

Arts Council of Northern Ireland

# National Lottery Young People & Wellbeing Arts Programme

## Application Guidance Notes

**Deadline for Applications: 12 noon, 10 October 2023**

**Decisions: 1 December 2023**

Applications must be submitted online at [www.artscouncil-ni.org/funding](http://www.artscouncil-ni.org/funding)

**Please Note:** The maximum award available is £10,000.

Please read these Guidance Notes carefully before completing the online application form.

Please note: this programme is for projects and programmes which will complete by **31 December 2024**.



Awarding funds from

**The National Lottery**



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## Introduction

Thank you for your interest in the Arts Council of Northern Ireland's National Lottery Young People and Wellbeing Arts Programme.

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 Young People & Wellbeing Arts Programme | Arts Council NI \(opens in a new window\)](#). They may also be requested in large print or other accessible formats if required. Please contact us at [artgrants@artscouncil-ni.org](mailto: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. Further contact details for all our Artform staff can be found on the Arts Council Website [Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

**If you have a disability which affects your ability to complete the online application form, please contact the University of Atypical (UoA). The UoA will provide tailored advice and support to D/deaf, disabled and Neurodiverse applicants when submitting applications to ACNI Programmes.**

In promoting these award schemes, the Arts Council particularly welcomes applications from groups referenced in Section 75 of the Northern Ireland Act 1998.

## About the Programme

In 2011, the Arts Council embarked on the research, development and production of a strategy for Youth Arts in Northern Ireland for the period 2013 to 2017. A recommendation within the Youth Arts Strategy was the development of a programme aimed at our most disadvantaged and hard to reach young people, with a priority on a mental health awareness project targeting young people at risk.

The strategy recognises that engagement in the arts is a useful mechanism for enhancing personal attributes including self-esteem and motivation and participative community arts-based projects are particularly effective in promoting young people's mental and emotional wellbeing.

The Young People & Wellbeing Arts Programme has been developed by the Arts Council of Northern Ireland.

**Please note:** Whilst we recognise that the term 'youth' is a more fluid category than a fixed age-group the programme is aimed at young people between the ages of **12 and 18 years**.

## Programme Aims and Objectives

The programme aims to improve the mental health and wellbeing of young people by engagement in high quality arts.

### Objectives

To deliver projects that help young people:

- To appreciate the positive contribution that involvement in arts projects can have on well-being
- To have increased awareness of the importance of good mental health and techniques to cultivate it
- To have increased arts-based knowledge and skills

**Projects should aim to include young people experiencing higher levels of disadvantage or exclusion and may include more vulnerable groups such as those living with a mental health condition, eating disorders or addiction.**

### Strategic Impact

You should indicate how your project links to each of the objectives and delivers on some of the short-term outcomes. You do not have to deliver on all the short-term outcomes.

1. Have increased wellbeing from participation
2. Have increased willingness to express opinions or feelings
3. Feel less isolated/lonely
4. Have increased awareness of the importance of good mental health
5. Have learnt techniques to support good mental health
6. Have improved knowledge about sources of help for mental health problems
7. Have increased awareness that it's ok to ask for help
8. Have increased skills in a range of artistic art forms

### We are Looking for Projects which:

Have been developed through **consultation** with young people;

- enable participants to shape the activity and be involved as decision makers
- demonstrate a **clear vision** underpinned by in-depth **understanding** of the current issues impacting on young people and wellbeing.
- are based upon a **partnership** approach;
- build on and **do not duplicate** existing provision and have a strong strategic fit with other activity at a local and regional level;

Support **best practice** in working with young people through creative activities;

- **prioritise excellence** – in both the art and the approach to creative engagement; including working with artists or arts organisations with a proven track record in this area
- **challenge** artists, arts organisations and arts providers to develop new, imaginative or more effective ways of meeting the strategic themes of the programme
- demonstrate a ‘person-centered’ approach that safeguards vulnerable individuals, takes into account equality and is sensitive, respectful of and empowering for all involved.

Consider **legacy** and **sustainability**;

- develop on-going programmes across the widest possible range of quality arts activity that strive to be sustainable in the long-term and/or replicable by others.
- demonstrate a lasting legacy e.g. links to training and developmental opportunities, capacity building and improved community cohesion.

Consider **scale of impact**;

- have scale of impact, whilst adapting to and meet local needs.

Consider **advocacy**;

- projects consider fully the public profile of a project and cost accordingly.

## Eligibility

### Who Can Apply?

The programme is aimed at constituted community and voluntary groups who are working at a local level to support young people and can demonstrate strong partnership working with relevant groups working with young people.

This programme is also open to non-governmental organisations, Local Authorities and arts organisations who can clearly demonstrate partnership working.

We are looking for partnership or consortia based projects. Partnerships can be led by either youth sector providers, arts organisations or Local Authorities, however the consortium must be made up of appropriate representatives and demonstrate a commitment to working together. Other specialists who work with young people may also be included as named partners in the consortium.

### Who Cannot Apply?

- Individuals or sole traders
- Broadcasters (excluding community service broadcasters)
- Central Government Departments
- Organisations with statutory obligations to providing services for Young People
- Organisations in breach of any previously issued Arts Council award grant conditions.

### How Much Can I Apply For?

Grants up to **£10,000** are available. You can apply for up to 100% of the eligible costs of the project. Projects can be last up to **1 year** duration and can take place on any dates between 1 January 2024 and 31 December 2024.

### What You Can Apply For *(These are examples only)*

- Projects and events
- Commissions and productions
- Artists' fees up to £35 per hour or a maximum of £150 per day for workshop-based activity.
- Artists'/volunteers'/essential administrative travel expenses within Northern Ireland at 25.7p per mile
- Venue hire for workshops
- Transportation costs
- Excursions where relevant to the programme of activities

## **What You Can Apply For (cont.)**

- Materials/equipment
- Equipment hire
- Publicity and marketing costs
- Co-ordination costs (Which are not already part of an existing salary)
- Premium payment costs – any additional costs you are likely to incur through the involvement of Section 75 groups, e.g. carers costs, visual aids (e.g. Braille), sign language and hearing assistance.

## **What You Cannot Apply For**

- Retrospective events
- Party political and religious activities
- Travel outside Northern Ireland
- Overhead Costs
- Activities that are not arts related
- Any course fees
- Ongoing building maintenance costs
- Web site design and upkeep
- Building design (architecture)
- Fundraising events
- Activities or events which duplicate what already exists
- Catering/hospitality

## How to Apply

### Help With Your Application

These Guidance Notes are available on our website - [Arts Council of Northern Ireland Funding for Organisations Young People and Wellbeing Programme \(opens in a new window\)](#). They may also be requested in large print or other accessible formats if required. Please contact us at [artgrants@artscouncil-ni.org](mailto: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 Young People and Wellbeing Programme on our website - [Arts Council of Northern Ireland Funding for Organisations Young People and Wellbeing Programme \(opens in a new window\)](#).

- 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, ie. 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 12 noon precisely on the closing date, Tuesday 10 October 2023.** If your complete application is not **fully** uploaded when the system closes, 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.

### 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).

You **must** upload the following before submission. Further detailed guidance on these enclosures is included below and from page 9 onwards:

- Copy of your constitution or set of rules
- Detailed project description



## Mandatory Enclosures (cont.)

- Detailed Income and Expenditure budget for this project
- Details of previous experience
- Accounts information – further detail is provided on page 10.

If available, you should also provide the following:

- CVs of artists, arts organisations and facilitators who will be involved in the project
- Quotations or notes used to work out the costs.

## 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](mailto:artgrants@artscouncil-ni.org).

Mandatory Enclosure	Guidance on Enclosure
<p><b>Copy of your constitution or set of rules.</b></p>	<p>Please note: <b>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</b>, details of which we will request if you receive an award. This must be dated and signed as adopted.</p>
<p><b>Detailed project description</b></p>	<p>For all projects you must attach a full description (max 1000 words) which must contain the following;</p> <ul style="list-style-type: none"> <li>• Start and finish dates of the project</li> <li>• Overall aims of the project</li> <li>• Locations of all events within the project</li> <li>• Names of artists, tutors, facilitators (if known) for each event or project; OR details of the process you intend to use to select the artists or and arts provider/arts organisation</li> <li>• Projected participation including numbers and age ranges and whether they will actively participate or will be an audience for a final presentation</li> <li>• For organisations whose programme includes the production of artistic material (journals, magazines, or books, film, CD, or other media) a list of titles with print run and projected sales. Such organisations should also document promotional events associated with these materials (launches, readings, viewings, etc.)</li> <li>• Name of Project Manager for each major element, along with experience statement.</li> </ul>

Mandatory Enclosure	Guidance on Enclosure
<b>Detailed project description (cont.)</b>	<ul style="list-style-type: none"> <li>• Details of any preparatory work you have already done, e.g. pilot programme</li> <li>• Discussions with possible participants and level of community support</li> <li>• Details of any premium payment services you intend to deliver (for section 75 groups), including a rationale for providing the service, types and costs of services and numbers of people involved</li> </ul>
<b>Detailed Income and Expenditure budget for this project</b>	<p>A detailed breakdown of Income and Expenditure that you expect to incur <b>MUST</b> be attached. Provide as detailed a budget as possible, including a breakdown of any budget line over £1,000 <b>and itemise expenditure wherever possible (example: “Annual rent £12,000” is acceptable but “Salaries £100,000” must be broken down to give specific details)</b>. You should also include details of how you have calculated any fees you are paying, e.g. hourly/daily/weekly rates.</p>
<b>Details of previous experience</b>	<p>Arts organisations and Local Authorities must provide details of previous experience of working with young people between the ages of 12 and 18.</p>
<b>Accounts information</b>	<p>Copy of your most recent set of annual accounts. If these accounts are NOT for 2022/23 then you must provide a copy of your 2021/22 accounts and <b>MUST</b> also attach Management Accounts as at 31 March 2023.</p> <p><b>OR</b></p> <p>For newly established groups - An estimate of your income and expenditure for the first year (dated and signed as approved).</p> <p><b>OR</b></p> <p>For Statutory Bodies - The annual Income and Expenditure account for the period in which the project will take place.</p> <p><i>In addition, for newly established groups only:</i></p> <p>Three months' worth of original, consecutive bank statements (the most recent of which is not more than 3 months old)</p> <p><b>OR</b></p> <p>photocopies of the pages of your Building Society Passbook that show the Account Name and Number, as well as the last three months' transactions (each photocopied page to be stamped and signed by the Building Society as "true copies of the original")</p> <p><b>OR</b></p> <p>the last three months' transactions of your Internet Account (dated and signed by your Treasurer)</p> <p><b>OR</b></p> <p>for new groups which do not have three months' worth of bank statements, all the statements that you have.</p>

Mandatory Enclosure	Guidance on Enclosure
CVs	IF AVAILABLE - CVs of artists, arts organisations and facilitators who will be involved in the project.
Quotations	IF AVAILABLE Quotations or notes used to work out the costs.

Please keep in mind the following important points:

- All mandatory enclosures must be in **Word, Excel or pdf format**. 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 corrupted 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 responsibility to ensure that any enclosures uploaded to the online application are PC compatible.
- Use of Dropbox or similar cloud-based storage is not permitted as Arts Council cannot access sites of that nature.

## 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 Arts Council 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.

**If you are based in Northern Ireland**, the following documents **MUST** be uploaded to the Government Funding Database at [Government Funding Database \(opens in a new window\)](#).

- Constitution and/or Memorandum and Articles of Association
- Most recent set of Audited/Certified/adopted accounts.

**You will only be required to upload the documents where changes have been made.**

**If you are based outside Northern Ireland** you **MUST** upload the 2 documents listed above **AND** all the mandatory enclosures listed on pages 9 and 10 at the time of submitting your online application.

If you are not currently on the Database you will be required to register at [Government Funding Database \(opens in a new window\)](#). **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 prior to the programme submission deadline to ensure that you are able to upload the necessary GFD documents to the site. If your organisation is not registered on the GFD or **ALL** the necessary documents are not uploaded to the site by the programme deadline, 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.

### **After You Submit Your Application**

- You will receive a Monitoring Form which will be published to your application account. You will receive an email advising you that the monitoring form is available for completion once it has been published to your account. You **must** complete and return the Monitoring Form by the timeframe specified as part of the application process. Failure to do so may affect eligibility.
- The Arts Council will undertake an eligibility check on your application. In the event of missing information, your application may be deemed ineligible and will not proceed to assessment. If ineligible the Arts Council will issue an email advising reasons for ineligibility.
- Eligible applications will be assessed by an Arts Development Officer, based on the information provided in the application form and enclosures.
- Officer 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 proposal against the following criteria.

- Criterion 1:** Strategic Impact
- Criterion 2:** Partnership Working
- Criterion 3:** Quality of Arts Activity
- Criterion 4:** Organisational and Project Viability

### Criteria for decision making

The Council will assess your application against the following criteria:

**Your project must meet ALL the above criteria.** It is very important that you think carefully about how your project satisfies each criterion and use the application form to demonstrate this.

**Criterion 1 – Strategic Impact:** You should indicate how your project links to one or more of the identified outcomes of this programme as detailed under 'Strategic Impact' (page 4).

**Criterion 2 – Partnership Working:** Your project should have the widest possible support of your local community (and/or community of interest) and the maximum possible impact. You should provide any evidence you have that there is a demand for your project, e.g. letters of support, market research, evaluation of previous projects. You need to give careful consideration to the way in which your project is organised and presented so that it provides access to people from all sections of society. You need to show that you are committed to working in partnership with relevant organisations in order to meet the strategic themes of this programme.

**Criterion 3 - Quality of Arts Activity:** You will need to demonstrate that the artists or facilitators involved in your project have relevant experience, achievement or ability to deliver the project to the target group. This should include CV's including names, skills and experience of artists and the other main people who will be involved in the project. If you have not yet identified artists please provide details on how you propose to select them. Also we can support you in doing this by providing guidance on where to source artists and arts organisations.

## Criteria for decision making (cont.)

**Criterion 4 - Organisational and Project Viability:** You need to tell us about any plans you have already made and how you will manage and carry out the activity to achieve its aims. You need to show how you will manage the main stages of your project and what each stage contains. You have to demonstrate that your project represents good value for money and show what financial control systems you have in place to make sure that money is spent wisely.

## The Decision Process

- A decision will be made by ACNI Officers through a moderation process.
- The Arts Council will contact you with the final decision by letter which is likely to be via email. If rejected, the Arts Council will provide you with detailed reasons for the rejection.
- Depending on the level of funds available, it may not be possible for us to support all applications which simply meet the relevant criteria. Under such circumstances applications which, in the opinion of the Arts Council, best meet the criteria will be successful.
- We aim to inform you of our final decision within 3 months of the closing date. **You should plan for your project to commence after the Letter of Offer has been issued and you signed the acceptance letter and have addressed the preconditions.**
- If you are unsuccessful, you will receive a letter clearly outlining the reasons for the decision.

## 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, 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 and met certain conditions of grant. 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 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 Payments Will be Made

Each payment 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. Arts Council will make payments using BACS transfer only. You will need to complete and return the BACS form issued with your letter of offer.

The final payment will be made upon submission of a post project report.

### 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 together with evidence of completed work.

You will be provided with a copy of the End of Project Report Template if successful.

### External Support for Evaluation

We have commissioned an external organisation RF Associates to support us with quantitative evaluation across the programme. As part of this RF Associates have designed a short questionnaire for young people to complete during their last session with your project.

This survey will be provided to you to circulate to young people. The survey will be able to be completed via scanning a QR code or following a web link and can be completed on a mobile phone or computer.

## **External Support for Evaluation (cont.)**

We would ask that you encourage as many young people as possible to complete this short survey. It will be entirely anonymous, no one will be individually identifiable. The survey will be open throughout the programme but should not be completed by young people until they are at the end of their involvement with you.

More information will be provided on this at the start of the grant period.

## **Post Project Monitoring – Verification Visits**

Your project may also be subject to a Verification Visit by an Assistant Arts Development Officer. This will ensure that the project grant has been spent in accordance with your letter of offer and that all processes (eg. procurement, recruitment, processing of payments within your organisation) related to project delivery comply with LOO conditions and your own stated financial procedures. It is therefore important that you retain all the project documentation to evidence this.

## **Children / Young People / Adults at Risk**

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 a protection policy statement as part of your application form.

It is a requirement of our 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 commit to a Safeguarding Policy which must have been formally agreed by your organisation.

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.

In respect of collaborative projects in which multiple organisations are working together to deliver a project and have applied on that basis, the Lead Applicants are legally responsible for ensuring that the correct Safeguarding Systems and Processes are in place and must be registered with Access NI or Registered with an Umbrella Body in order to obtain Access NI checks for posts/roles that are in regulated activity. If your organisation is not registered in either case above, you **MUST** provide a statement detailing why this is the case here.



**Children / Young People / Adults at Risk (cont.)**

ACNI would strongly advise that you contact Access NI or Volunteer Now to discuss why you believe you do not require Registration to obtain Access NI checks in relation to your proposed project.

**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.

## Frequently Asked Questions

### 1. Who can apply to this scheme?

Arts Organisations, Constituted community and voluntary groups working with young people that can demonstrate fit with the programme targets.

Applications will be considered for programmes targeting young people within the ages of 12-18 years.

### 2. How much can I apply for?

Grants up to **£10,000** are available. You can apply for up to 100% of the eligible costs of the project. Projects can be up to **1 year** duration and can take place on any dates between 1 January 2024 and 31 December 2024.

### 3. Can I apply for more than £10,000?

No, the maximum award is £10,000. The total costs of your project may be more than £10,000 but the Council will not make grants of more than £10,000.

### 4. Do I need Partnership Funding?

The Arts Council will fund up to 100% of the project costs.

### 5. When will I get a decision on my application?

Detail on decision dates can be found in the front page of the Guidance Notes.

### 6. Who can help me with queries concerning completion of the application form?

The Arts Council's Participatory Arts Team will be available to answer queries concerning completion of the application form and guidance on contacting artists.

### 7. Do artists have to be involved in my project?

Yes. Artists and/or arts organisations must be involved in all projects. The Arts Council's Participatory Arts Team can provide advice on how to access artists. If you have not yet identified artists please provide details on how you propose to select them.

### 8. How do I buy services?

You will need to seek minimum of two quotations (fax or email confirmation should be obtained) for supplies and services up to £5,000 in value (ex. VAT);

A minimum of 2 tenders for supplies and services between £5,000 and £30,000 in value (ex. Vat)

<p>This requirement does not include contracting artists to carry out workshops or give performances.</p> <p>The Arts Council of Northern Ireland reserves the rights to examine all paperwork to verify compliance with this condition.</p>
<p><b>9. What is included in the Excursion payment?</b></p> <p>As part of the programme you may need to buy tickets for events as part of the overall project.</p>
<p><b>10. What is a Premium Payment?</b></p> <p>An allocation of up to £3,000 within the overall grant is available for applicants who can clearly demonstrate that additional costs are associated with the delivery of their project for people with particular needs as defined under Section 75 of The Northern Ireland Act 1998. This payment must be accounted for separately and will be paid retrospectively at the end of the project on detailed evidence of expenditure.</p>
<p><b>11. Do I have to evaluate my project?</b></p> <p>Yes, all projects receiving funding under this scheme will be required to report on their activity and provide access to evaluators from the Arts Council. All grant recipients will be required to submit monitoring information at the midpoint and end of the project.</p>
<p><b>12. What if I don't have an Equality Policy/ Statement?</b></p> <p>We can supply you with a sample Equal Opportunities Statement, but it must be formally adopted by your organisation, and you must provide us with evidence of this.</p>
<p><b>13. Do I have to meet all of the Strategic Themes of this programme?</b></p> <p>Your application should meet at least one of the stated themes.</p>
<p><b>14. Do you fund School Based Activities?</b></p> <p>We <b>do not</b> fund school-based activities where they occur within the established school times.</p>

## **Other Information**

### **Publicity**

Full listings of all the grants we award are published in our Annual Report and on our website. You will be required to acknowledge Arts Council of Northern Ireland funding in all your publicity. Failure to credit the Arts Council of Northern Ireland will affect payment of your grant.

### **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 electronic files and on a computer-based grants management system. Reports from the information you supply and from comments made on your application by staff members and external assessors, where relevant, are also on both manual and computer-based systems. The information you supply will be made available to those assessing any 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 all of the following purposes: statistical reporting, application assessing, accounting purposes and for contacting you.

The details of your grant will be public information (see Openness and Accountability). However any personal details will be held within our grants management system and our electronic files, and accessed only by our staff appointed auditors and individuals or organisations that may help us assess or monitor grants. You have a right under the Data Protection Act 1998 to access the data held on you by Arts Council of Northern Ireland.

We view your signature on your application form as acceptance of the use of data as outlined above.

## Email Notifications

Applications to the Young People and Wellbeing 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](mailto:mail@grantapplication.com) and [mailuk@grantapplication.com](mailto:mailuk@grantapplication.com) will not be blocked by your email or firewall programmes.**

If you have any queries about the programme or need any help or advice completing the application, please contact the relevant art form officer. Staff contact details are available from our website [at Arts Council of Northern Ireland Contact Us \(opens in a new window\)](#).

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