



Cyngor Celfyddydau Cymru
Arts Council of Wales

National Lottery Funding

What you need to know when making an application

April 2021



Yn dyfarnu arian / Awarding funds from
Y LOTERI GENEDLAETHOL
THE NATIONAL LOTTERY®



Noddir gan
Lywodraeth Cymru
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Accessibility

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. 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

Welcome	4
Our Vision	4
Our Corporate Plan	4
A More Equal Approach	4
Strengthening capability and resilience	5
Welsh language	5
Taking the time to get your proposal right	5
Eligibility – Organisations	6
Eligibility and Governance	7
Eligibility – Individuals	11
Now we know you're eligible, what about your project?	12
Funding Programmes	14
Funding deadlines	15
The application process	16
Accessibility	17
Project Costs	19
Artist Fees	19
Costs we can't support	20
Bank accounts	21
Additional Information	22
Freedom of Information	22
Complaints Procedure	22
Fraud Prevention	22
Data Protection	22
What if I have a question?	23
Other Ways to Contact Us	23

Welcome

This document contains practical information to apply for one of our National Lottery funding programmes.

The world is very different today than it was before Covid-19. It's time to take a fresh look at how we can achieve a strong and resilient arts sector that properly reflects our country's people and communities.

Our Vision

We want a fair, prosperous, and sustainable Wales and we want to improve the quality of life of people in all its communities, working in Welsh and English. All the projects that we fund will need to show how they support equality and diversity, including in their governance, workforce and through the activity that they develop and present.

Our Corporate Plan

Our Corporate Plan, 'For the Benefit of All', describes our ambitions for the arts in Wales. It sets the tone for our funding and work, and shows how we are working towards achieving our goal of making the arts central to the life and wellbeing of the nation: [Arts Council of Wales Corporate Plan 2018-23](#)

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 aspects of a person's identity 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.

It is important to us to see applications that can show how they will involve and reflect the creativity of D/deaf and disabled people and Ethnically and Culturally diverse people throughout the life of the project.

The best projects tend to be 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.

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 by championing creative talent and rebuilding the partnerships and collaborations that will help us to get back on our feet.

All of this depends on encouraging a wider diversity of artists, curators, producers, production and creative teams across all regions of Wales and beyond. Our funding goes further when individual artists, creative freelancers, venues, communities, audiences and participants are considered from the outset of a project's development.

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.

Taking the time to get your proposal right

Please make sure your project planning allows you to take the time you need to get things right. Your project will be stronger and more compelling if it's well thought through.

Eligibility – Organisations

We need to make sure that your organisation is properly set up and able to manage public funds. There are a few key things we require.

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 bank account section [page 21](#))
- have an Equal Opportunities Policy that's been reviewed by your governing body within the last three years and 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.

You can make, or be part of, more than one application. If this is the case, you'll need to make sure that your organisation has the capacity to deliver multiple projects effectively. You should make this clear in your application.

If your project involves working with children, young people or vulnerable adults you must also have:

- A Safeguarding / Child Protection Policy that's been reviewed by your governing body within the last three years and complies with current legislation.

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 your responsibility as the applicant to make sure that there's an appropriate Safeguarding Policy in place.

If you're an individual making an application to lead activities with children, young people or vulnerable adults, you'll need to provide written evidence that an organisational partner with appropriate safeguarding procedures in place will take on the responsibility of safeguarding for the duration of the project.

Eligibility and Governance

It's important that public funds are being properly and well spent.

Organisations can apply to us if they're based in Wales or another UK nation 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 (where Directors are not at the same address)
- 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 eligible to be a partner in a project application if 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 our online application portal

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

- you'll only need to upload a signed copy of your governing document to our online portal if you haven't submitted it to us within the last two years, or, if it's been updated since you last applied

The table below outlines the types of organisation we can fund, and what we will want to see included within your governing documents.

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 and Information Team](#)

Organisation Structure	Governance Requirements
Company Limited by Guarantee Charitable Incorporated Organisation Community Interest Company Charitable Trust	<p>The organisation must have a minimum of 2 trustees/directors 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/directors • be registered with Companies House and/or 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)
Company Limited by Shares	<p>The organisation must have a minimum of 2 trustees/directors 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/directors • be registered with Companies House and/or Charity Commission. • specify that regular board meetings are to be held • include an appropriate quorum for decision making
Unincorporated Association	<p>The organisation must have a minimum of 2 trustees/directors 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/directors • 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
Health Boards, Universities, Local Authorities Organisations without an independent board, but governed by the above	Governing documents are not required for these organisations, but we will need to see letters of support for your application from two senior personnel.
Limited Liability Partnership	The organisation must have a minimum of 2 trustees/directors who are not related or do not live at the same address. Partnership agreement must: <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
Statutory Corporations	Please speak to an Arts Council Officer before applying
Housing Associations	Please use the table above to identify your structure
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.	

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.

A **dissolution clause** specifies what will happen to the remaining assets of an organisation (which includes cash and other assets) if the organisation is wound up or dissolved.

We require a dissolution clause that specifies that any remaining assets will be transferred to an organisation with similar objectives. This ensures that the investment of public money in the arts is protected.

An **Asset Lock** ensures that the assets of an organisation (including any profits or other surpluses generated by its activities) are used for the benefit of the community.

Your organisation doesn't have to have arts noted within its objectives as part of its governing document, but we would strongly encourage this. Its inclusion may provide us with additional assurance of the artistic aims of your project.

Eligibility – Individuals

To be eligible to apply as an Individual Artist or Creative Freelancer (which includes sole traders and individuals trading as a business), you must:

- be able to apply in the **legal name** of the individual making the application.
- have a bank account in your **legal name** (see bank account section [page 21](#))
- be over 18 and live in Wales.
- be pursuing an artistic career or be professionally employed in the arts in Wales. This does include freelance practitioners.
- not be in full-time education at school, college or university.
- be able to provide evidence of your track record of facilitating or creating artistic work for presentation to audiences.
- not be in default of any financial agreement with the Arts Council of Wales
- not have any overdue requirements on Arts Council of Wales grant funding awards.

We won't fund anyone who has been working for less than a year and who hasn't had at least one piece of work professionally produced, presented, published or exhibited. This is because we expect to see some evidence of a professional practice as the foundation for the activity you want us to support.

We can't pay for full or part time study, individual tuition, lessons or vocational training. However, we can support you to access training to enhance your creative practice and invest in the skills that will help you to build a sustainable career in Wales.

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 training or development activity that's delivered outside Wales (where there is no similar provision in Wales).</p> <p>We can consider funding up to 15% of the total cost of a project to enable touring or activity outside Wales. We can consider funding some international activity as part of a wider project if a clear rationale is given.</p>
Your project must complement and enhance your usual programme of activity	<p>This means it should not be part of your core activity or include core costs. This is particularly the case with members of the Arts Portfolio Wales.</p>
Your project must involve working with others	<p>The best projects happen when partners are involved. This could be a partner organisation, critical friend, artistic mentor, business advisor or training provider. We'll expect to see you working with at least one other individual or organisation who'll support you to develop and deliver your project.</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 in case you need to send us more information following an award being made.</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 sources other than Arts Council or non-National Lottery source.</p>

In some cases we 'delegate' National Lottery funding to specialist organisations who work on our behalf to run funding programmes relevant to particular groups.

If your project is focussed on **literature** please contact **Literature Wales**:
literaturewales.org / 029 20 47 2266 / post@literaturewales.org

If your project is focussed on film please contact Ffilm Cymru Wales:
ffilmcymruwales.com / 029 21 679 369 / enquiries@ffilmcymruwales.com

Tŷ Cerdd distributes Lottery funds on behalf of Arts Council of Wales, to help organisations develop music-making of all genres in communities around Wales. Please contact Ty Cerdd to discuss how they may be able to help you: tycerdd.org/enquiries@tycerdd.org

Funding Programmes

During the financial year April 2021 to March 2022 we plan to distribute around £20m of National Lottery funding to support the arts sector – with opportunities for individuals and organisations.

Funding programmes include:

- small grant capital funding for venues to make changes that will help them to re-open
- funding for projects that address current health and well-being challenges
- funding for organisations to create new work and to build back audiences for venues and festivals
- funding for individuals to create new work, invest in research and development, and support training and professional development;
- funding that encourages schools to place creativity at the heart of the curriculum;
- funding for organisations and artists bringing the work of new voices and underrepresented communities to the attention of audiences;
- funding to support Welsh organisations and artists to connect and work internationally.

You can check the most up-to-date information on the funding programmes that are open to application by visiting arts.wales

Funding deadlines

There are **no deadlines for small grants**, but you need to allow a **minimum of six working weeks** between the date you submit your application and the start of your project.

There are **set deadlines for large grant applications**. These are published on our website. You need to allow a minimum of nine working weeks between the deadline date and your project start date

Applications must be complete and no further supporting information will be accepted after submission.

The remainder of your project income must come from a non-Arts Council of Wales source and at least 10% of your project income must not come from other National Lottery funding. You can find out more about partnership funding and in-kind funding in our application Help Notes.

Competition for our funding is strong and we are not able to fund all applications. We are also aware that there are many people who need our support at this time.

The application process

1. You'll need to use our online 'portal' to make an application. If you haven't done so already, you'll need to register for access to the portal. You can find out how to do this [here](#).
2. Complete and submit an online application form on our portal. If you're unable to access the online form or require further assistance, please contact us at grants@arts.wales. After we receive your application, we'll send you an acknowledgement.
3. We'll check your eligibility. We'll also review your project budget to make sure that the figures look right. If any information is missing, we'll contact you. You'll have up to 5 working days to resolve any outstanding matters.
4. If your application is eligible, it will proceed to assessment.

All applications are subject to the same rigorous checking and assessment process.

Grant decision meetings are chaired by one of our Portfolio Managers and panels can include Arts Associates with a wide range of expertise from all parts of Wales.

Your application will be assessed against the published criteria and the quality of your artistic proposal.

We will only be able to support those applications that present the most compelling and persuasive case against the funding criteria.

5. If your application is successful, we'll send you an Award Acceptance. If you've not been successful, we'll write to explain why and offer an opportunity for feedback.
6. Once you've signed and returned your Award Acceptance and we've verified your details, we'll pay a percentage of the award (depending on the needs of your project). We'll pay the final 10% at the end of your project and after we've received a Completion Report.

Our Grants and Information Team can help with the following:

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

You can get in touch via the online 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 project meets the criteria is you're welcome to get in touch with our Development Team to discuss your project in more detail.

[Online Form](#)

Email: development@arts.wales

Telephone: 03301 242733 (select option 1, then option 4)

Please provide as much information as you can, including:

- your name
- project title
- a description of your project
- how your project will match one or more of our corporate objectives
- how much funding you want to apply for
- where your project will take place

Accessibility

Please get in touch with our Grants and Information team using the details on [page 23](#) to discuss how we can help with specific access needs

1. Applying for Funding

We can help to make sure that you're supported during the application process. For example, you might find it difficult to articulate your project ideas in your application form.

2. Running your Project

If your application is successful, we can help to cover access support costs for things like:

- Interpreter costs
- Support workers
- Specialist equipment or software

We won't consider 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 access costs in our Help Notes, or you can discuss these with a Development Officer using the contact details on [page 17](#)

3. Your Audience/Participants

You can include access costs in your budget to make your activities more accessible to D/deaf and disabled people. In our project budget template there's a section in the Expenditure tab where you can include access costs to support this. You'll find more detail about the kind of costs we can support in our Help Notes. Think about any access costs as early as you can in your project planning.

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

https://arts.wales/sites/default/files/2019-10/Making_your_work_accessible.pdf

You might also want to consider the Government's Access to Work scheme which can support you if you have a disability or health condition that makes it hard for you to do your job, or get to and from work: You can find more information here:

www.gov.uk/access-to-work

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/their time. Fees can be up to 100% of your project expenditure.

We won't fund applications 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 rates relevant to your practice and at the very least expect you to pay the industry minimum. Where no industry minimum rates are available, you must pay the [National Living Wage](#) as an absolute minimum.

Trade Unions and support organisations can offer guidance on industry minimum rates of pay and fees.

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:

Any fees over £5,000 need to be advertised and recruited through open selection unless there is a clear rationale for not doing this, which will need to be explained in your application.

Costs we can't support

There are some costs that we can't support:

- activities that are not related to the arts
- accountancy, audit, legal and bank fees or charges
- ongoing overheads, for example rent and utility costs
- 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 have 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.

We can support reasonable childcare costs where this is necessary to allow individual freelancers to take part in the project. This will apply 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. You'll need to explain why this support is required. Childcare costs should be included within the expenditure section of the budget attachment to your application

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.

Your nominated bank account must fully satisfy the conditions stated within our online guidance:

Organisations [here](#)

Individuals [here](#)

Additional Information

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 Grants and Information Team.

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.

Other Ways to Contact Us



03301 242733



9.00am - 5.00pm Monday - Thursday

9.00am - 4.30pm Friday



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



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