

Easy Read

The Capital Programme fund

What documents we need for the application



This document was written by the **Arts Council of Wales**. It is an easy read version of Section 21 of 'Capital Lottery Programme Application Help Notes'.

November 2021

How to use this document



This is an easy read document. But you may still need support to read it. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. You can check what all the words in blue mean on **page 21**.



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

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Phone: 03301 242733

Website: arts.wales/about-us/contact-us



This document was made into easy read by **Easy Read Wales** using **Photosymbols**. To tell us what you think about this easy read version, please [click here](#).

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About this document



When you apply for the **Capital Programme**, you must tell us about your project.



You also need to give us **important documents** about your project.



We call these documents **attachments**.



You need to upload these **attachments** on **Section 21** of your application.



This document will tell you what **attachments** you need to upload.

What documents we need



What we need depends on the type of application you are making.

Applications for equipment

We need:



Your **project budget** on the **Project Budget Template**.



A list of what you want to buy. And how much it all costs.



3 quotes from different people you could buy these things from.



We only need to see 3 quotes for items costing 2500 pounds or more.

Other information we might need:



A report about your project. We call this a **tender report**.



Proof that there is a need for your project. For example, communities have said that that they want it.



You might get help from people during your project. We need letters from them saying what help they are giving.

Applications for Minor Capital Works – Repair of buildings

We need:



Your **project budget** on the **Project Budget Template**.



More details about your project costs. To go along with your **Project Budget Template**.



Your final plan for your project.



Drawings of what you are going to do. These should be signed by your organisation.



A detailed list of equipment you are going to buy.



A Business Plan

Other information we might need:



A report about your project. We call this a **tender report**.



Quotes from suppliers or contractors that will work on your project.



Information about how you plan to raise more **funds**.



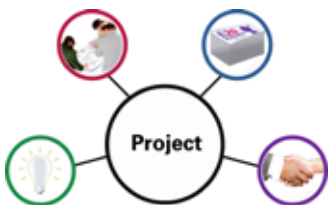
A **fund** is money that organisations can get to help them do their work.

Proof

Proof of any other **funding** you have.



You might get help from people during your project. We need letters from them saying what help they are giving.



Proof that there is a need for your project. For example, communities have reported that they want it.



A **structural survey**. This is information about your building. To show it is safe.

An **asbestos survey**. This will say if there is any asbestos in the building.



Asbestos can be dangerous. **The Health and Safety Executive** can help you to keep people safe. Find out more on their website: www.hse.gov.uk/asbestos/regulations.htm.



Proof you have permission to do this building project. Like from the landlord. Or the council.

Applications for Major Capital works – Feasibility study

We need:

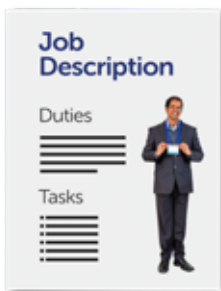


Your **project budget** on the **Project Budget Template**.



Documents to show that it is possible to do this project.

Other information we might need:



A job description for the Project Manager of your project.



You might get help from people during your project. We need letters from them saying what help they are giving.



Proof that there is a need for your project. For example, communities have said that they want it.



A **structural survey**. This is information about your building. To show it is safe.



Permission from the landlord to do this building work.



Proof of any other **funding** you have.

Applications for Major Capital Works – Design development

We need:



Your **project budget** on the **Project Budget Template**.



Documents to show that it is possible to do this project.



Your final plan for your project.



A Business Plan

Other information we might need:



CVs of design team members and other people working on the project.



Information about artists you will work with. To put artworks into your project.



Drawings of your building.



You might get help from people during your project. We need letters from them saying what help they are giving.



Proof that there is a need for your project. For example, communities have said that they want it.



A **structural survey**. This is information about your building. To show it is safe.



Permission from the landlord to do this building work.



Proof of any other **funding** you have.

Applications for Major Capital Works – Construction

We need:



Your **project budget** on the **Project Budget Template**.



Spatial Coordination Cost Plan.



Spatial Coordination Design Report.



Drawings of what you are going to do. These should be signed by your organisation.



A detailed list of equipment you are going to buy.



Information about how you will protect the **environment** during your project. Now and in the future.



The **environment** is where we live. It includes the land, the sea, the air, and everything that lives in and on it. For example, plants, animals, and fish.

We also need:



Information about how you have made your project **accessible**.



Accessible means it is easy to go somewhere. And to get around. It also means something is easy to understand.



Documents about your plans to use public art.



Information about how you will run things in your building once it is finished.



Information about your Project Management group.



A plan for your building work.



A Business Plan

Other information we might need:



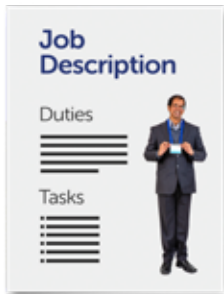
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Documents showing you have permission to do this building project. Like from the landlord. Or the council.

If you cannot accept National Lottery money



If you cannot accept Lottery **funding**, you should tell us.



Upload a letter with your application saying why you cannot accept Lottery **funding**.



We might be able to **fund** your project with money from other places.

Hard words

Accessible

Accessible means it is easy to go somewhere. And to get around. It also means something is easy to understand.

Environment

The environment is where we live. It includes the land, the sea, the air, and everything that lives in and on it. For example, plants, animals and fish.

Fund

A fund is money that organisations can get to help them do their work.