

Capital Lottery Programme

# General Guide

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](mailto: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.

## Contents

Welcome	4
Introduction	4
What is Capital Lottery funding for?	5
Who can apply	7
What we can fund	9
What you can apply for	11
Partnership Funding	13
How to apply	14
How we make a decision	16
Who will make the decision	21
If your application is successful	21
How we monitor Lottery Capital grants	21
Further Advice	22
What if I have a question?	24
Other ways to contact us	24

## Welcome

Thank you for your interest in the Arts Council of Wales and our Capital programme.

We are the public body responsible for funding and developing the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and wellbeing of the nation.

One of the ways we try to achieve this is by distributing public funding, and this scheme provides funding towards capital assets. It is funded by the National Lottery.

Since 1997 we have distributed over £130 million of National Lottery funding towards capital projects across Wales. There can be no doubt that this funding has transformed the arts infrastructure of Wales, benefitting creative professionals, arts organisations and those who attend and participate in the arts alike.

Our ambition for our Capital Programme is to continue to bring significant benefits to the arts in Wales through capital investment. We will do this by ensuring that arts organisations in Wales have fit for purpose buildings and equipment that enables them to fulfil their potential and increase their resilience. We will give particular priority to organisations that make up our Arts Portfolio Wales.

## Introduction

This guidance should give you all the information you need to make an application for Capital Lottery funding. It should be read alongside our [Capital Strategy 2012-2017](#) which remains valid and sets out what we want our Capital Lottery funding to achieve.

Throughout this guidance we'll talk about "your project". We use this term to describe what you are applying to us for. For example, your project could be the purchase of new sound and lighting equipment for a theatre. We'll also talk about "project outcomes". We use this term to describe what will happen if your application is successful and your project goes ahead. For example, the project outcomes of purchasing new sound and lighting equipment for a theatre could be the ability to stage more productions, which in turn could mean more earned income.

Capital projects can be complex. We can provide you with additional guidance on different types of projects to help you. We'll refer to these throughout this document.

You'll need to talk to one of our officers before making an application. We can help you identify the right officer to talk to.

We've tried to make this document, our Capital Strategy and our additional guidance as comprehensive and up-to-date as possible. If we have to change any part of the Capital programme we'll publish this information on our website.

## Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for a grant or access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or access our services and information, please [contact us](#) to discuss the type of support you need.

## Demand for Funding

We know that demand for our Capital Lottery funding will be high, and that sadly there are many good applications that we aren't able to support because there isn't enough money available. We make our decisions based on the information you provide in your application, as well as our strategic priorities, our knowledge about your organisation and your previous projects.

You can read more about our strategic priorities later in this document.

We can't support everything, so when planning your capital project, you should think about what you'd do if your application is unsuccessful, or you're offered less money than you applied for.

## What is Capital Lottery funding for?

Capital Lottery funding can be used towards spending on capital assets. Capital assets include buildings, equipment and vehicles. You can apply for Capital Lottery funding to buy, upgrade and refurbish capital assets. In exceptional cases when a project is an excellent fit with our strategic priorities, you can apply for funding to build new capital assets.

If you're applying for Capital Lottery funding to improve an existing asset you'll need to show that this investment will extend its life, increase its capacity or improve its quality. For example, the theatre applying for Capital Lottery funding towards new sound and lighting equipment could say that the project will improve the quality of the venue as it will offer a better experience to audience members and be more appealing to production companies.

## The difference we want to make

We want our investment to make a difference. So, all the funding that we distribute must help us meet our strategic priorities. Our goal is the re-building of a creative Wales in which our best talents are revealed, nurtured and shared; a country in which the widest possible cross-section of people in Wales is enabled to enjoy and take part in the arts; a country in which excellent work is valued, protected and supported to grow. This is described in more detail in our corporate plan, [For the benefit of all](#).

Two priorities underpin this strategy. They are:

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

Council has also identified a further action to support the delivery of these two priorities:

3. Enabling the Arts Council to work more effectively, collaborating more imaginatively with like-minded partners across Wales

The Capital Lottery grants that we make must help us deliver these.

Our Capital Strategy shows how we will target our investment by setting out the specific funding priorities for the Capital Programme. We have summarised them here, but you should read the [Capital Strategy](#) to find out more.

1. **Developing the arts infrastructure** – we want to enhance the creative and organisational capacity of key arts organisations, helping them realise the full potential of their facilities. Our focus will be on members of Arts Portfolio Wales, although strategically significant projects will be considered on an exceptional basis.
2. **Completing the national infrastructure** – a small number of key geographical and cultural gaps in provision remain and we'll consider projects that meet this identified need.
3. **Maintaining the standard of the infrastructure** – we want to help existing venues and facilities keep up to standard, which will, in turn, help them to prosper.
4. **Improving the viability and sustainability of key arts organisations** – we want to invest in entrepreneurial and commercially orientated capital initiatives that are designed to increase income and reduce costs. We're especially interested in projects that involve collaboration and partnerships between different arts organisations.
5. **Regeneration and the creative industries** – we'll support creative projects which are part of wider regeneration programmes that help to develop and grow the arts economy in Wales. We're particularly interested in the development of creative workspaces where there is a clear market need and a financially sustainable business model.

6. **Equipping the arts to thrive** – we will help organisations have the right tools for the creative challenges they have set themselves. Our priority will be organisations or projects that are part of, or play a key role in supporting the arts infrastructure, increasing access to the arts across Wales.

We'll use these priorities to help us make decisions on applications for Capital Lottery funding.

## Who can apply

Only organisations can apply for Capital Lottery funding.

Before developing your application, you must check that your organisation is eligible to apply.

To be able to apply, your organisation, and the project you are applying for, must be based in Wales.

### You must have:

- A minimum of two directors/trustees who are not related or do not live at the same address
- A written governing document such as a constitution, trust deed, or articles of association (unless you are a statutory body such as a town council, local authority, health body or university). Your governing document must:
  - show that the provision of arts activity is one of your objectives, and
  - have an appropriate dissolution clause which sets out what would happen to your organisation's remaining assets (after paying all debts and liabilities), should it cease to exist
- A track record of delivering arts activity for audiences or participants
- An Equal Opportunities Policy that's been reviewed by your governing body within the last three years, and which complies with current legislation. This policy must demonstrate that equality and diversity are reflected in your artistic programming and in your day to day planning and operations.
- A bank account in your organisation's name that requires at least two people to authorise transactions (These are usually referred to as the account's signatories).

You won't be able to apply for funding if you're in default of any financial agreement with the Arts Council of Wales.

There are many different organisations in Wales that are eligible to apply for Capital

Lottery funding. We don't have the resources to fund all of them, so we have decided to prioritise members of Arts Portfolio Wales.

By focusing our Capital Lottery funding on supporting members of Arts Portfolio Wales we're making sure that there's a joined-up approach to arts development and growth for the key arts organisations in Wales.

In exceptional circumstances we may consider funding an organisation outside of Arts Portfolio Wales that has a strategic role to play in addressing our priorities, or that we consider to be of major local, strategic importance. If you think your organisation meets this description you must discuss this with us before planning a Capital Lottery application.

## A note about governance

We take the responsibility of distributing public funding very seriously, and that's why the way you run your organisation is important to us. We need to be sure that your organisation is properly set up and able to manage a grant appropriately. We will not award a grant if we identify a risk that public funds will not be well managed. Making sure you meet our eligibility requirements is one of the ways we do this. 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 in our online portal if you haven't submitted it to us within the last two years, or, if its been updated since you last applied

If you've never applied to us for funding before you'll also need to upload proof that you have a bank account in your organisation's name that requires at least two people to authorise transactions to our online application portal.

You can find out more about submitting your governing document and submitting proof of your bank account in the [Help Notes](#) that guide you through filling in your application form.

## What we can fund

Please note that you should check our website before applying to us, as depending on our available budget, certain elements of our capital programme may be closed to applications.

Similarly, we may introduce a focus on certain key areas in order to help us fulfil our priorities at any particular time.

At the time of writing these additional guidance notes our priorities included:

- Improving access
- Sustainable energy initiatives
- Minor adaptations to buildings in response to Covid-19

As you can imagine, these can change and so you should refer to the funding pages on our website prior to starting your application for the most recent list of priorities to ensure your project fits with one of them.

Our Capital Programme is designed to support a wide range of projects, but there are some things we cannot fund.

We don't provide Capital Lottery funding towards:

- The purchase of musical instruments
- Local authority owned and operated venues that have not been identified as strategic priorities
- Schools building projects (unless they fulfil a strategically identified gap in arts provision)
- Permanent displays of art, craft or historical interpretation

There are some types of projects and organisations that we have funded in the past which are now given a lesser priority. These are:

- New build schemes that aren't identified as part of the national infrastructure.
- We think that placing a greater emphasis on the refurbishment and improvement of existing facilities is a way of maximising the impact of our Capital Lottery funding.

- Multi-use community facilities.
- We want to focus our Capital Lottery investment on key arts organisations and facilities. We will only consider applications from multi-use community facilities if they can demonstrate a significant public benefit which is purely arts related, and offer value for money in terms of the level of Capital Lottery funding requested.

We may not be able to fund all of the costs that make up your capital project. Here are some examples of what we can and cannot pay for.

Examples of costs that we can consider:

- Replacing and upgrading equipment, and purchasing new types of equipment
- Purchasing vehicles for production companies
- Enhancing, improving and refurbishing existing arts venues and facilities
- Improving facilities and purchasing equipment that will specifically enhance the accessibility of your venue and facilities
- Professional fees, as long as we consider their expertise essential for your project, and that appointments have been made using an appropriate procurement route
- Commissioning artists or craftspeople to join your design team
- VAT that you cannot recover from HM Revenue and Customs (HMRC), (called “irrecoverable VAT”)
- Legal costs associated with your capital project
- The cost of having to close or relocate during your capital project, and the cost of temporarily programming your work elsewhere
- A contingency

Examples of costs that we will not normally fund:

- Any costs you have paid or agreed to pay before we receive your signed grant acceptance (called “retrospective costs”)
- Running costs and overheads, such as the cost of insurance and maintenance

- Administration costs, such as accountancy costs, marketing and any fees you're charged for help with completing the application
- Goods and services, including consultants and contractors that have not been appointed through an appropriate procurement route

You must make sure that your project budget is well researched and appropriate to the type and scale of your capital project. We will not increase our level of funding if the costs go up once your project is underway.

We want our Capital Lottery funding to help our key arts organisations become more financially sustainable and resilient. If you think that your completed project will have an impact on your long-term revenue needs, you, and all your stakeholders, must give this full consideration at the earliest possible stage in your project's development. You cannot include these additional revenue costs within your application for Capital Lottery funding, and you should not assume that we will make any contribution to these costs from other sources of funding available to us.

## What you can apply for

You can apply for three different types of Capital Lottery funding. We call these "strands". We're very clear about what we want to achieve from each of these, and how they'll help us meet our strategic priorities. The three strands are:

 Purchase of Equipment

 Minor Capital Projects

 Major Capital Projects

We use the term "capital projects" here to refer to applications that are building related. We'll give some examples of the types of projects you can apply for below.

The amount of funding you can apply for is different for each strand. The strand you are applying to, and the amount you are applying for affects how you make an application. We'll tell you more about this and our partnership funding requirements later in this guidance.

### Purchase of Equipment

You can apply to this strand to replace or upgrade equipment, or purchase new equipment that will enhance the work you already do. Ensuring arts organisations are well equipped to a high standard is essential to enable them to deliver high quality arts activity.

The maximum grant you can apply for towards the purchase of equipment is £100,000.

We expect that applications for up to £50,000 will be for modest projects such as purchasing:

- Theatre lighting and sound systems
- Technical equipment for exhibitions
- Box office systems
- Portable dance floors
- Vehicles for production companies

Applications for up to £100,000 will be for more ambitious equipment renewal projects, such as:

- The wholesale replacement of sound and lighting equipment
- The introduction of digital projection
- The replacement of stage production equipment

### Minor Capital Projects including Refurbishment of Buildings

You can apply to this strand for small-scale, discrete building related projects. We expect these projects will help arts organisations maintain their standards of provision and help them respond to new opportunities. They may enable them to operate at an increased capacity, to fulfil their potential or to improve the quality of the work they do; all of which can contribute to their future resilience.

Here are some examples of the types of projects you could apply for:

- The adaptation of film projection rooms to enable the use of new technologies
- The refurbishment of catering facilities
- The upgrade of front of house areas
- Energy efficiency improvements and other environmental initiatives
- The improvement of your building and facilities that will specifically enhance its accessibility

- Minor adaptations to buildings in response to Covid-19 including signage and improving air circulation

The maximum amount you can apply for towards a Minor Capital Project is £100,000.

## Major Capital Projects

You can apply to this strand for funding towards significant construction projects. There will only be a small number of applications to this strand, and they'll be for projects of significant strategic importance, for example addressing national gaps in provision.

Applications for Major Capital Projects are for £100,000 or more. We'll be closely involved in the planning and development of Major Capital Projects, and will discuss with you the maximum amount you can apply for as the project progresses.

You are likely to need to make several separate applications covering the various stages of your project. We have additional guidance on [Major Capital Projects](#) which set out the process we follow for these projects and our requirements. These will help you with your planning.

## Partnership Funding

We want to maximise the impact of our Capital Lottery funding, and want to see it complement and enhance the funding available to the arts from other sources. This joined up approach will help strengthen our key arts organisations' financial viability.

We'll expect you to maximise the contributions to your project from your own funds, and other funding partners. When you secure funding from other sources it shows us that there is a wide commitment to your project. It also shows that other stakeholders agree that your project meets a need and that it will benefit the public in Wales.

When we assess your application we'll consider whether the proportion of funding from other sources is appropriate to the type and scale of your project. We are more likely to support projects which are funded from a range of sources, rather than those which see us as the major funder.

The maximum you can apply for is 75% of your project's total eligible costs. It is likely that in most cases our contribution will be considerably less.

If you are applying for a multi-use project which we have agreed is of strategic importance, and which will result in significant public benefit which is purely arts related, the maximum you can apply for is 50% of your project's total eligible costs.

Other sources of funding can include:

- Earned income
- Your own funds, although these must not come from any of our other funding streams
- Income from fundraising and public appeals
- Cash contributions from other partners in the project, such as universities and local authorities
- Government structural and investment funds
- Grants from other organisations such as trusts and foundations
- Other Lottery funding (although at least 10% of the funding for your project must come from a non-lottery source)
- In-kind contributions of up to 10% of the total project cost (e.g. work by an unpaid volunteer, and the donation of land, buildings or equipment, as long as they're appropriately valued. Discounts are not eligible)

## How to apply

You must speak to one of our Officers before submitting your application. We can help you find the right Officer to speak to.

The Capital Programme usually has no deadlines. As long as you have discussed your project with an Officer you can submit your application at any time. If there are deadlines for specific elements of the funding then these will be displayed on our website along with any further information.

## How to apply for more than £50,000

If you would like to apply for more than £50,000 towards a capital project we use a two stage process to make a decision on whether we will accept an application for over £50,000. We do this so that you can test whether we're likely to support your project without having to spend a lot of time developing a complete application. It also helps us plan and allocate our resources appropriately.

We'll first ask you to give us some basic information about your project. Our Capital Committee will look at the quality of your proposal and whether it is a good fit with our strategic priorities. If your project meets our requirements, you'll be invited to make an application for funding.

When considering this £50,000 figure, you should estimate how much you might apply for in total over the various stages of a major capital application. Most major projects will require you to undertake this initial stage.

Please bear in mind that being invited to make an application is not a guarantee that funding will be awarded.

## How to apply for a Major Capital Project

Major Capital Projects are the most complex to develop and to assess. Following Capital Committee's decision to invite you to apply for funding, your project will move through a minimum of three stages before it can begin. You'll first complete a feasibility study (RIBA Stage 2), then progress to funding to develop the detail of your project (RIBA Stage 3/Spatial Coordination), and then an application towards the construction cost itself (RIBA Stage 4). We use the Royal Institute of British Architects (RIBA) Plan of Work 2020 to guide this process.

Our experience shows that this staged approach encourages best practice in the planning, procurement, management and delivery of Major Capital Projects. We'll review your project at every stage to ensure that it continues to meet our criteria and our strategic priorities.

There is more information about how to apply for a Major Capital Project in our additional guidance notes which you can find [here](#).

## How often can you apply

You can make one application to the Capital Programme each calendar year. We can make an exception if you're developing a Major Capital Project and are applying for funding towards a feasibility study or development grant.

The application process

- 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](#).
- 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](mailto:grants@arts.wales). After we receive your application, we'll send you an acknowledgement.
- 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.
- If your application is eligible, it will proceed to assessment.

## How we make a decision

We assess all eligible applications against the same criteria. The criteria help us consider the key issues relating to your project.

The criteria that we use are:

- Our priorities for funding
- Meeting an identified need
- Delivering a high quality project
- Benefiting 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

These are broad themes which are relevant to all applications for Capital Lottery funding. How these are addressed will be different from project to project, but you'll need to take all of them into consideration when planning your project.

Examples of the issues we consider for each of the criteria are set out below. You should remember that this list is not exhaustive, and other issues will be considered if they're relevant to your project. You also do not have to address all of these questions in your application.

### Meeting an Identified Need

- What do you intend to do and why?
- Does your project help meet your organisation's aims and objectives?
- How have you demonstrated the need for your project? Is it convincing?
- Who have you consulted to establish the need for your project, and what are the findings of your consultation?

- Does your project contribute to the delivery of a wider strategic plan, for example, a masterplan, Local Development Plan (LDP) or local authority led regeneration strategy?
- How well does your project meet the needs that you have identified?
- How strong is your business case: does the need you have identified for your project warrant the amount of funding you are applying for?

## Delivering a high quality project

- How will you ensure that your project is fit for purpose and will deliver a high quality outcome?
- What research have you done to be sure that the equipment you would like to buy is appropriate to the need you have identified?
- For capital projects, how will you ensure that your project is well designed?
- To what extent has the functionality of your capital project been considered:
  - is it appropriate for its proposed usage?
  - does it ensure maximum independent access for disabled people and demonstrate a willingness to set high standards of practice with regards to accessibility that goes beyond observing minimum legal standards?
  - does it propose an effective and innovative use of space?
- To what extent has the impact of your capital project been considered:
  - does it integrate with its social and urban or rural context?
  - is its form and character well-conceived?
  - In what way is it innovative?
- For capital projects, is it demonstrated that building regulations and all relevant legislation will be met?
- To what extent has your organisation considered the principles of sustainable development in the planning and delivery of your project?

- To what extent has your organisation considered the environmental performance of buildings and equipment in the planning and delivery of your project?
- How well have you considered the integration of artwork into your major capital project?

## Benefiting the Public

- How will your project benefit the people of Wales?
- How will your project benefit the people who already enjoy the arts activity that you deliver, either as audience members or participants?
- To what extent will your project help a wider audience enjoy the arts activity that you deliver, or encourage people to take part, that may not have done so before?
- How will your project help creative professionals such as artists and craftspeople develop and present their work?
- How will your project benefit your staff and volunteers?
- How will your project raise the standards of and / or sustain the artistic excellence of the arts activity that you deliver?
- How will your project raise the quality of experience enjoyed by those who take part in your arts activity?
- To what extent has achieving appropriate access for disabled people been considered?
- How well have the needs of disabled people been considered in the design of new facilities?
- To what extent have you considered marketing the outcomes of your project to ensure the widest possible involvement with your arts activity?

## Ensuring your project is fully accessible

- What measures have you taken to ensure that your project satisfies the requirements of the Equality Act? We will expect you to undertake, or to already have undertaken, a recent access audit. You will need to tell us how you will address any recommendations in your proposal?

## Demonstrating your strengths and sustainability

- Have you demonstrated that your organisation is stable and well managed, both at staff and governing body level?
- Have you demonstrated that your organisation is financially robust, and that your finances are well managed? (Larger organisations will demonstrate this in their Business Plan).
- Have you demonstrated that your organisation has considered the financial impact of your completed project?
- Have you demonstrated that your organisation has fully considered the revenue funding implications of your completed project?
- Is your organisation able to meet insurance and maintenance costs on an annual basis?
- To what extent has your organisation considered the impact of the project on its financial resilience? Have you demonstrated that your project could do one of the following:
  - enable your organisation to fulfil its potential
  - generate income
  - maximise income or cut costs
  - enable innovative partnerships and collaborations to happen
  - enable new initiatives to take place.
- Will your project help your organisation maximise funding opportunities from other sources?

## Planning and managing a successful project

- Have you demonstrated that your organisation can successfully deliver your project?
- Have you demonstrated that your organisation has the skills, experience and available time to manage the project effectively?

- Has your organisation shown how it will gather together an appropriately skilled and experienced professional team to deliver your project? Will this professional team be recruited appropriately, using competitive or European tendering processes if necessary?
- If you are delivering your project in partnership is there clarity of roles and responsibilities between all of the organisations involved?
- Is there a clear plan for reporting progress to your governing body and funders, and for monitoring and evaluating your project on completion?
- How will your organisation ensure that your project is financially well managed?
- Is the timescale for your project clear and achievable?

### Funding a successful project

- Is your budget well thought out and appropriate to the scale and type of project you're delivering?
- Is the other funding required to complete your project in place? If not, does your organisation have a realistic plan for securing other funding?
- Have you demonstrated that your organisation has raised as much money as possible for your project from other sources?
- Is the level of funding you are requesting from our Capital programme appropriate to your project and the outcomes you hope to achieve?

### Managing risk

- To what extent has your organisation identified and recorded any risks associated with your project?
- To what extent has your organisation taken the appropriate steps to manage risk?

Our Officers have a range of specialisms and strategic interests, and we will use their expertise to help us make a decision on your application.

For Major Capital Projects, and those of a very specialist nature, we will involve external assessors to help us make a decision on your application. We use external assessors to provide independent, objective advice on particular specialist areas where additional professional expertise is required.

## Who will make the decision

If you are applying for up to £50,000 towards the purchase of equipment, a decision on your application can be made by an Officer Group although where possible we will take all applications to our Capital Committee for a decision.

All other applications for equipment, and Minor Capital projects must be considered by Capital Committee. The Committee meets several times throughout the year. When you speak to one of our Officers they can discuss timetabling your application in order to meet our meeting dates.

Capital Committee also considers all applications for Major Capital Projects. If the application is for more than £250,000, the Committee will make a recommendation to Council, who'll then make a decision. If it is for less than this, Capital Committee will make the decision.

Information on the members of Council can be found on our website.

## If your application is successful

You'll receive a formal offer of grant confirming the level of grant and any additional conditions (for example written confirmation of partnership funding). You will also be directed to our standard conditions of grant and our accreditation and branding requirements.

We cannot make any payments until you have accepted our standard conditions of grant. If your application for funding towards a Major Capital Project is successful you will need to agree a legal contract with us. We will work with you to enable this to happen.

## If your application is unsuccessful

If your application is unsuccessful we will explain the main reasons for our decision. You'll be able to discuss this with a member of our staff if you wish.

## How we monitor Lottery Capital grants

We are required to monitor projects to ensure that Lottery funding is being used as effectively as it can be, and that it is benefiting as many people as possible. We do this in different ways depending on the scale and type of your project, and some projects may be monitored in more detail than others:

- We pay all projects in arrears on receipt and agreement of an invoice for work done. In certain circumstances we may be able to make some adjustments to this and you should discuss this with your Officer who can let you know what is possible.

- For longer term projects, we'll ask how your project is progressing at regular points through its delivery
- For Major Capital Projects we'll appoint independent monitors to advise us and support your project team. We'll normally expect you to arrange monthly project group meetings while the project is in progress and you should invite us to all of these meetings.

We may continue to monitor your project once it is completed, while your organisation continues to use the equipment or building that we have contributed towards.

If you do not meet our monitoring conditions you may have to repay your Capital Lottery funding. In extreme cases we may have to take legal action.

Additional guidance on the Capital Programme

We can provide you with additional guidance on:

- Major Capital Projects

These are available from our [website](#).

## Further Advice

You can find a wealth of useful information on our [website](#) including:

- Our Publications:
  - Equal Spaces, which offers best practice guidance for arts providers on a range of disability issues
  - A platform for the Welsh Language in the Arts
  - Developing Bilingualism in the Arts Toolkit
  - A Simple 10 Step Guide to Writing your Marketing and Communications Plan
  - Equality Guide which gives practical ideas about how to increase diversity in both those who experience the arts (audiences) and those who participate in making art (creators)
  - Business Planning Guide and Template
  - Eligibility and Governance Sheet

- Information about our other funding programmes
- Our latest corporate, strategic and information publications
- Research data
- Examples of projects that we've funded
- Links to other potential sources of funding
- The Arts Directory
- Our Newsletter and our News feed

## 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](mailto: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](mailto: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](http://www.arts.wales/about-us/contact-us)



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