

Capital Lottery Programme

Application Help Notes

November 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 capital@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.

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Introduction

Welcome to our Help Notes for the Capital Lottery Programme.

Here you'll find all the information you need to prepare your application for capital funding. Our [General Guide to the Arts Council of Wales Capital Programme](#) and our [Capital Strategy 2012-2017](#) should be read alongside this document. This is where you'll find all the information you need on our overarching priorities, eligibility, appropriate costs and additional support available to help you submit the best application possible.

From time to time we may need to make changes to our Capital Lottery Programme. This could include areas that we might be able to fund at a particular time or those that are a particular priority. These will be publicised on our website so you should always check before starting an application.

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.

Our Capital Programme has no deadlines. As long as you've discussed your project with an officer you can submit your application at any time. Our meetings happen at several points throughout the year and you can speak to an officer to find out the best timing for your application.

Before you get started

Make sure you've read our [General Guide to the Arts Council of Wales' Capital Programme](#) and our [Capital Strategy 2012-2017](#) before you start to fill in your application form.

Have you got everything you need to complete your application form?

- Your organisation's contact details and information (unless you've applied to us before using our online system)
- Equality information about your organisation
- Your written proposal
- Your project budget (this must be on our downloaded template)
 - [How to use the project budget template](#)
- Supporting documents applicable for the application type. These notes will explain more about the documents we need from you for each application type
- Other supporting information (such as evidence of demand for your project and letters confirming any in-kind support for your project)

What questions will I need to answer?

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

1. Pre-Application Checks

Introductory information and pre-application check list.

2. Contacting You

Information about who to contact in relation to the application. This will include your language preferences and bank account information.

3. About your Project

Key information about your project, including its title, start and end date and basic budgetary information.

4. Project Focus

Use the tick box to select the application type (choose one) and funding priorities.

We use funding priorities to help us target our investment and to make choices between applications. You can read more about our funding priorities in our [General Guide to the Arts Council of Wales' Lottery Capital Programme](#).

Tell us about your project, what is it you intend to do, what will it achieve and why do you want to do it?

5. Project Proposal Guidance

We have identified eight broad themes which all applications for Capital Lottery funding must address:

These themes are:

- Meeting an identified need
- Delivering a high quality project
- Benefitting the public
- Ensuring your project is fully accessible
- Demonstrating your strengths and sustainability
- Planning and managing a successful project
- Funding a successful project
- Managing risk

Each section of your proposal will be about one of these themes.

It's important that you follow this structure and the guidelines on the information you need to provide as it helps us to compare like with like as part of the assessment process.

In each section you'll need to tell us certain key facts about your project. You'll also need to show us the extent to which your project addresses each of these themes. We tell you more about the information you must give in the sections below.

Wherever you can, please provide us with evidence to support your proposal. In particular we need to see clear evidence of demand and support for your project.

We use the information in your project proposal to help us make a decision on your application. We consider how well you have addressed the broad themes we have identified. We also take into consideration our strategic and funding priorities, our knowledge about your organisation and your previous projects that we've funded.

6. Meeting an identified need

Tell us about your project and why it is needed.

- Describe your project. What equipment do you want to buy, how it will be used and where it will be installed or stored?

For all projects:

- Tell us how your project fits with your organisation's aims and why it is needed:
 - Why is it appropriate for your organisation to deliver this project?
 - How will it help you expand or improve what you already do?
 - What evidence of demand do you have?
 - How will you identify and establish the need for your project?
 - Who will you consult with about your project, for example potential users, staff, stakeholders, project partners? How does your project meet their needs?
 - Does your project form part of a wider strategic plan, for example a local authority led regeneration strategy or arts strategy?
 - Are there any other strategies or initiatives that are relevant to your project? This could be on a national, regional or local level, for example Welsh Government, local authority level or our own Corporate Strategy [For the benefit of all](#)
 - How will it contribute to the national arts infrastructure?

For major capital works:

- Tell us about the building or refurbishment work you want to do. Tell us about the capital requirements of your scheme and how your project meets your users' accommodation needs and technical requirements.

- If your application is for a feasibility study (RIBA Stage 2) or design development work (RIBA Stage 3/Spatial Coordination) tell us what you aim to address in your study:
 - What is the impetus for your study?
 - What is the opportunity you have identified?
 - What options will you appraise in your study?
 - What assumptions will you test?
 - How will a feasibility study assess whether it will help you expand or improve what you already do?
 - Tell us what work you have done to ensure that your organisation will not require more Arts Council income as a result of completing your project.
- Tell us why you think your project meets the need you have identified. You can also submit additional information to support your view that your project is needed.

We are looking for:

- A clear description of a well-researched project
- The extent to which you have shown the need for your project and how well your project meets the need you have identified
- Where relevant, a clear description of a well-researched project which justifies further investment to progress to design development (RIBA Stage 3/Spatial Coordination)

7. Delivering a high quality project

Tell us the aims of your project. What do you want to achieve? What steps will you take to make sure your project is fit for purpose and that it will be of high quality?

- Tell us the aims of your project. How did you agree on these?
- Tell us how you'll ensure you deliver a high quality project:
 - What steps have you taken to ensure that your project is well designed and fit for purpose?

- Show us that you have considered the functionality of your project:
 - Demonstrate how any building or redevelopment / refurbishment work is appropriate to its proposed usage, or ‘fit for purpose’
 - Tell us how your project will be making an innovative use of the space available to you

- If your project is to complete a feasibility study:
 - What steps have you taken to ensure that your feasibility study will meet your organisation’s needs and will be fit for purpose?
 - How will you ensure that your feasibility study demonstrates that the project is technically and financially viable?
 - How will you agree the vision and the Final Project Brief for your project as part of the process of completing your feasibility study?

- Show us how you’ve considered the physical impact of your project:
 - If you’re redeveloping or refurbishing an existing building, tell us how it integrates with the rest of your building / site
 - Tell us how you will ensure that any external works will integrate with the surrounding buildings and the environment around it

- Show us how you’ve considered the principles of sustainable development in its broadest sense:
 - Tell us how your project contributes to the well-being goals as set out in the Well-being of Future Generations (Wales) Act 2015

- Tell us how you have considered the environmental performance of your project:
 - Show us how you are aiming to reduce the demand for energy, as well as increase energy efficiency and maximise the use of renewable fuels
 - Tell us how you will maximise the use of sustainable materials
 - If you have completed a sustainability assessment as part of you design development work (RIBA Stage 3/Spatial Coordination) tell us about the key findings and how you will implement the recommendations

- Tell us how you will minimise the water usage of your building
- Tell us your approach to waste management and pollution, both during the construction phase and once your project is operational
- Tell us how you have considered the travel and transport implications of your project, and whether you have devised a green travel plan
- Tell us how you've considered the environmental performance of the equipment you've chosen to buy
- If you are purchasing equipment, tell us:
 - What research have you done to be sure that the equipment you want to buy is fit for purpose and will meet the need you have identified?
 - What research have you done into the quality of the product you want to buy and its lifespan and maintenance costs?
 - What research have you done to show that the equipment you've chosen to buy offers value for money?
- Tell us how you will select your preferred supplier(s), professional team and contractor(s).
 - What is your proposed method for construction works / appointments if they're yet to be appointed?
- Show us how you will meet your statutory obligations during the construction phase with regards to:
 - Building Regulations
 - Health and Safety at Work
 - Construction (Design and Management) Regulations 2015 (CDM)
 - The Control of Asbestos Regulations

When buying goods and services for your project you must comply with all current UK legislations on procurement that applies to your organisation and your project. As a minimum, any individual or organisation / contractor working on your project that will receive £5,000 or more will need to be appointed through a competitive process. You must obtain at least three independent quotes. Depending on the type of work we may

ask you to complete an open tender process instead. For work valued at over £25,000 you must complete an open competitive tender process (usually via Sell2Wales) and we may ask to be part of this process. If these appointments have already been made you will need to submit an appropriate tender report.

If you intend to purchase equipment you must submit three quotations from separate suppliers for all items or packages of items costing £2,500 or more. You should also submit a tender report that tells us why you have chosen to use the chosen supplier and why purchasing the equipment in this way is value for money.

You can read more about our requirements for sustainable development and the environmental impact of your project; and about the quality of design and construction and procurement in our [Additional Guidance Notes: Major Capital Project](#).

We are looking for:

- Clear, appropriate and achievable aims, that all of your project's stakeholders agree upon
- The extent to which you've shown that you will deliver a high quality project that will meet your requirements and is fit for purpose

8. Benefiting the public

Tell us about the impact of your project and the benefits it will bring to the people of Wales.

- Tell us about your project outcomes. What will change if you're able to deliver this project? What do you hope the long-term impact of your project will be?
- Tell us how your project will make a contribution to the arts sector in Wales. You should do this by showing how your project fits with our funding priorities for the Capital Programme. You can read more about our funding priorities in the [General Guide to the Arts Council of Wales' Capital Programme](#) and our [Capital Strategy 2012-2017](#).
- Describe the people who will benefit from your project and tell us how they'll benefit. For example:
 - Will your project benefit the people who already enjoy the arts activity that you deliver, either as an audience member or participant?
 - Will your project help a wider audience enjoy the arts activity that you deliver, or encourage people to take part who may not have done so before?

- How will you ensure your project helps you reach a more diverse audience?
- Will your project help creative professionals such as artists and craftspeople develop and present their work?
- Will your project benefit your staff and volunteers?
- Tell us how your project will affect the quality and quantity of the work you do
- Tell us how you'll make the outcomes of your project as inclusive as possible by explaining how you have considered the needs of hard to reach groups
- Tell us how you will market the outcomes of your project to ensure the widest possible involvement with your arts activity

We are looking for:

- A clear description of the proposed outcomes of your project
- The extent to which you've shown us that the project outcomes you aim to deliver are achievable
- The extent to which you have appropriately considered issues of inclusion, equality and diversity, and demonstrated that your organisation has a commitment to minimising barriers to attendance and participation

9. Ensuring your project is fully accessible

Tell us what measures you have taken to ensure that your project satisfies the requirements of the Equality Act.

- Tell us whether you have undertaken a recent independent access audit:
 - What are the key findings of your independent access audit and how will you implement its recommendations in your project?
- If you haven't undertaken an access audit, tell us why not and what you have done instead to ensure accessibility
- Tell us how your project will ensure maximum independent access for the widest range of people, including disabled people, whether as attenders, participants artists and members of staff

- Tell us how you'll make the outcomes of your project as inclusive as possible by explaining how you have considered the needs of disabled people

10. Demonstrating your strengths and sustainability

Tell us about your organisation and how it's managed. Show us that you've considered the financial impact of your project on your organisation.

- Tell us about your management and staff structures, and how your organisation is governed:
 - What skills and experience do your governing body bring to the organisation?
- If your application is for major capital funding tell us about the organisational 'health check' you have carried out:
 - Show us how you have reviewed the strength of your governing body, staff and volunteers
 - Tell us the experience of those involved in delivering a project of this scale and complexity
 - Tell us how you are addressing any gaps you have identified in the skills, experience and capacity needed to deliver your project
- Show us that you've considered the impact of your project on your organisation's capacity to deliver its usual activity:
 - Are you taking steps to strengthen your organisation whilst delivering your project?
 - Tell us the impact of any building closures required during the construction phase and how this will be managed
 - Tell us the impact of the construction phase on your artistic programme and how this will be managed
- Show us that your organisation is financially robust and well-managed
- Show us that you have considered fully the financial implications of your project:
 - Demonstrate that you are able to meet any new running costs, maintenance and lifecycle costs associated with your project on an annual basis. How have you calculated these costs?

- Demonstrate that you are able to meet the insurance and maintenance costs for your equipment on an annual basis. What arrangements will you put in place to insure the equipment?
- Tell us if your assessments show that your project will have a positive effect on your organisation's financial resilience. For example, by generating income, cutting costs or enabling you to work in partnership with others
- Tell us if your project will enable new initiatives to take place or will help you respond to new opportunities
- Tell us if your project will help you maximise funding opportunities from other sources
- If your application is for a feasibility study (RIBA Stage 2) tell us:
 - How the feasibility study will consider fully the financial impact of your project, for example whole-life cycle and revenue implications
 - How the feasibility study will assess whether / how your project will have a positive effect on your organisation's financial resilience. For example, by generating income, cutting costs or enabling you to work in partnerships with other organisations
 - Show us how your feasibility study will explore opportunities for maximising revenue funding opportunities from other sources
 - Tell us how you will take these findings forward as part of your continued business planning

We are looking for:

- The extent to which you've shown us that your organisation is well-managed and stable, and well-placed to take on a capital project
- The extent to which you've shown us that your organisation is financially robust
- The extent to which you have considered the financial impact your project may have on your organisation

You can read more about our requirements for completing a 'health check' of your organisation in our [Additional Guidance Note: Major Capital Projects](#)

11. Planning and managing a successful project

Tell us about your approach to the project. Tell us who'll be responsible for its management and delivery and how you will keep the project on track.

- Tell us how you'll manage your project:
 - Who in your organisation has overall responsibility for its delivery?
 - For major capital projects tell us about the Steering Group you must set up to oversee the project, and how it will be run
 - Will you work with anybody outside your organisation to deliver your project such as an Independent Project Manager? If so, tell us about their role and how and why they were appointed
 - If you are not appointing an external Project Manager, why not? This may be because the scale of the project does not justify it, or you may feel your organisation has adequate internal resources to cover off this area. You will need to convince us of this as it can be a demanding and time consuming role, particularly for small organisations
 - How will you ensure that there's clarity of roles and responsibilities if you're delivering your project in partnership, or working with one or more contractor / supplier?
 - Tell us if you've any experience of delivering similar projects. What did you learn from these that you can apply to your project now?
- Tell us about your project timetable and show us it is achievable
- Tell us how you'll keep your project on track:
 - How will you / appointed project manager monitor your project budget?
 - How will you / appointed project manager oversee your project team and contractor(s)?
 - How will you / appointed project manager monitor your project's progress and report this to your governing body and senior staff?

- For major capital project how will you manage the development of a public art strategy and the commissioning of artworks?
- How will you know if your completed project has been successful?

We are looking for:

- The extent to which you have demonstrated that you can deliver and manage the project successfully, ensuring it is completed on time and within budget
- How well you've demonstrated that your project team has the required skills and experience to deliver your project

You can read more about our requirements for an Independent Project Manager and integrating public art into your major capital project in our [Additional Guidance Notes: Major Capital Projects](#).

12. Funding a successful project

Tell us about the project budget and the other funding you need to raise to be able to deliver your project. You must upload a project budget to the attachments section of your application.

- Tell us about any assumptions you have made in order to produce your project budget:
 - What evidence do you have to support the figures in your project budget?
 - For major capital projects the project costs should be based on the Stage 3/Spatial Coordination Cost Report
- Tell us about the other funding you need for your project:
 - Where will it come from?
 - Is it in place?
 - If it's not secured, tell us your approach to fundraising and demonstrate that it will be raised in time
- Tell us about the outline capital costs for your major project that you have established as part of your feasibility study and design development work

- Tell us if you have any indication of any other sources of funding that may contribute to the capital cost of your project
- Show us how you will develop your fundraising strategy as part of the business planning that you do for a major capital project

We are looking for:

- A project budget that is based on realistic assumptions and that is appropriate to the scale and type of project you're delivering
- How successful you've been at fundraising and how likely it is that you'll raise all of the required funds for your project, if you have not already done so
- For equipment applications we will be looking for a simple budget highlighting the costs of the main elements. For larger construction projects we will expect this to go into appropriate detail within a formal Cost Plan document

You can read more about our requirements in relation to the Project Budget and Stage 3/Spatial Coordination Cost Plan in our [Additional Guidance Notes: Major Capital Projects](#).

How to use the project budget template

Your project budget must be submitted on our [Project Budget Template](#)

The template will automatically calculate subtotals for you and help ensure your budget balances. You should complete the white boxes on the spreadsheet, where appropriate. If some of the headings aren't relevant to your project you can leave them blank. Shaded cells should not be changed. Please use full £ only.

Your project budget should tell us how much your project will cost (expenditure) and how much you'll receive to pay for it (income). The income and expenditure for your project should balance (be equal). We cannot accept your budget if it does not balance so check this carefully.

Project Expenditure

Use the template to tell us how much your project will cost. Use the headings given to show us the cost of all the items you will be paying for as part of your project. You can add in additional cost headings depending on the needs of your project.

The costs you include must be eligible. You can read more about the costs we can and cannot pay for in our [General Guide to the Arts Council of Wales' Capital Programme](#).

Equipment

Tell us the cost of the equipment you want to buy. You should separate the cost into individual items or packages. A package is a group of items that you intend to order from one supplier. For example, if you intend to buy a portable dance floor from one supplier and some portable sound equipment from another, your budget would look like this:

Equipment		
Equipment (Item 1 / Package 1)	Portable dance floor	£1,700
Equipment (Item 2 / Package 2)	Portable sound equipment	£3,500

The cost you include in your project budget should match with the suppliers' quotations you'll submit with your application.

Building work

Tell us the total cost of the building work. You may want to separate this into different packages of work if you'll be using different contractors to carry out different elements of work. For major capital projects you should also consider splitting the enabling works from the main construction contract. Enabling works are building works that need to take place to enable a project to start, but which are not part of the project itself, for example constructing an entrance to the site.

If you intend to pay any individual or organisation / contractor £5,000 or more, you will need to appoint them using a competitive selection process. We'll check to make sure that you have appointed other people or organisations to work on your project appropriately. We'll expect you to submit a minimum of three quotations from separate contractors.

If you intend to pay any individual or organisation / contractor £25,000 or more we'll ask you to submit a tender report that tells us why you have chosen to use that contractor. You will also be expected to appoint through an open tender process and you should gain approval from us for the tender documents before advertising.

If you have already received quotations or tenders for your project, you should use the estimates as the basis for your project budget.

If you have completed a feasibility study (RIBA Stage 2) and design development (RIBA Stage 3/Spatial Coordination) the figures you present in your project budget should be drawn down from the Stage 3/Spatial Coordination Cost Plan.

If you need more space, you can use the "Other costs" section of the template to tell us about project costs not outlined in the headings.

Fit Out Costs

Fit out costs are usually items such as equipment and loose furniture which is purchased as part of a major capital project but outside of the main construction contract.

Professional Fees

Tell us about any professional fees you will pay. You should tell us in the “Planning and Managing a Successful Project” section of your project proposal why you need to pay professional fees. If you intend to pay any individual or organisation £5,000 or more, you will need to appoint them by using a competitive selection process. We’ll check to make sure that you have appointed other people or organisations to work with you on your project appropriately.

If your project is for a major capital project you should read our [Additional Guidance Notes: Major Capital Project](#) which gives further details regarding our requirements for the appointment of key consultants such as an architect, business consultant, project manager, artists and other additional specialists. It also gives further information to make sure you understand how decisions you make about procurement can impact on the later stages of your project’s development.

Value of support in kind

This can include the work of an unpaid volunteer, and the donation of land, buildings or equipment. We do not accept discounts given by suppliers as an in-kind contribution to your project. This means that we cannot accept an in kind contribution from any supplier that you are also paying as part of your project as we would consider this to be a discount.

You should submit a letter with your application which confirms the in-kind support and shows the value of the goods or services being given, and how you’ve calculated it.

VAT

If you are registered for VAT, your project budget should only include VAT that you cannot claim back (called “irrecoverable VAT”). Tell us how you have calculated the amount of irrecoverable VAT you have included in your project budget.

If you are not registered for VAT you should include VAT in your project budget. We can fund irrecoverable VAT if you include it within your original request.

Contingency

For equipment, feasibility (RIBA Stage 2) and design development (RIBA Stage 3/Spatial Coordination) projects we recommend a contingency of no more than 5% of the equipment or study’s cost.

For building or refurbishment works we recommend a contingency of 10% of the project cost.

Other Costs

Tell us any other costs you will have to pay as part of your project. This may include recruitment costs, surveys such as an asbestos survey, legal fees and statutory charges.

Project Income

Use the template to tell us about the income you will use to pay for the project. You should tell us the name of each funding partner, and whether their contribution is confirmed or being applied for.

Your own funds

If you are a member of Arts Portfolio Wales this cannot come from your revenue grant.

Earned Income

Tell us here about any income from earned income.

Local Authority Funding

Tell us here about any grants from the Local Authority.

Other Public Funding

Tell us here about any grants from public organisations such as the Welsh Government or the UK Government.

Support in kind

This should be the same as any in-kind cost you included in your project expenditure figures.

Other Income

Tell us here about any other income you will use to pay for the cost of your project. This can include:

- Income from fundraising, public appeals and donations
- Grants from other Lottery Distributors
- Grants from Trusts and Foundations

13. Managing Risk

Tell us how you will identify, monitor and manage risks associated with your project.

- Tell us if you have already identified any risks
- Tell us how you will identify and manage risks throughout the delivery of your project
- Tell us who is responsible for managing risk and reporting this to your governing body and senior staff?

We are looking for:

- A coherent and strategic approach to risk analysis and management

14. Building Details

Do not complete this sections if your application is for the Purchase of Equipment.

Tell us some key information about the building which will benefit from your project.

If you haven't identified the building that will benefit from your project, please tell us how you will carry out an options appraisal as part of your project.

If the building you have identified is leased, your lease must have at least twenty-five years remaining in order to be eligible for funding. You must also have the landlord's permission for the project. You must submit written confirmation of the landlord's permission with your application, if applicable.

If the building is listed, you must tell us whether it is Grade I or Grade II. You should discuss your project with your local planning authority and / or CADW. Tell us about the outcome of these discussions.

Any work which will change a listed building's character will need to be given Listed Building Consent (LBC), before it can go ahead. Tell us if you have received Listed Building Consent, or if you are awaiting a decision.

If you have carried out a structural survey of your building during the planning and development of your project, you must submit a copy of your structural survey with your application, if available.

Tell us the status of your application for planning permission. Have you made an application for outline or full planning permission, when do you expect a decision? If planning permission has been granted, tell us about any conditions attached. You must submit a copy of your planning permission with your application, if available.

Asbestos

Under the Control of Asbestos Regulations 2012, if you're responsible for maintenance of non-domestic premises you have "duty to manage" the asbestos in them, to protect anyone using or working in premises from the risks to health that exposure to asbestos cause.

If you want to do any building or maintenance work in premises, or on plant or equipment that might contain asbestos, you need to identify where it is and its type and condition; assess the risks and manage and control these risks.

You should tell us how you will approach this "duty to manage" in relation to your project. Further information can be found on the Health and Safety Executive's website:

<https://www.hse.gov.uk/asbestos/regulations.htm>

15. Art Forms

Information about the range of art form activity that will be part of your project.

16. Targets

Information about the types of activity that will be part of your project.

17. Language

The impact you think this project will have on the Welsh Language:

Positive, Negative or Neutral

18. Location

Tell us where your project will take place.

19. Equalities

Give us equalities monitoring information for your project.

20. Review my Application

This section allows you to review the information you've filled in so far, and to make any changes.

When you're ready you can submit your application.

Once you have pressed Submit, you should see your application listed under Submitted Applications in the Grants section of your account. We'll also send you an acknowledgement by email.

21. Budget Review

22. Uploads

This section allows you to submit all your supporting documentation called attachments.

We've highlighted the attachments that you must submit for each application type below:

Purchase of Equipment

- Your project budget (this must be on our downloaded Project Budget Template)
- A full list of the items you want to purchase and their costs
- Suppliers' quotations: you must submit three quotations from separate suppliers for all items or packages of items costing £2,500 or more

Other supporting information such as:

- A tender report
- Evidence of demand for your project
- Letters confirming any in-kind support

Minor Capital Works – Refurbishment of Buildings

- Your project budget (this must be on our downloaded Project Budget Template)
- A detailed breakdown of the building, fit-out and equipment costs to support your project budget
- Your Final Project Brief
- A full set of design drawings which have been signed off by your organisation
- A list of equipment to be purchased and any technical specifications
- Your Business Plan

Other supporting information such as:

- Tender report(s)

- Suppliers' / contractors' quotations
- Fundraising Strategy
- Evidence of partnership funding secured to date
- Letters confirming any in-kind support
- Evidence of demand for your project
- A structural survey
- An asbestos survey
- Planning permission documents
- Listed Building Consent
- Permission from landlord for your project to go ahead

Major Capital Works – Feasibility Study (RIBA Stage 2)

- Your project budget (this must be on our downloaded Project Budget Template)
- A brief for your feasibility study

Other supporting information such as:

- Pre-feasibility work
- A brief for the appointment of a Project Manager to oversee the delivery of your project
- Letters confirming any in-kind support
- Evidence of demand for your project
- A structural survey
- Permission from landlord for project to go ahead
- Confirmation of partnership funding

Major Capital Works – Design Development (RIBA Stage 3/Spatial Coordination)

- Your project budget (this must be on our downloaded Project Budget Template)
- Your completed feasibility study
- Your Final Project Brief
- Your Business Plan

Other supporting information such as:

- CVs of design team members and other consultants, (if appointed)
- A brief for the appointment of an artist(s) to develop a strategy for integrating artworks into your project
- Existing plans and drawings of your building and site
- Letters confirming any in-kind support
- Evidence of demand for your project
- A structural survey
- Permission from landlord for project to go ahead
- Confirmation of partnership funding

Major Capital Works – Construction (RIBA Stage 4 onwards)

- Your project budget (this must be on our downloaded Project Budget Template)
- Stage 3/Spatial Coordination Cost Plan
- Stage 3/Spatial Coordination Design Report and a full set of design drawings which have been signed off by your organisation
- Technical specifications and a list of equipment to be purchased
- Sustainability assessment and sustainable strategy
- Independent Access Audit

- Public Art Strategy
- Post Completion Operational and Maintenance Plans
- Project Management Group Terms of Reference
- Construction Programme
- Your Business Plan

Other supporting information such as:

- Tender report(s)
- Suppliers' / contractors' quotations
- CVs of project team, unless previously submitted
- Independent Project Manager's job description
- Fundraising Strategy
- Evidence of partnership funding secured to date
- Letters confirming any in-kind support
- Evidence of demand for your project
- A structural survey
- An asbestos survey
- Planning permission documents
- Listed Building Consent
- Permission from landlord for your project to go ahead

23. Declaration

Please read the declaration statement carefully.

In this section, we're asking you to read some important information about our **responsibilities** around General Data Protection Regulations and Freedom of Information.

It's important that you understand how the information you submit will be used and stored by us. You need to know what to do if you believe that any of your information is commercially sensitive or confidential.

We're then asking you to confirm several statements as part of the declaration. By ticking the box, you're signing the application form electronically on behalf of your organisation and the partnership.

What to do if you're unable 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 we receive from other sources.

Disclaimer

We have tried to make sure the information we give is correct. We do not assume and hereby disclaim any liability to anyone for loss or damage caused by mistakes or omissions in the information we provide, whether these mistakes or omissions are caused by negligence, accident or any other reason.

What if I have a question?

If you wish to discuss your project in more detail, please contact our Capital Team.

You can do this by email, through our website or social media:

Email: capital@arts.wales

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

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

If you have a technical query, please contact our Grants and Information Officers by email grants@arts.wales or phone 03301 242733 then select 1, then option 1.

Other ways to contact us

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



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