

Arts Council of Wales

Arts Portfolio Wales Guidance Notes

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Cyngor Celfyddydau Cymru
Arts Council of Wales



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Arts Council of Wales operates an equal opportunities policy.

Arts Portfolio Wales Guidance Notes

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General Guide for the APW Survey

Introduction

This guide is intended to help you complete the Arts Portfolio Wales survey. Completion of the survey is a requirement of all Arts Portfolio Wales organisations. The guide covers some of the general themes throughout the survey, as well as the artform definitions. In addition to this each section of the survey has its own specific guide to help you through it.

Please read the guidance notes carefully. If you still require assistance, please e-mail: research@arts.wales or call us on 029 2044 1375.

Survey Structure

The list below shows all the sections of the survey. You only need to complete the employment and boards of management section at the end of the financial year.

- Exhibitions of visual arts and crafts
- Participatory activity for children and young people
- General participatory activity
- Online and Broadcasts
- Film
- Performing/Touring Companies
- Live Public Performances at Presenting Venues
- Services to the sector and wider society
- Employment and boards of management

Submitting your Survey

One of the key changes to the 2019/20 survey is we are asking you to provide your data on a ***project by project basis***. To support you in this process we have produced an Excel Template which you can enter your project data into and then submit to us at the end of the six month period. This approach allows you to fill in the template as each project finishes, then at the end of the six month period you can send the completed spreadsheet to us, reducing the need to fill in our online survey.

We strongly encourage you to upload your data on an individual project basis using the Excel Template to help you to keep up to date with your data collection and reduce the need for you to aggregate your activity for the 6 month period.

Alternatively, if you would prefer to upload all your data at the end of the six month period, there will be a new online system available in the autumn, for the completion of the first six months of the 2019/20 year.

An email will be sent out to you in March and in September (APW organisations) reminding you to email your excel template to us **or** to submit your data online. The first half will collect data from 1st April to 30th September and the second half will collect data from 1st October to 31st March.

We produce highlight reports for the two six monthly periods as well as full reports on the year. We also produce an infographic for each organisation summarising their data. These will be available on our website.

Language Choices

Language options throughout the survey will now consist of the following:

English, Welsh, Bilingual, Multilingual, Other and Language not relevant.

Bilingual – Welsh AND English ONLY

Other – If the project or production was delivered in a language other than English or Welsh

Multilingual – if the project or production did not include Welsh AND English only but included two or more languages; e.g Welsh, English and Greek

Language not relevant - this option is only available on specific questions where it makes sense to include it.

Protected Characteristics

APW Survey Guidelines, last updated: June 2019

In every section of the survey there is a set of questions asking about work you may have delivered which is specifically targeted at different groups within the community. These are the 'protected characteristics' groups, and the Arts Council has a legal responsibility under the Equality Act 2010 to ensure that anyone working as an employee for, or using a service provided by an arts organisation in receipt of our funding is treated fairly. As such we need to monitor the range and type of people employed in your organisation and the amount of activity in your programme that is targeted at people from specific protected characteristics groups.

Making the arts accessible to all is also one of our key objectives within our corporate plan: https://arts.wales/sites/default/files/2019-02/Corporate_Plan_2018-23.pdf

There are eight protected characteristics of people who use services. These are:

- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation
- Age (over 50s and Children and Young People)

In addition, the Arts Council of Wales is interested in targeting Welsh speakers and Family audiences, and there are additional questions on these groups.

Equality Human Rights: <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

The Welsh Language is protected under the **Welsh Language Act 1993** and the **Welsh Language Measure 2011**.

The only section of the survey where we expect you to be able to report on individuals' diversity is within the employment section. This is sent out annually, with the second half of the survey in the spring. You may need to establish systems to collate this information. An example equalities form used by the Arts Council of Wales is attached in the appendices. This can be adapted for use within your organisation if required. The collection of this data should remain anonymous and voluntary so we accept that you may not be able to report on all areas.

Postcodes

Within most sections of the survey we are asking you to provide us with postcodes of the venues in which your activity or events took place. Please provide the name of the

project or event, alongside the venue's postcode. This will enable us to gather a geographic picture of activity across Wales.

Open Ended Questions and Narrative Options

At the end of all the sections apart from the Employment section, we have provided some space for you to share more information, on the reach and impact of your work. This optional question originated from the 2018 consultation with APW organisations where there was a request for more opportunities within the survey to provide more narrative on organisation's work. We will not be including this information in our official statistics publications, but it will be used for other advocacy purposes.

Appendices:

Appendix 1: Art form Definitions

Artform	Definition
Film/Video screenings	All screenings to the public including mainstream cinema, specialist or art-house film, and screenings of 'live' performances of theatre, opera, ballet etc.
Combined Arts/Multi-disciplinary arts	Carnival, truly multi-disciplinary festivals and events, community combined art. Single focus festivals should be coded to the specific art form.
Craft	Ceramics, Textiles (including knitting & embroidery) Jewellery, Silver, Other Metal, Weaving, Furniture, Wood, Leather, Stone, Glass, Paper (excluding graphic craft), Synthetic Materials (including plastics), Mixed Media, Graphic Arts (including calligraphy, sign writing & book binding).
Dance	Ballet, Community dance, Contemporary dance, Traditional dance, Youth dance, Culturally specific dance, Welsh dance, Irish dance, Scottish dance, South Asian dance, African dance, Other dance.
Drama	Children's and young people's theatre, Classical plays, Community theatre, Contemporary plays, Experimental (including visual & digital theatre), Mime, Physical theatre, New writing, Street theatre, Circus, Theatre in education, Youth theatre, Welsh language theatre, Other drama/theatre.
Film Production	Any production of a film by a workshop/participatory group
Literature	Live literature (including performance poetry), Poetry, Prose, fiction, non-fiction, Publishing (print and web-based work), Storytelling, Youth literature, Library events, Literary talks, Other literature.
Music	Brass and Silver Bands, Chamber, Choral/gospel, Classical/orchestral, Community music, Contemporary Classical, Contemporary popular, Early music, Baroque, Experimental and electronic music,

Artform	Definition
	Jazz/improvised music, Roots/folk, Traditional music, World music, Youth music, culturally specific, barber shop, Irish music, Welsh music, Scottish music, flute / accordion and pipe, Other music.
Opera	Opera and Music Theatre
Public Art	Visual art and craft located in a public space. Landscape/environmental art. (It is in the public realm, regardless of whether it is situated on public or private property, or whether it is acquired through public or private funding.)
Theatre Entertainment	Cabaret, Comedy, Comedians, Musicals, Pantomime, Puppetry, Variety, Family Entertainment.
Visual Arts	Animation, Fine art, Graphic art/illustration, Live art, Moving image (artists film and video), New media, Digital Media, Performance art, Photography, Sculpture, Painting, Drawing, Printmaking, Installation/site specific Art, Multimedia Art, Sonic Art, Computer-generated Art, Murals.

Appendix 2: Visual Arts and Crafts Artform Definitions

Visual Arts Definitions:

Mixed media - exhibitions in which more than one medium or material has been employed, a mixture of any of the artforms listed within this section.

Site specific

The refers to a work of art designed specifically for a particular location and that has an interrelationship with the location

2D

This includes paintings, drawings and photographs and excludes three-dimensional forms such as sculpture and architecture.

Photography

Includes both non digital and digital photography

Digital Media

Art that is made or presented using digital technology

Sculpture

Three-dimensional art made by one of four basic processes: carving, modelling, casting, constructing

Performance art

Artworks that are created through actions performed by the artist or other participants, which may be live or recorded, spontaneous or scripted. Typically features a live presentation to an audience and can draw on a number of artforms such as film, video, photography and installation base artworks.

Sound art

Art which uses sound both as its medium (what it is made out of) and as its subject (what it is about). Sound art is interdisciplinary in nature.

New Commissions

Commission: a specific request from an organisation for an artist to create new work for exhibition, that is (set out in an agreement with the artist to include a fee, recognising the artist's time in researching, developing and producing the work.)

Community Art

Community art is artistic activity that is based in a community setting, involving a professional artist.

Appendix 3: Craft and Applied Artform Definitions

Mixed media exhibitions- exhibitions in which more than one medium or material has been used, a mixture of any of the artforms listed within this section.

Multi-media exhibitions- exhibitions where the artwork has been made from a range of materials and can also include an electronic element such as audio or video.

Ceramic Exhibitions

Art made from ceramic materials, including clay. It may take forms including art ware, tile, figurines, sculpture and tableware.

Textile Exhibitions

Textile art is the process of creating something using fibres gained from sources like natural or synthetic materials, fabrics and yarns. It can use a variety of techniques.

Weaving Exhibitions

Exhibitions of weaved materials, the interlacing of threads, yarns, strips etc. into materials.

Jewellery Exhibitions

Exhibitions of jewellery created using a variety of materials.

Glasswork Exhibitions

Glass art refers to individual works of art that are substantially or wholly made of glass.

Metal/Silverwork Exhibitions

Exhibitions of vessels, utensils, jewellery and ornamentation made with silver or other metals.

Woodwork Exhibitions

Exhibitions of works of art that are substantially or wholly made of wood

Appendix 4: Equal Opportunities Monitoring Form



Equal Opportunities Monitoring Form

Our vision is of a creative Wales where the arts are a central part of life. We want everyone living in Wales to have access to the arts, either as an audience member or an active participant.

We aspire to a society that embraces equality and celebrates difference, wherever it's found; in race, gender, sexuality, age, language, disability or poverty.

To help us monitor our progress on this journey, we would ask you to complete this form by selecting the options you feel best describe you. We will use the information you give us to help ensure that our funding is reaching a broad range of people and organisations. The information will be used for monitoring purposes only and will be processed in accordance with the Data Protection Act.

- If you are applying for a job opportunity, this information will help us understand the reach of our advertisements and the interest they generate in applicants from all backgrounds. The answers you provide will be separated from your application and treated confidentially. The form will not be shared with staff assessing your application and will not affect any decision on your application.
- If you are applying for funding, the answers you provide will be separated from your application and treated confidentially. The form will not be shared with staff assessing your application and will not affect any decision on your application.
- The Equality Act 2010 requires us to produce an Annual Equalities Report on our work with individuals from 'protected characteristics' groups. We will use the information you give us to help us in our reporting. Any reports we produce will provide summary statistics and will not identify you as an individual.

1. Gender

- Male
- Female
- Other
- Prefer not to say

2. Is this the gender you were assigned at birth?

- Yes
- No
- Prefer not to say

3. Age

- 25 and under
- 26-49
- 50 -59
- 60 and over
- Prefer not to say

4. Relationship Status

- Single
- Married/In a Civil Partnership
- Divorced/Formerly a civil partner, the Civil Partnership now legally dissolved
- Widowed/A surviving civil partner
- Prefer not to say

5. Sexual Orientation

- Heterosexual/Straight
- Gay/Lesbian
- Bisexual
- Other
- Prefer not to say

6. Religion/Belief

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- No Religion
- Other
- Prefer not to say

7. Ethnic Origin

White

- Welsh / English / Scottish / Northern Irish / British
- Irish
- Gypsy/Roma/Traveller
- Any other white background

Mixed / multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed / multiple ethnic background

Asian / Asian British

- Pakistani
- Indian
- Bangladeshi
- Chinese
- Any other Asian background

Black / African / Caribbean / Black British

- African
- Caribbean
- Any other Black / African / Caribbean background

Other Ethnic Group

- Arab
- Any other ethnic group (please specify...)

8. How would you describe your National Identity?

Please select all that apply

- British
- Welsh
- English
- Scottish
- Northern Irish
- Other National Identity
- Prefer not to say

9. As a woman, are you pregnant, on maternity leave or returning from maternity leave?

This question is not applicable to male applicants

- Yes
- No
- Prefer not to say

10. Do you consider yourself to be a disabled person?

The Equalities Act 2010 defines a person as disabled if they have a physical or mental impairment, which has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities and has lasted, or is expected to last, at least 12 months.

- Yes
- No
- Prefer not to say

Thank you for completing this form. Rest assured that the information you have provided will be treated confidentially and will not be processed with your application.



Section One: Exhibitions of Visual Arts and Crafts & Applied Arts

In this section, we'd like you to tell us about your professionally curated exhibitions of visual arts and crafts and applied arts. A definition of visual arts and crafts and applied arts is included in the Artform classifications within the General Guide.

Part 1

Estimating and calculating attendances to exhibitions

Please note: The exhibitions included in this section should be professionally curated with supporting information, interpretative materials, and information on your website.

We understand that there are different methods for calculating and estimating attendances at exhibitions. The most appropriate method will depend on your venue and the type of exhibition. After you have entered the data for the exhibitions, please provide the names of the exhibitions and your method for calculating/estimating your attendances in the comments box.

Part 2

Type of Exhibition

Please tell us how many separate exhibitions were originated by your organisation, or were received as a touring exhibition from another venue.

Please also tell us the number of new commissions during the six-month period.

New Commission: a specific request from an organisation for an artist to create new work for an exhibition, that is set out in an agreement with the artist to include a fee, recognising the artist's time in researching, developing and producing the work.

Touring Exhibitions

If you have noted that your venue receives touring exhibitions, then you would need to tell us where the exhibitions came from.

One Person or Group Exhibitions

If any of your exhibitions featured work by one artist, please list this under 'one person exhibitions'. For exhibitions featuring the work of more than one artist, enter the number under 'group exhibitions.'

Please note: The total number of exhibitions you've noted here must match the total number of exhibitions you have identified in Part 1.

Collaborations

Of the exhibitions shown in the last six months, please tell us how many were staged in collaboration with other venues/organisations. Please also provide in the comments box the name of the exhibitions and the organisations that you collaborated with.

Artists Represented within Exhibitions

Please tell us how many artists featured in the total exhibitions you held in the last six months. We also want to know how many of these were trained or are currently practicing in Wales.

Own originations

Only complete this question if the exhibitions were originated by your venue.

Tell us how many of your own exhibitions have been on show in other venues during the last six months; either in Wales, within the UK but outside Wales, or outside the UK. Please also provide a list of the postcodes for the venues in which the exhibitions took place.

Community Art

We are interested to know about your organisation's work in the community.

Please note: Community art is activity that is based in a community setting, involving a professional artist.

If your organisation staged exhibitions at other sites within your community, or were based on the work of community artists, please complete these questions. For exhibitions staged at other sites please also provide the postcode for the site at which the exhibition took place.

Part 3

Exhibition Publications

Please note any literature which was produced to accompany an exhibition. This includes exhibition catalogues but not promotional material. Enter the number of individual titles produced and the language in which the title was printed.

Part 4

Targeted work

Of the total exhibitions identified in Part 1, please tell us how many of your exhibitions were curated by or targeted at the following groups; list the figures separately in this section:

- Disabled People
- Black, Asian and Minority Ethnic Groups
- Children and Young People (Aged 25 and under)
- Lesbian, Gay or Bisexual People
- Welsh Speakers
- Transgender
- Older People (Aged 50+)
- People with specific religious beliefs or other purposes connected to religion
- Pregnant Women and New Mothers
- Families

If exhibitions were targeted at more than one group, then please record this activity against all groups that apply.

The data collected will be compiled into our Equalities and Monitoring reports so that we can look at trends in specifically targeted activity.

Part 5

Exhibitions addressing targeted areas

Please tell us which, if any, of the following groups your work has been targeted at (please tick all that apply):

- Arts and Health
- Homelessness
- Low income families
- Refugees and /or asylum seekers
- Gypsy, Roma and traveller communities
- Young people not in education, employment or training (NEETs).

If your organisation has worked with any of these groups, we will contact you with a small number of follow up questions.

Part 6

Reach and Impact of work

During our APW Survey review, there was a call for opportunities to provide a narrative to accompany the numerical data. In addition to the comments boxes that are positioned at the end of each section, we have created an optional comments box at the end of this section for you to tell us more about the reach and impact of your work. We may contact you about the information provided here to be included in other Arts Council reports that we publish.

The information we receive will not be included in our Official Statistics reports but may be included in any other reports that we publish.

Section Two: Participatory activity specifically targeted at Children and Young People

In this section we want to know about any arts participatory activity that your organisation runs that is targeted specifically at children and young people. Children and young people are those aged 25 and under. Any other participatory activity should be noted in the **General Participatory** section of the survey.

The questions included in this section are split across four sub-headings:

- 1) Projects specifically targeted at children and young people in **schools/education**
- 2) Projects run specifically for children and young people in general **i.e. outside the education/school setting.**
- 3) Regularly scheduled Youth Theatre, Youth Music, Youth Dance, Youth Performance Arts. **These groups differ from the other participatory work in that they meet regularly and often lead to public performances.**
- 4) Children and young people's participatory activity **targeted at specific protected characteristic groups**

Participatory activity specifically targeted at Children and Young People in schools/education setting

Part 1

Please only include participatory sessions which your organisation has run specifically targeted at children and young people in school/education. If you have hired out space at your venue for workshops and this is the only input your organisation has had in the process, these should **not** be included.

Please note: One 'session' can last for half a day or less. So a full day course, from 9am to 5pm, would count as two sessions, and an afternoon workshop from 1pm-6pm as one session.

You then need to complete details of the activity in the relevant artforms, by the language in which they were delivered.

Our language options are: English, Welsh, Other, Bilingual, Multilingual and Language not Relevant.

Definitions:

- **Bilingual** – Welsh **AND** English **ONLY**
- **Other** – If the production was delivered in a language other than English or Welsh
- **Multilingual** – if the production did not include Welsh **AND** English only but included two or more other languages; e.g Welsh, English and Greek

You will be asked to state how many projects, sessions and attendances you ran for each of the artforms that you delivered work in. For example, a series of evening dance classes would count as one project. If the class is run over 6 evenings that would count as 6 sessions. If ten people attend each session the total number of attendances would be 60.

For a definition of artforms please refer to the General Guide.

Part 2

Please tell us the number of different schools your organisation visited during the year; either during school hours or outside school hours.

Participatory activity specifically targeted at Children and Young People outside the schools/education setting

Part 3

In part 3, we are interested in the types of activity you run specifically targeted at children and young people outside school/education. Please **do not include** activity targeted at children and young people in an education setting; this should be included in Part 1.

Please only include participatory sessions which your organisation has run as part of your programme. If you run sessions at external sites that are not educational settings, these should be included. If you have hired out space at your venue for workshops and this is the only input your organisation has had in the process, these should not be included.

You then need to complete details of the activity in the relevant artforms, by the language in which they were delivered.

Part 4

This question should be answered by any organisation that runs participatory arts activity for children and young people, both within an educational setting and outside of school/college. Please enter the age range of the children and young people at which your projects are targeted. You may tick more than one category.

Regularly scheduled Youth Theatre, Youth Music, Youth Dance, Youth Performance Arts

Part 5

Please tell us if your organisation schedules regular youth theatre, music, dance or performance arts participatory projects. These projects differ from those recorded in Parts 1-4 in that we expect them to run on a much more regular basis and may result in a performance. For example, a choir that meets on a weekly basis for ten weeks, resulting in a concert, rather than an ad-hoc singing workshop.

Please only include participatory sessions which your organisation has run as part of your programme. If you have hired out space at your venue for workshops and this is the only input your organisation has had in the process, these should not be included.

Part 6

If, as a result of regularly scheduled youth arts activity, any of the groups gave a performance please tell us how many performances were staged and the number of attendances received to these. Please enter the data under the language category in which the performance was given.

Children and young people's targeted participatory activity

Part 7

Of the participatory projects targeted at children and young people, how many were specifically targeted at the following groups:

- Disabled people
- Black, Asian and Minority Ethnic
- Welsh Speakers
- Lesbian, Gay or bisexual people
- Transgender
- Older people (aged 50+)
- People with specific religious beliefs
- Pregnant women and new mothers
- Families

If the projects were targeted at more than one group, then please record this activity against all groups that apply.

The data collected will be compiled into our Equalities and Monitoring reports so that we can look at trends in specifically targeted activity.

Part 8

Productions addressing targeted areas

Of the participatory projects targeted at children and young people, how many, if any, were specifically targeted at the following groups:

- Arts and Health
- Homelessness
- Low income families
- Refugees and /or asylum seekers
- Gypsy, Roma and traveller communities
- Young people not in education, employment or training (NEETs).

If your organisation has worked with any of these groups, we will contact you with a small number of follow up questions.

Part 9

During the 2018 APW Survey Review, there was a call for more opportunities to provide a narrative to accompany the figures that we request. This is so that we can build a fuller picture of activity. In addition to comments boxes at the end of most of the questions, we have created an optional comments box at the end of the survey section for you to tell us anything else you would like us to know about the reach and impact of the participatory activity you have delivered in the past 6 months that was specifically targeted at children and young people. The information we receive will not be included in our Official Statistics reports but may be included in any other reports that we publish.

Section Three: General Participatory Arts Activity

In this section, we are interested in general participatory arts activity that your organisation has run during the past 6 months that is **not** targeted specifically at children and young people. Children and young people are those aged 0-25 years of age.

Please note that participatory activity targeted at children and young people should be included in Section 2: Participatory Arts Activity targeted at children and young people.

Part 1: General Participatory Activity by Artform

For a definition of artforms please refer to the General Guide.

Participatory sessions can be: workshops, classes and rehearsals. Talks and Q&A sessions should be recorded in the Services to the Sector and Wider Society section of the survey.

Only include participatory sessions that your organisation has run as part of your programme; including sessions run at external sites.

Please note that if a space was hired at your venue for workshops, and this is the only input your organisation has had in the process, these should not be included.

One 'session' can last for half a day or less. So, a full day course, from 9am to 5pm, would count as two sessions and an afternoon workshop from 1pm-6pm as one session.

Please tell us the number of projects, sessions and attendances you ran for each of the artforms and the language in which the sessions were delivered. For example, you may have 1 dance project. If the sessions were delivered in Welsh and are run over 6 evenings that would count as 6 Welsh sessions. If 10 people attend each session the total number of attendances would be 60.

The total number of attendances to sessions should be recorded under the language of the session, regardless of the language of the participants/attenders.

Our language options are: **English, Welsh, Other, Bilingual, Multilingual** and **Language not Relevant**.

Definitions:

Bilingual – Welsh **AND** English **ONLY**

Other – If the project was delivered in a language other than English or Welsh

Multilingual – if the project did not include Welsh AND English only but included two or more other languages; e.g Welsh, English and Greek

If you are able to provide the information, there is a question at the end of each type of artform which asks you for the postcodes of the venues in which your participatory activities have taken place. Please provide the postcodes in the space provided.

Part 2: Work resulting from Participatory Arts Activity

We would like you to tell us about any amateur performances, or films that have resulted directly from general participatory activity you have delivered.

Please note: Work is classed as amateur when the performers or makers are not paid and do not work professionally within the industry.

If there have been **any** amateur films resulting from your participatory activity please tell us how many were created and screened during the past 6 months.

Part 3: Targeted Activity

Of the work identified in Part 1, please tell us how much of your participatory activity was targeted at the following groups:

- Disabled people
- Black, Asian and Minority Ethnic
- Welsh Speakers
- Lesbian, Gay or bisexual people
- Transgender
- Older people (aged 50+)
- People with specific religious beliefs
- Pregnant women and new mothers
- Families

Please note that: Participatory Activity targeted at children and young people should not be included in this section of the survey.

If projects were targeted at more than one group, then please record this activity against all groups that apply.

The data collected will be compiled into our Equalities and Monitoring reports so that we can look at trends in specifically targeted activity.

Part 4: Projects addressing targeted areas

Please tell us which, if any, of the following groups your work has been targeted at (please tick all that apply):

- Arts and Health
- Homelessness
- Low income families
- Refugees and /or asylum seekers
- Gypsy, Roma and traveller communities
- Young people not in education, employment or training (NEETs).

If your organisation has worked with any of these groups, we will contact you with a small number of follow up questions.

Part 5: Reach and Impact

During our APW Survey review, there was a call for opportunities to provide a narrative to accompany the numerical data. In addition to the comments boxes that are positioned at the end of each question, we have created an optional comments box at the end of this section for you to tell us more about the reach and impact of your work. We may contact you about the information provided here to be included in other Arts Council reports that we publish.

The information we receive will not be included in our Official Statistics reports but may be included in any other reports that we publish.

Section Four: Online and Broadcast

In this section we want to hear about broadcast and online streaming of your work, on your website and social media activity. We also want to know about any interviews your organisation has given about its work.

Part 1: TV and radio network broadcasts

Please enter the number of separate broadcasts made of your work by network TV channels or Radio stations and the geographic region in which they were broadcast. This can be live or pre-recorded work. **Do not** include online streaming in this question.

Network channels/stations follow a set broadcast schedule (i.e. not just on demand). Please use the comments box to tell us which channels and radio stations have broadcast your work.

Online streaming of work

We are interested in the number of your works that have been made available for streaming online by a third party internet-only or on-demand broadcaster (e.g. The Opera Platform, iPlayer, Clic, BBC Sounds, All 4) or that you have streamed yourself (e.g. via Facebook Live or Youtube). Works could have been live streamed and/or pre-recorded (on demand) but it must be a broadcast of actual work and not a promo. Please use the comments box to tell us which platforms have hosted your work.

Interviews

Please enter the number of interviews your organisation has given on your work, please enter them under radio, TV or online. Online could include platforms such as Youtube, and online newspapers.

Language

This question asks you to record the language of any broadcasts/streams. The data should be the sum of all the broadcasts/streams/interviews of work included in your previous answers.

Our language options are: **English, Welsh, Other, Bilingual, Multilingual and Language not Relevant.**

Definitions:

- Bilingual – Welsh AND English ONLY
- Other – If the broadcast was delivered in a language other than English or Welsh
- Multilingual – if the broadcast did not include Welsh AND English only but included two or more other languages; e.g Welsh, English and Greek

Part 2: Targeted Work

Please tell us the number of projects your broadcasts or streamed work was targeted at from the groups listed below:

- Disabled People
- Black, Asian and Minority Ethnic Groups
- Children and Young People (Aged 25 and under)
- Lesbian, Gay or Bisexual People
- Welsh Speakers
- Transgender
- Older People (Aged 50+)
- People with specific religious beliefs or other purposes connected to religion
- Pregnant Women and New Mothers
- Families

If your work was targeted at more than one group, then please record this activity against all groups that apply.

The data collected will be compiled into our Equalities and Monitoring reports so that we can look at trends in specifically targeted activity.

Part 3: Website

Number of visitors to website

This question asks you to provide the number of visits to your website over the 6 month period and also the number of unique visits (the number of distinct visitors to your website).

Website features

Please tick from the list available all of the features of your website. Support for disabled visitors could include features such as: the use of alt tags, the site has been tested using a screen reader and/or the site works if user has selected different background colour. If you can provide a breakdown of the proportion of the website used for each feature, please provide a % in the next column. This can be an estimate.

Audience /visitor data

Please tick all the website areas in which you have utilised audience/visitor data captured from your website.

Part 4: Social Media

Social media and platforms

Please tick all the social media networks and platforms your organisation uses. By Network we mean that you aim content at followers and communicate with them on that platform. By Platform we mean that you use the platform to host creative content. If there is a social media network or platform you use which is not listed, please specify in the other box.

New video content

Please provide the number of new video content uploaded in the six month period as well as the viewing figures for it. Please also provide the total viewing figures for all uploaded content on the website.

Part 5: Work targeted at specific groups

Please tell us which, if any, of the following groups your work has been targeted at (please tick all that apply):

- Arts and Health
- Homelessness
- Low income families
- Refugees and /or asylum seekers
- Gypsy, Roma and traveller communities
- Young people not in education, employment or training (NEETs).

If your organisation has worked with any of these groups, we will contact you with a small number of follow up questions.

Part 6: Reach and Impact

During the 2018 APW Survey Review, there was a call for more opportunities to provide a narrative to accompany the figures that we request. This is so that we can build a fuller picture of activity. In addition to comments boxes at the end of most questions, we have created an optional additional comments box at the end of the survey section for you to tell us anything else you would like us to know about the reach and impact of your broadcasts and online work during the past 6 months. The information we receive will not be included in our Official Statistics reports but may be included in any other reports that we publish.

Section Five: Film

In this section we are interested in all public film screenings. Please record the number of separate film titles, the number of screenings of that film, and the number of attendances. Also included in this section is the screening of live performance film.

Part 1

Film Titles

For each film title (both feature length and short films) please enter the name of the film under the relevant language category.

Our language options are: **English, Welsh, Other, Bilingual, Multilingual** and **Language not Relevant**.

Definitions:

- **Bilingual** – Welsh AND English ONLY
- **Other** – If the film was delivered in a language other than English or Welsh
- **Multilingual** – If the film did not include Welsh AND English only but included two or more languages; e.g Welsh, English and Greek

Part 2: Film Screenings

Please tell us the total number of screenings of all feature films and short films that your organisation showed during the past 6 months. Please enter the name of the film alongside the number of screenings under the language category. For example, The Favourite would be one film title but you may have screened it 6 times.

Part 3: Accessible Film Screenings

In this section we are interested in the accessibility of your screenings. Please tell us the number of screenings that include British Sign Language (or other sign language), Audio Description and Surtitles.

Part 4: Attendances

Please enter the total number of attendances to film screenings by your organisation. Please enter the name of the film alongside the number of attendances under the language category in which they were screened.

Part 5: Targeted Activity

Of the films screened by your organisation, please tell us how many were specifically targeted at following groups:

- Disabled people
- Black, Asian and Minority Ethnic
- Welsh Speakers
- Children and Young People (aged 25 and under)
- Lesbian, Gay or bisexual people
- Transgender
- Older people (aged 50+)
- People with specific religious beliefs
- Pregnant women and new mothers
- Families

The data collected will be compiled into our Equalities and Monitoring reports so that we can look at trends in specifically targeted activity.

If screenings were targeted at more than one group, then please record this activity against all groups that apply. Please also remember to provide us with a short narrative.

Part 6: Film screenings addressing at targeted areas

Please tell us which, if any, of the following groups your film screenings were targeted at (please tick all that apply):

- Arts and Health
- Homelessness
- Low income families
- Refugees and /or asylum seekers
- Gypsy, Roma and traveller communities
- Young people not in education, employment or training (NEETs)

If your organisation has worked with any of these groups, we will contact you with a small number of follow up questions.

Part 7: Live Streamed Alternative Content

The screening of live streamed alternative content film relates to content that has not been produced or edited as a film. You only need complete this section if your programme includes screenings of live performances streamed to your venue. For example, this could include performances by, the New York Met Opera, the National Theatre or the Bolshoi Ballet. These could either be live streamed content, or

performances filmed live for delayed digital screening. Please record the number of individual events screened, the number of screenings of that event, and the number of attendances under the relevant art form. Data you include in this section should also be included within sections 1-4.

Part 8: Reach and Impact

During the 2018 APW Survey Review, there was a call for more opportunities to provide a narrative to accompany the figures that we request. This is so that we can build a fuller picture of activity. In addition to comments boxes at the end of most questions, we have created an optional comments box at the end of the survey section for you to tell us anything else you would like us to know about the reach and impact of your film programme during the past 6 months. The information we receive will not be included in our Official Statistics reports but may be included in any other reports that we publish.

Section Six: Performing/Touring Companies

Please complete this section if your organisation produces any kind of performance work for the public. This could include all touring companies (music, opera, dance and theatre) and any venues with resident production companies

The questions in this section cover your organisation's activity during the last six months and include: the number of productions, the number performances and the number of attendances to the performances.

Part 1: Productions

In the first part of this section we are interested in the productions and co-productions your organisation ran during the past six months. Please note that the number of performances should not be greater than the total number of productions.

The second part of this section asks how many productions were **led*** by the following groups:

- Disabled people
- Black, Asian and Minority Ethnic
- Lesbian, Gay or bisexual people
- Transgender people
- Older people (aged 50+)
- People with specific religious beliefs
- Pregnant women and new mothers
- Families
- Children and Young people (aged 25 and under)
- Welsh Language

*We consider organisations to be led if at least 51% of its senior managers, management committee, board or governing body define themselves as part of the specifically target group (Protected Characteristics).

Part 2: New Commissions

In the first section of Part 2, please tell us if the number of productions (that were identified in Part 1) are new commissions that your company undertook during the past six months, and if the artists were based inside or outside Wales. A new commission can include new scripts as well as new versions or adaptations of existing works.

The second section of Part 2 asks how many were developed by the following groups:

- Disabled people
- Black, Asian and Minority Ethnic
- Lesbian, Gay or bisexual people
- Transgender people
- Older people (aged 50+)
- People with specific religious beliefs
- Pregnant women and new mothers
- Families
- Children and Young people (aged 25 and under)
- Welsh Language

Part 3: Performances

Of the number of productions submitted in Part 1, please tell us the total number of performances your organisation gave during the past six months. We are also interested in where the performance took place i.e Wales, England, Scotland, Northern Ireland or outside the UK. And how many performances used: Surtitles, Audio Description, British Sign Language. In Part 3b, producing venues should report details of their own company performances.

Our language options are: **English, Welsh, Other, Bilingual, Multilingual** and **Language not Relevant**.

Definitions:

Bilingual – Welsh **AND** English **ONLY**

Other – If the production was delivered in a language other than English or Welsh

Multilingual – if the production did not include Welsh AND English only but included two or more other languages; e.g Welsh, English and Greek

Part 4: Attendances

Please enter the number of attendances to the performances identified in Part 3. Please include attendances at productions in schools (free of charge and ticket sales). Do not include complimentary tickets.

As street performance figures cannot always be accurate, we are happy for you to use an estimated figure.

Part 5: Performances Targeted at Specific Groups

Please note the number of: productions and performances during the past six months that were **targeted** at the following groups:

- Disabled people
- Black, Asian and Minority Ethnic
- Lesbian, Gay or bisexual people
- Transgender people
- Older people (aged 50+)
- People with specific religious beliefs
- Pregnant women and new mothers
- Families
- Children and Young people (aged 25 and under)
- Welsh Language

If productions were targeted at more than one group, then please record this activity against all groups that apply.

The data collected will be compiled into our Equalities and Monitoring reports so that we can look at trends in specifically targeted activity.

Please note that **targeted** activity is different to activity that is **led**

Part 6: Productions addressing targeted areas

Please tell us which, if any, of the following groups your work has been targeted at (please tick all that apply):

- Arts and Health
- Homelessness
- Low income families
- Refugees and /or asylum seekers
- Gypsy, Roma and traveller communities
- Young people not in education, employment or training (NEETs)

If your organisation has worked with any of these groups, we will contact you with a small number of follow up questions.

Part 7: Reach and Impact

During our APW Survey review, there was a call for opportunities to provide a narrative to accompany the numerical data. In addition to the comments boxes that are positioned at the end of each section, we have created an optional comments box at the end of this section for you to tell us more about the reach and impact of your work. We may contact you about the information provided here to be included in other Arts Council reports that we publish.

The information we receive will not be included in our Official Statistics reports but may be included in any other reports that we publish.

Section Seven: Live Public Performances at Presenting Venues Guidelines

Only complete this section if your venue presents live public performances.

If you are a Producing Company with your own venue, you should include your information in the Performing/Touring Companies section of the survey.

Part 1

Please tell us how many productions and the number of performances of each artform your venue staged during the past 6 months, along with the number of attendances. You will need to split these by whether they were amateur or professional pieces of work.

Under each artform listed, please tell us the names of the productions.

A piece of work is professional if performers are paid and work professionally in the industry. Ticketed performances are not professional performances unless the performers are paid and work professionally in the industry.

Please ensure that if you have entered the number of productions, that you have also entered the number of performances and attendances for each performance.

Apart from Dance, you will also need to split your productions by language. Our language options are: **English, Welsh, Other, Bilingual, Multilingual** and **Language not Relevant**.

Definitions:

Bilingual – Welsh **AND** English **ONLY**

Other – If the production was delivered in a language other than English or Welsh

Multilingual – If the production did not include Welsh **AND** English only but included two or more languages; e.g Welsh, English and Greek

Part 2

Please tell us how many live productions and the number of performances your venue staged from companies **outside the UK** during the past six months, along with the number of attendances to each of these performances.

- Please note that the productions, performances and attendances listed here should have already been included in the data you have provided in Part 1.

Part 3

Under each of the identified productions that used Surtitles, Audio Description or BSL, please tell us the names of the productions.

- Please note that the productions, performances and attendances listed here should have already been included in the data you have provided in Part 1.

Part 4

Of the productions identified in Parts 1 and 2, tell us how many those productions were specifically targeted at the following groups. Please also tell us the names of the productions and where they were delivered:

- Disabled People
- Black, Asian and Minority Ethnic Groups
- Children and Young People (aged 25 and under)
- Welsh Speakers
- Lesbian, Gay or Bisexual People
- Transgender
- Older People (Aged 50+)
- People with specific religious beliefs or other purposes connected to religion
- Pregnant Women and New Mothers
- Families

If productions were targeted at more than one group, then please record this activity against all groups that apply.

The data collected will be compiled into our Equalities and Monitoring reports so that we can look at trends in specifically targeted activity.

Part 5

Please tell us which, if any, of the following groups your work has been targeted at (please tick all that apply):

- Arts and Health
- Homelessness
- Low income families
- Refugees and /or asylum seekers
- Gypsy, Roma and traveller communities
- Young people not in education, employment or training (NEETs)

If your organisation has worked with any of these groups, we will contact you with a small number of follow up questions.

Part 6

During our APW Survey review, there was a call for opportunities to provide a narrative to accompany the numerical data. In addition to the comments boxes that are positioned at the end of each question, we have created an optional comments box at the end of this section for you to tell us more about the reach and impact of your work. We may contact you about the information provided here to be included in other Arts Council reports that we publish.

The information we receive will not be included in our Official Statistics reports but may be included in any other reports that we publish.

Section Eight: Services to the Sector and Wider Society

This section is split into two sections. In section A we are interested in:

- any training and development sessions your organisation has run for arts practitioners and arts organisation within the last six months
- the number of tenants and artist residencies
- the number of volunteers registered with your organisation

In section B, we are interested in:

- Q&A sessions and talks your organisation held
- any work that your organisation has delivered that is socially engaged practice
- Environmental performance

Section A

Part 1: Training/Workshop sessions

Within the last six months, please tell us if your organisation facilitated any sessions that were specifically targeted at artists or other arts organisations for training and development purposes. Please note which language category the session was delivered in. One session is a half day or less. Sessions listed here could include: General CPD training, equality and diversity training, GDPR training

The total number of attendances to sessions should be recorded under the language of the session, regardless of the language of the participants/attenders.

Our language options are: English, Welsh, Other, Bilingual, Multilingual and Language not Relevant.

Definitions:

Bilingual – Welsh AND English ONLY

Other – If the production was delivered in a language other than English or Welsh

Multilingual – if the production did not include Welsh AND English only but included two or more other languages; e.g Welsh, English and Greek

Part 2: Events

Please tell us if your organisation facilitated any events specifically targeted at artists or other arts organisations for training and development purposes during the last six months. Please enter the number of events under the language category the event was delivered in. Events listed here could include: conferences, marketing symposiums, networking events.

Please note: Please provide the names of the sessions and events identified in the comments box.

Part 3: Targeted groups

In this question we are interested if any of the sessions or events for artists/arts organisations identified in parts 1 and 2 were targeted at any of the following groups:

- Disabled People
- Black, Asian and Minority Ethnic Groups
- Children and Young People (Aged 25 and under)
- Lesbian, Gay or Bisexual People
- Welsh Speakers
- Transgender
- Older People (Aged 50+)
- People with specific religious beliefs or other purposes connected to religion
- Pregnant Women and New Mothers
- Families

If sessions or events were targeted at more than one group, then please record this activity against all groups that apply.

The data collected will be compiled into our Equalities and Monitoring reports so that we can look at trends in specifically targeted activity.

Part 4: Tenants and Artist Residencies

Please complete this section if your organisation has tenants who work in the artistic and cultural industries. The tenants could be professional organisations or artists who may or may not pay rent. Please state the number of tenants your organisation has, the number of people employed in the organisation (if known), and the recorded number of hours of advice or assistance you provide to these tenants.

If your organisation delivers/facilitates the commissioning of artist residencies, please record details of all projects currently underway, that you are currently working on, and all those completed.

You can also include details of the number of new residencies contracted during the past six months that may or may not have commenced during this period.

Part 5: Continuing Professional Development

Please tell us of the number of Continuing Professional Development training sessions/workshops identified in Part 1, how many were facilitated/targeted at

teachers during the past six months. Please record the total number of training sessions/workshops for each language, and then for each art form.

A session is a half day or less. One to one mentoring or work placement sessions may also be included here.

Please refer to our Language guide at the start of this section.

Part 6: Volunteers

Part 6 asks for data on volunteers at your organisation.

Please tell us more about the equality and diversity of volunteers registered with your organisation.

Section B

Part 1: Talks and Q&As

Please also tell us the number of talks put on by your organisation at your own venue or organised by you but held elsewhere. Please enter the data under the language option in which the talks were held, with the corresponding number of attendances. Please ensure that you have entered talks and attendances under the same language category.

Finally, could you also tell us the number of Q&As your organisation held during the past 6 months, that were either standalone events, or that accompanied an event.

Part 2: Socially Engaged Practice

Please tell us if you have facilitated any socially engaged practice projects.

Socially engaged practice, also referred to as social practice or socially engaged art, can include any artform which involves people and communities in debate, collaboration or social interaction.

Part 3: Environmental Performance

We would like to know whether your organisation has an Environmental Monitoring System (EMS) in place and/or an existing environmental policy. This is so that we can map trends, rather than rate the environmental performance of individual organisations.

Part 4: Other Services

If you deliver any other type of service to the sector and wider society that you haven't already told us about in this section, then please write in the box provided a short description of the service you provide.

Part 5: Reach and Impact

During the 2018 APW Survey Review, there was a call for more opportunities to provide a narrative to accompany the figures that we request. This is so that we can build a fuller picture of activity. In addition to comments boxes at the end of most questions, we have created an optional comments box at the end of the survey section for you to tell us anything else you would like us to know about the reach and impact of the services you've delivered to the sector and wider society during the past 6 months. The information we receive will not be included in our Official Statistics reports but may be included in any other reports that we publish.

Section Nine: Employment and Members of your Governing Body/Board of Trustees

Please note that this section is compulsory. Here we ask for information about employees and Members of your Governing body/Board of Trustees.

The data collected will be compiled into our Equalities and Monitoring group reports so we can look at trends in working patterns and make national comparisons.

Part 1

Please tell us about the people your organisation employs. No member of staff should be counted in more than one field. Members of your Governing body/Board of Trustees Members are covered in part 3.

**Staff working a total of 35 hours a week or more should be counted as full time.

**Staff working less than 35 hours a week should be counted as part time. Both full time and part time employees are entitled to:

- Statutory Sick Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Adoption Pay
- Share Parental Pay

**Casual Contract (also known as Zero hours contract), as defined by gov.uk: <https://www.gov.uk/contract-types-and-employer-responsibilities/zero-hour-contracts> mean that there is no obligation for employers to offer work, or for workers to accept it.

**Trainee work placements (who may or may not be paid) meet the needs of the organisation, trainees will usual receive a job at the end of their training or an exit interview with formal feedback at the end. <https://www.gov.uk/employ-trainees>

**Apprentices can be anyone over the age of 16 and will combine work with study to learn job-specific skills and gain a qualification from GCSEs or equivalent to degree level. See ACAS: <http://www.acas.org.uk/index.aspx?articleid=3816>

**Interns are graduates or undergraduates who go through a selection process in a more formal structured programme and may or may not receive The National Minimum Wage <https://www.gov.uk/employment-rights-for-interns>

Part 2

Please show us the diversity of paid employees and explain how your organisation collects these figures.

Part 3

In Part 3, we are interested in the number of Members of your Governing body/Board of Trustees (this does not include your Senior Leadership/Management Team).

Members of your Governing Body and Boards of Trustees are people who have legal and financial responsibility for your organisation; and will be concerned with ensuring the overall direction, supervision and accountability of the organisation.

Please enter the total number of Members of your Governing body/Board of Trustees explain how your organisation collects these figures.

Part 4

Please show us the diversity of your Members of your Governing body/Board of Trustees and explain how your organisation collects these figures.

What we mean by diversity?

Protected Characteristics

Equality is often talked about in terms of people's Protected Characteristics where it is against the law to discriminate against someone because of:

- Age
- Disability
- Transgender
- Marriage and Civil Partnership
- Race
- Pregnancy and Maternity
- Religion or Belief
- Sex
- Sexual Orientation

Individuals are protected under the **Equality Act 2010** from these types of discrimination, Equality Human Rights:

<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

The **Welsh Language** is protected under the **Welsh Language Act 1993** and the **Welsh Language Measure 2011**

