

## **Appendix 3: Information on criteria for core multi-annual funding programme**

### **Who can apply?**

The following list is the basic eligibility criteria that your organisation must meet to be able to apply for core multi-annual funding. If your organisation does not meet the eligibility criteria, your application will not be considered for funding.

Your organisation must meet all of the following criteria:

- It must be an arts or heritage organisation. This means that its constitution or memorandum and articles of association (the document that governs how the organisation is run and its purpose) must state that arts or heritage is a primary objective of the organisation
- It must be a legally constituted group and supply evidence of this (a constitution or memorandum and articles of association)
- It must have paid full-time staff (or a number of paid part-time staff that is equivalent to having at least one full-time member of staff) on its payroll throughout the year
- It must have ongoing annual costs
- It must have an office in and operational focus in the Belfast City Council local government district. (The Northern Ireland Neighbourhood Information Service has maps of Belfast with a postcode search function. See [www.ninis.nisra.gov.uk](http://www.ninis.nisra.gov.uk).)
- It must not be able to share out profits to members or shareholders
- It must be a not-for-profit organisation. We cannot support commercial programmes or activities that could be undertaken on a commercial basis. If, in the reasonable opinion of the council, the organisation applying for funding is a de facto commercial organisation, whatever the legal make-up of the organisation, then the council will not fund that organisation. The decision of the council shall be final in this regard
- Regardless, our funding must only be used to support elements of your programme that are not commercial and can demonstrate public benefit
- It must have a business plan covering at least the first year of your programme (i.e. 1 April 2013 to 31 March 2014) and supply a copy
- It must have a marketing and audience development plan(s) covering at least the first year of your programme (i.e. 1 April 2013 to 31 March 2014) and supply a copy. If your marketing plan is a separate document from your audience development plan, you should supply copies of both of these
- It must have up-to-date annual and management accounts signed as agreed by the board or management committee and supply copies of them
- It must hold a bank account in the organisation's name and provide evidence of this
- Belfast City Council is highly unlikely to fund an organisation that is in poor financial health or that cannot prove that it has effective financial controls
- It must have a board or management committee and supply a list of members
- It must have a child protection policy and equal opportunities policy and keep to relevant laws including the Race Relations (NI) Order 1997, the Sex Discrimination (NI) Order 1976, Fair Employment and Treatment (NI) Order 1998, and the Disability Discrimination Act 1995.

Applications that are not complete and/or do not provide detailed financial budgets in the tables provided in the application form will also be deemed ineligible. Even if you have previously given us the evidence we ask for as part of another application for a grant, you must provide it again as part of this application. The organisation completing the form must be the same organisation that will receive the grant and manage the programme. We will not consider an application made by one organisation on behalf of another.

## Assessment process

*Stage-one assessment: eligibility, management and governance (sections A and D of the application form)*

We will first make sure your organisation meets the eligibility criteria listed under “Who can apply?”

We will then assess your organisation’s management and governance. If any of the information we need is missing or incomplete, we will contact you and ask you to send the information within five working days.

*Stage-two assessment: your programme and strategic fit (your business plan, audience development and marketing plan(s) and sections B, C and D of the form)*

If your application meets the first-stage eligibility assessment, it will be scored against the following criteria:

### Criteria Weighting

1	Fit with the Framework’s themes, impact on Belfast, targets and outcomes	40 per cent
2	Quality of programming	30 per cent
3	Marketing and audience development	10 per cent
4	Organisational culture, capability and commitment to excellence	10 per cent
5	Value for money	10 per cent

### Section A: Management and governance

This section gathers information about how your organisation is set up and managed. It also asks for financial information and details of policies you have in place

### Section B: Your programme

In this section you need to describe your planned programme and activities. Your planned programme should be ambitious and reflect your organisation’s purpose and objectives.

### Section C: Strategic fit with the Cultural Framework for Belfast 2012–15

We will only award funding to organisations whose core activities contribute towards the success of the Cultural Framework for Belfast 2012–15. The framework sets out our priorities for action and funding. Its vision is that:

“By 2020, everyone in Belfast experiences and is inspired by our city’s diverse and distinctive culture and arts. Arts and heritage are valued for enriching quality of life and creating wealth, and the city’s culture and creativity is renowned throughout the world.”

Our key aims for 2012 to 2015 are:

- We will connect people to the city, its stories, places, arts and heritage.
- We will promote the value and authenticity of the city's heritage.
- We will place culture, arts and heritage at the heart of Belfast's ongoing narrative.
- We will remove barriers to participation to ensure that all sections of the community can engage with high-quality culture, arts and heritage.
- We will enable people to value and understand their places.
- We will develop shared cultural space which celebrates and promotes local cultures and communities.
- We will target areas and communities with low levels of engagement in culture and arts.
- We will increase the number of residents taking part in culture and arts.
- We will increase the number of visitors taking part in culture and arts.
- We will promote Belfast as a diverse and dynamic cultural city to existing and potential local and out-of-state audiences.
- We will provide opportunities for organisations to develop and diversify their income streams.
- We will increase investment in culture, arts and heritage.
- We will develop a better infrastructure for skills development in Belfast.

#### Section D: Income and expenditure

**Please note:** We will use your income and expenditure to assess your programme's value for money. This is worth up to 10 per cent of your overall score. In this section you must fill in the tables to show us your expected income and expenditure. The figures you give should be accurate, detailed, realistic and consistent with other documents (for example, your annual accounts or business plan). Failure to complete this section will result in your application being deemed ineligible. Applicants should only request the level of funding they need to support their core programme of activities. We will not fund organisations that project operating at a profit or loss, and you must provide "zero-sum" budgets for the three-year period (that is to say, your income and expenditure must match).

The council's funding budget is finite, and funding is always very competitive. We will look at each request for funding individually. The amount requested will be considered alongside our assessment of your programme's strategic fit. We will use this to determine whether the award represents good value of money, and we reserve the right to award less than the amount applied for.