



Cyngor Celfyddydau Cymru
Arts Council of Wales

National Lottery Funding Guidelines

Small and Large Grants

October 2019



Yn dyfarnu arian / Awarding funds from
Y LOTERIGENEDLAETHOL
THE NATIONAL LOTTERY®



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Arts Council of Wales operates an equal opportunities policy.

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Welcome

Welcome to our National Lottery Funding Guidelines for Arts Council of Wales Small and Large Grants.

Following our extensive National Lottery Strategy consultation, we have reviewed and revised our funding programmes. We've tried our best to reflect what you told us, and we hope that you will be able to see where these changes have been made.

We've simplified our guideline document as much as possible to make it easier for you to read and understand the application process. We appreciate that it's still a lot of information to digest but if it's here, it's worth reading! Please remember that if you have any questions, just get in touch. Details of all the different ways you can do this are included in this document.

Eligibility – Organisations

The big question....so, first things first, **are you eligible to apply?** We fund **organisations** and **individuals**. If you are an **organisation**, then read on. If you are an **individual** you can jump ahead to page [9](#).

We fund many kinds of **organisations** (more about this later), but before you can apply we need to make sure that your organisation is properly set up and able to manage a grant appropriately. Making sure you meet our eligibility requirements is one of the ways we do this. There are a few key things we require, regardless of how you are set up. Your organisation **must**:

- Be based in Wales, another part of the UK or within the European Union
- Have a governance structure that meets our requirements (see the Governance section below)
- Have a bank account in your organisation's name that has at least two people who can authorise transactions (see bank account section [p.23](#))
- Have an Equal Opportunities Policy that's been reviewed by your governing body within the last three years and complies with current legislation.
- Not be in default of any financial agreement with the Arts Council of Wales
- Not have any overdue requirements on any other Arts Council of Wales funding.

If your project involves working with children, young people or vulnerable adults you must also have:

- A Safeguarding / Child Protection Policy that's been reviewed by your governing body within the last three years and complies with current legislation.

Although not an eligibility requirement as such, we should note that if you are thinking about submitting more than one application you will need to ensure that your organisation has the capacity to deliver on multiple projects effectively and note this clearly in your application.

Governance

We need to make sure that your organisation is set up properly.

If you've never applied to us for funding before:

- you'll need to include a signed copy of your governing document when you submit your application.

If you have applied to us for funding in the past:

- You'll need to include a signed copy of your governing document if you haven't submitted your governing document to us during the last **two years**, or if it's been **updated** since you last applied.

The table below outlines the types of organisation we can fund, and what we will want to see included within your governing documents. If you can't see your type of organisation in the list, or if you're not sure whether your organisation is eligible, please get in touch with our Grants & Information Team.

| Organisation Structure | Governance Requirements |
|---|---|
| <p>Company Limited by Guarantee</p> <p>Charitable Incorporated Organisation</p> <p>Community Interest Company</p> <p>Charitable Trust</p> | <p>The organisation must have a minimum of 2 trustees who are not related or do not live at the same address</p> <p>Governing documents must:</p> <ul style="list-style-type: none"> • be signed by at least two trustees • be registered with Companies House and/or Charity Commission • specify that regular board meetings are to be held • include an appropriate quorum for decision making • include an appropriate Dissolution clause or Asset Lock (see below for guidance) |
| <p>Company Limited by Shares</p> | <p>The organisation must have a minimum of 2 trustees who are not related or do not live at the same address</p> <p>Governing documents must:</p> <ul style="list-style-type: none"> • be signed by at least two trustees • be registered with Companies House and/or Charity Commission. • specify that regular board meetings are to be held • include an appropriate quorum for decision making |

| Organisation Structure | Governance Requirements |
|---|---|
| Unincorporated Association | <p>The organisation must have a minimum of 2 trustees who are not related or do not live at the same address</p> <p>Governing documents must:</p> <ul style="list-style-type: none"> • be signed by at least two trustees • specify that regular board meetings are to be held • include an appropriate quorum for decision making • include an appropriate Dissolution clause or Asset Lock (see below for guidance) |
| Health Boards Universities Local Authorities Organisations governed by the above | <p>Governing documents are not required for these organisations, but we will need to see letters of support from two senior personnel.</p> |
| Limited Liability Partnership Limited Partnership Partnerships | <p>The organisation must have a minimum of 2 trustees who are not related or do not live at the same address</p> <p>Partnership agreement must:</p> <ul style="list-style-type: none"> • be signed by all partners • specify that regular partnership meetings are to be held • include an appropriate quorum for decision making • include an appropriate Dissolution clause |
| Band Partnerships | <p>Partnership agreement must:</p> <ul style="list-style-type: none"> • be signed by all partners <p>It must also detail:</p> <ul style="list-style-type: none"> • your band’s financial arrangements • how you make decisions relating to the band • how you manage group equipment • how you manage a change in membership and what happens if a member leaves • what happens if you disband • how you manage the ownership of group recordings, publishing copyright and income |

| Organisation Structure | Governance Requirements |
|------------------------|---|
| Statutory Corporations | Please speak to an Arts Council Officer before applying |
| Housing Associations | Please use the table above to identify your structure |

If you are an [Arts Portfolio Wales member](#), you will need to discuss your project with your Lead Officer. Applications will only be released if your project application has been discussed and agreed and is noted within your Funding Agreement.

Definitions

We define [related trustees](#) as:

- Family members extending to mother, father, brother, sister, son, daughter, grandmother or grandfather.
- Marriage relations extending to spouse, son or daughter in law, and mother or father in-law.

A [dissolution clause](#) specifies what will happen to the remaining assets of an organisation (which includes cash and other assets) if the organisation is wound up or dissolved.

Arts Council of Wales requires a dissolution clause that specifies that any remaining assets will be transferred to an organisation with similar objectives.

An [Asset Lock](#) ensures that the assets of an organisation (including any profits or other surpluses generated by its activities) are used for the benefit of the community.

Your organisation doesn't have to have arts noted within its objectives as part of its governing document, but we would strongly encourage this, and it may provide us with additional assurance of the artistic aims of the project on application.

Some organisations aren't eligible to apply to us for funding. These include:

- Government departments
- Schools (take a look at our [Creative Learning Through the Arts](#) programmes instead)
- Organisations based outside the European Union

Eligibility – Individuals

Are you an Artist or an Arts Professional? If so, read on....

To be eligible to apply as an individual (which includes sole traders and individuals trading as a business), you must:

- Be able to apply in the **legal name** of the individual making the application.
- Have a bank account in your **legal name** (see bank account section [p.24](#))
- Must be over 18 and live in Wales.
- Must be pursuing an artistic career or be professionally employed in the arts in Wales. This does include freelance practitioners.
- Must not be in full-time education at school, college or university.
- Must be able to provide evidence of your track record of facilitating or creating artistic work for presentation to audiences.
- Not be in default of any financial agreement with the Arts Council of Wales
- Not have any overdue requirements on Arts Council of Wales grant funding awards.

You can only hold one grant from us at any given time. If you have received project funding from us previously, you will need to have submitted your completion report to us before you can apply to us again. **We will not release an application form to you unless you have submitted the completion report from your previous project.**

When we consider your **track record**, we'll look at your experience to date. We'll also look at the scale of your proposed project, the partners and mentors involved and if it's the right stage of your career to deliver a project like this. We're interested in **your creative journey** and how this project will help you get to where you want to be.

We won't fund anyone who has been working for less than a year and who has not **had at least one piece of work professionally produced, presented, published or exhibited**. This is because we expect to see evidence of a professional practice as the foundation for the activity you want us to support.

Depending on your project, we would expect you to demonstrate that you have a **Creative Partner** involved in your project. This might be a mentor or critical friend or a partner organisation that will champion your project and promote and present your work to audiences. We'll ask you more about who this is and the role they will play, so you'll need to give this further thought if you haven't identified anyone yet.

Now we know *you're* eligible, what about your project?

| | |
|--|--|
| Your project must take place mainly in Wales | <ul style="list-style-type: none">• We can consider funding a training or development opportunity that is delivered outside Wales, if it is not available here• We can consider funding up to 15% of the total cost of a project to enable touring outside Wales• We can consider funding some international activity as part of a wider project if a clear rationale is given |
| Your project must be additional to your usual programme of activity | <ul style="list-style-type: none">• This means it should not be part of your core activity or include core costs |
| Your project must be time limited | <ul style="list-style-type: none">• This means it has a definite start and end date. It's a good idea to allow yourself some extra time if you need to address some additional conditions. |
| You must have other funding for your project | <ul style="list-style-type: none">• We expect a certain percentage of your project income to come from a non-national lottery source. More detail on this can be found on p.17. |

If your project is focussed on **literature** please contact **Literature Wales**, the national company for the development of literature in Wales, to discuss how they may be able to help you: www.literaturewales.org / 029 20 47 2266 / post@literaturewales.org

If your project is focussed on **film** please contact **Ffilm Cymru Wales**, the national agency for the development of film in Wales, to discuss how they may be able to help you: www.ffilmcymruwales.com / 029 21 679 369 / enquiries@ffilmcymruwales.com

Both of these organisations distribute National Lottery funding on our behalf for these specific areas of activity.

What you need to include in your Application

Our Corporate Plan

So, now we know that you're eligible and that your project is eligible, let's look in more detail about the *kind* of project we want to support.

Our new Corporate Plan, 'For the Benefit of All', is a good place to start:

[Arts Council of Wales Corporate Plan 2018-23](#)

This document sets out our ambitions for 2018-2023 and shows how we are working towards achieving our goal of making the arts central to the life and wellbeing of the nation.

We have three, clear objectives:

1. Promoting Equalities as the foundation of a clear commitment to reach more widely and deeply into all communities across Wales.
2. Strengthening the Capability and Resilience of the sector, enabling creative talent to thrive
3. Enabling the Arts Council to work more effectively, collaborating more imaginatively with like-minded partners across Wales

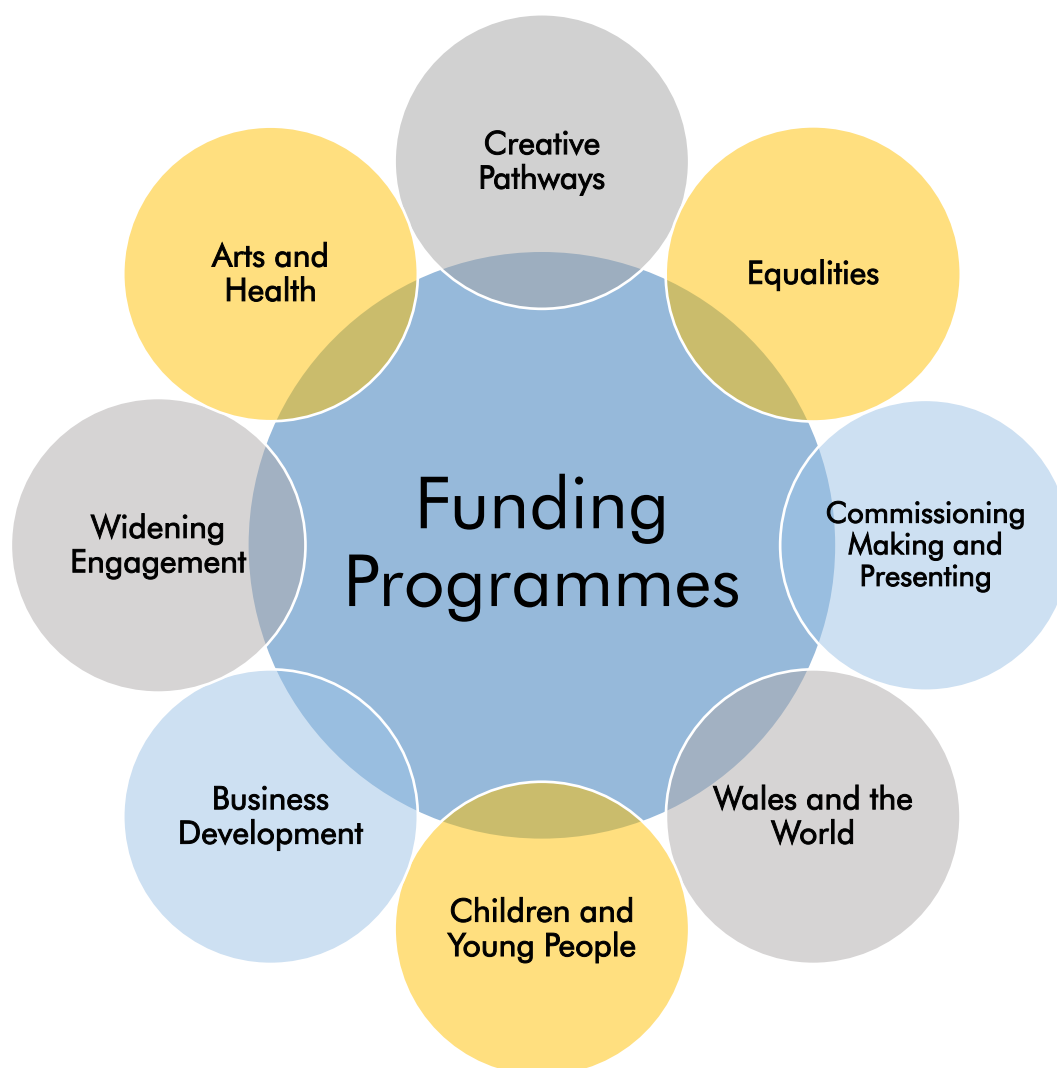
Our funding decisions are guided by how well your project meets one or more of these objectives.

Demand for funding is high and can be extremely competitive which means we're not able to fund every application. So, it's really important that your application demonstrates clearly how your project will meet one or more of these objectives.

We are passionate about the development of work in the Welsh language and also want to invest in projects that develop the capability and skills of artists and professionals wanting to work in Welsh. This will be key in helping to achieve the Welsh Government's goal to raise the number of Welsh speakers to 1 million by 2050. Although there is not a discrete funding programme, this ambition underpins the delivery of our strategy.

Funding Programmes

We've learnt that by having quite rigid 'strands' we have quite often had to turn down excellent applications as they have not been a good 'fit'. It's important that we are able to be more open and flexible in our approach, so as long as your project reflects one of the following eight programmes, we will accept your application. Your project may include elements of more than one of these programmes but you will need to **identify one programme that best reflects the aspirations of your project for your application.**



Equalities

This is a key strategic priority for us. You may not be applying directly for this programme of funding but we would expect you to demonstrate within your application how you're addressing this issue.

We want to find new ways of encouraging more people – and a wider range of people – to enjoy and take part in the best that the arts can offer.

Our research has shown that National Lottery funding is not shared equally across many communities and geographic areas of Wales at present. We also know that often those communities are the most deprived, and many talented people may not have the opportunities that others may have. We think that this needs to change.

Many people with protected characteristics are also under-represented. Protected characteristics are the nine groups protected under the Equality Act 2010. They are: age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

The arts across Wales are currently not reaching and involving enough people from these groups.

The gap is especially striking in the very low number of disabled people and those from Black and Minority Ethnic backgrounds, who make, enjoy and take part in the arts. We have been concerned about this for some time and are determined to support more people from more diverse backgrounds to work, enjoy and take part in the publicly funded arts. We are also developing some specific initiatives that will drive this important work forward and will keep you informed as they go 'live'.

Creative Pathways

Arts, the cultural sector and creative industries are among the fastest growing economic sectors in Wales and creativity is one of the most in demand skills from employers. So, investing in your creative work will continue to be a priority for us. Where key gaps in provision are identified, we will work with other organisations and interested parties to address them. It can't only be the privileged who can work in the sector – there must be a level playing field when it comes to employment and opportunities.

Under this programme of work we want to support projects which may include one or more of the following:

- **focus on career development for arts professionals and artists**
- **provide opportunities for apprenticeships and placements**
- **focus on leadership programmes**

We particularly want to support under-represented sectors and those with protected characteristics to flourish and find work.

Commissioning, Making and Presenting

We value the creation of exciting high-quality arts. Since the beginning of time, artists have reflected, questioned and shaped the way that culture and society have developed. So, investing in the creative work of our most talented individuals, companies and communities will continue to be a priority for us.

This is an area where we recognise that further development work and consultation needs to take place and we'll be working with the sector over the coming months on a longer-term investment programme. To some extent, for the next few months, this is a holding position.

So, until this work is completed by April 2020, these are the kinds of projects we will want to support:

- Festivals
- Research & Development
- Production
- National Touring
- Programme Support

Wales and the World

We want to create a new cultural context that nurtures international understanding and tolerance through engaging with the diverse international communities in Wales. We must find ways of giving back and enriching cultural connections. Re-defining our relationship with Europe will also be important in the coming years.

Learning from other cultures and learning to respect and celebrate different ways of life is very important to a healthy arts scene in Wales. We also recognise that we need to ensure that organisations and artists that are market ready are given opportunities to showcase their work to international markets.

If your project has a solely international focus, please talk to our **Wales Arts International** team: website www.wai.org.uk / email info@wai.org.uk / phone 03301 242733 then select option 3 and then option 1. They will be able to discuss the **International Opportunities Fund** with you.

As noted on page [10](#), we can also consider funding some international activity as part of a wider project if a clear rationale is given.

Children and Young People

We will support arts projects which focus on children and young people in two ways. The first is via our Creative Learning programme, which has challenged Government to place the arts at the heart of the school curriculum and has challenged us to harness the power of the arts to reinvigorate the school day and to re-ignite the creativity of teachers themselves. If you're a school or are considering a project that involves activity with or within a school, then please talk to our Creative Learning Through the Arts team about how we may be able to help you: website www.creativelearning.arts.wales / email Creative.Learning@arts.wales \ phone 03301 242733 then select option 2

The second way we want to do this is by **supporting projects that undertake targeted work with children and young people in communities.**

We want to support our young people to develop their creative talents and foster an environment in which that talent can be identified, inspired, nurtured and celebrated. We want as many young people as possible in Wales to believe that the opportunity is there for them to be the best they can – or want – to be, performing with their peers at the highest level, celebrating and demonstrating their creative talents. Above all else, we want young

people to have the opportunity to enjoy and take part in creative activity that they find relevant, contemporary, and exciting.

We're especially interested in supporting projects which target the disadvantaged and the ignored – those who for whatever reason have become separated from mainstream training and education and who are in danger of falling between the cracks in the current system.

Arts and Health

The arts are very powerful in personal and societal health. We're working very closely with colleagues in health bodies such as the Health Boards and we have a Memorandum of Understanding with the NHS Confederation in Wales to promote the value of creative activity in generating better health outcomes for Wales, so we have earmarked funds to support projects that help meet this aim.

This programme is for organisations only. Applications must be submitted by a partnership / consortium of organisations and must include both a health and arts partner.

This programme is not open continuously, so we'll announce further detail online and on social media when it's open for applications. However, we'll be pleased to talk to you at any time about your project and help you develop it so please have a look [at our website](#) to find out more about our priorities in this area. You can email us at artsandhealth@arts.wales for more information or to start a conversation about a project.

Widening Engagement

If we're to increase the number of people involved in the arts, we need to change public perceptions of the arts – how they're made and who they're for. It's important to note though, that this isn't just about growing the numbers. The arts still tend to be seen as for the most privileged in society. We want to change this. We want more people to be actively participating in the arts and creative activity in new and innovative ways. We want to support projects that reach out to those who maybe don't see themselves as traditional arts audiences. This could be via participatory projects. The arts in Wales will be stronger, more exciting and more relevant if they embrace the inspiration and life experiences of a more diverse cross-section of people.

Whether attending, taking part or working in the arts as artist, employee or board member, we need to see Wales' wider population represented so we've set specific targets in our Strategic Equality Action Plan which you'll find on our website.

Business Development

We want to encourage the creation of exciting high-quality arts. One way we'll do this is by **supporting projects that help to create an environment in which artists and arts organisations are more likely to prosper**. We want to help you to improve your businesses and ensure that your work is relevant to as many people as possible so that you can reach out to as many 'customers' as possible and thereby sustain yourselves better.

Supporting you in understanding the importance of good governance and having the skills to become 'investment ready' is something that we will prioritise.

Our work on a Resilience Programme for non-portfolio organisations is being developed and will be ready by April 2020. We will also be exploring in more detail how we can support individual practitioners to develop their business skills in a more structured way.

In the meantime, if you have a project that you want to discuss with us then please do get in touch.

Funding Limits, Percentages & Timescales

You can apply for:

Small Grants - funding of between £500 and £10,000

Large Grants – funding of between £10,001 and £50,000

The maximum percentage of your total eligible project costs that we can fund is:

| | Organisations | Individuals |
|-------------|---------------|-------------|
| Small Grant | 80% | 90% |
| Large Grant | 75% | 90% |

You won't be able to apply for a Large Grant until you have successfully applied for a Small Grant.

There are **no deadlines for small grants**, but you need to allow a **minimum of six working weeks** between the date you submit your application and the date you want to start your project.

There are **set deadlines for large grant applications**. We publish the deadline dates on our website and accept applications up to 5.00pm on that date. You need to allow a **minimum of nine working weeks** between the deadline date and when your project starts. We won't accept your application if your project's start date is too soon.

Applications must be complete and no further supporting information will be accepted after submission.

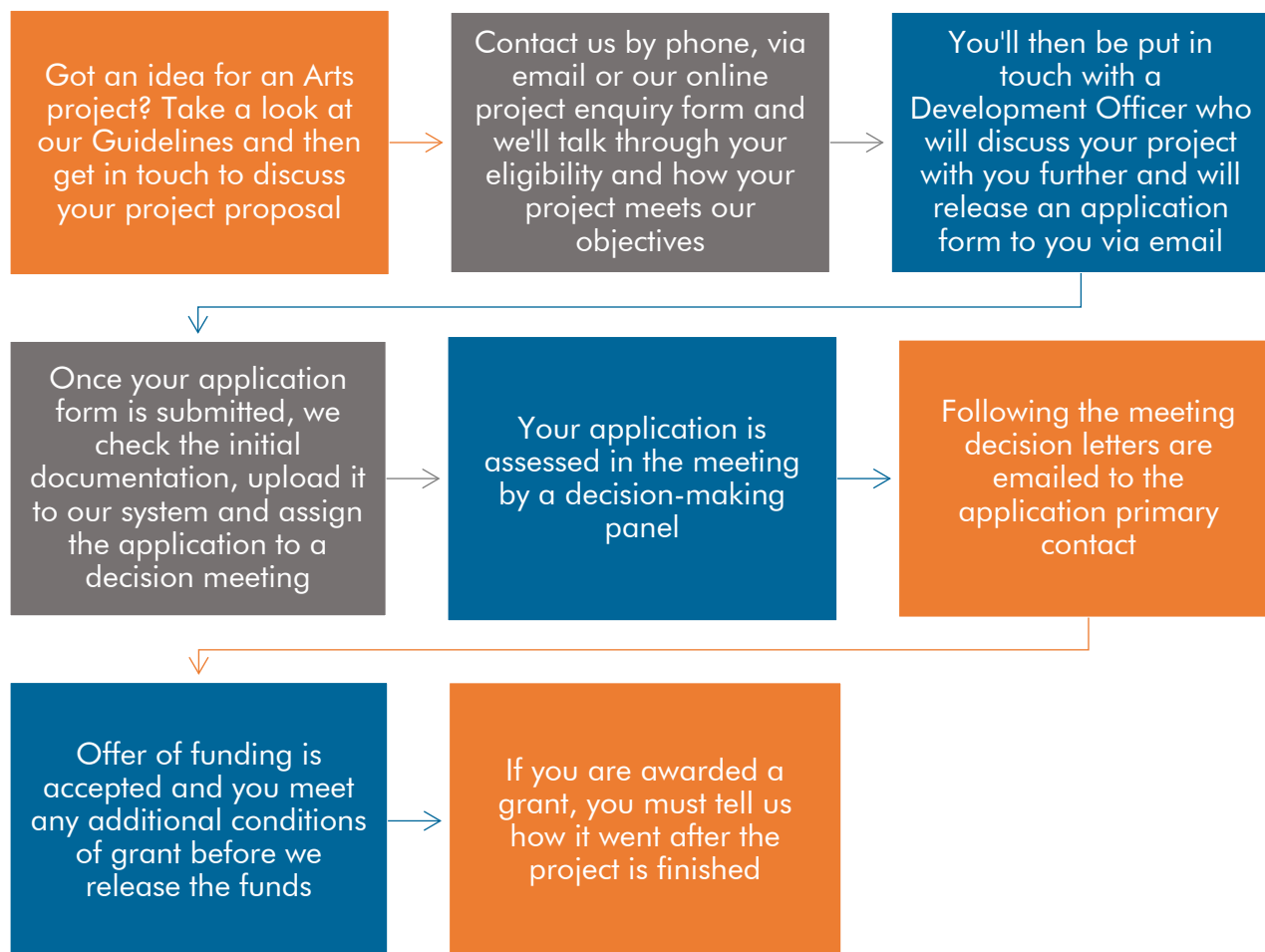
The remainder of your project income must come from a non-Arts Council of Wales source and at least 10% of your project income must not come from other National Lottery funding.

If you're an organisation, a **maximum of 10%** of your project income can be in-kind.

You can find out more about partnership funding and in-kind funding in our application Help Notes.

How to Apply and Contact Us About an Application

We want to make sure that your application is as strong as possible before you submit it to us. For this reason, you will need to speak with us first before you can access an application form. This flowchart provides an outline of our application process:



As you will see, there are two stages of discussion with us that take place before we can release an application form to you. This is broken down in a bit more detail here:

- If you're not sure whether you're eligible or whether your project is a good fit with our objectives or funding programmes, have a technical query about the application process, or need more general information about the different funding programmes, you can get in touch with our **Grants & Information Team**. We will do our best to answer your queries, make some checks, and offer guidance. Our Grants & Information team can be contacted via the online enquiry form on our website, email grants@arts.wales, phone 03301 242733 the select option 1, then option 1.
- If you are already sure that you are eligible and that your project is a good fit with our objectives and one or more of our funding programmes, then you can get in touch with our **Development Team** to discuss your project in more detail. Our Development Team can be contacted via the online enquiry form on our website, email development@arts.wales, phone 03301 242733 then select option 1, then option 4.

In either case, please include as much of the following information in your email as possible:

- your name
- project title
- a description of your project
- how your project will match one or more of our corporate objectives
- how much funding you want to apply for
- where your project will take place

We use an online application system. Once our Officers are satisfied that you and your project are eligible and your project proposal is as strong as it can be, your Development Officer will release an application form to you via e-mail. The email will contain a link to our online application system where you will be able to create an account and/or log-in to an existing account and work on your application. You might want to share a draft of your application with your Officer for feedback before you submit it.

So far we've outlined **what** we want to see included in your application, **how** to apply, **who** to talk to and **what** happens to your application. You've told us that you'd like to know more about our decision making process. We want to make sure that we are being as transparent as possible, so we'd like to tell you a bit more about **who** is involved in the decision making process and **how** this happens.

All applications are subject to the same rigorous checking and assessment process. When we receive your application, our Investment & Funding Services Team will carry out a series of checks. If any documents relating to your eligibility (i.e. governing document or bank details) are missing, or your start date is too early, we'll give you up to 5 working days to resolve this before we reject your application.

Grant decision meetings are chaired by one of our Portfolio Managers and panels can consist of Development Officers, Grants & Information Officers and Arts Associates who are from all parts of Wales and have a wide range of expertise.

Your application will be assessed against the published criteria and the quality of your artistic proposal.

Access

We want to make sure that there are no barriers for anyone with any additional access needs (for example, if you're disabled or have a physical or mental health condition).

There are **three** ways we can offer support:

1. Applying for Funding

If you have any access needs and are considering submitting an application, we can help to make sure that you're supported during the application process. For example, you might have a condition which makes it difficult for you to articulate your project ideas in your application form.

Please get in touch with our Grants & Information team using the details on p.18 to discuss how we can help.

2. Running your Project

If your application is successful, we can help to cover access support costs for you, or anyone directly involved in developing and delivering your project. This might include things like:

- Interpreter costs
- Support Workers
- Specialist equipment or software

We don't include your access costs when we work out the financial limit that you can apply for.

For example: You might apply to us for £10,000 for your project and have personal access costs of £500. The personal access costs are **additional**, so your total application cost is £10,500. If your personal access costs take your application over the maximum threshold you won't need to ask us for any special permission for the additional costs.

There's more information on how you present this to us in our Help Notes, but if you're unsure or have any questions relating to access costs, please discuss these with your Development Officer using the contact details on page p.18.

3. Your Audience/Participants

In your project budget there's a section where you can include access costs to make your project more accessible to your audiences or participants. You'll find more detail about the kind of costs we can support in our Help Notes.

In addition to the support noted above, you might also want to consider the Government's Access to Work scheme which can support you if you're disabled or have a physical or mental health condition that makes it hard for you to do your job: www.gov.uk/access-to-work

Project Costs

Artist Fees

We want to make sure that you are paying yourself, and members of your project team properly. Your project should include fees to cover your/their time. Fees can be up to 100% of your project expenditure.

We won't fund applications where you aren't paying yourself or your co-workers at all, or are only paying a low/nominal fee. We'd like to see that you have referred to the industry standard daily/weekly rates relevant to your practice, but at the very least we would expect to see that you are committing to the industry minimum.

The table below details some Unions and support organisations which can offer guidance, and also notes the current absolute minimum gross rates (as of August 2019). We would advise you to check these rates with the relevant organisation:

| Who/Link | For | Minimum rate |
|----------------------------------|---|---|
| a-n | The Artists Information Company for visual artists | £168 daily |
| BECTU | The Broadcasting, Entertainment, Communications and Theatre Union for technical staff | national living wage of £8.21 hourly (this is higher than the minimum BECTU agreed hourly rate) |
| Equity | For actors, singers and dancers | £483 weekly |
| itc | Independent Theatre Council for theatre practitioners | £483 weekly |
| Musicians' Union | Musicians' Union for musicians | £556.23 weekly |
| UK Theatre | For theatre staff and musicians | £450 weekly |

Costs we can't support

There are some costs that we can't support:

- activities that are not related to the arts
- accountancy, audit, legal and bank fees or charges
- ongoing overheads, for example rent and utilities
- fees you're charged for advice on and/or help with completing your application
- fundraising activity
- launch costs

- prizes, merchandise, gifts, flowers, fireworks and other pyrotechnics, competitive events and purely promotional events
- retrospective costs. By this we mean activity that has already taken place, or any costs that you have paid or agreed to pay (by signing a contract or placing an order for example), before we have made a decision on your application and you have accepted our offer of grant. Advertising or promoting your project before this point is done so at your own risk. **We can't fund projects where tickets are already on sale.**
- full or part-time undergraduate or postgraduate courses in further or higher education institutions. We also can't support individual tuition, lessons or vocational training.
- costs incurred by individuals to lead on participatory projects, such as workshops or to work with children, young people or vulnerable adults. We usually fund organisations with appropriate safeguarding procedures in place to deliver this type of work. Activity like this can still be part of your project, but we are not able to fund this element therefore it should not be included in the project budget you submit to us.

In most cases, we're unable to support catering costs. However, where there is clear rationale, for **participatory projects which involve children and young people where attendance would be negatively impacted** if this element wasn't included within the budget, **we will be able to support reasonable costs for meals/refreshments.**

Bank Accounts – Organisations

We will need to make some financial checks, so we'll ask you to provide some evidence of your bank account. Unfortunately, we won't be able to accept your application without this information. **You'll be asked to include this information with your application every time you apply to us for funding.**

When you submit your application, you'll need to include evidence that you have a bank account in your organisation's name together with evidence that at least two people (signatories) can authorise transactions.

We will need the evidence to link:

- that the account is in your organisation's name
- that at least two people can authorise transactions
- the account number
- the sort code

This evidence will need to be:

- less than 2 years old at the date of application
- an official bank communication, for example:
 - Photographs of each bank card for the account that show the names of each signatory, the account name, number and sort code. (some bank cards don't show all this information so if this is the case, you'll need to provide some additional information that links your organisation and the account details)
 - A letter or email which clearly demonstrates that it has been sent by your bank confirming the information required.
 - Screenshots of each signatory logged in to online banking displaying their name with the bank account information for the organisation.

You might need to include several documents to ensure that the information required can be clearly linked to the account details.

If your application is successful, we will check this information by asking you to provide further details about your account. We won't be able to release any payments to you until we have received and checked this information.

Please note:

- We can't accept building society accounts that operate with a passbook only.
- Statutory bodies (such as local authorities, town councils, health boards, or universities) will not need to provide this information. In these cases, the account details provided must be in the organisation name or that of its local authority.

If you're not sure that the information you have satisfies our banking evidence requirements, please email what you have to us at investmentandfunding@arts.wales so that we can advise further.

Bank Accounts – Individuals

We will need to make some financial checks, so we'll ask you to provide some evidence of your bank account. Submitting this information is mandatory and unfortunately, we won't be able to accept your application without it. **You'll be asked to include this information with your application every time you apply to us for funding.**

When you submit your application, you'll need to include evidence that you have a bank account in your legal name, which corresponds to the name under which you are applying. We can't accept applications submitted under a stage name for example.

We will need the evidence to link:

- that the account is in your legal name
- the account number
- the sort code
- the address on the bank account is in Wales

This evidence will need to be:

- less than 2 years old at the date of application
- an official bank communication, for example:
 - Photographs of the bank card for the account that show the account name, number and sort code. (If your name is not evidenced on the card then additional information will need to be provided, linking you to the account details)
 - A letter or email which clearly demonstrates that it has been sent by your bank confirming the information required.
 - Screenshots of you logged in to your online banking showing your name and your bank account information

You might need to include several documents to ensure that the information required can be clearly linked to the account details.

If your application is successful, we will check this information by asking you to provide further details about your account. We won't be able to release any payments to you until we have received and checked this information.

Please note:

- We can't accept building society accounts that operate with a passbook only.
- We cannot accept joint accounts.

If you're not sure that the information you have satisfies our banking evidence requirements, please email what you have to us at investmentandfunding@arts.wales so that we can advise further.

Application Checklist

As we reach the end of this document, we thought to would be useful to include a quick checklist to act as a prompt for applicants:

- Are you eligible?
- Have you got the relevant documents? (bank info, governance documents if required)
- Have you identified one (or more) of our corporate objectives that reflect your project activity?
- Have you identified at least one main programme where your project would fit?
- Have you spoken with the Grants & Information Team and/or the Development Team?
- Has an application form been released to you via e-mail?

If you can answer yes to all the questions above, then you're now ready to complete your application. You can refer to our application Help Notes for more detail about how to complete your application form but please remember that if you're not sure or need some further help or guidance, just get in touch with us using the details below or on p.18.

Other Ways to Contact Us



03301 242733



9.00am - 5.00pm Monday - Thursday
9.00am - 4.30pm Friday



www.arts.wales/about-us/contact-us



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