

Arts Council of Wales

# COVID-19: Support for Individuals

## Urgent Response Fund

April 2020

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

## Urgent Response Fund

- This is a fund for those individual artists and freelancers who have lost income from their creative work and/or practice due to COVID-19
- You can apply for a grant of up to £2,500 to help support your immediate needs
- We aim to support people on a non-competitive basis, but funds are not unlimited. It's very important that funds are given to those in the most urgent need. We'd therefore ask you to think carefully about whether you should make an application at this time.
- The process is intended to be 'light-touch' and quick. We're aiming to turnaround applications within 3 weeks of the closing dates. If the number of applications we receive means that this isn't achievable we'll let you know as soon as possible.

## What is this fund for?

This fund is to support freelance artists and freelance creative practitioners working in the not-for-profit sector in Wales who are experiencing immediate financial difficulty due to the loss of income as a result of the COVID-19 pandemic.

This fund offers a one-off grant award that will provide a financial bridge for those people in Wales who are most deeply affected and disadvantaged by the cancellation of work as a result of the emergency situation.

Our priority is to support those most in need at this time, particularly those who are least likely to benefit from the recently announced **Job Retention Scheme** and **Self Employment Income Support scheme**. It's vital that we're able to support those who have the most urgent needs at this time.

Our priority in this moment of unprecedented instability is to alleviate the hardship of those working in the arts by getting these funds to those who need them.

We're not making the process competitive, neither will support be means-tested. Instead, we're relying on you to be mindful of the collective needs of your peers when choosing to request funds. We trust our artistic community to respect this way of working at this time. In return, our commitment to you is that we try and make this fund as quick and easy to use as we can.

## Deadlines

There are two deadlines.

### Round one

Opens for applications on **Tuesday 14 April 2020** and applicants will need to have submitted an online application no later than the deadline of **5pm Monday 20 April**.

### Round two

Opens for applications on **Tuesday 28 April 2020** and applicants will need to have submitted an online an application no later than the deadline of **5pm Wednesday 6 May 2020**.

## How much can I apply for?

Awards can be requested for any amount up to £2,500. You may only request more than £2,500 if your request includes access costs (please refer to Frequently Asked Questions).

## What are the priorities for support?

Our aim is to support those most disadvantaged at this time. If you are not in immediate need you may be able to apply to our other strands of support which will be announced in the coming weeks.

The funds are offered on a non-competitive basis and require you to submit minimal information to enable us to make awards as quickly as possible.

You should only request support if you are experiencing immediate financial difficulty due to loss of earnings from your creative work and / or practice due to COVID-19.

## Awards are open to:

- Freelance professionals whose work has direct creative outcomes. You might be a visual artist in any medium, a writer or maker of poetry, prose or fiction, a playwright, actor or theatre-maker, a dancer, musician, craft maker or designer. You will derive a significant proportion of your income from your role in creating or producing original artistic, creative or design material and will invoice for this work direct.
- Freelance professionals whose work directly supports the making and presentation of creative work including events. You might be a theatre producer, a lighting designer, a gig promoter, an independent curator or creative producer. You will derive a significant proportion of your income from your role in supporting or producing

original artistic, creative or design material and events and will invoice for this work directly.

- Your CV must demonstrate that you have a freelance professional practice as described. If your role is not art form specific your CV must demonstrate that a significant proportion of your work is within the not-for-profit arts and creative industries sector.
- We understand that many freelance workers will have regular work from the same employer. In that case you should explore what provisions the employer is making to support their workforce. You will be eligible for an award through this scheme if they are not able to support you and there is no other provision.

## Part-time workers

You'll be eligible if you're employed part-time and also have a freelance professional creative practice. Please only request the funds you need to address immediate difficulty due to the loss of your freelance earnings.

## Freelancers in the Creative Industries

These awards focus on supporting artists and creative practitioners whose work is presented mainly within the not-for-profit sector and those who produce or otherwise support the bringing of this work to an audience.

Those working predominantly in the wider creative industries are not eligible. We anticipate that UK Government and enterprise agency interventions will be focused on this area.

## Who isn't eligible?

- Those who cannot demonstrate a freelance professional creative practice in the not-for-profit arts and creative industries sector
- Organisations
- Individuals based outside Wales
- Anyone still at school, or studying either full time, or as part of a long term, formal or accredited programme at college or university (at the time of application) including PhD students
- Academics or other education professionals.

## What we'll need from you?

1. A CV (Curriculum Vitae) or a short supporting statement of your work. A CV is a short document which summarises a person's background, skills, experience and achievement.
2. A name and email address of a professional referee:
  - A professional referee can be anyone in a recognised role in the arts or creative industries who can verify that you have a professional practice as a freelance artist or freelance creative practitioner
  - It can also be someone who has employed you as a freelance artist or creative practitioner in the past two years
  - It can be also someone from an arts organisation, a local creative network, or a current employer
3. 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.

## What is the application process?

1. We ask you to complete and submit a simple online request form, found [here](#). If you're unable to access the online form, please contact us at [grants@arts.wales](mailto:grants@arts.wales).
2. After we receive your application we will send you an acknowledgement email which will include an equalities monitoring form for you to complete. This is separate to the application form and used solely for our Equality Monitoring reporting purposes and will not be part of our eligibility check. It is important that you complete this form
3. We'll determine your eligibility by reviewing the information provided in your CV / short supporting statement to ensure that you are a freelance artist or freelance creative practitioner
4. If necessary, we'll contact your referee with a standard request to verify your position as a freelance artist or freelance creative practitioner
5. In rare cases, we'll contact you to clarify information provided in your request
6. After approving your request, we'll ask you to complete and return our Award Acceptance and Bank Details Form

7. Once you have returned your award acceptance and we have verified your bank details we'll pay 100% of the award
8. We won't seek any monitoring or reporting information after the award payment

**Please note:**

If we cannot establish that you are a freelance artist or freelance creative practitioner whose earnings are directly impacted by COVID-19 we will let you know that your request has not been approved. This decision will be final.

We'll respond to all applications within 3 weeks of the deadline and will try to respond more quickly where possible. If our capacity becomes reduced due to the COVID-19 pandemic, we will contact you to discuss an amended timescale.

## Frequently Asked Questions

Before starting on your application we'd strongly recommend that you read our [Frequently Asked Questions](#). These will provide you with all the information you need to complete an application.

## What Questions Will I Need to Answer?

As well as basic questions about you that we need in order to process your application we also ask for some information to help us monitor where our funds are going (for example where you are based and what sector you work in)

We also ask the following four questions:

1. Tell us about what you do, the range and type of your work, and any important achievements that you want us to know about.

Use this section to let us know about you and your work. We will use our answer to decide whether your work falls within one of our eligible categories

2. Please tell us briefly how COVID-19 has affected your freelance income due to the cancellation of existing and future work.

Tell us whatever you feel you're able to about what has happened to your income as a result of COVID-19. We're not able to support you through this fund if your change in circumstances is not related to losing income as a result of the COVID-19 pandemic.

3. Are you currently in receipt of any other Arts Council of Wales funding?  
(If yes, please provide details.)
4. Please tell us why you are ineligible for the Government Job Retention Scheme and Self employment Income Support Scheme.

Tell us the details of your enquiries into these funds and why you believe you are ineligible.

5. Are you seeking financial assistance from anywhere else? Do you expect to be successful?

You should seek assistance from other sources wherever possible. If you have received, or believe you are entitled to receive other funding that will reduce your urgent need then you should take this into account when deciding whether to apply to this fund or not.

## Bank Details

- We can pay the award into your personal account only
- Your account must be a UK based bank account
- We will pay by a BACS payment
- Your account must be in the same name under which you made your request for the award
- You must complete and return Bank Details Form even if you have received funds from Arts Council of Wales in the past into the same account.

Please refer to the FAQ's for further guidance on appropriate bank evidence.

## Not sure if you or your request is eligible?

The nature of this fund relies on the integrity of the applications. Please ensure you answer all questions fully, clearly and honestly. If you answer a question with inaccurate information, we may need to reclaim funding at a later date or take other action if we suspect fraud.

If you want to clarify if you or your request is eligible, or you wish to discuss other questions about this fund, please contact our Enquiries Service.

You can do this by email, through our website or social media.



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

Web: Fill out a form on our [website](#)

Twitter: Send us a tweet [@artswales](#)

We aim to respond to all enquiries very promptly.

If you want us to call you back, give us your number and we'll arrange to come back to you as soon as possible.

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## Freedom of Information

Arts Council of Wales is committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions. You can see details of our policy [here](#).

We're listed as a public authority under the Freedom of Information Act 2000. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks to see them under the Freedom of Information Act 2000.

We may not release those parts of the documents which are covered by one or more of the exemptions under the Act. Please see the [Freedom of Information website](#) for information about freedom of information generally and the exemptions.

## Complaints Procedure

If you're not happy with the way we dealt with your application, you can access a copy of our Complaints procedure on our website [here](#).

Please note that you can only complain if you believe we have not followed our published process when dealing with your application. You cannot use the complaints procedure to appeal against the decision.

## Data Protection

It's important that you're aware of the Arts Council of Wales' obligations and responsibilities under the General Data Protection Regulations (GDPR). The GDPR regulates how we collect, manage, share and store personal data and your rights in relation to our management of your data.

Further information may be found in our published Privacy Policy.

We will not disclose Personal data or Sensitive Personal data, (as terms are defined in the General Data Protection Regulations without your consent unless an overriding obligation applies (e.g. legal obligation).