



Ards and North Down Borough Council

Ards and North Down Borough Council Youth Arts Training Grant Criteria 2023/24

For opportunities taking place between 1 May 2023 –
31 March 2024.

Application Deadline: Thursday 23 March 2023, at 11:59pm (sharp)

The Ards and North Down Borough Council's Youth Arts Training Grant has been established to help improve access to youth arts training or development opportunities for young people.

Application to the Youth Arts Training Grant 2023/2024 is by an online application form available via our website: <https://andculture.org.uk/funding>

If you require special assistance with this application process, or would prefer to complete a Word version of this application, please contact us before the deadline (no later than 12 noon on Friday 17 March 2023) so this can be arranged. Email: artsgrants@ardsandnorthdown.gov.uk for more information.

Who is eligible?

- To be eligible you must meet all the following criteria:
- Resident within the Ards and North Down Borough Council Area.
- Aged 11 – 25 years.
- Applying to, or have been accepted or invited onto, a youth arts training course or youth arts development opportunity.

The applicant must be able to:

- Demonstrate a commitment to the creative art form to which they are requesting the bursary.
- Have sufficient experience in the creative art form.
- Demonstrate how the training or development opportunity will be of benefit to them.
- Clearly show what the training or development opportunity is by producing course programme, details of facilitators etc.
- Training/development opportunity cannot commence before 1 May 2023 and must be completed before 31 March 2024.

Please provide the following essential documentation with your application:

- Evidence of the course/training/activity programme or publication (EG: Course programme information, residency information pack, etc).
- Receipts/invoices/evidence of costs.
- A letter of acceptance or invite onto course/training/activity (where applicable).

Non-essential support material:

- Support material of your artistic activity (EG: Images of your activity, publications, performance examples, newspaper articles of your activity, etc).

It is recommended that you compile the essential documentation in the following formats before completing your application online, ready to be uploaded:

- Evidence of the course/training/activity programme or publication (PDF document is preferable).
- Receipts/invoices/evidence of costs (PDF document is preferable).
- A letter of acceptance or invite onto course/training/activity if applicable (PDF document is preferable).

If you wish to provide further support material of your artistic practice (non-essential), the following formats are recommended:

- Supporting materials in the following formats where applicable (Jpeg images no less than 1MB, audio files no more than 25MB, video files no more than 25MB, publications / examples of writing preferable as one PDF document, etc).

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

What type of training/development opportunity is suitable?

Those:

- That promote and encourage artistic development and skills in young people.
- That ensure quality arts experiences and best practice.
- That support wellbeing through creative activity.

Some examples of what we will consider are:

- A young person undertaking a summer residential youth theatre, orchestra or choir training programme.
- A young person undertaking a visual arts or crafts training programme or residency.
- Short-term or one-off courses, residencies and development opportunities.
- Accredited or non-accredited training.

Scoring

Applications will be scored on the following criteria:

- Is the applicant resident within the Ards and North Down Borough Council area? (Yes/No)
- Experience of applicant and commitment to artistic development (25%)
- Quality of course/residency/training opportunity, including value for money (25%)
- Applicant demonstrates how the course/residency or training opportunity will benefit their artistic skills/development (50%)

Grant Guidelines

- Grants of up to a total of £250 are available per applicant per financial year. The Youth Arts Training Grant can represent up to 90% of the total course/residency/training opportunity costs.
- Applications are welcome irrespective of an individual's religious belief, political opinion, racial group, gender, sexual orientation, marital status, whether they have dependents or not, or whether they have a disability or not. Please be advised that those applicants who have indicated that they have a disability or a physical or mental impairment will be required to provide more detail if their application is successful to ensure their needs may be met through putting in place reasonable adjustments (if applicable).
- Grants awarded are subject to budget approval.
- Grants will not be given for costs relating to full time or long-term part-time courses or annual membership.
- An application can cover any aspect of the cost of a training programme or course in a related subject.
- Grants may also be used towards payment of travel and accommodation of the applicant only. Payments towards costs of a guardian to accompany the applicant (for travel, etc) will not be covered. Receipts/invoices/evidence of costs must be provided at the time of application.
- 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.
- A condition of the Award is that successful applicants will be required to provide Ards and North Down Borough Council's Arts Section with a short evaluation on how they used their award and the benefit they gained from it.
- Ards and North Down Borough Council cannot accept applications for training or activity already undertaken (retrospective funding).
- Applications received after the stated deadline will **not** be assessed.
- Training/development opportunity cannot commence before 1 May 2023 and must be completed before 31 March 2024.
- All money must be spent before 31 March 2024.

How to draw down the grant:

- 100% of the grant will be paid to successful applicants on receipt of a completed 'Form of Acceptance'.
- **Any money not utilised or accounted for must be returned to Ards and North Down Borough Council.**
- Evaluation forms will be forwarded to successful applicants and must be returned one month after the completion of the course/residency/training opportunity.

What happens to your Application?

- Applications to the Youth Arts Training Grant are assessed after each application round by a panel made of members of the Ards and North Down Borough Council Arts and Heritage advisory panel.
- All training/residencies/courses must take place between 1 May 2023 and 31 March 2024. Completed applications should be submitted via the online application form by the relevant deadline.
- 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.
- You will be contacted by letter/email to inform you of the outcome of your application. This usually takes four weeks from the application deadline.
- Please refer the council website regarding appeals procedure.
www.ardsandnorthdown.gov.uk

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: 0300 013 3333