

Arts Council of Wales

# COVID-19: Support for Organisations

## Stabilisation Fund

April 2020

## Contents

Stabilisation Fund	3
What is this fund for?	3
Eligibility	4
Deadlines	5
How much can I apply for?	5
What are the priorities for support?	6
What can I apply for?	6
What are the criteria that apply to this fund?	7
What we'll need from you?	7
What is the application process?	8
Frequently Asked Questions	9
What Questions Will I Need to Answer?	9
Bank Details	10
Not sure if you or your request is eligible?	10
Freedom of Information	11
Complaints Procedure	11
Data Protection	11



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.

## Stabilisation Fund

- This is a fund for organisations who are members of the Arts Council's Arts Portfolio Wales (APW) **and** those organisations who are outside the Portfolio.
- Not all members of the APW can apply – eligible criteria apply.
- The fund supports those organisations affected by the COVID-19 emergency who are trying to get back on their feet and sustain themselves through the coming months.
- You can apply for a grant of up to £35,000, for activity that can be completed in the next six months.
- In **exceptional** circumstances, APW organisations can apply for a higher amount, although they must first request the Arts Council's agreement to apply for a higher figure.
- Many organisations are affected by the consequences of COVID-19. But it's 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 4 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 arts organisations working in the not-for-profit sector in Wales who are experiencing immediate financial difficulty due to loss of income, as well as cashflow pressures resulting from the Coronavirus/COVID-19 pandemic. The fund can also invest in activities over the next six months that put your organisation on a more stable footing. Our priority, however, will be those organisations facing the most immediate and acute financial challenges.

Our nation-wide network of arts organisations is at the heart of cultural life across Wales. Some organisations are members of our Arts Portfolio Wales, reflecting the year-round nature of their activities. However, many more outside the Portfolio also play a critical role in providing opportunities for us to enjoy and take part in the arts. All are important to the arts in Wales.

It's vital that we're able to support those who have the most urgent needs at this time. However, we will want to support the best projects and applications will need to meet certain criteria. If the available funding is heavily over-subscribed, these criteria will be the key basis for decision-making.

The criteria are explained later in these guidelines.

## Eligibility

### Arts Portfolio Wales

The fund is **not** open to all APW organisations and we have had to establish criteria to limit the potential number of applications.

We therefore **do not expect you to apply** if:

- your Arts Council revenue funding is **more than** 55% of total income (taken as an average over the three years 2016/17, 2017/18 and 2018/19)
- you have a sufficient level of reserves and Arts Council funding to sustain them for six months
- you are an organisation that is a 'department' of a larger organisation (such as a local authority, university or BBC)

If these exclusions seriously threaten the survival of your organisation, we ask you to discuss this with us.

Taken together, APW organisations receive significant levels of Arts Council revenue funding. In response to the COVID-19 emergency, we have relaxed the usual funding conditions for the first quarter of the year. By re-deploying these funds the majority of APW organisations will, we believe, be able to manage in the short-term on those levels of funding. It is therefore our expectation that most members of the APW will not find it necessary to apply for support from this fund.

Our priority is those APW organisations whose Arts Council funding is a smaller proportion of their total income. In many cases these organisations have seen significant levels of ticket sales and earned income disappear overnight. Many are now facing very serious cashflow pressures and a real threat to their survival.

### Non-Portfolio Organisations

Organisations that can apply include:

- are based in Wales, and formally constituted as one of the following:

- a Company Limited by Guarantee
- a registered charity (including charitable trusts)
- a Charitable Incorporated Organisation (CIO)
- a Community Interest Company (CIC)
- a Company Limited by Shares (see restrictions below)
- Unincorporated Association
- Limited Liability Partnership

Please refer to our Frequently Asked Questions for full details or if you need more information on any of the above.

- is **not** commercially structured or a company that distributes profits
- works mainly (50%+) in one of our supported disciplines (music, dance, theatre, literature, visual and applied arts, and combined arts)
- has a track record (within last three years) of working in the publicly funded culture sector, including working in/with libraries
- delivers the majority of their work (60%+) in Wales
- has an accountable person aged at least 18 years old within the management of their organisation
- has a registered address in Wales
- has a UK bank account in their organisation's name that has at least two people who can authorise transactions (see bank account section)

## Deadlines

The fund opens for applications on **Tuesday 21 April 2020** and applicants will need to have submitted an online application no later than the deadline of **5.00 pm Friday 8 May 2020**.

## How much can I apply for?

A grant of up to **£35,000** to be used within six months of receiving a grant.

In **exceptional** circumstances members of the APW can apply for a higher figure. However, they will first need to request, via their ‘lead’ officer, the Arts Council’s agreement to apply for a higher figure.

## What are the priorities for support?

Many of Wales’ arts organisations are experiencing continuing financial difficulty due to loss of earnings from their creative work and / or practice due to COVID-19. Helping to address this is the central purpose of this fund.

However, we do have two overall priorities.

The first is to sustain artistic practice and invest in the building of organisations’ resilience.

Our second priority is encouraging the impact of the arts in Wales to be more inclusive and far-reaching. We want the projects that we fund to embed the principles of equality and diversity in all that they do. We want more people in communities and places less well-served by the publicly-funded arts to have opportunities to enjoy and take part in the cultural activities. We attach particular importance to work with and for deaf and disabled people. We’ll expect you to demonstrate how you’ve considered these issues in your application.

Promoting activity through the medium of the Welsh language is very important to us. Wales is a bilingual nation – legally, socially, culturally, and as individuals and communities – and nothing makes Wales more distinctive than the Welsh Language. We expect people to be able to engage with the arts in the language of their choice, whether as audience, participant or artist. You should explain in your application how you will help us to achieve this goal.

## What can I apply for?

Funding can be used to cover:

- Activity intended to **prevent your organisation from ceasing operation** due to the financial impact of COVID-19 emergency, for example:
  - urgent changes of business model
  - essential operational costs (such as rent and staff costs)
  - IT and other equipment related costs to support home working
  - assistance with cashflow pressures

- the development and delivery of activity specifically designed to be achievable during the next six months, including:
  - development projects in readiness for organisations restarting normal operations, for example organisational development
  - public-facing projects, for example digital/online activities

## What are the criteria that apply to this fund?

Applications will be assessed against the following criteria:

- the degree and urgency of financial need as demonstrated in your application
- the creative and/or artistic strength of the project or activity, or its contribution to supporting creativity in others
- the extent to which the project or activity meets our priorities
- the strength of the impact of the project or activity on your work and the benefit for others, now and in the future
- the strength of the practical plans to managed and deliver the project or activity, including financial planning
- the balance of activities and funding across artforms, disciplines, communities and places across Wales

We want to make sure the arts and culture sector best represents the society we live in. We hope that this funding will enable the widest diversity of creative practitioners to maintain sufficient income so they can continue to operate successfully in the future. We therefore particularly welcome applications from those who are from BAME backgrounds or who are deaf or disabled.

## What we'll need from you?

The information that we'll need from you includes:

1. Details about your organisation and two separate contacts within your organisation.
2. An explanation of how your organisation has been affected by COVID-19
3. Your Project Proposal, including start and end dates

4. Equality information about your organisation and your project
5. Your project budget and a cashflow (these must be on the downloaded templates available in our application form)
6. Appropriate evidence that you have a bank account in your legal name

We collect and monitor information about where our funding is awarded, what types of activity it's supporting and who benefits from the funded activity. This helps with the reports that we're required to provide on the impact of our funding. It also provides data and intelligence that helps us to make the wider case for funding for the arts.

## What is the application process?

1. We ask you to complete and submit a simple online application 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'll send you an acknowledgement.
3. We'll determine your eligibility by reviewing the information provided. We might need to ask for additional information.
4. We will review your project budget and cashflow to ensure it meets with our priorities and that the figures included are appropriate to the type and scale of activity proposed.
5. We'll contact you if we need to clarify any of the information provided in your application.
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 90% of the award. The remaining 10% will be paid after the project/activities have been completed and on receipt of a Completion Report.

### **Please note:**

We'll respond to all applications within 4 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?

We'll start with some basic questions about your organisation and your project. We'll also ask for some basic data and information to help us monitor where our funds are going (for example, where your activity is taking place, and what sector of the arts you work in).

We'll also ask you about the following:

**1. What was your organisation's turnover in the last financial year?**

Please also tell us about your reserves position, including restricted and unrestricted reserves. If you are a member of the APW, tell us how you're using your Arts Council funding to sustain your organisation at this time.

**2. Please tell us about how COVID-19 has affected your business and the financial losses that you have incurred**

Tell us whatever you feel you're able to about what has happened to your organisation's fortunes 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. Tell us about your organisation's work and its track-record of working in the publicly-funded arts and culture sector.**

What has been the broad type and pattern of your previous work? What has been the public benefit of your work? What achievements would you particularly like to tell us about?

**4. What difference will an emergency grant from this fund make to your organisation, and how might you use it within the next six months?**

Please also detail here any other emergency funding that you're reasonably expecting to receive from other sources. Are you able to use some of your reserves to cover this period?

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

## 6. Your Project Proposal

This is where you tell us about your proposed project or activity. Please explain to us as clearly as you can what you want to do. How will this project or activity meet the Arts Council's priorities?

## 7. Equality information about your project.

## 8. Your project budget and cashflow.

This must be on the downloaded template available in our application form. The cashflow should be for a period of six months from the date of the application.

## 9. Evidence that you have a bank account in your legal name that meets our requirements.

## 10. Evidence that your organisation has a governance structure that meets the eligibility requirements for this fund.

## Bank Details

- We can pay the award into an account in your organisation's name where at least two people (signatories) can authorise transactions
- Your account must be a UK based bank account
- We will pay by a BACS payment
- You must complete and return a 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 Frequently Asked Questions for further guidance on bank evidence.

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

Please do check the [Frequently Asked Questions](#)

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 [@Arts\\_Wales\\_](#)

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.

---

## 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 [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).