Cyngor Celfyddydau Cymru
Arts Council of Wales

Connect and Flourish

Information to help you apply for Connect and Flourish money

For organisations

How to use this document

This is an easy read version. The words and their meaning are easy to read and understand.
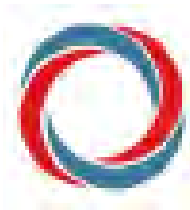
You may need support to read and understand this document. Ask someone you know to help you.

Words in **bold blue writing** may be hard to understand. They have been explained in a box below the word.

If the hard word is used again it is in normal blue writing. You can check what the words in blue mean on **page 26**.

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

E-mail: grants@arts.wales

Phone: 03301 242733

Website: www.arts.wales

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

Contents

Introduction

This document will help you fill out the **Connect and Flourish** application form.

Connect and Flourish is the name of a new **National Lottery Arts Funding Programme**.

This fund will support people to work with organisations on new and exciting arts projects.

An organisation needs to do the application from. They will manage the money your project gets. They will be called the host.

If your organisation is **not** able to ask for money from the National Lottery, we may still be able to help you.

Send us an e-mail with your application and tell us **why** you are not able to have money from the National Lottery.

Our website has lots of useful information to help you fill out your application form:

https://arts.wales/resources/national-lottery-funding-guidelines

There is a list of other useful links on **pages 24 and 25**.

Filling out your application form

Please fill out the application form online.

Attachments
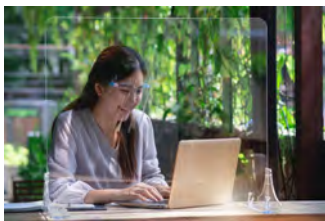
When you send your application form you will also need to send your budget for the project.

The budget for your project - How much you think it will cost, and what money you hope you will get. There is a form for this included in the application.

The application form is in sections. Here is more information about each section.

1. Welcome

This page will give you important information about the application form.

Make sure you save your application form often. After **15 minutes** the form will time-out.

Once you start, you will have **3 months** to finish your application and send it to us.

2. About your organisation

Please tell us:

- The name and address of your organisation.

- The website address for your organisation.

- Your Companies House number, Charity Commission number and VAT number if your organisation has them.

- What your organisation does.

- Where your projects usually take place.

- What kinds of people are involved in your projects.

- What kinds of people come to see what you do.

3. Equality information

We want to know what you do to make Wales a fair and equal place to live. For example, how does your organisation include:

- Deaf people

- Disabled people

- Black people and people of colour

- People who speak Welsh.

4.   Contacting you

What language do you want us to use when we contact you? There is a list to choose from on the application form.

We will need the name and e-mail addresses of 2 **different** people in your organisation:

- The Chairperson of your organisation.

- A person in your organisation who can make decisions about your project and sign documents. They will be called the **primary contact**.

If your chairperson is the same as your **primary contact**, send us the name and e-mail address of someone else who is able to make decisions about your project and sign documents.

5. About your project

We would like a short description of the project you want to do. In 90 words or less, please tell us:

- Dates when your project will start and finish.

- That your project will take place mainly in Wales.

- That this project is different to the work you usually do.

- That you have money from other places to support your project. We cannot give you money to pay for the whole project.

- How much you think the whole project will cost.

- How much money you would like us to give your project.

- Any extra money you need to support people to be involved. For example, to pay for special equipment, or interpreters.

6. Project proposal

This is your chance to tell us all about your plans and ideas for your project. There are 9 things to think about in this section including:

▪ **Your partners**

Tell us in 500 words or less:

– Who you will be working with on your project, what they will be doing and what they have done before.

– What brought you together to work on this project.

– How your project will include people who haven't worked together before.

– What opportunities there will be to pay **freelancers** to work on your project.

> **Freelancers** are people who work for themselves. **Freelancers** in the arts are people like makers, performers, composers, directors and designers.

- **Creative ideas and what you hope to achieve**

Tell us in 500 words or less:

– What will be new and different about your project?

– What will be a challenge in this project and how will you overcome challenges?

– What do you hope people will remember about this project when it is finished?

- **Who will be part of your project?**

Tell us in 500 words or less:

– How will people know about your project?

– How you will encourage new and different people to be involved with or see your project?

– How will your project help people who want to work in the arts?

– How do you think this project will benefit people involved in it?

- **What languages are you using in your project?**

  – If you are using 1 language tell us which language.

  – Tell us if your project is all in 1 language or if you are using more.

  – If you are using more than 1 language, tell us how much of each language you are using.

- **How will you manage your project?**

  Tell us in 500 words or less things like:

  – When you expect to get things done.

  – What you think you will learn from your project.

– How you will support everyone to have a say and be involved with decisions.

– What problems might come up and how you will work together to solve them.

– How people will be supported to talk about their experience of being involved in the project.

– How you will work out if your project was successful.

▪ **The Cultural Contract**

Tell us in 500 words or less how you will support the **Cultural Contract**. Tell us about:

– **Fair work and fair pay.** How you will make sure people are paid fairly. And provide opportunities for freelancers to have paid work.

– **Diversity.** How you will get different types of people involved in your work. Especially deaf and disabled people, black people and non-black people of colour and Welsh speakers.

– How you will support ideas like **social prescribing**.

> **Social prescribing** is when people use community services to improve their health and well-being. For example, going to a Yoga class to help with back pain.

▪ **Looking after our environment**

How will you make sure your project does little or no damage to the environment?

7. Project targets

This section is about your aims for your project. Please tell us:

- Which **Artforms** you are using in your project. For example dance, music and drama.

- Activity types. There is a list of activities in the application form. Tick the ones you are using and tell us how much you are using them.

- About your targets. Tell us about things like how many performances or events you will do. And how many people come and see your project.

8. Project location

Please tell us where your project will take place.

If your project will be done over a computer, please tell us where the organisations and artists who are involved in the project are based.

Tell us if your project happens in more than 1 place. And how long the project is in each place for.

Tell us if any part of your project is happening outside of Wales or the UK.

9. Project equality information

Tell us if your project is for particular groups of people. For example:

- People of a particular age.

- Disabled people.

- People of a particular culture, religion or belief.

- Any other group you are aiming at.

10. Declaration

We will tell you about how we will use the information you have given us.

If you agree, please tick the boxes.

What happens after you send your application to us?

We will send you an e-mail to let you know we have got your application.

We will check your application is filled in completely.

We will give your application to 1 of our staff to read through.

We will have a meeting with other people from our team to make a decision.

If we think we should fund your project, we will offer you money.

We will tell you if we need more information before we fund your project.

Smaller amounts of money will be paid in 1 go.

Larger amounts of money may be paid a bit at a time.

If we don't think we can help you with your project, we will e-mail you and tell you why.

During your project

It is important that you let us know how your project is going.

As you get on with your project, we want to work with you if you need to make any changes.

You need to tell us when you are changing something that you have told us about in your application.

After your project

When your project is finished, we will ask you to tell us:

- How much money you spent.

- How much money you made.

- If your project was what you described to us in your application.

- How your project went and if you think you met your aims.

If your project was not what you said in your application, we may ask you to give back some, or all of the money.

More help

For more information to apply for grants from the National Lottery programme:

https://arts.wales/resources/national-lottery-funding-guidelines

For more information on supporting equality in Welsh arts:

https://arts.wales/about-us/strategy/equalities

For more information on keeping safe from coronavirus when working on arts projects:

https://arts.wales/news-jobs-opportunities/working-safely-through-covid-19-seven-inclusive-principles-for-arts

For more information on making arts projects accessible for deaf people:

https://arts.wales/resources/toolkit-developing-ddeaf-deafened-and-hard-hearing-audiences-wales

For information on making arts projects accessible for people with sight problems:

https://arts.wales/resources/developing-visually-impaired-audiences-wales

For information on making buildings and arts spaces accessible for people with disabilities.

https://arts.wales/resources/equal-spaces

Hard words

Freelancers

Freelancers are people who work for themselves. Freelancers in the arts are people like makers, performers, composers, directors and designers.

Social prescribing

Social prescribing is when people use community services to improve their health and well-being. For example, going to a Yoga class to help with back pain.