in advance of a Council decision is undertaken at the individual's own risk.
- Capital costs over 20% of the grant award. Any requests for hardware or software up to 20% of the grant award, integral to project delivery will be reviewed on a case-by-case basis by assessors.
- Activities or events which duplicate what already exists.
- Costs already covered by the Arts Council of Northern Ireland or other funders.

Important Points

* As a working artist, the cost of your own time spent on the project is an element of the real cost of project delivery and your project budget should reflect this. You should set out clearly how you have costed the fees for your own time (ie. break it down appropriately). In the event that the Arts Council chooses to contribute to these costs, it will make a maximum contribution as follows:

- £125 per day for any period up to 5 days
- £500 per week, on a pro rata basis for any period longer than 5 days

We will not award a higher rate per day/week, so you should apply for an ACNI contribution to your costs at these rates. Please keep in mind that the Arts Council is unlikely to be able to fund the full level of your request.

** The fees for any other artists or technicians involved in delivering the project are an element of the real cost of the project and your project budget should reflect this. You should itemise all fees clearly and break them down appropriately. In the event that the Arts Council chooses to contribute to these costs, it will make a maximum contribution as follows¹:

- £125 per day for any period up to 5 days
- £500 per week, on a pro rata basis for any period longer than 5 days

If you have any queries regarding the eligibility of your proposal, please contact Matthew Malcolm. Arts Council staff are currently working remotely however can be contacted by email. Staff contact details are available on the Arts Council website at [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

¹ This does not mean that your budget should not reflect the full costs. For example, a technician may cost £200 per day, but your request in relation to those fees should only be for £125 per day.

How to apply

Help with your application

These Guidance Notes and the relevant application form are available on our website at [Arts Council of Northern Ireland Individual Artists Digital Evolution Awards \(IADE\) \(opens in a new window\)](#). They may also be requested in large print or other accessible formats if required. Please contact us at artgrants@artscouncil-ni.org if you need further assistance in this regard,

Making an application

You must apply using our online system. We will not accept applications in hard copy or by email. You will find a link to the Individual Artists Digital Evolution Awards scheme webpage here [Individual Artists Digital Evolution Awards \(opens in a new window\)](#)

- Online applications may be edited, saved and returned up to the closing date.
- You must submit all mandatory enclosures associated with the application at the same time as your application, i.e. they must be uploaded to your online application prior to its submission. These enclosures are listed on the Attachments page within the online application and are detailed below.
- **Please ensure that you leave sufficient time to upload all documents to the system as there can be long delays as the closing deadline approaches and the system will shut down at 12noon precisely on the closing date, Thursday, 27 November 2025.** If your complete application is not **fully** uploaded when the system closes, with all the requested mandatory enclosures, your application will not be accepted.
- If you submit your application by the closing deadline, you will receive an automated email advising that your application has been successfully submitted to the system. **If you do not receive this email, your application has not been submitted.**

Please remember that it is your responsibility to ensure that we receive the application form and uploaded enclosures by the closing time and date.

What do I need to submit with my application to this scheme?

You have to upload a number of additional documents to your application before you submit it. Important information on these documents can be read below from page 14 onwards.

Mandatory documents
Artistic CV (Remember : if it is a collaborative project, you must provide the Artistic CV of all the artists involved).
Detailed project budget – You must use the template provided
Detailed description of planned project activity
Artform-Appropriate Support Material ² Remember if it is a collaborative project, you must provide artform-appropriate support material for all the artists involved.
IF RELEVANT - Letter from Head of Department regarding employment/academic assessment/study (if appropriate)
IF RELEVANT - Masters/PhD statement (if appropriate)

Mandatory enclosures

Before you submit your application, you **must** upload the relevant mandatory enclosures as listed on page 11 above. Further detailed guidance on these enclosures is included below and from page 14 onwards:

Please keep in mind the following important points:

- All mandatory enclosures must be in the accepted formats listed on pages 15 and 16 below. We cannot accept documents in other formats.
- **The total size of all your uploaded documents should not exceed 25 Mb.**
- You must submit **all** necessary enclosures with your application form. If any enclosures are missing, your application will be ineligible.
- If you submit an enclosure in a format which we do not accept or which is corrupt or which we cannot open, the enclosure will be considered missing, and your application will be ineligible.
- Do not compress files into one zip file. Files must be uploaded as individual documents.
- **All data must be PC compatible.** If non-PC compatible data is supplied, your application will not be assessed. For example, if using a MAC, it is the applicant's

² Depending on your artform, specific documents will be requested in relation to artform support material. Read the support material guidance for your artform carefully. If you omit any requested document – eg. an image list for visual art or a synopsis in Drama, your application will be ineligible.

responsibility to ensure that any enclosures uploaded to the online application are PC compatible.

- Unless explicitly stated as permissible in the Mandatory Enclosure details below, the submission of weblinks or website addresses in lieu of enclosure documents is not acceptable and will result in your application being made ineligible.
- Use of Dropbox or similar cloud-based storage is not permitted as ACNI cannot access sites of that nature.

Detailed guidance on mandatory enclosures

Further information on all mandatory enclosures is detailed below. If you have any queries about any of the documents, please contact the Arts Council of Northern Ireland by email at artgrants@artscouncil-ni.org.

Please Note: It is your responsibility to ensure that you upload all the requested mandatory enclosures to your application prior to submission. If any enclosures are missing, your application will be made ineligible.

Mandatory Enclosure	Guidance on Enclosure
Artistic CV	<p>Your Artistic CV should show us your track record of artistic practice and contribution to the arts. Starting with the most recent examples of your practice, it should include exhibitions, performances, publications, collaborations etc, as well as any prizes, nominations, awards, commissions, that you have received. If you have a 3rd level/post-graduate or professional qualifications <u>related to your practice</u>³, you should also list them in your CV.</p> <p><u>NB:</u></p> <ul style="list-style-type: none"> - Do not provide unnecessary narrative. - Please note web links to the applicant’s website or to examples of artistic practice are not acceptable. <p>Remember: if it is a collaborative project, you must provide the Artistic CV of all the artists involved.</p>
Detailed Project Budget (Use the Budget Template Provided)	<p>You must use the budget template provided.</p> <p>This should provide a breakdown of the expenditure to be incurred throughout your project e.g., materials, artist fees, venue hire, equipment cost/hire, travel, residency or mentoring costs, course fees, accommodation, etc.</p>

³ Do not provide information in relation to educational attainment not related to your artistic practice, or below 3rd level education, ie. do not list O’Levels, GCSEs or A Levels etc.

Mandatory Enclosure	Guidance on Enclosure
	<p>You must give as detailed a budget as possible, e.g., rather than <i>Equipment £1,000</i> the budget should list each item separately.</p> <p>If are applying for fees for any artist – including for yourself - you must indicate how the cost has been calculated for what amount of time, e.g., <i>X days at £X per day</i> or <i>X hours at £X per hour</i>.</p> <p><u>NB:</u></p> <ul style="list-style-type: none"> - Mileage rate is 25.7 pence per mile - Daily rate for artist fees (including the applicant’s) up to 5 days = £125 per day - Weekly rate for artist fees (inc the applicant’s) = £500 per week pro rata <p>Remember: How you cost your project impacts how it will be scored in relation to its financial planning. Budgets indicating accurate costing from named suppliers will score more highly than those with estimated rounded figures; while the provision of quotations are not mandatory, your project may score more highly in relation to financial planning if quotations are provided. Also, if you indicate a total project cost and a request amount in your application which is different from the figures provided in your budget attachment, that may also negatively impact the assessment of your application. <u>Check your figures before submission.</u></p>
Detailed Description of Planned Project Activity	<p>This should include a timeline of the activity which will be undertaken in the course of the project and should provide information on any other professionals/artists involved and how they will be procured. It should also outline what you aim to achieve overall.</p>
Artform-appropriate Support Material	<p>These will be examples of your work as an artist. (Arts administrators do not need to provide Support Material.) As with all mandatory enclosures, if you omit a document requested</p> <p>Remember if it is a collaborative project, you must provide artform-appropriate support material for all the artists involved.</p> <p>Unless explicitly permitted below in relation to your project’s artform, the submission of weblinks or website addresses in lieu of artform-appropriate support material is not acceptable and will result in your application being made ineligible.</p>

<p>Mandatory Enclosure</p>	<p>Guidance on Enclosure</p>
<p>Artform-appropriate Support Material continued</p>	<p>Please note: you provide weblinks at your own risk. If the weblinks provided are not working during the assessment period, the enclosures will be considered missing, and your application will be ineligible for assessment.</p> <p>NB: You must not provide links to any subscription service that requires a login to access. If you provide any such links, the enclosures will be deemed missing, and your application will be made ineligible.</p> <p><u>ACCEPTABLE FILE FORMATS</u></p> <p>All data must be PC compatible. If non-PC compatible data is supplied, your application will not be assessed. For example, if using a MAC, it is the applicant’s responsibility to ensure that any enclosures uploaded to the online application are PC compatible.</p> <p>We can accept ONLY the following file formats:</p> <p>Image files (JPEG, GIF, TIFF, PNG) Sound files (MP3, WMA) Video files (QuickTime – AVI, MOV, MP4, WMV) Text files (DOC, DOCx, PDF) Spreadsheet files (XLS, XLSx)</p>
	<p>DRAMA</p> <p><u>Actors, performers, directors</u></p> <p>Must supply at least one relevant review which clearly identifies the applicant, (a maximum of two relevant reviews can be supplied.)</p> <p>AND</p> <p>may also supply one visual moving image – max 5 minutes duration.</p> <p><u>Playwrights</u> – Up to 10 pages of draft script <u>along with a synopsis</u>.</p> <hr/> <p>DANCE</p> <p>Performers must provide one visual moving image of their work up to 5 minutes duration.</p> <p>OR</p> <p>A link to a website address is acceptable but you must clearly identify which 5-minute section you wish us to view. If a link or website is not working correctly, your application will be deemed ineligible as critical support material has not been made available.</p>

<p>Mandatory Enclosure</p>	<p>Guidance on Enclosure</p>
<p>Artform-appropriate Support Material continued</p>	<p>VISUAL ARTS / CRAFT</p> <p>Artists must provide a maximum of 10 images, <u>with an accompanying image list.</u></p> <p>Please note: The accompanying image list must contain, as a minimum, the title of the work, size of the work, a description of the media and the date it was made. Failure to provide an image list will render your application ineligible.</p> <p>OR</p> <p>A link to a website address is acceptable but you must clearly identify which 10 images you wish us to view. If a link or website is not working correctly, your application will be deemed ineligible as critical support material has not been made available. If providing a link or a website address, you must also provide an image list. Failure to provide an image list will render your application ineligible.</p> <p>FILM-BASED VISUAL ART / DIGITAL ART</p> <p>Artists must provide 2 visual moving image clips of their work up to 5 minutes duration.</p> <p>OR</p> <p>2 weblinks to separate visual moving image clips are acceptable. The links must be directly to the clips; not to a general website. Please remember that you provide links at your own risk. If a link or website is not working correctly or you provide a clip to a general website page and not a specific clip, your application will be deemed ineligible as critical support material has not been made available.</p>

Mandatory Enclosure	Guidance on Enclosure
Artform-appropriate Support Material continued	<p>PERFORMANCE ARTISTS⁴</p> <p>Performance artists must provide 2 visual moving image clips of their work up to 5 minutes duration.</p> <p>OR</p> <p>2 weblinks to separate visual moving image clips are acceptable. The links must be directly to the clips; not to a general website. Please remember that you provide links at your own risk. If a link or website is not working correctly or you provide a clip to a general website page and not a specific clip, your application will be deemed ineligible as critical support material has not been made available.</p>
	<p>MUSIC</p> <p><u>Musicians</u> – Must supply a maximum of 2 sound recordings of no more than 8 minutes each.</p> <p><u>Composers</u> – Must supply 2 examples of full scores or excerpts from most recent work.</p> <p>TRADITIONAL ARTS (Music)</p> <p>Must supply a maximum of 2 sound recordings of no more than 8 minutes each.</p> <p>Weblinks (Music/Traditional Arts)</p> <p>Instead of uploading audio or video files, you may provide weblinks to audio or visual recordings of a maximum of 2 sound recordings of no more than 8 minutes each. These should be provided in a separate enclosure document entitled “Weblinks”.</p>
	<p>PARTICIPATORY ARTS</p> <p>A maximum of 2 website links. Each piece of evidence should not exceed 5 minutes in duration. Where web-based evidence is part of a longer piece of recorded material the artist needs to clearly identify the time frame they wish to have viewed / listened to.</p>

⁴ A piece of performance art is an artwork created through actions executed by the artist. It may be witnessed live or through documentation, spontaneously developed or written, and is traditionally presented to a public in a fine art context.

Mandatory Enclosure	Guidance on Enclosure
	<p>LITERATURE</p> <p>A maximum of 10 pages of the work in progress for which the application is being made</p> <p>OR</p> <p>A maximum of 10 pages of a recently published work.</p> <p><u>Applicants in spoken word forms</u></p> <p>A maximum of 2 recordings of their performance.</p> <p>If these options for artform specific support material are not reflective of your practice, please contact the Creative Industries Development Officer prior to application to discuss the most appropriate artform support material to submit.</p>
Letter from Head of Department/ Supervisor	<p>IF you are an undergraduate, a postgraduate or an academic working in 3rd level education and your project proposal lies within the same artform area as your study or work - you must submit a letter on headed paper from your Head of Department or supervisor clearly stating that that your proposal is not part of your professional or academic employment and/or the work is not related to and does not form part of under-graduate/post-graduate study and is not intended to be assessed as part of any academic course.</p> <p>IF you are a post-graduate Masters or PhD student, the letter must also clearly state the title of the student’s PhD thesis and include a declaration by the Head of Department. This declaration must state “The project for which funds are being sought does not form part of any academic work undertaken in relation to the above-titled Masters/PhD nor will it be assessed as part of any academic course.”</p>
PhD or Masters Statement	<p>IF you are Masters or PhD student, you must submit a statement which briefly describes the subject of your post-graduate thesis and sets out how the project applied for differs from your Masters or PhD work</p>

After you submit your application

- The Arts Council will acknowledge receipt of the application form.
- The Arts Council will undertake an eligibility check on your application. In the event of missing information, your application will be deemed ineligible and will not proceed to assessment. If ineligible, the Arts Council will issue an email advising reasons for ineligibility.
- During the eligibility checking process, the Arts Council will publish a monitoring form to your application account and issue an email notification advising of same. Completion of the monitoring form is not mandatory and will not affect the eligibility and/or assessment of your application. **However**, we would strongly encourage all applicants to complete and submit the monitoring form as monitoring can assist us to deliver better public services and continuous improvements.
- Eligible applications will be assessed by an Arts Development Officer.
- Assessors will consider applications using their professional judgement, based on the information provided within the application and enclosures, knowledge of your track record (in relation to both arts activity and your previous management of any ACNI funding), knowledge of the wider arts and digital development landscape, and the competitive context in which all applications are evaluated.
- Officer assessments will be subject to a moderation process which will include input from Future Screens NI.

How we will make our decision

ASSESSMENT CRITERIA

We will assess your proposal against the following criteria.

Public Benefit	Max Score	Assessed Against
1.1 Evidence of applicant's artistic quality	5	Artistic CV, work submitted and written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application.
1.2 Evidence of the applicant's contribution to the arts	5	Artistic CV, work submitted and written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application.
The Proposal	Max Score	Assessed Against
2.1 Artistic quality, innovation and/or challenge of the proposal	5	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application and information provided in the <i>Detailed Description of Planned Project Activity</i> enclosure.
2.2 The detail and accuracy of planning and budgeting	5	Detailed project budget and information provided in the <i>Detailed Description of Planned Project Activity</i> enclosure.
The Potential	Max Score	Assessed Against
3.1 Evidence of how the proposal may enhance the applicant's skills in the creation of digital art or use of new digital, creative technology to create art	5	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application and information provided in the <i>Detailed Description of Planned Project Activity</i> enclosure.
3.2 Evidence that the applicant has the capacity to develop significantly as a result of the proposal	5	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application and information provided in the <i>Detailed Description of Planned Project Activity</i> enclosure.
Applications are also assessed under the following additional criterion:	Max Score	Assessed Against
4.1 Opportunities created for audiences, especially beyond Belfast, to engage with Digital and Immersive art	5	Written response within the <i>Your Project – Addressing the Criteria for Assessment</i> section of the online application.

It is very important that you think carefully about how your proposal satisfies these criteria and use the application to demonstrate this to us. Your proposal must meet all the criteria.

The decision process

All applications will be assessed by an Arts Development Officer against the criteria listed above.

As noted on page 12, Assessors will consider applications using their professional judgement, based on the information provided within the application and enclosures, knowledge of your track record (in relation to both arts activity and your previous management of any ACNI funding), knowledge of the wider arts and digital development landscape, and the competitive context in which all applications are evaluated.

Assessment recommendations are then subject to a moderation process.

Is the Arts Council decision final?

There is a review procedure, which is available on the website and will be issued to any unsuccessful applicants upon request.

If you receive an award

Letter of Offer

Following the decision, the Arts Council will issue successful applicants with a contract outlining the conditions attached to the award and the specific purposes for which the award can be used.

- You will not be able to incur expenditure until you have received your letter of offer from the Arts Council. You should take this into account when planning your proposal.
- It is important that you read the letter of offer and enclosed conditions carefully before signing and returning it. The letter of offer will set out what you may spend the grant on and by what date the proposal must be completed.
- **If there are any changes to your agreed project from the original application, you must inform the Arts Council immediately in writing before incurring any proposal expenditure.** If you do not tell us about changes you may have to repay the award, and this will affect decisions on any future applications you might make.

How payments will be made

Payments are normally made in stages of 90% and 10%. Each stage will have specific conditions attached to it; your letter of offer will set out these specific conditions and you must comply with them prior to the drawdown of each tranche of funding.

The Arts Council will make payments to UK-based bank accounts in the applicant's name only, or to joint accounts where the applicant is a named account holder. Payments are by BACS transfer only. You will need to complete and return the BACS form issued with your letter of offer.

Post project monitoring

At the conclusion of your project, you will have to submit an End of Project Report and provide a final income and expenditure account for the project, in addition to evidencing the appropriate use of Arts Council and National Lottery branding throughout the course of project delivery. The project report will include

- Details of the how the project has benefited you
- Evidence of appropriate use of Arts Council and National Lottery branding where relevant
- An evaluation of the project – was it successful? Did you meet your aims? etc.

We may discuss with you how this information is to be collected.

Post project monitoring – Verification Visits

Your project may also be subject to verification by an ACNI staff member. This will ensure that the project grant has been spent in accordance with your letter of offer. It is therefore important that you retain all the project documentation to evidence this.

Other Information

If you have any queries about the programme or need any help or advice completing the application, please contact Matthew Malcolm, mmalcolm@artscouncil-ni.org.

Arts Council of Northern Ireland

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Alternative formats of this publication may be available on request.

For further information, email: info@artscouncil-ni.org