

Go and See Guidelines



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.

Arts Council of Wales operates an equal opportunities policy.



Contents

Introduction	3
Go and See.....	4
Who can apply?	4
Can I access Go and See in addition to other funds?.....	5
Can I apply to the Go and See fund more than once?.....	5
What can I apply for?.....	6
What can't I apply for?	7
How much can I apply for?	8
How can I apply?.....	10
What is the deadline?.....	10
What if I have a question?	10

Introduction

Experiencing the arts can be inspiring, challenging, engaging, and fun, and has an important part to play in the learning experiences of our young people wherever in Wales, they live.

We believe that all our children and young people should have the chance to be inspired and excited by the best that the expressive arts in Wales have to offer. Whether it's to 'have a go' at something new, develop their creative and artistic skills or to nurture their wellbeing and self-esteem. The dynamic nature of the expressive arts can engage, motivate and encourage learners to develop their skills to the full.

Learning in, through and about the expressive arts can enable learners to experience the inspiration and power of the arts, enriched through partnerships with creative professionals and cultural organisations.

Through the Expressive Arts Area of Learning and Experience, teachers/practitioners are encouraged to offer opportunities that support learners to develop their ability to appreciate creative works of others, their own creative talents, and their artistic and performance skills. Experiencing the expressive arts embraces two fundamental processes: the exploration of other people's creative works and, the creation of one's own works.

We support teachers to offer these opportunities to their learners through two separate funds:

- **Go and See** enables schools to take learners out to experience the creative works of others. It could be a visit to the theatre, a concert, visit an art gallery or any other high-quality arts experience. This fund also supports teachers to provide opportunities for learners to respond to and reflect on the work of others and can be put towards the cost of tickets and travel.
- **Have a Go** enables teachers to access the expertise of Creative Practitioners from outside the school. This fund can be used to book expressive arts related workshops for your learners, in or out of school, and as 'one-off' or 'have a go' sessions.

Both of these funds offer rich, authentic experiences which give learners opportunities to explore genres, techniques, tools, materials and practices.

Schools can apply for both funds more than once throughout the academic year.

[To find out more about Go and See please visit our website.](#)

Go and See

The **Go and See Fund** offers grants up to £1,000 to enable teachers in state-maintained schools in Wales to take their learners to see high-quality art in venues across Wales. Teachers can use the fund to cover the cost of tickets and transport up to £1,000 to cover up to 90% of the costs of visits for learners aged 3-16.

The purpose of **Go and See** is to ensure the arts in Wales is accessible to all learners. To enable schools to take learners out of the classroom to experience the creative works of others; giving them the opportunity to respond to and reflect on high-quality art across Wales.

Seeing high-quality art in Wales should be the focus of all visits.

“ The added value is enormous! The children have been working on their own production and following their theatre visit they have applied themselves more fully and with more enthusiasm. The theatre performance they watched has inspired them in their own abilities to be on a stage and given them more confidence in their creativity. They also learned from this experience that making mistakes is part of the process of learning and progress is made from perseverance. ”

Teacher, Theatre visit

Who can apply?

Go and See applications can only be submitted by:

- State-maintained schools in Wales for learners aged 3-16 years.
- Pupil referral units in Wales for learners aged 3-16 years.

The Go and See Fund is ringfenced for learners aged 3-16.

Unfortunately, we cannot support applications from applicants outside of state-maintained schools or pupil referral units. Including but not limited to:

- Post-16 education, including Further Education Colleges and Sixth Form.
- Home Education groups.
- Forest schools.
- Private or independent schools.
- Other alternative education groups or groups working with young people.
- Early Years settings not part of a state-maintained school.
- Arts Organisations.

Can I access Go and See in addition to other funds?

You can apply for Go and See:

- In addition to other creative learning initiatives such as the Lead Creative Schools Scheme, Cynefin: culturally and ethnically diverse Wales or Have a Go.
- Alongside a Have a Go application to support your learners.

You cannot:

- Use Go and See for visits related to your Lead Creative Schools Scheme or Cynefin: culturally and ethnically diverse Wales enquiry.
- Use Arts Council of Wales or National Lottery funding to match fund your Go and See application.

Can I apply to the Go and See fund more than once?

Yes!

You can apply to the Go and See Fund more than once throughout the year, but **you must submit your completion report** before reapplying.

There are some exceptions we will consider:

- We understand that sometimes different teachers apply for Go and See so if we're still waiting on a completion report, we will award one additional application. However, we will not release the funding for your new visit until the previous completion report has been submitted. This is added to your grant as an 'additional condition'. We will only allow this exception once.
- We will decline any new applications to Go and See with **more than 1** outstanding completion report.
- In competitive funding rounds priority will be given to schools that are yet to benefit from Creative Learning Cymru funding.

What can I apply for?

We don't have the monopoly on great ideas but **seeing high-quality art in Wales** should be the focus of all visits.

Go and See can be used to fund:

- Transport costs: We expect you to use the most economical means of transport practicable. This could include coach hire, fuel for school minibuses or public transport in Wales.
- Ticket costs: We expect you to take advantage of discounts and block booking opportunities where these are available.
- Workshop costs: Seeing high-quality art should be the focus of all visits. However, to enhance the learning you may take part in a workshop, talk or equivalent as part of your visit. These must be delivered at the venue on the same day as your visit.

Here are some examples of visits with a focus on *seeing* high-quality art in Wales based on real applications we have funded:

- The school applied for funding to cover the transport costs of visiting a free exhibition. The application included a talk hosted at the gallery between the artist and learners as part of their visit. The learners had the opportunity to talk to the artist, responding to the artist's work, asking questions and discovering the techniques, materials and processes that were used.
- Learners went to see a live music performance to experience the use of different form and structure. The experience provided an opportunity for critical analysis and learners were able to use the performance as artistic stimulus to inform their own compositions.
- Learners visited a theatre to see a performance and have the opportunity to ask staff what happens on and off the stage. The visit linked with the topic, 'The Greatest Show', and learning about the process of creating a stage show. The learners discovered the various roles involved on and off stage, providing inspiration to inform their work back in the classroom.
- Learners in a Welsh medium school went to see a Welsh language production of a legend that they were studying in their literacy and history lessons. The visit gave learners the opportunity to experience the Welsh language being used outside of the school environment. Whilst the performance introduced a topic new to the learners in a fun, dramatic way, providing a stimulus for learning back in the classroom.

What can't I apply for?

We are unable to provide funding for:

- Applications where there is not a strong enough arts link – seeing high-quality art should be the focus of all visits.
- Activity that takes place on the school site.
- Visits to other school sites.
- Visits to venues or events outside of Wales.
- Visits where the focus is on learner participation – [please refer to our Have a Go Fund](#).
- Attending and participating in competitions.
- Participating in existing activity that is part of a wider project i.e. celebratory events and or sharing events.
- Going to see activity that is part of a wider planned project you are already taking part in.
- Visits that are already scheduled or built into existing plans.
- Visits with a start date that is too soon to allow for our grant making process. We recommend applications are submitted 5 weeks ahead of your visit. Applications submitted less than less than 5 working weeks ahead of the proposed visit may be withdrawn or declined.
- Visits with a start date in the past or visits that have already taken place.
- Visits that could take place without our funding.
- Applications where there is not enough detail for the panel to assess the eligibility of the visit.
- Capital expenditure/purchase of equipment or resources.
- Overnight stays or refreshments.
- Software licences.
- Applications that fall outside of our eligibility criteria.
- [For more information see: Who can apply](#).
- Staffing, supply staff or additional cover support (this can be included as match funding).

Exceptional Circumstances

We know that for some schools the particular issues that they face will be different to others. Where you require funding outside of our usual guidance, such as going outside of Wales or inviting an Arts Organisation into school we will carefully consider the case you make for funding. Where appropriate we may award your application with exceptional circumstances.

How much can I apply for?

There is no budget to complete for Go and See but you will need to tell us:

- How much your visit will cost the school in total.
- How much you are requesting from the fund – this can be up to £1,000 to cover up to 90% of the costs of tickets and transport.
- How you will be contributing 10% match funding.

We will fund **up to 90%** of the total cost of your visit up to a maximum of £1,000. If the total cost of your visit is more than £1,000 you will need to fund the additional amount as match funding.

When you're working out your match funding it is worth using an online percentage calculator and remember to round down to the nearest pound, as we do not pay grants in pence.

Here are some examples:

- If the total cost of the visit is **£1,100 we will award you 90% (£990)** with the additional £110 identified by you as match funding in your application.
- If the total cost of the visit is **£900.50 we will award you 90% (£810)** rounding down to the nearest pound with the additional £90.50 identified by you as match funding in your application.
- If the total cost of the visit is **£1,500 we will award you 66% (£1,000)** as the maximum grant allowance with the additional £500 identified by you as match funding in your application.

The amount you apply for will depend on the quotes you have received for transport and/or tickets. You can apply for transport only, tickets only or apply to us for both! We advise getting quotes before you apply to ensure you submit an accurate request. This will minimise the risk of having to pay back any of the grant not needed for your visit.

There is no guarantee of funding, therefore whilst we recommend getting quotes, funding should not be committed prior to approval.

Guidance for match funding

Match funding can be a mix of cash or in-kind support.

This can be 'in-kind' such as teacher supply cover or could be made up of cash from parent or Parent Teacher Association fundraising contributions. You do not need to send the match funding to us directly, just let us know how it will be covered in your application.

Please note: Go and See funding cannot cover staffing, supply staff or additional cover support. This must be included as match funding.

Additional Documents

We will not accept attachments or additional documents submitted as part of your application. Go and See is designed to be quick and easy to use, you should be able to tell us everything we need to know by answering the questions on the online application form.

Accepting the Award

If we decide to award your grant, you will receive an offer email from noreply@arts.wales notifying you that you have been successful. You will then need to proceed to [accept your award by logging into your account on portal](#).

We cannot release funding until you have accepted your award.

Further guidance will be included in your offer email.

Additional Conditions of Grant

Your grant may be subject to additional conditions. When accepting your award you will see a summary of any conditions we may have placed on your grant. These can also be viewed at the grants tab on the portal.

We cannot release funding until conditions of grant have been met.

For further information email: creative.learning@arts.wales

Completion Reports

After your visit has completed, you will need to submit a short reflection on what has been achieved by taking part. You can include images and quotes from the learners too if you're able to give us permission to use them.

Once you have submitted your completion report, your grant is closed and you can apply again.

[The completion report can be filled in online.](#)

Contacting us with a change of circumstances

We understand that sometimes your circumstances may change. Your visit may need to be cancelled, the date may need to be amended, the number of learners may change, or you may not need the full grant you originally applied for. Whatever the circumstances, if the details of your visit needs to change for any reason please get in touch with creative.learning@arts.wales with your grant ID and/or school name to keep us up to date.

How can I apply?

To access the application form you will need to have [registered on the online portal](#).

We recommend that you register at least 5 working days before you wish to start your application. Once you have received your login details, you can use these to access all Creative Learning Cymru application forms and will not need to re-register when you want to apply again.

If you require further assistance in accessing the online portal, please contact our Grants and Information team:

- grants@arts.wales
- 029 2044 1300 or 03301 242733 (helpline) local call rate is charged

What is the deadline?

You can apply for funding at any time. In most cases, you will normally hear within 4 working weeks whether your application has been successful or not. We recommend submitting your application a minimum of 5 working weeks in advance of your start date to allow for our grant assessment process. Applications submitted less than 5 working weeks ahead of the proposed visit may be withdrawn or declined.

Please remember schools can only have one Go and See application open at a time. We encourage all applicants to consider whether applications submitted 12 weeks or more in advance of the visit will prevent other teachers and learners within the school from accessing the fund.

What if I have a question?

If you have any questions about Go and See, we'd be happy for you to contact us.

Email us at: creative.learning@arts.wales

We'll do our best to respond to all enquiries as promptly as we can. If you want us to call you back, please provide your contact number and we'll arrange to get back to you as soon as possible.