

## GUIDANCE NOTES

### MUSICAL EQUIPMENT and SMALL EQUIPMENT GRANTS – REPUBLIC OF IRELAND

As the result of additional funding , the Ulster-Scots Agency is in a position to make some funding available to community organisations in the Border Counties (Cavan, Monaghan and Donegal) to support the purchase of musical instruments and small items of equipment, where these will be used to further the strategic aims of the Ulster-Scots Agency:

#### SA1 – Inspire

The Agency will identify, interpret and animate Ulster-Scots heritage, language and culture.

#### SA2 – Educate

The Agency will work to ensure that learning about Ulster-Scots culture, heritage and language is integrated throughout the education system.

#### SA3 – Empower

The Agency will equip individuals and groups with knowledge and skills to engage with Ulster-Scots heritage, language and culture.

#### SA4 – Engage

The Agency will reach out locally and globally, to enhance friendship with people in Ulster whose primary identity is not Ulster-Scots: and foster kinship with people beyond Ulster who share our identity.

#### ***Objective of the ‘MUSICAL EQUIPMENT and SMALL EQUIPMENT GRANTS – REPUBLIC OF IRELAND’ Programme-***

The Musical Equipment and Small Equipment grants in the Republic of Ireland seeks to provide support and encouragement through financial assistance to constituted, not-for-profit Voluntary / Community Groups and schools where the equipment will be used to further the strategic aims of the Ulster-Scots Agency.

**Groups who received a grant in the 2016 round of funding for Musical Equipment and Small Equipment Grants will not be eligible to apply under this program.**

## Conditions:

1. Applications for financial assistance for the purchase of Musical Equipment and Small Equipment must be submitted in hard copy application along with supporting documents to the Agency by Monday 9<sup>th</sup> October at 3pm.
2. Voluntary and Community Groups are required to submit the following supporting documentation. Failure to submit any of the listed documents will deem the application incomplete and it will be rejected.
  - The Rules/Constitution/Memorandum of Association of the applicant body should include details of the organisation's aim/objectives. These should be formally approved and adopted by the Group/Organisation and signed and dated by the **current** Chairperson. Groups/Project Promoters are expected to fully comply with all requirements set out in their Rules/Constitution and/or Memorandum of Association of their organisation at all times.
  - A copy of the organisation's most recent financial statements (Annual Accounts), signed by authorised officers as stated in the groups constitution. If the organisation was formed within the last 12 months, an Income & Expenditure accounts as at date of application should be submitted in place of the financial statements
  - An original bank statement for a current bank account (no more than two months old from date of submission of application form). An online bank statement or a bank print out for all accounts will be accepted but must be authenticated by a bank official.
  - Written details of current financial commitments for credit balances if the bank account is in excess of £1,000.
  - A current Child Protection Policy, giving the names and telephone numbers of two Designated Officers. The Child Protection Policy must be formally approved and adopted by the Group/Organisation and signed and dated by the **current** Chairperson.
  - Three written quotes for all items your group propose to purchase.

Schools are not required to provide any of the above supporting documents, the application should be signed by the School Principal and a member of staff who will act as Project Manager.

3. Groups can apply for a maximum of €5,000. Groups who applied in the 2016 round of funding for Musical Equipment and Small Equipment Grants will not be eligible to apply under this program. The Agency will fund up to 75% of total project cost. This means that if a group wants €5,000 from us, they will need to have €1,666 of their own to put towards the project, the total value of which will be €6,666. Obviously, if a group is in a position to spend more money, they can put their €5,000 from us towards a larger project.
4. **To be eligible for support, the group needs to be in a position to spend the money by the end of 2017. This means that the Group must have submitted an application along with 3 quotes from 3 separate entities to enable the Agency to award the grant, the Agency require rationale to be**

**provided with the quotes as to which quote is the preferred option. Failure to submit the required information will result in your application being ineligible for processing. All final claim forms must be submitted, equipment purchased and money drawn down before 21<sup>st</sup> December 2017. Failure to comply with the deadline will result in withdrawal of the Letter of Offer.**

5. This is a competitive programme and in the event of the programme being oversubscribed the Agency will score projects according to how well the application addresses the following criteria:
  - How your project contributes to the four strategic aims of the Ulster-Scots Agency;
  - How your organisation currently promotes Ulster-Scots within your community;
  - How this project will develop and sustain Ulster-Scots cultural activity within your community;
  - How you have demonstrated that there is a need for the project within the community;
  - The ability of your organisation to manage and complete the project by the 21<sup>st</sup> December 2017.
6. The Agency has a maximum budget of €20,000 available to support this programme. The maximum grant allocated to any successful community organisation or school will be €5,000.
7. The group /School will need to submit 3 quotes from 3 different suppliers with their application for each item they wish to purchase and complete the quotation table in the application form. Quotations may be in the form of internet quotations, including screen shots, or and on headed paper from a supplier.
8. Should the preferred quote not be the cheapest quote the applicant must provide a rational in Part 3 ( Additional Information ) why they have not selected the cheapest quotation.
9. The group / School should complete the attached form and send it, together with the required supporting documentation, back to the Agency by 3pm on Monday 9<sup>th</sup> October 2017, no late applications will be accepted.
10. Applications submitted by a community / voluntary group must be signed by two authorised officers, applications submitted by a school must be signed by the Principal and by the Project manager who should be a member of staff.
11. The Agency will then carry out the necessary assessments, secure necessary approvals and issue a Letter of Offer. **The group /School must not purchase anything before they have signed and returned their Letter of Offer.**
12. Once the group has received invoices for the total cost of their project, they can submit a claim to the Agency containing the original invoices and proof of payment via bank statements and the Agency will pay the full grant amount. Assuming all of the necessary paperwork is submitted, we will release payment within 5 working days.
13. Groups / School unhappy with the amount of an award or of rejection of their application may appeal the decision. A copy of the Appeals policy will be provided on request.

14. Applications applied for in sterling will be paid in sterling and applications applied for in Euro will be paid in Euro.
15. Groups / School are required to acknowledge the financial contributions of the Ulster-Scots Agency and must use the Agency's logo and a supporting statement ***"This project has been funded by the Ulster-Scots Agency"*** on all adverts, publicity materials, websites and any other way in which the Group advertise the project.