

“Connect and Flourish”

A National Lottery Arts Funding Programme

February 2021



Arts Council of Wales makes information available in large print, braille, audio, Easy Read and British Sign Language. We'll also try to provide information in languages other than Welsh or English on request.

If you have any **access** needs and are thinking about making 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 contact us at grants@arts.wales to discuss how we can help.

Arts Council of Wales operates an equal opportunities policy.

What to do if you're not able to accept money from the National Lottery

If you're unable for any reason to accept Lottery funding, please upload a letter with your online application explaining why this is the case. If your application is successful, we'll try and fund your project from money that we receive from other sources.

Contents

“Connect and Flourish”	4
Re-setting the dial...	6
Ambitions of the fund	9
Who can apply?	13
Eligibility and Governance	15
How much can I apply for?	17
Deadlines	18
What are the criteria that apply to this fund?	19
Now we know you’re eligible, what about your project?	20
What’s the application process?	21
What Questions Will I Need to Answer?	23
Project Costs	26
Access support costs	28
Freedom of Information	30
Complaints Procedure	30
Fraud Prevention	30
Data Protection	30
What if I have a question?	31
Appendix 1 - Organisational structures and Governance	32
Appendix 2 - Bank Accounts	34
Appendix 3 - Questions and Answers following Round 1	36

“Connect and Flourish”

- “Connect and Flourish” funds the development of collaborative proposals between organisations, individuals and creative professionals working together. We’re looking for exciting, ambitious projects that are artist led, audience or participant focused, and that engage and connect to the public
- “Connect and Flourish” is about creating opportunities for individual artists and creative professionals from all backgrounds to work with creative partner organisations. We want you to point the way to new ways of working that will help show how the arts will emerge from the challenges of the Covid19 pandemic
- “Connect and Flourish” supports the goals set out in our corporate plan, “**For the Benefit of All**”. We attach particular importance to discovering imaginative ways of working that offer new and positive responses to the need for the arts in Wales to respond in a practical and meaningful way to the challenges identified by **Black Lives Matter** and **#WeShallNotBeRemoved**. This is a moment to “reset the dial”
- We understand that developing ambitious proposals takes time and energy. If you’re at the early stages of pulling your ideas and partners together, you can apply for development funding so that you have the resources to do this properly
- You can apply for a grant of between £500 and £150,000. This is a programme that will allow ideas to mature at their own pace over a longer timescale. You have up to 24 months to deliver your project if that’s what is needed
- For administrative purposes, we’ll need a ‘host’ organisation willing to submit the application and manage funds on behalf of the project partnership. This organisation doesn’t need to be the lead partner in delivering the project – we’d welcome examples where it’s artists and creative professionals who are leading project activity
- We believe that public funding should have a cultural and social purpose. So everything supported through this Fund will be expected to demonstrate commitment to the principles of the **Welsh Government’s Wellbeing of Future Generations Act (Wales) 2015** and the “**Cultural Contract**”
- We’ll do our best to work with you throughout the project, supporting you where we can, to achieve your vision
- We’re aiming to turn around applications within 12 weeks of the closing deadline date. If the number of applications we receive means that this isn’t achievable, we’ll let you know as soon as possible
- The budget available for this round of applications is £2.5million. It’s made possible by funds distributed by the Arts Council of Wales from the proceeds of the National Lottery. There’s likely to be significant competition for the available funds and we

might not be able to fund all of the eligible applications that we receive. Applying can't, therefore, guarantee all or some of the money you require

- Our funding decisions will be informed by any Covid-19 guidance, policies or restrictions from the Welsh Government that apply at the time

Re-setting the dial...

A moment of change

The world looks very different today than it did before Covid-19. Although some gallery spaces managed to re-open briefly, all venues are now closed, and individual freelancers are without work. So we're looking for projects that try to get to grips with the new conditions that we're likely to find as we manage the implications of current Covid restrictions and look forward to a time when we can re-emerge from the 'lockdown'. We're not talking about "business as usual" – instead, we have the opportunity to take a fresh look at how we can achieve a strong and resilient arts sector that properly reflects the fullest range of our country's people and communities. It's what we mean by "resetting the dial".

Our vision

We want Wales to be a fair, prosperous and sustainable country, improving the quality of life of people in all its communities, working through the medium of the Welsh and English languages. The partnership projects that we fund will need to show how they embed the principles of equality and diversity in all that they do, including in their governance, workforce and through the activity that they develop.

A more equal approach

We want more people in communities and places less well-served by the arts to be able to enjoy and take part in cultural activity. It's a failure of public arts funding that this hasn't been properly addressed before. This needs to change.

Many people with "protected characteristics" are under-represented in the activities that we fund and support. Protected characteristics refers to the nine categories of people protected under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We attach particular importance to projects that demonstrate a practical approach to involving and reflecting the creativity of D/deaf and disabled people, black and minority ethnic people, and Welsh speakers. We'll expect you to demonstrate in your application how they'll be involved throughout the life of your project.

The best projects are artist-led but audience (or participant) focused. We want to support projects that champion the diversity of voices, cultures, and languages in Wales – projects that mean something and matter to the people that they're for, and that find real and meaningful ways of getting them involved.

Strengthening capability and resilience

Covid-19 has had a serious impact on artists, individual freelancers and organisations. The arts are in a more fragile state than they were before the pandemic.

We therefore need to make up for lost time, championing creative talent and re-building the partnerships and collaborations that will help us to get back on our feet. As we do, we must lay the foundations for partnerships and ways of working whose impact lasts beyond the life of the project - what's sometimes called "legacy".

All of this depends on encouraging a wider diversity of artists, curators, producers, production and creative teams making and presenting work across all regions of Wales and beyond. The aims of this Fund will depend on early collaboration between a mix of artists, venues, communities, audiences and participants from the outset of a project's development.

Valuing the creative individual

Individual artists and creative freelancers are the ultimate "gig workers", moving from project to project. Often, they're doing this without the benefit of employee protection, and without any significant savings to draw on in times of crisis.

Most creative freelancers have had 100% of their work cancelled. They're without income and without any immediate promise of work. Individual artists and creative freelancers includes, but isn't limited to, makers, performers, composers, choreographers, directors, designers, producers and curators. We expect to see them fully involved and at the heart of project applications.

Welsh language

We're passionate about the development of work in the Welsh language. We want to invest in projects that develop the capability and skills of artists and professionals wanting to work in Welsh. Our assessment of applications will consider projects' impact on the Welsh language and how it might contribute to this goal.

Our corporate plan – "For the Benefit of All"

"For the Benefit of All" describes our ambitions for the arts in Wales. It sets the tone for our funding and our work.

It contains three priorities:

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

The “Cultural Contract”

The Arts Council of Wales and Welsh Government are working together to develop a new idea – a “Cultural Contract”. It’s designed to encourage those receiving public funds think about cultural and social purposes.

The idea behind the “Cultural Contract” will evolve and develop over time. But for the moment we expect all successful projects to commit to:

- **Fair Work** – ensuring appropriate rates of pay and maximising opportunities to engage and support freelance workers
- **Board and workforce diversity** – working to increase the involvement, throughout the organisation and in the work you deliver, of Black people, non-Black people of colour, deaf and disabled people and people with other protected characteristics, including Welsh speakers
- **Environmental sustainability** – minimising the environmental impact of your activities

Taking the time to get your proposal right

We want you to think differently about how you make and deliver your work. This isn’t about a rush to deliver projects or you having to make an application straight away.

It’s about taking the right amount of time and allowing enough space within your proposal to allow your partnerships and activity to evolve and grow.

Ambitions of the fund

We're looking for practical outcomes that make a difference. How you get there is up to you, but you might find it helpful to have some insight into the types of project that we're hoping to see. (Please remember that this isn't an exhaustive list of possibilities.)

We are most keen to see...	As opposed to...	This might look like...
Flexible ideas that engage directly with audiences and participants, allowing organisations and individuals to work and learn together, discovering and experimenting with different ways of working. (These will need to reflect and adapt to any Government Covid-19 regulations of guidelines.)	Rigid and 'top-down' project planning that doesn't enable and respect the involvement of individual artists, freelancers, partners, audiences and participants.	A way of working together with different communities that encourages new voices and ideas to emerge, creates space(s) to take risks, and find imaginative new ways of developing interesting new relationships and building the trust and involvement of a range of partners.
Exciting ideas that lead to projects that reflect the Arts Council's priorities for Equalities and Resilience (even if they need a longer time to develop effectively).	Short-term projects that create activity that has no obvious audience, participants, demand or market.	<p>Programmes of work that work with or alongside people in communities – developing over time, embedding themselves into those communities and that has a potential impact beyond the life of the initial funding.</p> <p>Projects that develop skills and showcase the capability of people and communities.</p> <p>Work that respects the involvement of D/deaf and disabled people, black people and non-black people of colour, and Welsh speakers.</p> <p>Work that engages with families and young people.</p>

We are most keen to see...	As opposed to...	This might look like...
<p>Projects that look imaginatively at where (and in which way) people could enjoy and take part in the arts. It could be a new way of working, a new space or a digital platform (especially where this improves accessibility, breaking down the barriers that prevent people getting involved).</p>	<p>Projects that try to re-create the familiar pre-Covid ways of working, when experience suggests that these aren't currently viable.</p>	<p>Producers, promoters and curators working with artists and audiences to find artistically and financially viable solutions to the challenges of making, presenting and taking part.</p> <p>Opportunities to open up existing and new spaces, making them available for the trialling, rehearsal and development of work, engaging in new partnerships with artists and communities.</p> <p>The purchase of equipment that can raise quality, provide better access and help to meet projects' goals.</p> <p>Projects that can demonstrate national significance in terms of leadership, innovation and imaginative responses to the challenges of Covid-19.</p> <p>The re-imagining of existing projects or established formats to show effective ways of meeting our priorities.</p>
<p>Inspiring arts festivals that find engaging ways of connecting with audiences and communities and are driven by an innovative and distinctive vision. They will have a track record of commissioning and presenting new work and of providing opportunities for creative artists and freelancers</p>	<p>A collection of single events without a clear artistic vision or creative rationale</p>	<p>Festivals that bring artists, audiences and communities together to encourage new artistic discovery, community development and develop artistic talent.</p>

We are most keen to see...	As opposed to...	This might look like...
<p>New, different, and unheard voices being given the space and resources to develop strong partnerships that experiment with and promote new ideas.</p>	<p>Projects replicating ‘old’ ways of working that do nothing to encourage opportunities for under-represented, new or emerging talent.</p>	<p>Collaborative projects reflecting the cultural diversity of Wales in 2020.</p> <p>Projects that support emerging and established artists from a diversity of backgrounds, finding ways of enabling them to engage, develop, create, and deliver work.</p> <p>Adopting generous and collaborative ways of sharing resources, information, expertise and training, procurement, delivery of services and programmes of activity.</p> <p>Projects that promote creative approaches to bringing arts and health together.</p>
<p>Making, building and celebrating the connections that can be forged between the local and the global.</p> <p>Enabling the world to be experienced in Wales and for artists and practitioners to have sustainable international careers in - and from - Wales.</p>	<p>Unsustainable and speculative short-term approaches to international engagement that don’t have a clear rationale and that don’t demonstrate how ongoing relationships can be developed.</p>	<p>Diverse, exciting, and distinctive arts activity that has the possibility for local and global impact and that contributes positively to the cultural reputation of Wales.</p>
<p>Environmental accountability – having clear a clear approach to improving sustainability and well-being.</p>	<p>Short term projects that fail to consider their current impact and future legacy.</p>	<p>Sustainable projects that understand their immediate and longer term impact on future generations in cultural, economic, environmental, and social terms.</p>

We are most keen to see...	As opposed to...	This might look like...
<p>Building capacity and capability by sharing knowledge and resources across the cultural sector – being generous by opening doors for others to help them access opportunity, resources, and work</p> <p>Encouraging learning and mentoring that promote the sharing and transfer of knowledge and expertise</p>	<p>Working in isolation with no consideration of the wider value of sharing resources and combatting the privileges that prevent rather than encourage a fairer approach to equality and inclusion.</p>	<p>Developing the capability and the expertise of individuals – whether freelancers or the staff of organisations – to grow the skills that they’ll need to develop new ways of reaching and engaging with audiences.</p> <p>The development of networks, collaborations and groups that might describe themselves as an artist ‘collective’.</p> <p>Supporting the ideas and ambitions of D/deaf and disabled people, black people and minority ethnic people of colour, and Welsh speakers by identifying routes for them to pursue careers in the cultural sector</p> <p>Supporting the aspirations of young people by identifying routes for them to pursue careers in the cultural sector</p>

Please note:

When we talk about **Community** and **Communities**, we recognise that these aren’t just limited to geography and place. There are many types of Community – artistic and creative.

When we talk about **Audiences**, we recognise that this isn’t just limited to those attending a performance or exhibition. We also mean those who enjoy, take part in, participate and experience the arts, including those who do so digitally and online.

Who can apply?

This fund is open to organisations and individuals working together. Individuals, or groups of individuals, can lead on a project, but the application itself must be submitted by an organisation as the ‘host applicant’.

If you currently have another ‘live’ National Lottery grant open with us you’re still eligible to apply, as long as you can meet all the other eligibility and assessment criteria.

Members of the Arts Portfolio Wales are eligible to apply. However, we’d encourage you to discuss your proposal with your lead officer ahead of making an application so that we’re aware of how your projects fits with your other funded activity.

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 public funds appropriately. Making sure you meet our eligibility requirements is one of the ways we do this.

As the host applicant, your organisation **must**:

- be based in Wales, or another UK nation
- 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 the **bank account** section on [page 34](#))
- have an Equal Opportunities Policy that’s been reviewed by your governing body within the last three years and that 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 complies with current legislation and has been reviewed by your governing body within the last three years

If other partner organisations or individuals will be delivering participatory activity as part of the project, such as workshops with children, young people or vulnerable adults, it’s the responsibility of the host organisation to ensure that there’s an appropriate Safeguarding Policy in place. You must also make sure that the highest standards of safeguarding are applied to this project.

We'd expect an organisation to be the host for only one application. Organisations and individuals can be partners in more than one application. However, each partner should make sure it has the capacity to deliver against the commitments it agrees to undertake on each project. We'll check, as part of our assessment of applications, that those involved in multiple projects have adequately thought about these issues.

Eligibility and Governance

It's important that we're able to satisfy the public and Government that public funds are being properly and well spent. One of the ways that we're able to provide that assurance is by making sure that the organisations that apply to us are set up properly.

Organisations can apply to us if they're based in Wales or the wider UK 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 public benefit criteria below)
- an Unincorporated Association
- a Partnership, including a Limited Liability Partnership
- a local authority, University or other Public Body

Organisations that aren't eligible to apply to us for funding include:

- Government departments
- schools (take a look at our [Creative learning through the arts](#) programmes instead)
- organisations based outside the UK

Organisations based outside the UK are, however, eligible to be a partner in a project application provided the public benefit is clearly relevant to Wales.

Funding mustn't duplicate any other Arts Council of Wales or Welsh Government Covid-19 related funding.

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

- you'll need to upload a signed copy of your **governing document** to your online application account

If you've applied to us for funding in the past:

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

In [Appendix 1](#) you'll find a table that outlines the types of organisation we can fund, and what we'll need to see included within your governing documents. Please read this carefully.

We'll also need to make some financial checks, so we'll ask you to provide some evidence of your **bank account**. You can find information on this in [Appendix 2](#).

How much can I apply for?

You can apply for funding of **between £500 and £150,000**. Please think carefully about the level of your application as budget constraints will limit the number of large projects that we're able to support.

This is to fund the development of collaborative bids that support ambitious projects that are artist-led, audience or participant focused, involve the public and have long-term goals. These projects can be delivered over a period of up to 24 months period (or longer depending on what you're planning to do).

Funding will be allocated through a phased approach. We hope that this will allow you to take a flexible approach to your planning so that you're better able to respond to the needs of the project and your partners. (Dates for future deadlines will be published on our [website](#).)

Collaborative bids could include both arts organisations and non-arts organisations (for example a Health Board, Housing Association, Menter Iaith, community development or environmental organisation). However, in all cases you'd need to demonstrate a real connection to local people and communities. We also expect to see individual artists and creative professionals fully involved in the project.

You may apply for either:

1. **An advanced collaborative project** – this is one that's ready to go, with partnerships in place, shared objectives clearly defined and potential outcomes identified, or
2. **An initial development phase** – this might be to support the development of partnerships and / or the trialling ideas. This might be the initial step in applying, at a *later stage, for a more substantial collaborative bid*

The application process and application form is the same for both of the above approaches.

We can't fund the total costs of your project.

The maximum percentage of your total eligible project costs that we can fund is 90%.

The remainder of your project income must come from a non-Arts Council of Wales source. At least 10% of your project income must come from sources other National Lottery funding. This can be 'in-kind' support or resources which have a value to the project, but which are not cash.

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

Deadlines

The deadline for the second round of applications is **17th March 2021, 5.00pm**

To give space for ideas and discussions to develop, there will be further rounds in 2021/22.

Please bear in mind that you need to allow a **minimum of 12 working weeks** between the deadline date and the start date for your project. We can't fund projects that are already happening. So we won't accept your application if your project's start date will come before we've had the opportunity to assess your application.

Applications must be complete. We won't accept further supporting information after you've submitted your application (other than what's requested as part of the application process).

What are the criteria that apply to this fund?

Applications will be assessed against all the following criteria:

- The quality and potential of the shared objectives and the strength and parity of the collaboration and partnership
- The strength and innovation of the artistic proposal and make-up of the creative team – we expect to see appropriately paid opportunities for freelance creatives, makers and individual artists, including those outside of your usual network
- The potential impact of the proposal and its benefit to others, now and in the future
- The strength of the practical and financial plans in place to deliver the project, monitor and evaluate your work as it develops and ensure appropriate use of public funds

As we look at applications, we'll consider how what you're proposing to do will support us in meeting our corporate priorities around equalities, diversity and the Welsh language. We'll also want to consider, as part of our assessment and decision making, geographical spread and engagement with rural communities.

“Connect and Flourish” isn't open to applications from a single organisation working on its own. We'll be looking closely at the extent to which projects have freelance artists and makers at their heart, involved as fully equal partners in the planning and delivery of projects.

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

First a few basics...

Your project must take place mainly in Wales	<p>We can consider funding a training or development opportunity that is delivered outside Wales, if it's not available here</p> <p>We can consider funding up to 15% of the total cost of a project to enable touring or activity outside Wales</p>
Your project must compliment and enhance your usual programme of activity	<p>This means it should not be part of your core activity or include core costs, but must be additional. This is particularly the case with members of the Arts Portfolio Wales</p>
Your project must be time -limited	<p>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.</p>
You must have other funding to contribute to the overall costs of your project	<p>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 page 17</p>

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

What's the application process?

A host applicant will need to handle the grant administration. They'll be the ones who submit the application, enter into a funding contract with us and who'll be accountable for the money and partnership. Once funding has been confirmed, we'll expect to see a signed partnership agreement, or statement of intent, between all parties involved in the project.

1. We ask you to complete and submit an online application form, found [here](#). If you're unable to access the online form or require further assistance in making your application please contact us at grants@arts.wales. After we receive your application, we'll send you an acknowledgement.
2. We'll check your eligibility by reviewing the information you've provided. We'll also review your project budget to make sure that the figures included look right for the type and scale of activity. If any information (such as a governing document or bank details) is missing on your account, or your start date is too early, we'll contact you. You'll have up to 5 working days to resolve any outstanding matters before we'll have to decline your application.
3. If we've confirmed that an application is eligible, it will be assessed by our arts staff. If your application is successful, we'll ask you to complete and return your signed Award Acceptance. If you've not been successful, we'll write to you to explain why.
4. Once you've returned your award acceptance and we've verified your bank details, we'll pay a % of the award (depending on the needs of your project). We'll pay the final 10% after the project/activities have been completed and we've received a Completion Report.

Your application will be assessed against the published criteria and the artistic quality of the proposal. All applications are subject to the same rigorous checking and assessment.

If you're:

- a. not sure whether you're eligible
- b. don't know whether your project is a good 'fit' with our priorities
- c. have a technical query about the application process
- d. need more general information about the different funding programmes...

... our **Grants & Information Team** will do their best to help you. You can get in touch via the online enquiry form on our [website](#), by emailing grants@arts.wales, or calling 03301 242733 (select option 1, and option 1 again).

If you're already sure that you're eligible and that your project is a good 'fit' with our priorities, you should get in touch with our **Development Team** to discuss your project in more detail. They can be contacted via the online enquiry form on our [website](#), by emailing development@arts.wales, or 'phoning 03301 242733 (select option 1, then option 4).

What questions will I need to answer?

So now you're ready to start your application. The application form is set out as follows:

1. Welcome

Introductory information offering general advice on how to complete your application.

2. About your organisation

If you're the host applicant, we ask for some basic information about you and your organisation. This will include your registration number provided by Companies House, Charity Commission or Mutuals Public Register.

3. Equality Information

For monitoring purposes we'll ask some questions about you and your partners. This helps us to record and assess how widely our funding is reaching. This information doesn't form part of our assessment process.

4. Contacting You

Let us know the contact details of relevant people within your organisation.

5. Request Amount

Tell us how much you're applying for.

6. Your project in summary

We may use this information in any publicity we produce about your project

7. You, your partners and your shared objectives

Who are you working with? What brings you together? What are your shared objectives? Who is new to you? Who are the individual freelancers, artists and organisations that you'll be collaborating with? What roles will the different partners play in the development of the project? How will you ensure successful collaboration and input from everyone involved?

(If you're applying for an initial development phase, we'd like you to tell us about what's brought you together, who else you would like to work with and how you plan to involve everyone in developing the project together.)

8. Creative ideas and ambition

We'll want to hear about your creative vision and ambition. We'll also ask you to tell us about your proposal and your expected outcomes. What do you want to do? Why do you want to do it? Who is it for? How will you ensure the highest artistic quality?

9. Engaging in your project

We'll want to hear about where your project will take place. Who are your audience and/or participants? Are you planning to work with specific groups or communities? How will you engage with them? What benefit do you hope this will achieve? What opportunities will there be for artists, partners and participants to develop their skills?

10. Language

We'll ask you to explain the impact you think this project will have on the Welsh Language:

Positive, Negative or Neutral

11. Managing your project

This is where you set out the practical aspects of managing and delivering your project. What's the proposed timetable? How will you create a culture where partners feel able to suggest ideas and challenge their current practice? Please consider how you can create new spaces and new practices that will spur innovation. How will you manage communication and decision-making processes? How will you monitor and evaluate the success of your project and share the lessons learned.

(For those applying for an initial development phase, this should be the detail for the development phase of the project together with broader ambitions for the remainder of the programme of work.)

12. Targets

What outcomes will this funding achieve? Tell us about the activity targets that you'll be aiming for.

We'll need specific information about your project in the following areas:

- a. art form
- b. target audiences or participants
- c. the geographical location of your planned activities

13. Promoting the “Cultural Contract”

How is your project going to involve a diversity of partner organisations and the people you'll work with. We'll also want to hear what your project will do to promote economic, environmental, social and cultural sustainability.

Where relevant, information on any Arts and Health initiatives, your actions to minimise or mitigate negative environmental impact, provide increased opportunities for freelancers.

14. Fair pay

Please confirm that your employees are paid the national minimum wage. and that freelance workers are paid at least the minimum level of fee agreed with the relevant trade union or professional association (see the section that follows on [“Project Costs”](#)).

Project Costs

Artist fees

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

We won't fund projects where you aren't paying yourself or your co-workers at all, or are only paying a low or token fee. We'd like to see that you've referred to the industry standard daily and weekly rates appropriate to your practice. At the very least we'd expect to see that you're committing to the industry minimum. Where no industry minimum rates are available, we'd expect to see that you're referring to the [National Living Wage](#) as an absolute minimum.

The table below details some Unions and support organisations that can offer guidance on industry minimum rates of pay and fees. We'd advise you to check with them. (In some instances, full information on rates is only available to paid-up members.)

Who/Link	For...
a-n	The Artists Information Company for visual artists
AOP	Association of Photography
BECTU	The Broadcasting, Entertainment, Communications and Theatre Union for technical staff
Equity	For actors, singers and dancers
ISM	Incorporated Society of Musicians
itc	Independent Theatre Council for theatre practitioners
Musicians' Union	Musicians' Union for musicians
WGGB	The Writers' Guild of Great Britain
UK Theatre	For theatre staff and musicians

Please note:

We can also **fund childcare costs** where this is necessary to allow individual freelancers to take part in the project.

The costs we can't support

These are:

- 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've 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.
- Projects with schools during school curriculum time

We're normally not able to support catering costs. However, where there's a clear rationale as part of participatory activity (for example, projects which involve children and young people – where attendance would be negatively impacted if this wasn't included within the budget – or those where the sharing of food is an integral part of the cultural experience). In these cases, we'll be able to support reasonable costs for meals and refreshments.

Access support costs

We want to make sure that there are no barriers for anyone with any additional access needs (for example, if you're D/deaf or disabled person 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 applying, 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 [page 31](#) 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, please discuss these with our Grants & Information Team using the contact details on [page 31](#)

3. Your Audience/Participants

We expect you to tell us how you'll make your work more accessible to D/deaf and disabled audiences or participants. In your project budget there's a section where you can include Access costs. You'll find more detail about the kind of costs we can support in our Help Notes. Consider how you'll make your activity accessible as early as you can in your project planning. This will help you to research any associated costs which need to be included in your budget.

You can download our guide, Making your Work Accessible here:

<https://arts.wales/sites/default/files/2019-10/Making%20your%20work%20accessible.pdf>

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

Freedom of Information

We're committed to being as open as possible. We believe that the public has a right to know how we spend public funds. You can see details of our policy [here](#).

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 more information.

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.

Fraud Prevention

Public funding depends on the integrity of the applications that we receive. You should answer all questions fully, clearly and honestly. If you include inaccurate information, we may need to reclaim funding at a later date or take other action if we suspect fraud.

Information collected through the application process will be shared with fraud prevention agencies who will use it to prevent the misuse of public funds and money laundering and to verify your identity. Further information on how your information might be used is set out in our [Privacy Policy](#).

Data Protection

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

Further information may be found in our published [Privacy Policy](#). We won't disclose Personal data or Sensitive Personal data (as defined in the Regulations without your consent unless an overriding obligation applies (for example, a legal obligation).

What if I have a question?

If you want to clarify if you or your application 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

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

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

We'll do our best to respond to all enquiries as promptly as we can. If you want us to call you back, please provide your contact number and we'll arrange to get back to you as soon as possible.



03301 242733



9.00am - 5.00pm Monday - Thursday

9.00am - 4.30pm Friday



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



Cyngor Celfyddydau Cymru | Arts Council of Wales



[@Arts_Wales](#)



[celfcymruarts](#)

Appendix 1 – Organisational structures and Governance

The table that outlines the types of organisation we can fund, and what we'll need to see included within your governing documents. Please read this carefully.

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
<ul style="list-style-type: none">• Company Limited by Guarantee• Charitable Incorporated Organisation• Community Interest Company• Charitable Trust	<p>The organisation must have a minimum of two 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 The 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)
<ul style="list-style-type: none">• Company Limited by Shares	<p>The organisation must have a minimum of two 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 The Charity Commission.• specify that regular board meetings are to be held• include an appropriate quorum for decision making
<ul style="list-style-type: none">• Unincorporated Association	<p>The organisation must have a minimum of two 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 meetings are held by a board or governing body• include an appropriate quorum for decision making• include an appropriate Dissolution Clause or Asset Lock (see below for guidance)

Organisation Structure	Governance Requirements
<ul style="list-style-type: none"> • Health Boards • Universities • Local Authorities • Organisations governed by the above 	Governing documents are not required for these organisations, but we will need to see letters of support from two senior personnel.
<ul style="list-style-type: none"> • Limited Liability Partnership Limited Partnership Partnerships 	<p>The organisation must have a minimum of two trustees who are not related or do not live at the same address</p> <p>Partnership agreements 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
<ul style="list-style-type: none"> • Statutory Corporations 	Please speak to an Arts Council Officer before applying
<ul style="list-style-type: none"> • Housing Associations 	Please use the table above to identify your structure

Your organisation doesn't have to have specifically include "the arts" within the objectives of your governing document, but we'd would strongly encourage this. It may provide us with additional assurance of the artistic basis of the project that you're applying for.

A note on 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.

We need your governance documents to include a **Dissolution Clause** states that any remaining assets (which includes cash and other assets) – should the organisation be wound up or dissolved – will be transferred to another organisation with similar objectives. This ensures that the investment of public money in the arts is protected. An **Asset Lock** makes sure that the assets of an organisation (including any profits or other surpluses generated by its activities) are used for the benefit of the community.

Appendix 2 – Bank accounts

We'll need to make some financial checks, so we'll ask you to provide some evidence of your bank account. We can't award funds to you without this information.

You'll be asked to include this information in your application "account" when you set up your organisational/individual profile. This will be checked every time you apply to us for funding. If you have more than one bank account on your profile, we'll need you to select which account you'd like the grant to be paid into.

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

We'll need the evidence to check:

- 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.

If your application is successful, we'll 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've 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.

Appendix 3 – Questions and Answers from Round 1

What does a good proposal look like?

A good proposal would need to demonstrate the 4 P's;

- **Priority:** Does your proposal reflect our key priorities in our [Corporate Plan: For the Benefit of All](#)
- **Potential:** Does your proposal demonstrate a strong impact on; audiences, participants, the ecology of the sector, environment etc
- **Place:** Does your proposal benefit communities suffering economic hardship or underrepresented groups?
- **Partnership:** Does your proposal reflect a cohesive partnership? What are the clear shared objectives? Does this partnership demonstrate potential and an innovative approach?

Do you need to attend the Virtual Briefings?

No, there is no requirement that you need to attend any of the meetings, they are optional. The meetings are designed to provide additional support and a portal for questions and answers you may have, attending one session would suffice.

Can you clarify what you will support under Childcare Costs?

We can contribute to funding childcare costs where this is necessary to allow individual freelancers to take part in the project.

In some circumstances we'll support reasonable childcare costs – particularly where participants are unlikely to be able to afford attendance without this support – or for activity which enables the involvement of people from underrepresented groups. Please explain why this support is required.

Childcare costs should be included within the expenditure section of the budget attachment to your application

As a freelancer, why can I not be the lead on the project?

As a freelancer you can be the lead on the project, however for financial management reasons we ask that an organisation be the 'host' of the project.

As a freelancer how can I ensure I have parity in the project?

We expect all collaborative parties to work from a partnership agreement, this agreement will need to clearly demonstrate the roles and responsibilities of each party. Your budget should reflect all pre-agreed fees etc.

Is Connect and Flourish open to Festivals?

Yes, festivals are encouraged to apply where they can demonstrate collaborative working and meet the Connect and Flourish criteria.

Do partnerships need to be new or can we apply for current partnership activity?

No partnerships do not need to be 'new'. Applications can be made for existing partnerships where they already embody the ethos of Connect and Flourish.

I'm not ready to submit an application now, will there be other opportunities?

There will be new programmes open from April 1 2021, including opportunities for individuals and organisations, as well as, further chances to apply for collaborative projects.

I've not worked with my partners for long, will this hinder my application?

No, within each proposal we are looking for the potential of the partnership, you will need to clearly state your shared objectives and what has brought you together. We would expect for relationships to grow, and we will work with you in supporting your proposal.

As an organisation can I lead (or be host) on more than one application?

No, unfortunately, you can only lead on one proposal/application, however, you can be part of multiple proposals.

Do the Lottery programmes open in 2021, and would we be allowed to apply to these as well as this new fund?

You can apply to other programmes if you have made an application to Connect and Flourish. From January to March 31 2021 this will be our main opportunity for Lottery funding alongside funding programmes including the International Opportunities Fund, Creative Steps, and Arts and Health (managed by Nesta). Further lottery funding programmes will open from April 2021.

Will it be possible to make more than one application within a two year period e.g. 100k in 2020/21 and another in 21/22?

Currently rules allow for a host to have one live project, we would expect a grant to cover the life of the project, this may change in future. You may apply for development funds and then apply for project funds within the same year.

Eligibility: Host organisations can be in Wales and other UK nations.

You can apply to us if you're based in Wales or other UK nations where there is a clear benefit to Wales through the funded project.

Can different service areas/departments within local authorities/universities be classed as different partners in applications? Does the same apply in terms of being the host organisation of different applications?

We would define different service areas/department within a local authority or university as different partners for the purposes of this fund. This means that different service areas/departments could host different applications or be partners in different applications to us. We would however still expect to see individuals as part of any collaborative application and ideally an additional external partner to the local authority/university to support with the potential of the proposal.