



Lottery Capital Programme

**Help Notes**

**Design Development**



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We implement an [Equal Opportunities Policy](#).

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# Help Notes

## Design Development

### Introduction

Welcome to our Help Notes for the **Capital Programme: Design Development**. Applying for funding towards Design Development is the second stage in the development of your major capital project. These Help Notes assume that we've reviewed your completed feasibility study and invited you to apply for Design Development funding. If this is not the case, please contact us for further advice on what to do next.

The aim of these notes is to help you complete your application form online.

We'll explain how to use our online system as well as provide you with a guide to the information you must tell us about your project. We'll also tell you why we're asking you for certain information and how we use the information you give us. All the information you provide should be as accurate and up to date as possible.

You'll also need to submit supporting documents with your application. These notes will explain more about the documents we need from you, and how to submit them online.

### How to use these Help Notes

These Help Notes can be read as a "stand-alone" document or you can follow the hyperlinks to look at specific sections of the notes as you fill in your form online. They should be read alongside the [General Guide to the Arts Council of Wales' Capital Programme](#) and our [Capital Strategy 2012-2017](#).

### **"Your project", "your design development work" and "project outcomes"**

Throughout these notes we talk about "your project". We use this term to describe the major capital project you are in the process of developing.

"Your design development work" is the term we use to talk about the detailed design and planning work that you'll complete if the application you're submitting to us now is successful. During this stage your project will develop from the outline plan set out in your feasibility study to a detailed and fully costed proposal. When you have completed this design development work you will have completed Stage 3 of the Royal Institute of British Architects (RIBA) Plan of Work 2013 (**Developed Design**). <https://www.ribaplanofwork.com/>

We also talk about "project outcomes". We use this term to describe what will happen if your application for funding towards the construction phase is successful, and your major capital project goes ahead.

## Attachments

Throughout these notes we'll highlight in boxes the supporting information that you must provide with your application form. It helps us either check your organisation is eligible to apply and / or helps us with our assessment.

Submitting this information is mandatory.

You can read more about how to upload this information using our online system in section six of these notes. We'll also remind you here about the information you need to provide.

## Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for a grant to access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or accessing our services and information, please contact us to discuss the types of support we can provide. You can find our contact details [here](#).

## Keeping in Touch

From time to time we may need to make changes to our Capital Programme. These will be publicised on our website.

By registering at <http://www.arts.wales/> you'll receive automatic updates about our Lottery funding, as well as news about consultations and other initiatives. Register now for our Newsletter or subscribe to our News feed. Or follow us on Twitter [@Arts\\_Wales\\_](#).

## Applying Online

You can access our online application system by visiting our [website](#) and by following the links. Or, you can click [here](#). You'll need your login details. Remember you shouldn't share these login details with anybody outside of your organisation.

Once you've clicked the *Start an application* button you'll need to complete a simple questionnaire that checks if you're eligible to apply. If your organisation is eligible you'll be asked to choose an application form. If you make any misleading or false statements on this questionnaire you must repay any grant we award you. If you're unsure, please contact us.

When you're working on your application online, it is useful to remember:

- You can complete your application in one go, or work on it at different times.

- You can fill in the sections of the form in whichever order you prefer, but you'll only be able to submit your application when all of the sections are complete
- If you have your application form open on your computer, but do not work on it for two hours, you'll automatically be logged out of our online system. Any work that you haven't saved by then will be lost

The Capital Programme has no deadlines. As long as you've discussed your project with an officer you can submit your application at any time.

### **Getting Started Checklist**

Make sure you've read our [General Guide to the Arts Council of Wales' Capital Programme](#) and our [Major Capital Projects – Additional Guidance Notes](#) before you start to fill in your application form.

Have you got everything you need to complete your application form?

- Your organisation's contact details and information (unless you've applied to us before using our online system)
- Your written proposal
- Details about your design development work, including its start and end dates, artform breakdowns and equalities information
- Details about your project, including your building and your application for planning permission
- Your governing document, such as a constitution, trust deed or articles of association
- Your design development project budget (this must be on the downloaded template)
- Your completed feasibility study
- Your Final Project Brief
- Your business plan
- Proof that your organisation has a bank account that requires at least two people to authorise transactions

- Your Other Supporting Information (which could include further evidence of demand and support for your project, testimonials, permission from your landlord for your project to go ahead, listed building consent, your outline approach to public art, confirmation of partnership funding, CVs of appointed consultants, a structural survey etc.)

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## Section 1: About Your Organisation

In this section we're asking you to provide some basic information about your organisation. It's important that the information you give us is accurate and consistent with any other information you've given us, or information which is in the public domain, such as:

- Information on your website or social media
- Information we can find by searching the internet, or
- Information held by regulatory bodies such as the Charity Commission and Companies House

### Contact Details

We ask for at least three sets of contact details:

- Your organisation's address (this must be your organisation's main administrative office or base. If you're a company or charity this must be your current registered address)
- The Chair of your governing body
- The person in your organisation authorised to deal with all matters relating to this application (we call this person the Primary Contact)

The Primary Contact is the person we'll get in touch with regarding all aspects of your application, and they must have your organisation's authority to sign and approve documents and answer any queries we may have.

We must always have the contact details for more than one person from an organisation. So, if your Chair and Primary Contact is the same person, please provide details of an alternate contact with appropriate authority from your organisation.

If your application is successful, the offer of a grant will be sent to the Primary Contact. They will be responsible for sending us the additional information needed to address any specific conditions placed on the grant, as well as the progress reports we request, and a completion report once the project comes to an end.

We'll only ask you to provide these contact details the first time you apply to us online. As you have already made an application to us, these details will be filled in on your form for you to review and update if you need to.

## Third party involvement

All applications must be the work of your organisation, and not that of a third party. Even if you've received help with developing your application, the contact details you provide must be for individuals from your organisation who have the appropriate authority to make decisions and sign documents such as contracts and funding agreements on behalf of your organisation.

Please remember that we are not able to support any costs you have been charged for advice on and help with completing your application.

As part of our anti-fraud procedures we will investigate any application form submitted that is substantially similar to others we have received. We will also investigate if an application is submitted in your organisation's name and we discover that you are not aware of the project or the request for funding.

## Your organisation and main areas of activity

We're often asked about the types of organisations we fund and what arts activity they deliver. The information you give here will help us answer these questions. It will also help us when we assess your application. There are three things for you to do:

- Tell us about your organisation. You can only write 500 words, so think about the key facts you want to tell us which sum up your organisation, your usual arts activity and the way you work.
- Select the most appropriate categories from the dropdown lists. If you're unsure of the Government region where you're based, just use our [online postcode lookup tool](#).
- Tell us how many paid or voluntary staff you have. This helps us to understand the size of your organisation and the number of people that will be supporting your project. Please round up to the nearest whole number.

### **Attachment: Governing Document**

You must submit your organisation's governing document (such as a constitution, trust deed or articles of association) with your application, unless you are a town council, local authority, health body or university (that's because these are statutory bodies).

Your governing document sets out how your organisation works. It tells us what your organisation is set up to do and how it does it.

We take the responsibility of distributing public funding very seriously, and that's why the way you run your organisation is important to us. We need to be sure that your organisation is properly setup and able to manage a grant appropriately.

If we've received a copy of your governing document since January 2016 you'll only need to submit it again if it has been changed.

You can read more about our eligibility checks and what we'll look for in your governing document in our [General Guide to the Arts Council of Wales' Capital Programme](#). Our [Information Sheet](#) about governance provides further sources of advice.

Please note that we review your governing document to address specific aspects of our eligibility and assessment criteria. In so doing we are not carrying out a full "healthcheck" of your organisation and are not endorsing your approach to governance. If your organisation is registered with Companies House or the Charity Commission it is your responsibility to make sure you have complied with all appropriate regulatory requirements.

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## Section 2: Your Project Proposal

In this section we're asking you to tell us in detail about your project and your design development work. Instead of asking you to answer lots of questions, we'd like you to write a proposal.

We have identified seven broad themes which all applications for Capital Lottery funding must address.

These themes are:

- Meeting an identified need
- Delivering a high quality project
- Benefiting the public
- Ensuring your project is fully accessible
- Demonstrating your strengths and sustainability
- Planning and managing a successful project
- Funding a successful project
- Managing risk

Each section of your proposal will be about one of these themes.

It's important that you follow this structure and the guidelines on the information you need to provide as it helps us compare like with like as part of our assessment process.

In each section you'll need to tell us certain key facts about your project and your design development work. You'll also need to show us the extent to which your project and your design development work address each of these themes. We'll tell you below the information you must give us.

There is no limit on how much you can write and you must make sure that your proposal provides all of the information we ask you for.

Wherever you can, please provide us with evidence to support your proposal. In particular we need to see clear evidence of demand and support for your project. You'll be able to attach a budget and supporting information later on. Click [here](#) to read more about attachments.

## Funding priorities

We use funding priorities to help us target our investment and to make choices between applications. We'll only consider applications that fit strongly with our priorities. When thinking about funding priorities you should think about how they relate to your project outcomes, and not to your design development work itself.

You can read more about our funding priorities in the [General Guide to the Arts Council of Wales Lottery Capital Programme](#) and our [Capital Strategy 2012-2017](#).

## How we use your project proposal

We know that demand for our Capital Lottery funding will be high and that there are many good applications that we aren't able to support because there isn't enough money available.

We use the information in your project proposal to help us make a decision on your application. We consider how well you have addressed the broad themes we have identified. We also take into consideration our strategic and funding priorities, our knowledge about your organisation and your previous projects that we've funded. You can read more about the things we're looking for when we assess your applications in the [General Guide to the Arts Council of Wales' Capital Programme](#).

## Meeting an identified need

*Tell us about your project and why it is needed.*

Tell us the key facts about your project. We'll ask for more detailed information later on, but here we want you to summarise what you want to do and what it will achieve, why you want to do it and why it's important to you.

### In your project proposal, you should:

- Describe your project. Tell us about the building and/or redevelopment/refurbishment work you want to do:
  - Itemise the capital requirements of your scheme as set out in your Final Project Brief
- Tell us why you think your project fits with your organisation's aims:
  - Why is it appropriate for your organisation to deliver this project?
  - How will it help you expand or improve what you already do?

- Tell us why you think your project is needed:
  - What evidence of demand did your feasibility study identify?
  - Who did you consult during the feasibility stage, (for example potential users and beneficiaries including artists, staff, stakeholders, project partners. How does your project meet their needs?
  - Does your project form part of a wider strategic plan, for example a local authority led regeneration strategy?
- Tell us why you think your project meets the need you have identified.

### **Attachments: Your completed feasibility study**

You should find the information you need to complete this part of proposal in your completed feasibility study.

Your feasibility study should show whether your project is needed (the demand), whether it is technically and financially viable and whether it is appropriate for your organisation to take it forward. It will also clarify your vision for your project. Your feasibility study provides the foundation for a well-thought out and well-designed capital project.

Your feasibility study work will have progressed your project to the end of RIBA Stage 2 (Concept Design).

You can read more about our expectations for your feasibility study in our [Additional Guidance: Major Capital Projects](#).

You can also submit other documents that support your view that your project is needed. Click [here](#) for further information about attachments.

### **We are looking for:**

- A clear description of a well-researched project which justifies further investment to progress to RIBA Stage 3 (**Developed Design**)
- The extent to which you have shown the need for your project and how well your project meets the need identified

## Delivering a high quality project

*Tell us the vision for your project. What do you want it to achieve? What steps will you take to make sure your design development work is fit for purpose and that it will be of high quality?*

### In you project proposal, you should:

- Tell us the vision for and aims of your project. How did you agree on these?
- Tell us how you will ensure your design development work will be high quality:
  - What steps have you taken to ensure that your design development work will meet your organisation's needs and will be fit for purpose?
- Show us how your design development work will :
  - Ensure maximum independent access for the widest range of people, including disabled people, whether as attenders, participants, artists and members of staff
  - Address the functionality and physical impact of your project
  - Address the environmental impact of your project
  - Consider the principles of sustainable development in its broadest sense. You may find it useful to consider the well-being goals as set out in the Well-being of Future Generations (Wales) Act 2015
- Tell us how you will achieve approval of the design development work:
  - How will you test the quality of the design before sign-off?
- Tell us how and why you have selected your full design team, or how you will select them, if they are not yet appointed:
  - Tell us the role and terms of each appointment
  - Tell us about your chosen procurement route for appointing your full design team
  - Tell us why each appointment is needed

When buying goods and services for your project you must comply with all current UK and EU legislation on procurement that applies to your organisation and your project. As a minimum, any individual or organisation working on your design development work that will receive £5,000 or more will need to be appointed through a competitive selection process. If these appointments have already been made you will need to submit an appropriate tender report.

You can read more about our requirements for sustainable development and the environmental impact of your project, about the quality of design and construction and procurement in our [Additional Guidance Notes: Major Capital Projects](#).

## Attachment: Final Project Brief

Your Final Project Brief is vital as it sets out your requirements for the project, and is the document upon which the final design of your building will be based. In the RIBA Plan of Work pre-2013 it was called the Design Brief. It will include site information and your spatial and technical requirements, as well as other key project requirements. It is frozen at the end of RIBA Stage 2 (**Concept Design**).

We use the Final Design Brief to understand the scale of your project and whether it is fit for purpose.

### We are looking for:

- A clear, appropriate and achievable vision, that all of your project's stakeholders agree upon
- The extent to which your Final Project Brief clearly sets out the requirements of your major capital project
- The extent to which you have shown that your design development work will be high quality, that it will meet your requirements and that you have a clear plan for achieving sign-off of the designs

### Benefiting the public

*We know that the public benefit from the design development work itself will be very limited. Instead, tell us about the potential impact of your project (the project outcomes) and the benefits it will bring to the people of Wales.*

### In your project proposal, you should:

- Tell us about your project's potential outcomes, and the benefits you aspire to achieve with your project. What do you think will change if you are able to deliver this project?
- Tell us how your project will could make a contribution to the arts sector in Wales. You should do this by showing how your project fits with our funding priorities for the Capital Programme and with our strategic priorities which are set out in our strategy for Creativity and the Arts, called *Inspire*. You can read more about our funding priorities in the [General Guide to the Arts Council of Wales' Capital Programme](#) and our [Capital Strategy 2012-2017](#).

- Describe the people who will potentially benefit from your project and tell us how they potentially will benefit. For example:
  - Will your project benefit the people who already enjoy the arts activity that you deliver, either as an audience member or participant?
  - Will your project help a wider audience enjoy the arts activity that you deliver, or encourage people to take part that may not have done so before?
  - Will your project help creative professionals such as artists and craftspeople develop and present their work?
  - Will your project benefit your staff and volunteers?
- Tell us how your project will affect the quality and quantity of the work you do.
- Tell us how you'll develop the public art strategy for your project:
  - How will you work with artists and craftspeople during the design development phase?

You can read more about our requirements for integrating public art into your major capital project in our [Additional Guidance Notes: Major Capital Projects](#).

### **We are looking for:**

- A clear description of the potential outcomes of your project
- The extent to which you have shown us that the potential outcomes of your project are achievable
- The extent to which you have shown us that you're giving appropriate consideration to integrating public art into your project at the earliest possible opportunity

### **Ensuring your project is fully accessible**

- What measures have you taken to ensure that your project satisfies the requirements of the Equality Act? For example, have you undertaken a recent access audit and how will any recommendations be incorporated into your proposal?

### **Demonstrating your strengths and sustainability**

*Tell us about your organisation and how it is managed. Show us that you have considered the financial impact of your project on your organisation.*

## In your project proposal you should:

- Tell us about your management and staff structures, and how your organisation is governed.
  - What skills and experience does your governing body bring to the organisation?
  - Show us how you have reviewed the strength of your Board or Management Committee (we call this an organisational “health check”)
  - Tell us how you’re addressing any gaps you have identified in the skills, experience and capacity needed to deliver your project. For example, you may need to consider appointing additional Board Members with specific skills to support you during your capital project, such as a lawyer, cost consultant, project manager, architect or financial adviser.
- Show us that you have considered the impact of your project on your organisation’s capacity to deliver its usual activity.
  - Are you taking steps to strengthen your organisation whilst delivering your design development work?
- Show us that your organisation is financially robust and well managed
- Show us that your feasibility study considered the financial impact of your project, for example whole-life costs and revenue implications, and how you will take these findings forward as part of your continued business planning
- Tell us the outcome of your feasibility study’s financial assessment of whether and how your project will have a positive effect on your organisation’s financial resilience. (For example, by generating income, cutting costs or enabling you to work in partnership with other organisations). Tell us how you will take these findings forward as part of your continued business planning

You can read more about our requirements for carrying out a health check of your organisation in our [Additional Guidance Notes: Major Capital Projects](#).

## **Attachments: your business plan and your bank account**

### **Business Plan**

You must submit your latest business plan to support this section of your project proposal. This helps us find out more about your organisation and your artistic programme, and will help us understand the context of your feasibility study and your major capital project. It's likely that you'll have begun to develop your business plan to take into account the impact of your project as part of your feasibility study.

### **Bank Account**

You must submit proof that you have a bank account in your organisation's name that requires at least two people to authorise transactions. (These are usually referred to as the account's signatories). By transactions we mean any withdrawals, transfers or payments made from the organisation's account. Please note that we cannot accept building society accounts that operate with a passbook only. You do not need to submit proof of your bank account if you are a statutory body.

This helps us check that you are eligible to apply and helps us understand how you manage your finances. We take the responsibility of distributing public funding very seriously, and that's why the way you manage your finances is important to us. We expect the organisations we support to have in place appropriate controls that ensure they can manage effectively and appropriately any funds they receive. One of these measures is requiring at least two people to authorise transactions.

We will accept any combination of the following documents to meet this requirement. Please remember that we are looking for proof that the account is in the organisation's name, and that it requires at least two people to authorise transactions:

- A scan of a pre-printed paying slip
- A scan of a blank cheque
- A letter from your bank confirming the details we need to know

If your application is successful we will check this by asking you to provide further details about your account. We will not be able to release any payments until we have received and checked this information. Any discrepancies will be taken seriously and investigated.

## **We are looking for:**

- The extent to which you have shown us that your organisation is well-managed and stable, and well-placed to take on a major capital project
- The extent to which you have shown us that your organisation is financially robust
- The extent to which you have shown us how your continued business planning will consider the financial impact your major capital project may have on your organisation

## **Planning and managing a successful project**

*Tell us about your approach to your design development work. Tell us who'll be responsible for its management and delivery and how you'll keep the work on track.*

### **In your project proposal you should:**

- Tell us how you will manage your design development work:
  - Who in your organisation has overall responsibility for its delivery?
- Tell us if you have any experience of delivering similar projects.
  - What did you learn from these that you can apply to your design development work?
  - What did you learn from completing your feasibility study that you can apply to your design development work?
- Tell us how you'll manage the development of a public art strategy for your project
- Tell us about the timetable for completing your design development work and show us it is achievable
- Tell us how you will keep your design development work on track:
  - How will you manage and monitor your budget?
  - How will you manage your project team?
  - How will you monitor the progress of your design development work and report this to your governing body?

## **We are looking for:**

- The extent to which you've demonstrated that you can deliver your design development work successfully, ensuring it is completed on time and within budget

- How well you have demonstrated that your project team has the required skills and experience to deliver you design development work successfully

## Funding a successful project

*Tell us about the budget for your design development work, and the other funding you need to raise to be able to complete it*

### In your project proposal you should:

- Tell us about any assumptions you have made in order to develop the budget for your design development work
  - What evidence do you have to support the figures in your budget for the design development work?
- Tell us about the other funding you need to be able to complete your design development work:
  - Where will it come from?
  - Is it in place?
  - If not secured, tell us your approach to fundraising and demonstrate that it will be raised in time
- Tell us about the outline capital cost for your major project that you established as part of your feasibility study.
- Tell us if you have any indication at this stage of any other sources of funding that may contribute to the capital cost of your project.
- Show us how you will develop your fundraising strategy as part of the business planning you will continue to do as part of your design development work

#### **Attachment: Project budget**

You must submit a project budget with your application form. This must be on our project budget template, which you can download from the application form.

### How to use the project budget template

The template will automatically calculate subtotals for you and help ensure your budget balances. You should complete the grey boxes on the spreadsheet, where appropriate. If

some of the headings aren't relevant to your project you can leave them blank. White boxes cannot be changed. Please use full £ only.

Your budget should tell us how much your design development work will cost (expenditure) and how much you will receive to pay for it (income). The income and expenditure for your design development work should balance (be equal).

### ***Project Expenditure***

Use the template to tell us how much your design development work will cost. Use the headings given to show us the cost of all the items you'll be paying for in order to complete your design development work.

The costs you include must be eligible. You can read more about the costs we can and cannot pay for in the [General Guide to the Arts Council of Wales Lottery Capital Programme](#).

### **Professional Fees**

Tell us about the professional fees you will pay. We have allowed room for you to tell us about the main professions that make up a design team.

We strongly recommend that you appoint an artist as a member of your design team. The project budget template gives you the space to specifically identify professional fees for an artist.

You can read more about integrating artwork into your major capital project in our [Additional Guidance Notes: Major Capital Projects](#).

Your project may need additional specialist input, such as an acoustician or theatre design specialist. You can use the "professional fees: other", budget heading of the template to tell us about these members of your design team.

You should tell us in the "Planning and Managing a Successful Project" section of your project proposal about your design team and why you need input from specific, different professions.

If you intend to pay any individual or organisation £5,000 or more, you will need to appoint them by using a competitive selection process. We will check to make sure that you have appointed other people or organisations (procurement) to work with you on your project appropriately.

You should read our [Additional Guidance Notes: Major Capital Projects](#) to make sure you understand how decisions you made about procurement at feasibility stage, and decisions that you may take now, can impact on later stages of your project's development.

### **Value of support in kind**

This can include the work of an unpaid volunteer, and the donation of land, buildings or equipment. We do not accept discounts given by suppliers as an in-kind contribution to your project.

You should submit a letter with your application which confirms the in-kind support and shows the value of the goods or services being given, and how you've calculated it.

### **VAT**

If you are not registered for VAT you should include VAT in your project budget.

If you are registered for VAT, your design development budget should only include VAT that you cannot claim back (called "irrecoverable VAT"). Tell us how you have calculated the amount of irrecoverable VAT you have included in your design development budget.

### **Contingency**

For design development work we recommend a contingency of no more than 5% of the study's cost.

### **Other costs**

Tell us any other costs you will have to pay in order to complete your design development work.

### ***Project Income***

Use the template to tell us about the income you will use to pay for your design development work. You should tell us the name of each funding partner, and whether their contribution is confirmed or being applied for.

### **Other Public Funding**

Tell us here about any grants from public organisations such as the Welsh Government or the European Union.

### **Support in kind**

This should be the same as any in-kind cost you included in your expenditure figures.

## Other Income

Tell us here about any other income you will use to pay for the cost of your design development work. This can include:

- Your own funds (although if you are a member of Arts Portfolio Wales this cannot come from your revenue grant)
- Income from fundraising, public appeals and donations
- Grants from other Lottery Distributors
- Grants from Trusts and Foundations

### We are looking for:

- A budget for your design development work that is based on realistic assumptions and that is appropriate to the scale and type of project you are developing
- How successful you have been at fundraising and how likely it is that you will raise all of the required funds for your design development work, if you have not already done so.

## Managing Risk

*Tell us how you will identify, monitor and manage risks associated with your design development work*

### In your project proposal you should:

- Tell us if you have already identified any risks
- Tell us how you will identify and manage risk throughout the delivery of your design development work
- Tell us who is responsible for managing risk and reporting this to your governing body and senior staff?

### We are looking for:

- A coherent and strategic approach to risk analysis and management.

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## Section 3: Building Details

In this section we're asking you to tell us some basic information about the building which will benefit from your project.

### Status of the building

If you don't own the building, it's important that you tell us about your lease. In order to be eligible for funding, **your lease must have at least twenty five years remaining.**

If the building is leased, you must have the landlord's permission for your project. You must submit written confirmation of the landlord's permission with your application, if applicable. If the building is listed, you must tell us whether it is Grade II, Grade II\* or Grade I. You should discuss your project with your local planning authority and / or CADW. You should tell us here about the outcome of these discussions and how you'll address your building's listed status during your design development work.

### Structural Survey

Tell us if you have carried out a structural survey of your building or if you intend to do so as part of your design development work.

If you do not think a structural survey is required for your project at this stage, tell us why. You must submit a copy of your structural survey with your application form, if it is available.

### Planning Permission

Tell us your approach to securing planning permission for your project:

- Have you made an application for outline planning permission? Has this been approved?
- Have you made an application for full planning permission? If so, tell us why you decided to apply for planning permission at the end of RIBA Stage 2 (**Concept design**)?
- If you haven't made an application for planning permission, tell us your programme for submitting the application
- Tell us about any discussions you've had with Planning Officers and how you're responding to their feedback

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## Section 4: Project Details

In this section we're asking you to give us some facts and figures about your design development work and your project. We use this information to help us monitor what's happening across Wales and to report on the impact of our funding.

### Project Dates

We're looking for the date when you'll start your design development work. This should be when you expect to incur costs. For example, when purchasing equipment, the start of your project might be when you have to pay a deposit.

We cannot fund any activity that has already taken place.

If we award you a grant, we'll use these dates to request information from you such as progress and completion reports. If these dates change, please tell us as soon as possible, and let us know why you have made these changes.

### Total Project Cost

Here we are looking for the total cost of your design development work, and not the outline capital cost of your major capital project.

### Art Form

Here we are asking you to tell us, using percentages, about the art forms associated with your project.

So if your project is purely related to dance (say the creation of a rehearsal studio), you should put 100% next to dance in the list given.

If your project involves more than one art form, you must estimate as best you can the proportion of different art forms it includes. For example, if your project is the creation of a new performance space for a theatre, think about the programme you will deliver and tell us about the different art forms involved. Your answer may look something like this: drama 50%, music 40% theatre entertainment 10%.

### Equalities

Ensuring that the widest possible cross-section of people is able to enjoy and take part in the arts is fundamental to our work. As a public body we have a cultural, moral and legal responsibility to promote equality and inclusion. It's a responsibility to which we attach great importance.

We want to ensure that we and the organisations that we fund develop a comprehensive knowledge and understanding of diversity and equality. We want to see more equal access to the arts whether as audiences or participants, so we want our funding to work harder at reaching those people who are affected by inequality. We also want to celebrate the role the arts can play in advancing equality, including fostering good relations between people who are affected by inequality and those who are not.

In spite of the good work undertaken by many artists and arts organisations, we know that some people face barriers to their enjoyment of the arts. This is one of the reasons why we take Equalities so seriously. As a public body we're required by law to collect and monitor information about who our funding is benefitting. This helps us report on our progress in addressing inequalities in the arts and helps us target funding where it's needed most.

The Equality Act 2010 talks about people with "protected characteristics" and we're collecting information about arts projects that target and deliver activity specifically for those groups of people. At the current time we're gathering information about groups using the list included in The Equality Act 2010. We're therefore asking you to tell us if your activities are for people from a particular age group, disabled people, people of a specific race, religion or belief, whether the activity is for men only, women only or has a focus on sexual orientation, gender reassignment, or pregnancy and maternity.

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## Section 5: Declaration

In this section of the application form we're asking you to read some important information about our responsibilities around Data Protection and Freedom of Information. It's important that you understand how the information you submit will be used and stored by us. And you need to know what to do if you believe that any of your information is commercially sensitive or confidential.

We're then asking you to confirm a number of statements. By ticking the box you're signing the application electronically on behalf of your organisation.

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## Section 6: Attachments

This section allows you to upload your supporting documents. Our online system calls these attachments.

We've highlighted throughout these notes the attachments that you must submit with your application form. Here's a reminder for you:

- Your design development budget (this must be on our downloaded [Project Budget Template](#))
- Your completed feasibility study
- Your Final Project Brief
- Your governing document
- Your business plan
- Proof that you have a bank account in your organisation's name that requires at least two people to authorise transactions. (Please note that we cannot accept building society accounts that operate with a passbook only).

Remember that these are mandatory. They form an essential part of our assessment and we won't be able to accept your application without them.

If we've received a copy of your governing document since January 2016 you'll only need to submit it again if it's been changed. You don't need to provide your governing document if you're a town council, local authority, health body or university.

### How to upload your documents

Use the dropdown menu at the bottom of the screen to upload your documents. Each of the mandatory documents is included in the menu. There is also an "Other" category. You can use all of these categories more than once, but please note that there is a maximum total file size of 60MB for attachments.

If you need help with document formats or want further information on other technical issues, please read our [Applying Online](#) Information Sheet, or have a look at our attachments [trouble shooting guide](#).

### Other supporting information

We know that capital projects are complex, and different types of project will need to provide is with different pieces of information. You may find that you need to submit some of the following to support your application, which you can upload using the "other" category on the dropdown menu:

- CVs of design team members and other consultants, (if appointed)
- Brief for the appointment of a public art project manager / artist(s) to develop a strategy for integrating artworks into your project
- Existing plans and drawings of your building and site
- Letters confirming any in-kind support
- Evidence of demand for your project
- A structural survey
- Permission from landlord for project to go ahead
- Confirmation of partnership funding

If you are unsure what information you need to attach to your application, please check with us.

You may also want to submit examples of your creative work or other similar projects you have completed.

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## Section 7: Review my Application

This section allows you to review the information you've filled in so far, and to make any changes. Our online system will also tell you if you've missed any questions. If you're happy with your application you can click Submit. This forwards your application to us for consideration.

A copy of your completed application will always be available on our online system for you to see, once you've clicked the button to submit it. You'll find it saved under the "submitted applications" section on our online system, after you've logged in. You can also print a copy for your own files.

Once you've clicked Submit you'll receive an automatic acknowledgement by email. If you don't receive this please check it's not in your junk mail folder. If you still haven't received your acknowledgement email, please check your application form and try clicking Submit again.

If your application isn't finished, click Save and Finish Later. You'll then receive an email containing a copy of your draft form. Please keep this email for reference.

### Checking your application

We'll confirm that we've received your application by sending you an acknowledgement email. This will also ask you to fill in your Equal Opportunities Monitoring Form by clicking the link to a dedicated page on our website. Your application cannot be considered complete unless this form has been filled in and submitted.

We'll check your application and allocate it to an officer. We can only assess applications that are complete. By this we mean providing all of the information we have asked for in sufficient detail to enable us to carry out a proper assessment. If we're not able to assess your application, we'll tell you the main reasons why.

### What to do if you're unable to accept money from the National Lottery

If you're unable to accept lottery funding for religious reasons, please upload a letter with your application explaining why this is the case. If your application is successful we will try and fund your project from money we receive from other sources.

## Disclaimer

We have tried to make sure the information we give is correct. We do not assume and hereby disclaim any liability to anyone for loss or damage caused by mistakes or omissions in the information we provide, whether these mistakes or omissions are caused by negligence, accident or any other reason.

## Contact Us

If you need any more information to help you complete your application online you can contact us:

Telephone: 0845 8734 900 (at local call rates)

Text phone: 029 2045 0123

SMS: 07797 800 504 (messages are only charged at your standard network rate)

Email: [information@arts.wales](mailto:information@arts.wales)

Website: [www.arts.wales](http://www.arts.wales)

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