



## Ards and North Down Borough Council

### Arts Project Grant Criteria 25/26

The Ards and North Down Borough Council's Arts Project Grant is designed to assist arts events, projects or activities, which take place in the Ards and North Down Borough Council area. **Grants will be awarded subject to budget being secured.**

Application to the Arts Project Grant 2025/2026 is by an online application form available via our website: <https://andculture.org.uk/funding>

**Deadline: Tuesday 13 May 2025, 12 noon (sharp)**

**If you require special assistance with this application process, please contact us before the deadline so this can be arranged. Email: [artsgrants@ardsandnorthdown.gov.uk](mailto:artsgrants@ardsandnorthdown.gov.uk) for more information.**

*The strategic objectives of Ards and North Down Borough Council's Arts Department in supporting non-profit making organisations to deliver arts projects are:*

- *To improve access to the arts*
- *To promote and encourage artistic development and skills in the community*
- *To encourage participation in the arts*
- *To support wellbeing through creative activity*
- *To ensure quality arts experiences and best practice*

#### **Who is eligible?**

- Non-profit making organisations and constituted groups that are based in the Ards and North Down Borough. (Groups based outside of the Council Borough may apply if the proposed arts activity is taking place within Borough boundaries)

#### **Who is not eligible?**

- Statutory organisations
- Individuals - *Individuals should apply to the Ards and North Down Individual Artist Grant*

#### **What supporting documentation is required?**

- Signed governing document such as a Constitution (in the name of the applicant organisation)
- Signed accounts or Income and Expenditure Statement.
- Current Account Bank statement (in the name of the applicant organisation, and in credit) – which must be dated within the last three months
- Any policies which are relevant to project such as Safe Guarding and Risk Assessment.
- Insurance

**Failure to supply the requested essential documentation at time of application may result in your application not being assessed.**

### **The Organising Body must:**

- Demonstrate sufficient experience to carry out the project
- Demonstrate a need and demand for the project
- Allow, at least, an **8-week** lead-in-time from the deadline for submission of the application and the date of the commencement of the project for the panel to assess the application. Please see application form for details of dates

### **The Projects must:**

- *Address a minimum of 4 strategic objectives of Ards and North Down Borough Council's Arts Grants Scheme – See above*
- Be effectively planned, budgeted and have clear objectives and outcomes
- Be accessible to the general public where appropriate
- Be adequately marketed and publicised throughout the Borough
- Represent value for money
- Be non-party political, non-religious and non-sectarian

### **What type of project is suitable?**

*The following are for example only:*

- An arts group could invite a professional practitioner to lead a series of creative workshops to develop new skills in the group
- A residents' association could work with an artist to design an artwork for a community venue
- An older persons' group could work with an artist to bring to life stories from the past
- A youth group could work on a project with a drama/art tutor, resulting in an end performance or exhibition
- A community group organising a special event/performance that encourages engagement in creative activities

### **Scoring**

Applications will be scored on the following criteria:

- Has the group provided a signed constitution? *(Yes/No)*
- Does the group have all relevant policies including Safe Guarding and Risk Assessment? *(Yes/No)*
- Does the project meet the strategic aims of the Arts Service? *(Yes/No)*
- Is the project based in the Ards and North Down Borough Council area? *(Yes/No)*
- Quality of proposed project; with regards to the aims and objectives, activities to be undertaken, what the outcomes will be, and value for money *(40%)*
- Quality and experience of artists/facilitators *(20%)*
- Applicant demonstrates good project management and administration *(20%)*
- Applicant demonstrates demand for the project? *(20%)*

### **Grant Guidelines**

- Arts Project Grants of up to a total of £1,000 max. are available per group, per financial year.
- **All grants require match funding of at least 20% (either cash or in-kind)**

- The number of applications received and the resources available at the time of assessment will be taken into account in the assessment process.
- Grants must be used to undertake new and/or developmental activities or special events
- Grants can be used in conjunction with other schemes, such as the Arts Council of Northern Ireland, but must show how they will be used for different elements of the project
- Grants are not given for capital expenditure on facilities or revenue costs such as rent or organisation overheads
- Grants may not be used for profit making opportunities (EG: ticketing for events may be used for cost recovery, but not for profit)
- Grants will not be given for charity fundraising events
- Grants are designed to support one-off projects, successful applications will not automatically lead to repeat funding
- Grants can be given for expendable materials but not equipment or instruments
- Retrospective funding is not available
- Applications received after the stated deadline will **not** be assessed.
- All money must be spent by 31 March 2026.

### Conditions of Grant

If, after assessment, an offer of grant assistance is made, the applicant will be required to comply with the following conditions:

- Successful applicants must accept in writing any award given within 4 weeks of the letter of offer being received in order to draw down 50% of the grant. In the event of this deadline not being adhered to, the offer will be withdrawn.
- The remaining 50% can be drawn down on completion of project by producing a Grant Evaluation Form, Claims Form, and original receipts/invoices
- Ards and North Down Borough Council must be acknowledged on all project promotional material
- Organisations must ensure suitable insurance/public liability cover is in place for all activities
- Successful applicants are required to invite a representative of Ards and North Down Borough Council to the event/activity/exhibition to which the grant is awarded.
- All funding from Ards and North Down Borough Council must be used for the purpose for which the application was initially made, and in circumstances where this stipulation is not adhered to satisfactorily, Ards and North Down Borough Council will insist on full repayment of the funding allocated. If any change is to occur in relation to any of the projects for which funding has been received Ards and North Down Borough Council's Arts Department must be informed immediately.
- The amount of grant aid offered to applicants will be up to a maximum of £1,000 per group, per financial year.
- All money must be spent by 31 March 2026.

### What happens to your Application?

- Applications to the Arts Project Grant are assessed after each application round.
- ALL PROJECTS MUST HAVE A MINIMUM LEAD-IN TIME OF **8 WEEKS** FROM THE DEADLINE FOR APPLICATIONS BEFORE THE PROJECT IS DUE TO START.
- All applications will be presented to a panel made up of representatives from the Arts and Heritage Advisory Panel and Members of Ards and North Down Borough

Council, who will make the initial recommendations on whether or not a grant should be offered.

- Applicants should note that while careful consideration will be given to each application, it may not be possible to assist every applicant even if all the criteria are met.
- Following consideration of the relevant recommendations by the Council Committee applicants will be contacted by letter to inform of the outcome of the application. This usually takes a maximum of 8 weeks from the application deadline.
- Please refer the council website regarding appeals procedure.
- All funding is subject to the audit of Ards and North Down Borough Council.

## **DATA PROTECTION**

Ards and North Down Borough Council values your right to personal privacy. Personal information provided to the Council is processed in order to fulfil its obligations under the Arts and Heritage Strategy. Personal information will not be shared with any other organisation, unless there is a legal requirement to do so, and will be held for a period of seven years. All information will be processed in accordance with the Data Protection Principles.

You have a right to see and review the personal information held on you. If you wish to request your personal information or have a data protection query, please contact the Council's Data Protection Officer), stating clearly who you are and the nature of your query to:

Data Protection Officer,  
Ards and North Down Borough Council,  
Town Hall  
The Castle  
Bangor,  
BT20 4BT  
Email: [dataprotection@ardsandnorthdown.gov.uk](mailto:dataprotection@ardsandnorthdown.gov.uk)  
or tel: 0330 013 3333