

Easy Read



Noddir gan
Lywodraeth Cymru
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Welsh Government

Wales Cultural Recovery Fund – Capital

Money to support arts organisations with their running costs through Coronavirus

Please apply by 9 September 2020



This document was written by the Arts Council of Wales. It is an easy read version of **Wales Cultural Recovery Fund 2020/21 - COVID-19: Support for Arts Organisations (Capital)**.

August 2020

How to use this document



This is an easy read version. The words and their meaning are easy to read and understand.



You may need support to read and understand this document. Ask someone you know to help you.



Where the document says **we**, this means the **Arts Council of Wales**. For more information contact:



E-mail: grants@arts.wales



This document was made into easy read by **Easy Read Wales** using **Photosymbols**.

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About the Cultural Recovery Fund



The **Cultural Recovery Fund** is money from Welsh Government to support arts organisations through coronavirus.

There are 2 different amounts of money in the **Cultural Recovery Fund**:

- The **Revenue Fund**



The **Revenue Fund** is to cover the costs of running your organisation. For example paying staff wages and paying for gas, electricity and water.

- The **Capital Fund**



The **Capital Fund** is to buy 1 off things that you need to keep your organisation open. For example equipment to make your building safe to re-open.



This document is about the **Capital Fund**.



Lots of organisations have been affected by coronavirus. We must support organisations that are most in need.



Please think very carefully about whether you need to apply for this money.

The Capital Fund



Llywodraeth Cymru
Welsh Government

We have £2 million in this fund. It is from the Welsh Government.

What can this money be used for?

This money can be used to buy things to help you get through coronavirus. This includes things like:



- Equipment and work needed for a building to make it safe to re open.



- Equipment to help you change how you work with people at this time.



- Equipment to allow staff to work from home.



You can apply for our **Capital Fund** **and** our **Revenue Fund**. But you should not ask for money to buy things like those listed on page 6, in both applications.



If you apply to both funds, make sure you tell us if they affect each other. And if you are able to do the work from 1 application even if you do not get money from the other application.



This fund is to help you with costs that you have because of coronavirus **only**. If you need money for other things please look at our other funding here: <https://arts.wales/funding>

Who can apply?



This fund is for organisations that are based in Wales.



Your organisation must be set up as 1 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**
- a local authority, university or other public organisation running an arts activity.



Your organisation must:

- Provide arts activities that people can enjoy and take part in. You must be able to show this.



- Do at least half of its work in a type of art that we support. For example, music, dance, theatre.



- Do most of its work in Wales.



- Have an address in Wales. And a UK bank account in the organisations' name with at least 2 people named as **signatories**. This means at least 2 people can make payments out of the account.



- Not already owe money or work on other funding from the **Arts Council of Wales** or **Welsh Government**.



This fund **cannot** support:

- Individuals
- Festivals and events
- People led venues, bands, publishing, film and TV
- Independent cinemas
- Unincorporated organisations or partnerships.

Welsh Government is organising funds that support these.

How much money can you apply for?



You can apply for between £500 and £50 thousand. This money must be used by 31 March 2021.



You should apply for the amount you need. You must clearly explain why you need the amount you are asking for.



We think most applications will be below £10 thousand. If you have a large venue you may need more.



If you need to apply for more than £10 thousand please speak to us to talk about your application. E-mail us on grants@arts.wales.



You do not need to get match funding. But this might make your application look better.

How to apply

Important dates

The Cultural Recovery Fund opens on **Monday 17 August 2020**.

You must send us your online application by **5pm on Wednesday 9 September 2020**.



What you need to do

1. Fill out the online form here:
https://www.GrantRequest.com/SID_1368?SA=SNA&FID=35435

If you have any problems with this please email us on: grants@arts.wales.

2. When we get your application we will email you to let you know we have it.

3. We will read the information you have given us. We might need to ask you for more information to make sure you are able to apply to this fund.





4. We will check how much money you need and what you need it for. We will make sure the money you ask for is fair for the work you want to do.



5. If we decide to give you money we will send you an **Award Acceptance and Bank Details Form**. Please fill this in and send it back to us.



6. When we have your forms and we have checked your bank details, we will be able to repay you for the things you have bought. You will need to send us the receipts.



We will reply to everyone who has made an application within 6 weeks of the closing date.

Bank details



You need to give us information about your bank account. This is the account we will pay the funding into if we decide to support you.



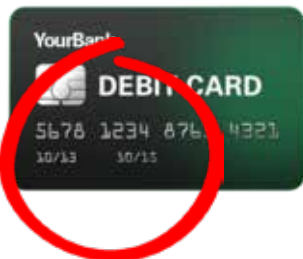
We need to see proof that:



- the bank account is in your organisations' name



- at least 2 people are named as **signatories**. This means at least 2 people can make payments out of the account.



- shows the sort code and account number.



The proof must be less than 2 years old. And it must be something official from the bank. For example a letter from the bank.



We cannot pay money into a building society account that has a passbook only.

The cultural contract



If you get support from this fund you will need to sign up to the Welsh Government's **cultural contract**.



The **cultural contract** means you will think about how to improve people's lives through your work.



We want to see you include things in your plans like:

- fair pay
- having lots of different types of people on your staff team
- working with partners to improve health and well-being
- looking after our environment.





This is an important part of your application. Make sure you give us details about what you will do to improve the lives of people in Wales.

Reports



If you get money from this fund, you will need to write a report about how you have met the **cultural contract**.



We will also want to know about how the funding has helped you:

- protect jobs
- support individual artists.



You will need to do this report later in 2021 or 2022.

How we will make our decision

We cannot support everyone. To help us decide who to support we will think about:



- How serious your money problems are.



- How important your work is for people in Wales.



- If you can provide opportunities for artists to work.

It is important to us to support organisations that:



- treat everyone fairly



- work with lots of different types of people



- are working to reach people who do not normally get involved in the arts.

We especially want to support organisations who are trying to work more with:



- deaf and disabled people



- black people and non-black people of colour



- Welsh speakers.

What information we need from you



The application form has 10 sections. Please work through each question and answer as fully as you can.

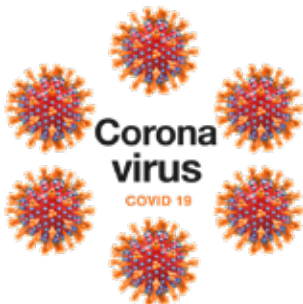
Read this document fully and tell us about:



- your organisation and what work it does



- your plans for this money and how this will benefit people



- how coronavirus has affected you



- how you will help us meet our main aims for improving the lives of people in Wales.

There is some information you will need to have ready:



- Your registration number from **Companies House**, the **Charity Commission** or **Mutuals Public Register**.



- Your **NACE Code**. You can find more information about this here: https://ec.europa.eu/competition/mergers/cases/index/nace_all.html



- Equality information.



- Contact information.



- Information about how much money your organisation has and any other funding you may be getting. Including match funding.



- Information about how you will choose the best equipment. Or people with the best skills to do the work.



- Proof that your organisation is set up and organised properly. You will need to send us a signed copy of your **governing document**. Your **governing document** is a legal document. It has rules in it for how you will run your organisation.

What if I have a question?



We want to organise this funding quickly. To help us do this well, please make sure you answer all the questions clearly and honestly.



If you answer a question with wrong information we may need to take your funding back later on. Or we may take legal action if we think it was on purpose.



If you want to talk to us about your application please email us or message us on social media:

Email: grants@arts.wales

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

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



We will get back to you as soon as we can. If you want to speak to us on the phone please send us your telephone number. We will call you as soon as we can.

How we use your information



We believe people have the right to see how we spend the money we have.



If you would like to find out more about this please go to our website: <https://arts.wales/about-us/accountability/freedom-information>



Because we are a public organisation we have to let people see who we give money to by law.



This means some of your information may be seen by other people.



There is more information about this on the **Freedom of Information** website: <https://ico.org.uk/for-organisations/guide-to-freedom-of-information>



We follow a law called **GDPR (General Data Protection Regulations)**. This means personal information is not shared without your consent. Unless a law is broken.



We will share some information with outside organisations that help protect us against **fraud**. **Fraud** is when someone lies to get money.



If you want to know more about any of this, please read our **privacy policy** here: <https://arts.wales/privacy-policy>

Complaints



If you are not happy with how we deal with your application you can make a complaint. Please go to our website:

<https://arts.wales/about-us/accountability/complaints>



You can only complain if you think we have not dealt with your application properly. You cannot complain to try and change our decision about giving you funding or not.