



Creative Steps for Organisations Help Sheet



Help sheet for organisations for the proposal and online application

Before you submit your application, you will have discussed your ideas with an Arts Council Officer and received further guidance (if needed) to help you decide whether you are eligible to apply to Creative Steps for organisations, whether you want to and, if so, what to include in your application.

Creative Steps is designed to provide flexible support focussed on you taking the next steps in your creative practice or career – your creative journey. You will need to fill in a short application form but most of the information we will need to consider will be in your ‘Project Proposal’. This should tell us:

- About your organisation and its creative work. Tell us about where you are currently and where you want to be (your goal).
- What you want to use the funding for. Tell us the things what you want to do as the first step towards achieving your goal.

If this is your first application to Creative Steps for Organisations, we would expect you to use your grant, of up to £10,000, to undertake a review of where your organisation is now, and what it needs to do to strengthen its overall operation and resilience. In this case, this element of your Project Proposal might be the details of the brief you have prepared for the consultant to work with or your consultant’s proposal (if you’ve already identified who you will work with). Or it may focus on a brief or proposal to commission more preparatory research, or have additional targeted support to enable you to proceed to a Large Grant level.

If you are applying for more than £10,000, this element of your proposal may be mainly focussed on the next steps identified by you in any first stage review or research. It should include how you want to take this work forward over a period of up to three years to drive forward on building organisational resilience and stability.

- Tell us who, within the organisation and any external people or organisation, will be involved in delivering your project. What roles will you all play and what skills and experience will you contribute. For any external support, why have you selected them or how will you do this?
- How you will decide whether you have achieved your goal for this project.

Your Arts Council Officer will be able to provide guidance to help you prepare your proposal and look over a draft document (if you're submitting in writing) before you attach it to your application on our portal.

If you're applying for up to £10,000, your Project Proposal can be provided as a text or audio/video format. We would expect this to be a maximum of 2 sides of A4 or 8 minutes of audio or video. [If you would like to apply via audio/video, please click here for further guidance.](#)

If you're applying for more than £10,000, your Project Proposal itself should be provided as detailed above but your Arts Council Officer will advise on what other information to include to support your application. Depending on the type of project you are applying for, the level of funding requested and what work you have carried out with your first Creative Steps grant, this could include:

- Job Descriptions for any posts identified
- Briefs for any further consultancy work
- Any outline business plan that you may have developed as part of your first Creative Step Grant
- Cashflows to support the information provided in your budget

Online application, what questions will I need to answer?

1. Pre-Application Checks

Introductory information and pre-application checklist.

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 including access support costs.

4. Project Proposal

Please give us a short summary of your project here. We may use this information in any publicity we produce about your project. This text box can hold up to 480 characters including spaces.

5. Artform

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

6. Activity Types

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

7. Targets

Information regarding your proposed project targets, including number of exhibitions, performances, workshops, and audiences/attendees.

8. Language

The impact you think this project will have on the Welsh Language: Positive, Negative or Neutral

9. Location

Tell us where your project activity will take place.

10. Equalities

Give us equalities monitoring information for your project.

11. Review your application

You will see all sections of your application from here. Please check and update if needed.

12. Pre-submission check

Important: once you click the 'next' button below you will not be able to edit any information provided in the previous sections.

Summary information is displayed here. To make any changes to your answers, click the 'previous' button at the bottom of the page to return to the review tab.

13. Supporting documentation

Please upload your project proposal and budget. Your budget can be provided to us as a word document, excel or pdf. A template budget can be found on our website.

14. Declaration & submit your application

Read the declaration and submit your application.

Need to get in touch?

For advice regarding your Creative Steps application please contact your Development Officer or email: creativesteps@arts.wales

Should you have any technical issues with the application form or your portal account, please contact our Grants and Information team: grants@arts.wales

Accessibility

Arts Council of Wales is committed to making information available in large print, easy read, braille, audio and British Sign Language and will endeavour to provide information in languages other than Welsh or English on request.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community in Welsh or English. There will be no delays in correspondence due to language preference.

