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| This document contains all the information in the online application form for the Creative Steps fund. Its purpose is to help you plan your application. We expect all applications to be submitted on our online form, which you can access on our Portal: <https://portal.arts.wales/>  |

**Example Online Application form**

Welcome to the Creative Steps application form

Please make sure that you have fully completed the Admin section of your account. Details from here will be pulled into your application form.

If you have any difficulties with the application, please contact us at **grants@arts.wales**

**About this fund:**

Creative Steps for Organisations is about supporting the organisational and/or business development of arts organisations that are led by ethnically and culturally diverse people, Deaf, disabled or neurodivergent people. This scheme focuses on these particular groups because research, both internally and externally, tells us that we are not engaging enough with organisations led by people from these backgrounds. It also tells us that people from these backgrounds, and lived experiences, have not been able to access our funding easily and have faced barriers and/or discrimination.

Creative Steps for Individuals is open to individual artists and creatives who identify as being ethnically and culturally diverse, Deaf, disabled or neurodivergent. This scheme focuses on these particular groups because research, both internally and externally, tells us that we are not engaging enough with individuals from these backgrounds. It also tells us that individuals from these backgrounds and lived experiences have not been able to access our funding easily and have faced barriers and/or discrimination.

# 1. Checks

Please review the date your Governing Documents were approved by us in the Organisation Details section in the Admin area. If there is no date or the date is before January 2018 you must supply us with your governing documents before you apply. If the date is January 2018 or later and your governing documents have been revised since the date shown you must supply us with your latest version.

|  |  |
| --- | --- |
|  I confirm I have met the requirements    |   |

 You must have submitted an up-to-date equalities monitoring record about you in the Admin Equalities section before you can apply. Please ensure the latest information has been supplied.

|  |  |
| --- | --- |
|  I confirm I have reviewed and updated the equalities monitoring information   Please ensure that your Organisations contacts are up to date. These can be managed in the Admin section of the portal.  I confirm I have reviewed the contact details relevant to this application at the Admin section   |   |

 Please ensure the Bank Account you wish to use for this application has been set up and you have uploaded satisfactory evidence. Your bank account information can be managed in the Admin section of the portal.

|  |  |
| --- | --- |
| I confirm I have met the requirements   |   |

# 2. Contacting you

Select your grant contacts. Make sure you’ve added these in [Manage Contacts](https://portal.arts.wales/organisations-admin/organisations-manage-contacts/), which you’ll find in the ‘Admin’ section of your account.

|  |  |
| --- | --- |
| Portal Admin Contact    | Organisation    |
| Application Primary Contact    | Organisation Chair    |
| Application Secondary Contact    | Application Other Contact    |
|   |   |
|   |

Are you employed by the Arts Council of Wales, or do you have a close family connection ('close' means parents, brothers or sisters, spouse/partner, or children) with an individual currently employed by the Arts Council of Wales?

|  |  |  |  |
| --- | --- | --- | --- |
|  Tick if Yes   |   |   |   |
|  If Yes, please give us details.    |   |   |

 Contact Language

|  |  |  |  |
| --- | --- | --- | --- |
|  Please tell us which language you'd like us to use to contact you about this application:  * English
* Cymraeg

    |   |   |   |
|   |   |   |   |

Select your Bank details. Make sure you’ve added these to your [Bank Details](https://portal.arts.wales/organisations-admin/organisations-bank-details/), which you’ll find in the ‘Admin’ section of your account.

Bank Details

# 3. About your Project

We can't fund any activity that has already taken place. The start date of your project should be from when you expect to incur costs.

|  |
| --- |
| Project Title    |
|  Project Start Date Date/time format "DD/MM/YYYY'    |   |   |   |
|  Project End Date Date/time format "DD/MM/YYYY'    |   |   |   |
|  Total cost of project    |   |   |   |
|  Grant amount applied for: This should exclude any additional access costs    |   |   |   |

If you have any additional access needs we can help to cover access support costs for you, or anyone directly involved in shaping your project creatively, during delivery. We don't include your access costs when we work out the financial limit that you can apply for

|  |  |  |  |
| --- | --- | --- | --- |
| Please note any access support costs here    |   |   |   |

If you have discussed your project with a Development Officer, please note their name here. Please note this is optional, however this will help us match your application to the relevant officer for continuity:

|  |  |  |
| --- | --- | --- |
|   |   |   |

# 4. Project Proposal

Please give us a short summary of your project. We may use this information in any publicity we produce about your project. You can provide more detailed information in the question below.

Up to 480 characters

You must also upload a Project Proposal with more detailed information about your project in the Supporting Documents page. Please see our Creative Steps project proposal and online application help sheet relevant to you as either and individual or organisation, for details of what your proposal should include.

You should also upload a budget for your project clearly showing estimated expenditure and income.

# 5. Art Form

We collect and monitor information about funding that has been awarded to each art form. This helps us report in detail on the money that has been spent and also helps us target funding where it is needed most.

In the table below, please use a percentage to indicate the proportion of your activity that relates to each art form. For example, if your project is purely related to dance, put 100 next to dance in the table.

If your project involves more than one art form, please estimate the percentages of the art forms included, for example: dance 20, drama 50, music 30.

These must add up to 100**.** Percentages may be amended on completion of your project

To help you select the appropriate art form headings for your activity, please click on the following link to see the full list of examples found in the [Art Form Definition Guide](https://arts.wales/resources/art-form-definitions)

|  |  |  |  |
| --- | --- | --- | --- |
| Carnival festival and circus    | Craft    | Dance    | Digital Arts    |
| Drama    | Film    | Literature    | Music    |
| Opera    | Theatre    | Visual arts   |   |

# 6. Activity Types

We collect and monitor information about funding that has been awarded to each activity type. This helps us report in detail on the money that has been spent.

In the table below, please use a percentage to indicate the proportion of your project that relates to each activity type.

For example, if your project is purely related to Research and Development, put 100 next to it in the table. If your project involves more than one activity type, please estimate the percentages of the activity types included.

These must add up to 100. These percentages may be amended on completion of your project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Business development    | Exhibition (Presentation)     | Performance (Presentation)    | Residencies    |   |
| Career development    | Festival (Presentation)    | Production (Presentation)     | Touring    |   |
| Commissions    | Marketing    | Research & Development     | Training    |   |
| Workshops     | Networking Meetings     |   |   |   |

# 8. Proposed Targets

As a public body we’re fully committed to increasing access to the arts and broadening arts audiences. We want the widest possible cross-section of people to enjoy and take part in the arts.

Please note the number of exhibitions, performances, workshops, or events in your project, and the total number of attendances you expect.

You can add any other activity in the 'Other Beneficiaries' category. This field accepts text.

Please make sure that all of the activity you propose to be carried out is included

Field guidance: ‘Proposed Number of Workshop Sessions’ and ‘Proposed Number of Training Sessions’ - 1 session equals 1/2 day or less.

|  |  |  |
| --- | --- | --- |
| Proposed number of activities or events    | Proposed number of exhibition days    |   |
| Proposed number of performances    | Proposed Number of workshop sessions    |   |
| Proposed Total attendance at performances    | Proposed total participants at workshops    |   |
| Proposed number of exhibitions    | Proposed number of training sessions    |   |
| Proposed total attendance at exhibitions    Other Beneficiaries    | Proposed attendances to the training sessions    |   |
|      |   |
|   |   |
|   |   |

# 9. Language

What language/s you will be using to deliver your project? For percentage fields please enter a whole number - do not use decimal points. For example, for 6.7 round up to 7. These should add up to 100.

|  |  |  |
| --- | --- | --- |
| Welsh      |   |   |
| English     |   |   |
| Other Language (including BSL)      |   |   |
| What impact do you think this project will have on the Welsh Language?  * Positive
* Negative
* Neutral

     |   |   |

In no more than 900 characters, please explain why the project will have the impact on the Welsh Language indicated:

# 9. Project Location

In this section, we're asking you to tell us where your project activity will take place.

Postcodes

Please enter the postcode your activity will take place. If your activity will take place in multiple locations, you can enter up top 20 postcodes.

Local Authorities

Please use a percentage to indicate the proportion of your activity that takes place in each Local Authority. For example, if your project is taking place in one location, put 100 next to the relevant area. If your project activity takes place in more than one area, you’ll need to estimate how much of the project takes place in each. This should add up to 100.

International

If your activity includes international travel, please enter a country.

Postcodes:

|  |  |
| --- | --- |
| Postcode 1    | Postcode 11    |
| Postcode 2    | Postcode 12    |
| Postcode 3    | Postcode 13    |
| Postcode 4    | Postcode 14    |
| Postcode 5    | Postcode 15    |
| Postcode 6    | Postcode 16    |
| Postcode 7    | Postcode 17    |
| Postcode 8    | Postcode 18    |
| Postcode 9    | Postcode 19    |
| Postcode 10    | Postcode 20    |

Local Authority:

|  |  |
| --- | --- |
| Conwy    | Cardiff    |
| Denbighshire    | Gwynedd    |
| Carmarthenshire    | Neath and Port Talbot    |
| Ceredigion    | Newport    |
| Pembrokeshire    | Monmouthshire    |
| Powys    | Vale of Glamorgan    |
| Swansea    | Blaenau Gwent    |
| Flintshire    | Caerphilly    |
| Wrexham    | Rhondda Cynon Taff    |
| Anglesey    | Torfaen    |
| Bridgend    | Merthyr Tydfil    |
| Outside Wales    | Outside UK    |

# 10. Equalities

As a public body we're fully committed to increasing access to the arts and broadening arts audiences. We want the widest possible cross-section of people to enjoy and take part in the arts.

We are required to collect and monitor information about who our funding is benefitting. This helps us report on our progress in addressing inequalities in the arts and helps us target funding where it is needed most.

[The Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents) talks about people with protected characteristics and we are collecting information about arts projects that are being funded to deliver activities specifically for these groups of people.

We are looking for information about particular groups of people you are targeting your activities for.

At the current time we are gathering information about groups using the list included in [The Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). We are therefore asking you to tell us if your activities are for people from a particular age group, disabled people, people of a specific race, religion or belief, whether the activity is for men only, women only or has a focus on sexual orientation, pregnancy and maternity or gender reassignment.

Roughly, what percentage of your application/project has a specific focus on engaging the following groups?

For any zero values in this section, please leave blank

Culturally and Ethnically Diverse people:

|  |  |  |  |
| --- | --- | --- | --- |
| White Welsh    | Black Welsh    | Bangladeshi    | Middle Eastern Arab    |
| White British    | Black British    | Chinese    | Arab Other    |
| White Scottish    | Black African    | Indian    | White and Black Caribbean    |
| White Irish    | Black Caribbean    | Pakistani    | White and Black African    |
| White Cornish    | Black Other    | Asian Other    | White and Asian    |
| White Other    | Asian Welsh    | Arab Welsh    | White and Arab    |
| Gypsy or Irish Traveller    | Asian British    | Arab British    | Mixed Other    |
|   |   | North African Arab    | Other ethnic group    |

Age Groups:

|  |
| --- |
| People aged 0-11    |
| People aged 12-16    |
| People aged 17-25    |
| People aged 26-49    |
| People aged 50-59    |
| People aged 60+     |

Disabled people:

|  |
| --- |
| Cognitive impairments    |
| Learning impairments    |
| Mobility impairments    |
| Mental ill health    |
| Sensory impairments    |
| Long-term health conditions    |
| Other    |

Other Protected Characteristics:

|  |
| --- |
| People who are pregnant, or have given birth within the past 12 months    |
| People who have undergone or are undergoing gender reassignment    |

Religious Beliefs:

|  |
| --- |
| Atheist    |
| Buddhist    |
| Christian    |
| Hindu    |
| Jewish    |
| Muslim    |
| Sikh    |
| No religion    |
| Other Religion     |

Sexuality:

Lesbian, Gay, Bisexual people or people with other sexualities

Other Groups:

|  |
| --- |
| Carers    |
| Arts & Health    |
| Homelessness    |
| Low-income Families    |
| Refugees and/or asylum seekers    |
| Young People not in Education, employment, or Training    |

# 11. Review

You can review and edit your application in this section. You’ll need to click ‘Save and Continue’ at the bottom of the page for these changes to be saved.

# 12. Pre-submission check

Almost finished! Please review the summary information on this page to ensure that it’s correct and is in line with your project budget and any other supporting information. You can [download a project budget template here](https://arts.wales/resources/create-project-budget-template)**.**

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

You may also navigate back through the form using the 'previous' button if you wish to see the additional information provided at each section and update your answers.

Once you click the 'next' button at the end of this section, you will not be able to edit any information provided in the previous sections.

In the next two sections you will be able to upload supporting information, read the declaration and submit your application.

# 13. Supporting Documents

Please upload your application supporting documentation.

For this application you must upload the following:

* Project proposal (see help sheet for further guidance)
* [Project budget](https://arts.wales/sites/default/files/2021-04/Project%20Budget%20Template%20-%20Protected.xlsx%22%20/t%20%22_blank) (click to download)

Your budget should be submitted on our template in a Microsoft Excel format - .xls or .xlxs

For applications over £10,000 you may submit one supporting document that is no longer than five A4 pages long written in a font that is 12 points or larger.

You can upload your Supporting Documents in this section by clicking ‘Add files’.

# 14. Declaration

IMPORTANT

Applications will be barred from the round if the applicant is found to have lobbied any of our Arts Associates, Committee or Council Members. Award recipients are personally responsible for any tax liability arising from any award and are advised to check in advance of an award being made and to take appropriate professional advice. We may need to request documentation that is over and above that which is being requested at this stage. We reserve the right to request references if required. Please note that any misleading statements, whether deliberate or accidental, given at any stage during the application process will result in the application becoming invalid. You will then be liable to return any money already paid out as an Arts Council of Wales grant.

GENERAL DATA PROTECTION REGULATIONS AND FREEDOM OF INFORMATION

It's important that you're aware of the Arts Council of Wales’ obligations and responsibilities under the General Data Protection Regulations (GDPR) and Freedom of Information Act 2000. The GDPR regulates how we collect, manage, share and store personal data and your rights in relation to our management of your data. Further information may be found in our published Privacy Policy. The Freedom of Information Act regulates how we provide you, on request, access to recorded information that we hold. One of the consequences of these statutory responsibilities is that information we hold about you may be subject to disclosure, in response to a request, unless we decide that one of the statutory exemptions applies. If you send us information that you believe to be commercially sensitive or confidential, this will need to be clearly marked. It would help us if you could explain briefly the reason(s) and appropriate timescales you would consider confidentiality to apply. This will assist us, in the event of a request, to substantiate our reason for applying the necessary exemption should we decide, it would be appropriate to do so. However, you can't assume that by marking information as confidential or commercially sensitive that an automatic exemption will apply. Other factors would also need to be considered at the time, such as the nature and scope of information requested and the timing of that request. (Freedom of Information rules assume that confidentiality/commercial sensitivity usually diminishes over time). Sometimes information, data and material of any nature comprises Personal data or Sensitive Personal data, (as terms are defined in the General Data Protection Regulations). If this applies, we'll not disclose any such confidential information to a third party without your consent.

DECLARATION

 By submitting this application form, I confirm to the following statements:

* I confirm that all the information provided in this application, and any material submitted in support of it, is truthful and accurate.
* I confirm that all other applications for funding that relate to this project have been declared and undertake to inform the Arts Council of Wales immediately if any changes in circumstance require the application or the supporting material to be amended. I understand that you share information about grants with other grant awarding bodies and will therefore be in a position to verify my disclosure of these other grants.
* I confirm that I am committed to the principles of equal opportunities and non-discriminatory behaviour.
* I confirm that, if this project involves working with children, young people and/or vulnerable adults, I can provide evidence that appropriate and adequate safeguards have been put in place. This includes having any necessary safeguarding checks carried out by the Disclosure and Barring Service.
* I confirm that this application, if successful, will form part of the agreement with the Arts Council of Wales.

* By ticking the box you are confirming that you agree with the above statements.