



# Causeway Coast and Glens Borough Council Youth Creative Skills Bursary Scheme 2020-21

## Information & Guidance Notes

Applications must be submitted no later than  
**Friday 24 April 2020 at 12 noon**

Guidelines Number	CPBS
Version Number	2
Author	P OqBrien

Date of Screening of Policy	
EQIA Recommended?	YES/NO
Date Adopted by Council	
Date Guidelines Revised	

## **Contents**

### **1.0 Introduction**

- 1.1. Purpose of Grant Programme
- 1.2 Overview of fund
- 1.3 Levels of grant award
- 1.4 General Principles
- 1.5 Who can apply?
- 1.6 What can be funded?
- 1.7 What cannot be funded?
- 1.8 Exclusions

### **2.0 How to answer the questions**

### **3.0 How we assess and score your application**

- 3.1 Eligibility assessment
- 3.2 What if an organisation is not eligible?
- 3.3 Assessment and Scoring
- 3.4 How decisions are made
- 3.5 What happens if an application is successful?
- 3.6 What happens if an application is unsuccessful?
- 3.7 Late applications

### **Appendix 1**

Data Protection Act

Freedom of Information Act

## 1. Introduction

The Youth Creative Skills Training Bursary Scheme has been established to help improve access to creative skills training or development programmes for young people.

These guidelines provide an overview of financial support available through the scheme and will help you decide if the financial assistance offered is appropriate for you.

If you are successful in securing a bursary, you will be contractually obliged to work closely with the Officers within the Cultural Services Unit of the Council, including active participation in any review processes and the provision of monitoring and evaluation information as required. You may find it helpful to discuss your project with the following officer before submitting your application:

Arts

Elaine Gaston                      028 2076 2225                      [elaine.gaston@causewaycoastandglens.gov.uk](mailto:elaine.gaston@causewaycoastandglens.gov.uk)

Museums/Heritage

Nic Wright                              028 2764 9484                      [nic.wright@causewaycoastandglens.gov.uk](mailto:nic.wright@causewaycoastandglens.gov.uk)

### 1.1. Purpose of Bursary Scheme

Causeway Coast & Glens Borough Council recognises the enormous cultural, artistic and heritage assets within its geographical area and commissioned a 5-year Culture, Arts & Heritage Strategy to cover the period 2016-2021.

The primary objective of the cultural strategy is to ensure that both local ratepayers and visitors to the area have continuous access to high quality, accessible, inclusive and affordable cultural services, including arts, museums and heritage. It was developed following a wide-ranging and inclusive consultation process which took in the views, ideas and aspirations of stakeholders from community, cultural and related sectors.

The introduction of this scheme is in direct response to the findings from the consultation process which highlighted the need to support the creative development of our young people.

### 1.2 Overview of the Scheme

This bursary scheme links to Strategic Theme 2 in the Cultural Strategy - **Investing in creative learning & skills development:**

*To support the creative development of our young people and creative practitioners through training, skills development and providing opportunities to showcase work*

Applicants must be able to:

- Clearly show what the training or development opportunity is by producing a course programme, details of facilitators etc.
- Demonstrate a commitment to the creative form for which they are requesting the bursary
- Show sufficient experience in the creative form
- Demonstrate how the training or development opportunity will be of benefit to them
- Allow, at least, a 2 month lead-in-time from the deadline for submission of the application and the date of the commencement of the training/development opportunity.

### **1.3 Level of bursary award**

Awards up to a maximum of £200 are available.

### **1.4 General Principles Applying to the Youth Creative Skills Training Bursary Scheme**

Council is committed to distributing available bursaries fairly, efficiently and effectively. The following general principles will apply to Causeway Coast and Glens Council's administration of this scheme:

- As this bursary scheme is limited and subject to availability of funds, this is a competitive process and all awards will be determined on the basis of merit. The selection panel will look at the quality of the activity to be undertaken. Priority will be given to those who have not previously received an award through this scheme.
- 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.
- Applicants can only receive one award in the financial year
- Applicants who have been successful in securing Council funding in the past will not automatically be guaranteed funding in the future.
- It is a prime responsibility of the Council to ensure the proper and efficient use of and accountability for public funding. To this end, applicants will be required to provide relevant and accurate supporting information when applying for a bursary.
- Applicants must demonstrate that their proposal for funding is based on clearly identified need and that they can meet the specific criteria of scheme.
- Causeway Coast and Glens Borough Council will pay up to a maximum of £200.
- Causeway Coast and Glens Borough Council will not fund retrospectively and cannot accept applications for training or activity already undertaken.
- Successful applicants will be required to provide Causeway Coast and Glens Borough Council's Cultural Services with a short report on how they used their bursary and the benefit they gained from it.
- Successful applicants must acknowledge Causeway Coast and Glens support in press releases and other associated publicity.
- Causeway Coast and Glens Borough Council reserves the right to make public the name of any applicant who is awarded a bursary. Successful applicants should, where possible, be available to participate in PR opportunities which could include photo calls and showcasing events.
- In the interests of transparency, equality and accountability all applicants will have a right of appeal should their application be rejected.

## 1.5 Who Can Apply?

To be eligible, the applicant must meet all of the following criteria:

- Resident within the Causeway Coast and Glens Borough Council area.
- Aged 14 . 25 years
- Applying to, or have been accepted or invited onto, a youth arts/heritage training course or youth arts/heritage development opportunity and provide evidence in the form of an acceptance letter or similar.

(Please note you must provide proof/evidence that you have been accepted/offered a place, before any offer of assistance can be issued)

## 1.6 What can be funded?

### Examples of the type of training/development opportunity which can be funded

- “ A young person undertaking a summer residential in, for example, music, dance, drama, literature, visual arts, heritage or traditional arts, or regional minority languages.
- “ 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
- “ A young person who through a high level of competition has been selected to participate in a creative activity at provincial, national or international level.

### Examples of eligible expenditure:

- Any aspect of the cost of a training programme or course in a related subject
- Travel
- Accommodation

## 1.7 What cannot be funded?

Grants will not be given for costs relating to full-time or long term part-time courses or study.

## 1.8 Exclusions

In general, it is important to note that this funding programme will not normally award bursaries to individuals who are resident outside the Causeway Coast and Glens Council area.

## 2.0 How to answer the questions

Applications for financial assistance from Causeway Coast and Glens for 2020-21 should be submitted online at [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

Guidance on completing the application online is provided on the web-site link.

Hard copies can be made available. Please contact the Central Funding Unit on email [grants@causewaycoastandglens.gov.uk](mailto:grants@causewaycoastandglens.gov.uk)

An acknowledgement receipt will be electronically issued to you once your submission has been received. The Funding Unit will assess your application for eligibility. If your application is eligible to apply for grant aid, it will be forwarded to the relevant section for a full assessment and scoring against the stated criteria.

**All questions must be completed as fully and concisely as possible. Please see below for help in completing your application.**

**Q1** Please describe the training or development opportunity for which you are applying for assistance including the following details:

- Title, dates, venue
- Course programme
- Details of facilitators etc.

**Please note that before any offer of assistance can be made, you must provide proof/evidence of your place, by uploading your letter of acceptance or confirmation.**

**Q2** Please demonstrate your commitment/experience to the creative form for which you are requesting your bursary

- Activities in and outside school e.g. membership of clubs, performances.
- Outline your experience in this creative form to date (Length of time, achievements)

**Q3** Describe how the training/development opportunity for which you are applying for assistance, will be of benefit to you.

**Q4** Please provide overall cost

### **3.0 How we assess your application.**

Every application will be assessed on a pass/fail basis as detailed in the box below:

<b>Criteria</b>	<b>Assessment</b>	<b>Pass/fail</b>
<b>Q1</b> Please describe the training or development opportunity for which you are applying for assistance	Has the applicant provided a bona fide letter of acceptance or confirmation of an place on a course	
<b>Q2</b> Please demonstrate your commitment to the creative aform for which you are requesting your bursary.	Evidence of experience/track record in this field	
<b>Q3</b> Describe how the training/development opportunity for which you are applying for assistance, will be of benefit to you.	Will the opportunity enhance/develop the applicants skills in this art form	

### **3.4 How decisions are made:**

Council Officers will assess the applications after the deadline listed on the cover page of these guidelines. When the decision is made the officers will return the applications to the Central Funding Unit who will inform you of the decision within 7 days of your application being scored.

It will be at this point that all successful/unsuccessful applicants will be notified.

### **3.5 What happens if an application is successful?**

If an application is successful, Council will issue a letter of offer which is a legal agreement. Signed agreements will need to be returned before any funding is released.

### **3.6 What happens if an application is unsuccessful?**

An Appeals Process / Review Procedure is also available if an application is unsuccessful. The purpose of this is to ensure that the decisions taken and procedures followed by Committees for individual applications are applied fairly and consistently.

The Review will provide an independent process through which an applicant will have the opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable; or
- that the proper procedures were not followed

Appeals on any other grounds will not be considered.

### **3.7 Late applications**

It is the responsibility of each applicant to ensure that their application is submitted prior to the advertised time and date of closing. Applications received after the closing time/date will not be considered for funding. No exceptions will be made and there is no recourse to appeal. It is the responsibility of the applicant to ensure submission on time.

### Data Protection Act

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

### Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemptions that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk)