

**Ards and North Down Borough Council
Youth Arts Training Bursary Criteria 18/19**

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

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
- Be able to clearly show what the training or development opportunity is by producing course programme, details of facilitators etc.
- Allow, at least, a two month lead-in-time from the deadline for submission of the application and the date of the commencement of the training/development opportunity for the panel to assess the application. Please see application form for details of dates.

What type of training/development opportunity is suitable?

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?
- Experience of applicant
- Quality of course/residency/training
- Does the application demonstrate value for money?

The Funding

- An award will not be for more than 90% of the total cost of the training, up to a maximum bursary of £250.
- Grants will not be given for costs relating to full time or long term part-time courses.
- 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.
- 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.
- The selection panel will look at the quality of the activity to be undertaken.
- Ards and North Down Borough Council reserves the right to make public the name of any applicant who is awarded a bursary.
- Successful applicants will be required to provide Ards and North Down Borough Council's Arts Department with a short report on how they used their bursary and the benefit they gained from it.
- Ards and North Down Borough Council cannot accept applications for training or activity already undertaken.

How to draw down the grant:

- 100% of the grant will be paid to successful applicants on receipt of a completed 'Form of Acceptance'.
- Payments needed to commence the training/residency: Grant money will be paid prior to commencement of the training/residency on presentation of a letter of acceptance from the facilitator/provider and confirmation of costs (in this case all receipts for payments made must be presented on completion of the training/residency).
- **Any money not utilised or accounted for must be returned to Ards and North Down Borough Council.**
- Monitoring forms will be forwarded to successful applicants and must be returned one month after the completion of the training/residency.
- The amount of grant aid offered will be up to a maximum of £250
- All money must be spent by 31 March 2019

What happens to your Application?

- The deadlines for receipt of applications are published on the cover of the application form BUT ALL PROJECTS MUST HAVE A MINIMUM LEAD-IN TIME OF TWO MONTHS FROM THE DEADLINE FOR APPLICATIONS BEFORE THE ACTIVITY IS DUE TO START. Completed applications should be submitted to Ards Arts Centre by the relevant deadline.
- All applications will be presented to a panel of Ards and North Down Borough Council, who will decide whether or not a grant should be offered.
- You will be contacted by letter to inform you of the outcome of your application. This usually takes 8 weeks from the application deadline.
- Please refer the council website regarding appeals procedure

Ards and North Down Borough Council

**Youth Arts Training Application Form 18/19
For grants up to a maximum of £250**

Next Deadline for application:

Monday 5 March 2018, 12noon

Please read the guidance notes carefully before completing this form and remember to keep a copy of the completed application form for your own records.

Completed applications should be returned by post/hand delivered by the closing date of **Monday 5 March 2018 at 12noon** along with the required documentation to:

Ards and North Down Borough Council
Arts Service

at

**Ards Arts Centre
Conway Square
Newtownards
BT23 4NP**

Please write on your envelope: Youth Arts Training Bursary Application

Applications sent by email will not be accepted.

SECTION 1 – ABOUT YOU

Name _____

Address _____

City/town _____ Post Code _____

Tel _____ E-mail _____

Date of Birth _____ Age _____

Please give details of any experience, training, qualifications or awards gained in your chosen arts activity - for example, one-off training courses, graded examinations, GCSE, A Level, third level education, etc.

SECTION 2 – ABOUT THE COURSE/RESIDENCY/DEVELOPMENT OPPORTUNITY

Please describe the training/course/activity you wish to participate in.

Please also provide a copy of course advertisement, acceptance letter, invite or brochure with your application.

What are the dates and duration of your course/training/activity?
Please provide exact dates and times.
Must be at least 1 month from the deadline of submission of application

Please outline how your training/course/activity will meet the following:

- **To promote and encourage artistic development and skills in young people**
(say how this course will benefit your skills)

- **To support wellbeing through creative activity**
(state how the course will improve confidence, happiness, friendships etc)

- **To ensure quality arts experiences and best practice**
(state the level of quality of the course and the experience/quality of the organisation running the course)

SECTION 3 –PROJECT COSTS

How much will your course/training/activity cost and how much do you need from us? (eg. fees, materials, travel, etc.) Please note, grants can only represent 90% of total costs.

Item or Activity	Total Cost	Requested Amount
Total		

Grants can represent up to 90% of the total cost of your course/training/activity, how will you meet the remaining costs?

SECTION 7 – ENCLOSURES & CHECKLIST

I have enclosed the following essential documents	YES/ NO	Comment
Images or publications to support my application		
Course/training/activity programme or publication		
A letter of acceptance or invite onto course/training/activity where applicable		

SIGNATURE

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for more information at any stage of the application process.

For those applying who are under 18 years please ensure that a parent or guardian signs this application.

Signed: _____ Date: _____
Parent, guardian or applicant (please circle)

Please remember to keep a copy of this application form for your own records.