



Lottery Capital Programme

Help Notes

Purchase of Equipment



The Arts Council of Wales is committed to making information available in large print, Braille, British Sign Language, Easy Read and on audio. We'll endeavour to provide information in languages other than Welsh or English on request.

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

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Help Notes

Purchase of Equipment

Introduction

Welcome to our Help Notes for the Capital Programme: Purchase of Equipment. The aim of these notes is to help you complete your application for the purchase of equipment online.

We will explain how to start using the online system as well as provide you with a guide to the information you must tell us about your project. We will also tell you why we are asking you for certain information and how we will use the information you give us.

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 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.

These Help Notes should be read alongside the [General Guide to the Arts Council of Wales' Capital Programme](#) and our [Capital Strategy 2012-2017](#).

"Your Project" and "Project Outcomes"

Throughout these notes we talk about "your project". We use this term to describe what you are applying to us for. For example, your project could be the purchase of new sound and lighting equipment for your theatre.

We also talk about "project outcomes". We use this term to describe what will happen if your application is successful and your project goes ahead. For example, the project outcomes of purchasing new sound and lighting equipment could be the ability to stage more productions, which in turn could mean more earned income.

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](#).

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.

If this is your first application you'll need to create an account. Click on the *Cyfrif Newydd / New Account* link to register your email address and password. These will be your login details, and you'll need them every time you use our online application system. You should not share these login details with anybody outside of your organisation.

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

Our 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 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
- A full list of the equipment you want to buy and when you intend to buy it
- Suppliers quotations for the equipment you want to buy
- Your governing document, such as a constitution, trust deed or articles of association
- Your project budget (this must be on our downloaded template)
- Proof that your organisation has a bank account that requires at least two people to authorise transactions
- Your other supporting information (which could include tender report(s), evidence of demand for your project and letters confirming any in-kind support for your project).

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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 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. If you decide to make another application to us in the future, these details will already be filled in on the 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.

Click [here](#) to find out how to upload your governing document, if you need to

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Section 2: Your Project Proposal

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

We have identified six 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

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. You'll also need to show us the extent to which your project addresses each of these themes. We will 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 project 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 will only consider applications that fit strongly with our priorities.

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 are 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.

In your project proposal, you should:

- Describe your project. Tell us what equipment you want to buy, how it will be used, where it will be installed or stored, and if you have permission to store it there.
- Tell us how 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 how you know your project is needed:
 - What evidence of demand do you have?
 - Who have you consulted about your project, for example potential users and beneficiaries including artists, staff, stakeholders, project partners? How does your project meet their needs? What did you find out?
- Tell us why you think your project meets the need you have identified. You can submit further information such as letters to support your view that your project is needed.

Attachment

You must submit a full list of the items you want to buy and their costs.

We are looking for:

- A clear description of a well-researched project
- The extent to which you have shown the need for your project and how well your project meets the need you have identified

Delivering a high quality project

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

In your project proposal, you should:

- Tell us the aims of your project. How did you agree on these?
- Tell us how you'll ensure you deliver a high quality project:
 - What research have you done to be sure that the equipment you want to buy is fit for purpose and will meet the need you have identified?
 - What research have you done into the quality of the product you want to buy and its lifespan and maintenance costs?
 - What research have you done to show that the equipment you've chosen to buy offers value for money?
- Tell us how you've considered the environmental performance of the equipment you've chosen to buy
- Tell us why you've chosen your preferred supplier / suppliers.

Attachments: Suppliers' Quotations

You must submit three quotations from separate suppliers for all items or packages of items costing £2,500 or more. A package is a group of items that you intend to order from one supplier.

If you want to purchase a package of items from one supplier that will cost £30,000 or more you should also submit a tender report that tells us why have chosen to use that supplier and why purchasing the equipment in this way is value for money.

We are looking for:

- Clear, appropriate and achievable aims, that all of your project's stakeholders agree upon
- The extent to which you've shown that you will deliver a high quality project that will meet your aims

Benefiting the public

Tell us about the 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 outcomes. What will change if you're able to purchase this equipment?
- Tell us how your project will 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. 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'll benefit from your project and tell us how they'll 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 who 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 make the outcomes of your project as inclusive as possible by explaining how you have considered the needs of disabled people and other hard to reach groups.
- Tell us how you will market the outcomes of your project to ensure the widest possible involvement with your arts activity.

We are looking for:

- A clear description of the proposed outcomes of your project
- The extent to which you've shown us that the project outcomes you aim to deliver are achievable
- The extent to which you have appropriately considered issues of inclusion, equality and diversity, and demonstrated that your organisation has a commitment to minimising barriers to attendance and participation

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's managed. Show us that you've 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 do your governing body bring to the organisation?
- Show us that you've 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 project?
- Show us that your organisation is financially robust and well-managed

- Show us that you have considered fully the financial implications of your project:
 - Demonstrate that you are able to meet the insurance and maintenance costs for your equipment on an annual basis. What arrangements will you put in place to insure the equipment?
 - Tell us if your assessments show that 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 others.

Attachment: Your 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've shown us that your organisation is well-managed and stable, and well-placed to take on a capital project
- The extent to which you've shown us that your organisation is financially robust

- The extent to which you have considered the financial impact your project may have on your organisation

Planning and managing a successful project

Tell us about your approach to the project. Tell us who'll be responsible for its management and delivery and how you will keep the project on track.

In your project proposal you should:

- Tell us how you'll manage your project:
 - Who in your organisation has overall responsibility for its delivery?
 - Will you work with anybody outside your organisation to deliver your project? If so, tell us about their role and how and why they were appointed.
 - Tell us if you've any experience of delivering similar projects. What did you learn from these that you can apply to your project now?
- Tell us about your project timetable and show us it is achievable
- Tell us how you'll keep your project on track:
 - How will you manage and monitor your project budget?
 - How will you monitor your project's progress and report this to your governing body?
 - Have you identified any risks? How will you identify and manage risk throughout the delivery of your project?
- How will you know if your completed project has been successful?

We are looking for:

- The extent to which you have demonstrated that you can deliver and manage the project successfully, ensuring it is completed on time and within budget.
- How well you've demonstrated that your project team has the required skills and experience to deliver your project

Funding a successful project

Tell us about the project budget and the other funding you need to raise to be able to deliver your project.

In your project proposal you should:

- Tell us about any assumptions you have made in order to produce your project budget.
 - What evidence do you have to support the figures in your project budget?
- Tell us about the other funding you need for your project:
 - Where will it come from?
 - Is it in place?
 - If it's not secured, tell us your approach to fundraising and demonstrate that it will be raised in time

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.

We are looking for:

- A project budget that is based on realistic assumptions and that is appropriate to the scale and type of project you're delivering
- How successful you've been at fundraising and how likely it is that you'll raise all of the required funds for your project, if you have not already done so.

How to use the project budget template

Your project budget must be submitted on our Project Budget Template, which you can download [here](#).

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 project budget should tell us how much your project will cost (expenditure) and how much you'll receive to pay for it (income). The income and expenditure for your project should balance (be equal).

Project Expenditure

Use the template to tell us how much your project will cost. Use the headings given to show us the cost of all the items you'll be paying for as part of your project.

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' Capital Programme](#).

Equipment

Tell us the cost of the equipment you want to buy. You should separate the cost into individual items or packages. For example, if you intend to buy a portable dance floor from one supplier and some portable sound equipment from another, your budget would look like this:

Project Expenditure	
Portable dance floor	£1,700
Portable sound equipment	£3,500

The cost you include in your project budget should match with the suppliers' quotations you'll submit with your application.

We have allowed space on the project budget template for you to tell us about the cost of five items or packages of items. If you need more space, you can use the "other costs" section of the template.

Professional Fees

Tell us about any professional fees you'll need to pay. You should tell us in the "Planning and Managing a Successful Project" section of your project proposal why you need to pay professional fees. 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'll check to make sure that you have appointed other people or organisations to work with you on your project appropriately.

Value of support in kind

This can include the work of an unpaid volunteer, and the donation of 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 project 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 project budget.

Project Income

Use the template to tell us about the income you’ll use to pay for the project. 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 project expenditure figures.

Other Income

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

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

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Section 3: Project Details

In this section we're asking you to give us some facts and figures about 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

The start of your project 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 your project dates change, please tell us as soon as possible, and let us know why you have made these changes.

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 purchase of a portable dance floor), 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 purchase of new lighting equipment 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 4: Project Location

Here we're asking you to tell us about the location of your project. If your equipment will be installed permanently or used at one venue only, tell us about this location. If your equipment is portable, (such as a vehicle that will be used for touring), you should use your organisation's main administrative base as the location you tell us about.

We use percentages to answer some of the questions in this section. As your project will have one location, you should use 100% as your answer (in other words, as 100% of your project takes place in the selected location).

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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 form electronically on behalf of your organisation.

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Section 6: Attachments

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

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

- Your project budget (this must be on our downloaded template)
- A full list of the items you want to purchase and their costs
- Suppliers' quotations: you must submit three quotations from separate suppliers for all items or packages of items costing £2,500 or more
- Your governing document

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).

Other Supporting Information

You can also submit other attachments that you want us to consider. We have already mentioned some of these in the Help Notes, for example a tender report, evidence of demand for your project, and letters confirming any in-kind support. Whether you need to submit these depends on your project. 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

Website: www.arts.wales

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