

Arts Council of Northern Ireland

National Lottery Travel Awards for Bands Programme

Application Guidance Notes

Deadline for Applications: This is a rolling programme. Applications must be received at least four (4) weeks before intended date of travel.

Decisions: We will aim to make a decision within 2 months of receiving your application.

Please note: the Arts Council reserves the right to close the scheme when the available budget has been exhausted.



Department for
Communities

Contents

Introduction	2
Getting help with your application	
Aims of the Travel Awards for Bands Programme	
Is your project timeframe suitable?	
How much funding is available?	
How much partnership funding do you need?	
Eligibility	5
Who can and cannot apply?	
What can you apply for?	
What you cannot apply for	
How to Apply	7
Help with your application	
Making an online application	
Mandatory enclosures	
Government Funding Database	
Detailed guidance on mandatory enclosures	
After you submit your application	
How We Will Make Our Decision	15
Assessment criteria	
How are decisions made?	
Is the Arts Council's decision final?	
If You Receive an Award	17
Letter of offer	
How payments will be made	
Procurement of goods and services	
Post-project monitoring	
Children / Young People / Adults at Risk	
Equality of Opportunity	
Other information	20
Openness and accountability	
Data Protection	
Email notifications	
And finally...	

Introduction

Thank you for your interest in the Arts Council of Northern Ireland's **Travel Awards for Bands** Programme, a new scheme funded by the National Lottery and made possible by support from the Department for Communities.

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 Travel Awards for Bands \(TAB\) \(opens in a new window\)](#).

Getting Help With Your Application

These Guidance Notes and the relevant application form are available on our website at [Arts Council of Northern Ireland Travel Awards for Bands \(TAB\) \(opens in a new window\)](#). The Arts Council of Northern Ireland is committed to offering clear and accessible application processes and programmes that are open to everyone. If you have any access needs and are thinking about making an application, we can help to make sure that you're supported during the application process.

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

- Arts Officers can offer general guidance to applicants on making an application (in particular, see page 7 for details)
- Other accessibility support: 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.

Aims of the Travel Awards for Bands Programme

The Arts Council has designed this programme to provide support to enable established bands based in Northern Ireland to travel outside of Northern Ireland with the following aims:

- To develop Bands' performance skills, networks and audiences via opportunities to showcase outside of Northern Ireland.
- To contribute to the growth of equality of access to and opportunities in the arts for groups within the Bands' sector in Northern Ireland

Particular priority will be given to applications which can demonstrate

- high quality musicianship;
- a commitment to training and musical education, particularly of young people; and,
- a commitment to repertoire and technique development in relation to the band's existing repertoire and technical standards.

How much funding is available?

Please keep in mind that the amount of money available is limited and demand for funds is likely to be extremely high. It is not usually possible to fund all applications which simply meet the criteria or to fund the entirety of any given request.

We will aim to distribute our funds as widely as possible and may take account in the assessment of your application of the level of support you have previously received or are currently receiving, as well as your organisation's management of any previous grants.

- You may apply for grants **from £500 to maximum grant of £5,000**.
- You should be realistic in your expectations and budgets and bear in mind that the Council may choose to fund specific elements of your proposal rather than the full request.
- Remember that the grant will be paid in 2 stages (see page 17 below).
- Once awarded, grants cannot be increased.

How much partnership funding do you need?

No partnership funding is required; however, you must demonstrate the source of all project funds where the total project cost is greater than the amount sought from ACNI.

- Your project budget must set out the entire cost of the project (i.e. of the proposed travel and all its associated costs, e.g. accommodation). Where the total cost of the project is greater than the amount you are seeking from ACNI, your budget must clearly indicate the source of the additional necessary funds.

For all applicants, the assessment process may take into account the other funds you are able to bring to the project, and this may influence the outcome of the assessment.

Eligibility

Who can apply?

The Arts Council welcomes applications from the widest possible range of eligible bands and from applicants whose projects benefit individuals categorised under Section 75 of the Northern Ireland Act 1998.

Specifically, the following organisations are eligible for funding under this scheme:

- Bands based in Northern Ireland which are formally constituted **and** of the following types*
 - Accordion Orchestra/Band (part, melody or marching)
 - Brass Band
 - Concert Band
 - Flute Band (part, melody or marching)
 - Pipe Band
 - Wind Band

Applicants must provide evidence that they have been invited to showcase or perform by a relevant organisation, event, festival, promoter, tour operator in the location to which they intend to travel.

Who cannot apply?

- Individuals.
- Bands who are not of the types listed above*
- Bands not based in Northern Ireland
- Bands which are not formally constituted
- Bands established less than 2 years prior to the date of their application
- Organisations who are in breach of the terms of any previous ACNI grant awards.

What you can apply for

The following costs related to the specific travel project detailed in your application may be requested:

- Travel costs, including flight/boat/train/bus tickets
- Vehicle hire
- Fuel costs - please note the Arts Council will make a maximum contribution of 25.7p per mile

What you cannot apply for

- Travel booked before the date of submission* of your application, or any element thereof (e.g. if return travel has been booked prior to application submission, no element of the travel is eligible for funding, even if the *return* element of your travel is after the date of application submission).
- Travel outside Northern Ireland where departure is not *from* Northern Ireland (e.g. if your band is already abroad, you cannot make an application for the cost of returning to Northern Ireland.)
- Travel costs within Northern Ireland
- Travel costs unrelated to performances or showcasing
- Insurance costs related to the travel project detailed in your application
- Accommodation costs
- Subsistence costs

Please note that this list is not exhaustive. If you have any queries about eligibility, you should contact and speak with the relevant art form officer before submitting an application.

*** Important to Note :** While applications for travel booked after the date of your application submission are eligible for consideration, such activity is undertaken **entirely at your organisation's own risk**. Remember that an application is not a guarantee of funding: your application may be unsuccessful, or you may be offered a grant which is less than your request amount. Unless and until a formal letter of offer is issued to your organisation by the Arts Council, the Council has not agreed to contribute funds to your proposal and so you incur all costs at your own risk.

How to apply

Help with your application

These Guidance Notes are available on request in large print format and disk, and also on the Arts Council's website here: [Arts Council of Northern Ireland \(opens in a new window\)](#).

If you need any help or advice completing the application, please contact us on:

Head of Music

Ciaran Scullion

cscullion@artscouncil-ni.org

Arts Development Officer: Traditional Arts

Fíona Ní Mhearáin

fnimhearain@artscouncil-ni.org

Arts Development Officer: Music

Jamie Thompson

jthompson@artscouncil-ni.org

Assistant Arts Development Officer: Music incl. Bands

Shannon Dougan

ShannonDougan@artscouncil-ni.org

Assistant Arts Development Officer: Traditional Arts incl. Bands

Barbara Growcott

bgrowcott@artscouncil-ni.org

NB: Officers' advice is restricted to general proposal eligibility and general advice on costs. Officers cannot give consideration to detailed budgets or comment on written proposals until a full application has been submitted. (Please note also, that it is only on submission of the full application that a final determination of eligibility can be made.)

Full staff details are available on our website - [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

Making an online 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 Travel Awards for Bands Programme webpage here .

- Online applications may be edited, saved and returned to up to date of submission. **Please note: You must apply at least four weeks before your anticipated date of departure.**
- 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.
- 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.
- When you submit your application, 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 at least four (4) weeks before your intended date of travel.

Mandatory enclosures

These are the documents which you must provide in conjunction with your application. Some of these must be uploaded to your online application via the attachments page; others must be uploaded to the Government Funding Database (GFD - see notes below).

Please keep in mind the following important points:

- You must upload **all** the necessary enclosures prior to submitting your online application. **If any enclosures are missing, your application will be ineligible.**
- All mandatory documents must be in **Word, Excel or pdf formats**. We cannot accept documents in other formats.
- Do not compress files into one zip file. Files must be uploaded as individual documents.
- The total size of all your uploaded documents cannot exceed **25 Mb**.
- If you upload an enclosure in a format which we do not accept, or which is corrupted, or which we cannot open, or which is in a zip file, **the enclosure will be considered missing, and your application will be ineligible.**
- **All data must be PC compatible.** If non-PC compatible data is supplied, **the enclosure will be considered missing, and your application will be ineligible.** 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.

- The use of Dropbox or other similar hosting services for the submission of any enclosure documents is not acceptable and **will also result in your application being made ineligible.**
- The submission of enclosure documents which are password protected **will also result in your application being made ineligible.**

Mandatory Enclosures List

You must upload the following mandatory enclosures to your Travel Awards for Bands Programme **application** before submission. (**Read on** for information on the additional documents that you must upload to the GFD):

- One recent (within the last 3 years) sound or video recordings of your band performing;
- Project Budget - Your project budget must set out the entire cost of the project (i.e. of the proposed travel and all its associated costs, e.g. accommodation). Where the total cost of the project is greater than the amount you are seeking from ACNI, your budget must clearly indicate the source of the additional necessary funds. You must use the template provided;
- Letter/Email of invitation from the **event, festival, promoter or tour operator¹ for the event/festival/tour** set out in your application's travel proposal.
- A complete list of the band's activities **from 1 July 2024 onwards.**
- Projected list of the band's activities in the incoming year – this must cover the period from **1 October 2025** onward.

YOU SHOULD ALSO PROVIDE THE FOLLOWING IF APPLICABLE

- Details of competition results in the last 2 years **from 1 July 2023 onwards**
- Copies of any letters of offer from other funders.
- With regard to good relations duty (see page 19 of these guidance notes, page 7 of the online application form), if you are aware of **ANY** website/social media content which would contravene the good relations commitment, you must include the following information: **Evidence to demonstrate that your organisation has taken steps to have any content/website that may contravene the good relations duty removed.**
- With regard to Good Relations Duty (see page 19 of these guidance notes and page 7 of the online application form), you must include the following information if you have been previously turned down for funding on the basis of actions which

¹ Please note: "tour operator" does not refer to a "travel tour operator", ie, a travel agent.

contravene the good relations duty: **Evidence of good relations activities it has undertaken since the last application.**

Government Funding Database

As part of Government's Reducing Bureaucracy programme, you are required to upload a number of master documents to the Government Funding Database (GFD). Many organisations in receipt of ACNI funds are already registered with this database; others will be required to register prior to the application being assessed. Once uploaded, these documents will exist for all applications you make to any Government department and you will not be required to submit them with individual applications, including future applications to the Arts Council.

The following documents **MUST** be uploaded to the Government Funding Database at [Government Funding Database \(opens in new window\)](#)

- Constitution and/or Memorandum and Articles of Association;
- List of office bearers;

If you are not currently on the Database, you will be required to register at [Government Funding Database \(opens in new window\)](#). **Please note that if you are registering on the GFD site for the first time, it may take a number of days for your account to be activated. It is your responsibility to ensure that you initiate the registration process in sufficient time before you submit your application to ensure that you are able to upload the necessary GFD documents to the site. If your organization is not registered on the GFD or ALL the necessary documents are not uploaded to the site before you submit your application, your application will be ineligible.**

Full instructions for uploading documents to the Government Funding Database are available for download from the Arts Council's website. Please note that the GFD is not an Arts Council of Northern Ireland website. If you have any difficulties with the site (e.g. You cannot remember the password or login ID for your account), you must contact the website's administrator via the link provided by the website.

Detailed guidance on mandatory enclosures

Further information on all mandatory enclosures can be found below. If you have any queries about any of the documents, please contact the Arts Council of Northern Ireland. Staff details are available on our website - [Arts Council of Northern Ireland Contact Us](#) ([opens in a new window](#)).

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	Upload to	Guidance on Enclosure
<p>One Audio / Video recordings</p>	<p>Online Application</p>	<p>You must upload one recent (within the last 3 years) audio or video recording of your band performing. This should be of no more than 8 minutes and should be of suitable recording quality. If you are providing video recordings, your band <u>must be clearly identifiable</u>.</p> <p><u>Acceptable File Formats</u> Sound files : (MP3, WMA) Video files : (QuickTime – AVI, MOV, MP4, WMV)</p> <p>Weblinks Instead of uploading audio or video files, you may provide a weblink to audio or visual recordings of your band performing. This should be of no more than 8 minutes and should be of suitable recording quality. If you are providing video recordings, your band <u>must be clearly identifiable</u>.</p> <p>These should be provided in a separate enclosure document entitled “Weblinks”.</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. 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</p>

Mandatory Enclosure	Upload to	Guidance on Enclosure
		deemed missing, and your application will be made ineligible.
Project Budget You MUST use the template provided	Online Application	<p>Your project budget must set out the entire cost of the project (i.e. of the proposed travel and all its associated costs, e.g. accommodation). Where the total cost of the project is greater than the amount you are seeking from ACNI, your budget must clearly indicate the source of the additional necessary funds. You should break down all costs where possible, eg. if you are seeking funding in support of flight costs, indicate <i>X return flights at £x each</i></p> <p>You must use the template provided. If you do not use the template your application will be ineligible.</p> <p>NB: If you are seeking fuel costs, your budget should estimate the total distance and fuel costs, and then calculate the related amount from ACNI at 25.7p per mile.</p> <p>Please note that if your budget does not include the breakdown and details listed above, this may impact the outcome of the assessment of your application</p>
Letter/Email of invitation	Online Application	<p>You must provide a letter/email of invitation from the event, festival, promoter or tour operator² for the event/festival/tour which your travel application relates to.</p> <p>The letter/email should clearly set out:</p> <ul style="list-style-type: none"> • The name of the event/festival/showcase to which you plan to travel. • The dates on which your band has been invited to perform. • A contact name, phone number and email address for the person who has issued the letter of invitation. <p>Please note that if your letter/email of invitation does not include all the details listed above, this may impact the outcome of the assessment of your application.</p>

² Please note: “tour operator” does not refer to a “travel tour operator”, i.e. a travel agent.

Mandatory Enclosure	Upload to	Guidance on Enclosure
A complete list of the band's activities since 1 July 2024	Online Application	This must cover the period from 1 July 2024 onwards. If it does not cover this period, the enclosure will not be accepted, and your application will be ineligible. The list should also contain dates and venues/locations.
A list of the band's plans/activities in the coming year	Online Application	This must cover the period from 1 October 2025 onwards and should contain dates and venues/locations where appropriate.
A list of competition results in the last 2 years	Online Application	IF APPLICABLE: This must cover the period from 1 July 2023 onwards. The list should contain dates and identify the competition in which you took part.
Copies of LOOs from Other Funders	Online Application	IF you have any letters from sponsors or other funders which will contribute costs towards your proposed purchases, you should include them with your application as demonstration of support.
Evidence to demonstrate that your organisation has taken steps to have any content/website that may contravene the good relations duty removed	Online Application	With regard to Good Relations Duty (see page 19 of the guidance notes, page 7 of the online application form), IF you are aware of ANY website/social media content which would contravene the good relations commitment, you must include evidence of the steps you have taken to remove it.
Evidence of good relations activities it has undertaken since the last application	Online Application	With regard to Good Relations Duty (see page 19 of the guidance notes and page 7 of the online application form), you must include evidence of the steps you have taken to address this IF you have been previously turned down for funding on the basis of actions which contravene the good relations duty.

Mandatory Enclosure	Upload to	Guidance on Enclosure
Constitution and/or Memorandum and Articles of Association	GFD	Please note: The name of your organisation as given in your constitution document should be the same name as that given in the application, and on your organisation's bank account, details of which we will request if you receive an award.
List of Office Bearers	GFD	A list of <u>all</u> the office bearers on your board and sub-committees (if relevant), e.g., Chair, Treasurer, Secretary, Chair of the Finance Committee etc.

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 as 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 or Head of Artform Team.
- Assessments will be subject to a moderation process.
- The Arts Council will contact you with the final decision by letter by email. If rejected, the Arts Council will provide you with detailed reasons for the rejection.

How we will make our decision

ASSESSMENT CRITERIA

We will assess your project against the following criteria:

Criterion 1: Quality & development of the arts activity

Criterion 2: Public Benefit

Criterion 3: Organisational and financial viability, including quality of management.

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

Criterion 1: You need to demonstrate the quality of the music you perform and what standard of performance your members have reached. You should demonstrate your commitment to repertoire and technique development in relation to your existing repertoire and technical standards.

Criterion 2: Tell us about the Public Benefit of your proposal, for example how your travel proposal has the potential to:

- Develop your band through increasing performance and showcase opportunities.
- Develop new audiences and raise the profile of Northern Ireland arts and arts organisations.
- Grow connections with overseas partners and increase the scope for music-specific exchanges.
- Increase networking with and learning from counterparts around the world to further opportunities for contact and exchange, including visits.
- Improve access to and experience of the arts for people from all sections of society, including Section 75 groups, including young people.
- Support cultural and community confidence, participation and wellbeing through the arts, and drive inclusive growth through our diverse cultural heritage.

Criterion 3: You need to show that the band has a sound financial and managerial footing. You need to demonstrate that the project has been properly budgeted; who will be responsible for co-ordinating and managing the project, including the management of project expenditure) and future reporting to the Arts Council. You need to show that you have a clear and comprehensive plan for organising the project such that it will be completed successfully within the timetable and budget you set. Once awarded, grants cannot be increased.

How are decisions made?

All applications will be assessed against the criteria as listed above, taking into account the programme's aims and priorities. Assessor 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 sent out to any unsuccessful applicants.

If you receive an award

Letter of Offer

Following the decision, successful applicants will be issued 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 project expenditure until you have met certain conditions of grant and received your letter of offer from the Arts Council. You should take this into account when planning your project.
- 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 purchases must be completed.
- **If there are any changes to your application proposal from the original application, the Arts Council must be informed immediately in writing before any expenditure is incurred.** If you don't tell us about changes you may have to repay the award, and this will affect decisions on any future applications you might make.

How will payment be made?

Payment of the grant will normally be made in 2 stages. The first payment of up to 90% of the value of the award will be made upon receipt of a signed Acceptance Form and associated documentary requirements as set out in your letter of offer. The second and final payment will be made **retrospectively upon proof of expenditure and related documentation (e.g. provision of receipts/tickets for all grant expenditure)** and a completed End-of-Project Report. Payments will be made through BACS transfer.

Procurement of goods and services

Applicants must seek the best value for money in relation to all proposed expenditure; best value for money is defined as the most advantageous combination of cost, quality and sustainability to meet your requirements. A clear audit trail of robust decision-making should be maintained and all appropriate procurement documentation retained. The Arts Council will reserve the right to inspect this documentation at any point, and it will be specifically requested should your project be selected for a Verification Visit.

Post-project monitoring

- At the end of the project, you will have to submit an End of Project Report on a pre-supplied form. On this form you will have to give details of the final income and expenditure for the project.
- At a set date following project completion, you may be required to return an Evaluation Report detailing how and to what extent the award has impacted on your organisation.

Children / Young people / Adults at risk

You must complete the Access NI section of the online application form. If you do not complete the Access NI section, your application form will be deemed ineligible.

It is a requirement of ACNI funding that any organisation which comes into contact with children, young people and adults at risk, either directly through its programmes or indirectly through its services, must agree to a Safeguarding Commitment which must have been formally approved by your organisation.

Organisations that work with children, young people and adults at risk need to ensure that their safeguarding systems and procedures adhere to best practice. Please see the information below to consider in relation to your own organisation's procedures and note that you must agree the safeguarding commitment statement as part of your application form:

If your safeguarding policy and procedures are older than 3 years, please review and update them to ensure your policy and procedures are in line with best practice and legislation relating to protection issues. If you are successful in obtaining a grant, the Arts Council may, as part of its monitoring processes, ask to see these documents during the incoming year.

Equality of opportunity

It is a requirement of our funding that your organisation commits to equality of opportunity and good relations duty.

The Arts Council of Northern Ireland has a statutory duty under the Northern Ireland Act 1998, in carrying out its functions to have due regard to the need to promote equality of opportunity between all Section 75 groups and you will note that you must agree an Equality of Opportunity and Good Relations policy statement as part of your application form.

Good relations commitment

It is a requirement of the funding conditions of all Arts Council of Northern Ireland programmes that your organisation commits to equality of opportunity and good relations duty. Therefore, the statement on page 7 of the online application **MUST** be adopted by your organisation.

Applicants should note that, in carrying out its functions, the Arts Council will check the content of newspapers, websites and other documents to establish that the band is acting within the ethos of good relations. Where evidence is found that an applicant is not acting in the interests of good relations, applications will be considered ineligible or, if evidence is found after an award is made, funding will be withdrawn. The Arts Council will not distinguish between a band's official website and social networking sites created by or containing entries from band members.

It may be in the interests of the band to establish a policy among its members regarding websites and the posting of material relating to the band's activities.

If a band is already aware of material that may contravene the good relations duty, and where it can demonstrate that it has taken steps to have the material/website removed, this evidence should be submitted along with the application form. **The evidence will be considered but there is no guarantee that the application will be accepted.**

Other information

Openness and accountability

Under the Freedom of Information Act 2000 any information held by us (which will include your application) is potentially accessible by the public.

Information supplied by you will be held in manual and / or computerised files and also on a computer-based grants management system. Reports from the information you supply and from comments made on your application by external assessors and staff members are likely to be held on both manual and computer-based systems. The information you supply will be made available to those assessing any other grant applications you make.

By submitting your application, you waive any right to raise any type of proceedings against the Arts Council of Northern Ireland as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under the Freedom of Information Act 2000.

Data Protection

Data held on our grants management system is used for the following purposes; statistical reporting, application assessing, accounting purposes and for contacting you. For full details of how the Arts Council of Northern Ireland uses personal data please refer to our Privacy Policy available on our website www.artscouncil-ni.org/

Email notifications

Applications to the Travel Awards for Bands Programme will only be accepted online.

The online application system has been tested and is sending out relevant notifications. We are, however, aware that some applicants to online grants programmes may experience issues such as the account holder not receiving links to reset passwords, not receiving notifications of when applications are edited and saved, nor when applications have been submitted. These issues relate to those account holders with email addresses from the following email providers – btinternet, yahoo and virgin – and customised email addresses.

The potential issues lie with those email providers and are beyond the control of the Arts Council. If encountered, they need to be addressed by the relevant email provider.

Should you be affected by a problem which cannot be resolved with an email provider, we would strongly recommend that accounts are set up using Gmail or Outlook email addresses. Where applicants may have previous accounts with other email addresses, we will be able to transfer historical information to new accounts if required.

In addition, to avoid the blocking of any application-related emails or information, you should ensure that the addresses mail@grantapplication.com and mailuk@grantapplication.com will not be blocked by your email or firewall programmes.

And finally...

If you have any queries about the programme or need any help or advice completing the application, please contact the Arts Council. A list of staff can be found on the website - [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

These Guidance Notes are available on request in large print format and disk, and also on the Arts Council's website here: [Arts Council of Northern Ireland \(opens in a new window\)](#)