



Y Lle Celf 2018, Y Senedd, National Eisteddfod of Wales  
(image: Betsan Jones)

## Arts Grants for Organisations

# Getting Started

December 2018





Arts Council of Wales is committed to making information available in large print, braille, audio, Easy Read 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

<b>Welcome</b>	02
<b>Introduction</b>	02
Here to Help	02
Alternative and Accessible Formats	03
Demand for Funding	03
<b>The difference we want to make</b>	03
What we're looking for	04
<b>Who can apply</b>	05
Eligible organisations	06
Ineligible organisations	08
<b>What we can fund</b>	09
<b>What you can apply for</b>	10
Working Internationally	11
<b>Funding Available</b>	12
Small Grants	12
Large Grants	12
Partnership Funding	12
Access costs	13
<b>How often you can apply</b>	14
<b>When to apply</b>	14
<b>Next steps</b>	15
Contact details	15
<b>Not what you expected?</b>	16



This document is hyperlinked throughout. Clicking on the headings on the Contents page will take you to the relevant section. From there you can click to return to the Contents page.

# Getting Started

## Welcome

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 well-being of the nation.

One of the ways we try to do this is by distributing public funding, and this scheme provides organisations funding for arts projects. It is funded by the National Lottery.

This scheme is important to us because it helps organisations to fulfil their artistic potential. We are ambitious for the arts in Wales, and want the scheme to support quality work. We want to invest in projects that represent the very best of the arts in Wales.

Our funding decisions are guided by the priorities set out in *Inspire: Our Strategy for Creativity and the Arts*. It is about creative ambition and imagination; the need for the arts to engage and connect with people; and the skills needed to ensure that the impact of the arts renews and lasts.

**We will be temporarily closing the Small Grants programme while we undertake a review of our Lottery funding. The last day we'll be accepting Small Grant applications will be Wednesday, 10<sup>th</sup> July 2019 at 5pm. Decisions will be communicated by Wednesday 31<sup>st</sup> July 2019.**

## Introduction

This document has all the information you need to know if you're thinking of making an application to *Arts Grants for Organisations*. It will help you with the first important step: identifying whether our funding is right for your organisation and your project. It will also tell you the types of activity we want to support. We call these "**strands**". There's specific guidance available for each strand and we'll tell you how to find this later.

Throughout this guidance we talk about "your project". We use this term to describe the activity you're applying to us for. We expect a project to be an activity which can be clearly and succinctly described. It must have a specific purpose, and you must be able to explain the outcomes (or objectives) you hope to achieve. **Your project must be time-limited (rather than ongoing), be additional to (or over and above), what you usually do, and it must benefit the public and not your private interests.** We're not able to support some types of activity. We'll explain more about eligible projects later.

## Here to Help

We want applying to *Arts Grants for Organisations* to be as straightforward as possible. There's plenty of information to help you apply, but we'll signpost you to this at different stages in the process when you need it.

There are Help Notes available that guide you through filling in your application form. That's why this type of information isn't included here.

## 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 the Grants and Information Team to discuss the type of support you need.

## Demand for Funding

A large number of organisations apply for funding through this scheme and 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 activities. And we use our professional judgement to make the difficult choices between the many projects seeking funding. We'll always try to fund the applications which present the most persuasive case for support.

You can read more about our strategic priorities in the next section.

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

## 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. These priorities help us to support projects of the **highest possible quality**, ensuring that our funding has the **widest possible impact** and **benefits the most people**.

The focus of our strategy for Creativity and the Arts in Wales, called *Inspire*, is simple: **make, reach, sustain**. That's because making art, ensuring it connects with people and has a lasting impact are crucial to our vision of the arts in Wales. We're interested in how you respond to this in your application.

Our strategy identifies a number of creative challenges. These include:

- how we encourage more people in Wales to choose to engage with the arts
- how we make innovative and imaginative use of digital technologies
- how we develop the creativity of children and young people
- how the arts and culture of Wales connect internationally, and
- how we embed the principles of sustainable development into our creative and business practices.

You can find out more about our *Inspire* Strategy by clicking [here](#).

## What we're looking for

*Inspire* is a new approach to strategic planning for us. It's not prescriptive. Instead we want it to help you to think about the bigger picture issues affecting the arts in Wales and how your project can make a difference to these.

Telling us how your project contributes to our creative challenges can bring added value to your proposal and could help your application stand out. This is because the extent to which you're addressing our creative challenges is one of the factors that affects our decision making.

In other words, a project that addresses at least one of our challenges in an appropriate and effective way is more likely to be funded, or prioritised, over a project that doesn't address any of the challenges, or a project that does so in a less convincing manner.

There are also some principles that are so fundamental to us that we expect all applications to *Arts Grants for Organisations* to take them into account:

- Wales is a **bilingual** nation and we expect people to be able to engage with the arts in the language of their choice, whether as audience, participant or artist. We expect you to reflect this appropriately in your application.
- We want the arts in Wales to be more **inclusive and engaging**, so we want the organisations that we fund to embed the principles of **equality and diversity** in all that they do. Tell us how your project will tackle barriers to engagement and **reach out to the widest possible audience**.
- We want to invest in work that **excites and inspires**. We'll always want to support those projects that exemplify the **best of the arts** – those characteristics which mark the work out as distinctive, relevant, compelling and enduring. Make sure you show us in your application how your project stands out from the crowd.

[Return to Contents Page](#)

## Who can apply

Only organisations can apply to this scheme.

Before requesting an application, **you must check that your organisation is eligible to apply.**

To be able to apply your organisation must:

- Be based in Wales, another part of the UK or another European Union country
- Have 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. *Please note: an organisation will be ineligible to apply for funding if its dissolution clause permits its assets to be transferred to a profit-making company or to its own members.*
- Have a **track record** of delivering arts activity for audiences or participants
- Have 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.
- Have a **bank account in your organisation's name** that has at least two people who can authorise transactions (These are usually referred to as the account's signatories). By transactions we mean any withdrawals, transfers or payments made from the organisation's account. This includes signing cheques and using an internet bank account

If your project involves working with children, young people or vulnerable adults you must also have:

- A **Safeguarding / Child Protection Policy** that's also been reviewed by your governing body within the last three years, and which complies with current legislation. This policy must demonstrate that safeguarding issues are reflected in your day to day planning and operations.

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

If you are unsure about any issue relating to your organisations eligibility, please get in touch with our Grants and Information Team.

## **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 haven't submitted your governing document to us from your organisation during the last two years, or if it's been updated since you last applied, you'll need to submit a copy of your governing document with your application.** This helps us check that you're eligible to apply to *Arts Grants for Organisations* and may help us in our assessment.

**You'll also need to submit with your application proof that you have a bank account** in your organisation's name that has at least two signatories who can authorise transactions.

If your application is successful we will check this information by asking you to provide further details about your account. We will not be able to release any payments until we have received and checked this information.

You can find out more about submitting proof of your bank account in our [Uploading evidence of your bank account Information Sheet](#).

## **Partnership working**

There are some instances where great project ideas that resonate well with our priorities come from organisations that don't have 'arts' in their governing document. We feel that these organisations could play a vital role in extending the reach of the arts into communities that could benefit from increased arts provision and as such, we'd like to explore an alternative approach to enable these organisations to lead on applications for funding projects.

As the Arts Council of Wales, we want to ensure that the projects we fund are of high artistic quality, so we've decided to consider applications that are led by an organisation (such as a registered charity or voluntary group) without 'arts' in its governing document if it's applying to work in partnership with an eligible arts organisation. We would expect the arts organisation to be able to demonstrate it fits with our current published eligibility criteria.

- Organisations will need to get agreement from Arts Council of Wales that this approach is appropriate. Your ideas can be initially discussed with a Development Officer or a Grants and Information Officer



- At enquiry stage, we'd like to see evidence of the partnership that's looking to apply, for example from an email or letter of support. We would also encourage meetings to discuss the project with members of all organisations present. We'd also like to see each organisation's governing document
- We will be able to consider supporting up to a maximum 50% of eligible project costs, so you will need to ensure you have other income to support the project
- Organisations will need to apply for a Small Grant before being eligible to apply for a Large grant

## Eligible Organisations

Some organisations will need to consider additional requirements. We've set out below the types of organisations that are eligible and any specific requirements that apply to them:

<b>Companies limited by guarantee or community interest companies (CICs)</b>	
<b>Registered charities or charitable incorporated organisations (CIOs)</b>	
<b>Constituted not-for-profit community groups, clubs or societies</b>	
<b>Local authorities</b>	Local authorities can apply for up to 60% of the eligible costs of a project.
<b>Culture and Leisure Trusts</b>	Culture and Leisure Trusts delivering services in place of local authorities can apply for up to 60% of the eligible costs of a project.
<b>Local authority consortia</b>	Local authority consortia can apply for up to 75% of the eligible costs of a project.
<b>Colleges and universities</b>	The proposed activity must clearly benefit the wider community or artists.
<b>Arts venues, (for example a theatre, arts centre or gallery), managed by a local authority or higher education institution</b>	We'll treat these arts venues as separate organisations, and they can apply for up to 75% of the eligible costs of a project.  This means another local authority department, for

	example, would also be able to apply for an eligible project.
<b>Arts Portfolio Wales (APWs)</b>	APWs are eligible to apply if they have been given prior approval. They must discuss any proposed application with their Lead Officer in the first instance to make sure it fits with the terms of their Revenue Funding Agreement.
<b>Bands applying to the Music Industry Development strand</b>	<p>Bands must have a written partnership agreement in place. We consider this to be a band's governing document.</p> <p>Further information about what we expect a partnership agreement to include can be found in the Music Industry Development strand document and Help Notes.</p>
<b>Organisations that share out profits to members or shareholders, such as Limited Liability Partnerships (LLPs)</b>	<p>Organisations that share out profits to members or shareholders are only eligible to apply if they can clearly demonstrate that their self-contained arts project will benefit the public and not their private interests.</p> <p>If the application is successful, the organisation must open a separate bank account which will only be used for the project we are funding. This account must be in the organisation's name and require at least two people to authorise transactions.</p>

## Ineligible organisations

Organisations that can't apply for funding through this scheme include:

- UK Government departments
- Welsh Government departments
- BBC departments
- Schools
- Organisations based outside the European Union

If you are a **sole trader** or an **individual trading as a business** you are not eligible to apply as an organisation. Please take a look at our *Arts Grants for Creative Professionals*.

## Lead Creative Schools Scheme

In November 2015 we announced that 131 schools across the whole of Wales had been selected to be part of the Lead Creative Schools Scheme, one of the key building blocks of *Creative Learning through the Arts – an action plan for Wales*. The scheme aims to promote new ways of working, with innovative and tailored programmes of creative learning designed to improve the quality of teaching and learning.

Funding for the Lead Creative Schools Scheme comes from a £20 million budget allocated to support the implementation of *Creative Learning through the Arts – an action plan for Wales* between 2015 and 2020. In total £10 million from Welsh Government has been allocated to match £10 million in Lottery from the Arts Council of Wales.

Please **note all schools activity will now be supported via the three programmes of activity in Creative Learning through the Arts** – Lead Creative Schools, Regional Networks, Experiencing the Arts.

If you'd like to know more about *Creative Learning through the Arts*, click [here](#) or email [Creative.Learning@arts.wales](mailto:Creative.Learning@arts.wales)

[Return to Contents Page](#)

## What we can fund

To be able to apply for funding you must show us that your project meets certain requirements. These are set out below:

<p><b>Your project must take place mainly in Wales</b></p>	<ul style="list-style-type: none"> <li>• We can consider funding a training or development opportunity that is delivered outside Wales if it is not available here</li> <li>• We can consider funding up to 15% of the total cost of a project to enable touring outside Wales</li> <li>• We can consider funding some international activity as part of a wider project where there will be benefit to Wales if a clear artistic, financial or business rationale is made</li> </ul>
<p><b>Your project must be additional to your usual programme of activity</b></p>	<ul style="list-style-type: none"> <li>• This means it is over and above what you usually do</li> </ul>
<p><b>Your project must be time limited</b></p>	<ul style="list-style-type: none"> <li>• This means it is a planned activity with a definite start and end date.</li> </ul>
<p><b>Your project must have a start date that allows you to thoroughly plan your project</b></p>	<ul style="list-style-type: none"> <li>• This means that you have built into your planning a sufficient amount of time to fully prepare for your project if you are awarded funding</li> </ul>
<p><b>You must have partnership funding for your project (sometimes called match funding)</b></p>	<ul style="list-style-type: none"> <li>• This means the other funding you need for your project to go ahead. We expect at least <b>25%</b> of your eligible project cost to come from a non-Arts Council of Wales source (a maximum of 10% of this can be in-kind)</li> </ul>

### We cannot fund:

- activities that are not related to the arts
- prizes, merchandise, catering, gifts, fireworks, competitive events and purely promotional events
- retrospective costs. By this we mean activity that has already taken place, or any costs that you have paid or agreed to pay (by signing a contract or placing an order for example), before we have made a decision on your application and you have accepted our offer of grant. Advertising or promoting your project before this point is done so at your own risk. **We can't fund projects where tickets are already on sale.**

## What you can apply for

We call the types of activity we want to support “strands”. We are very clear about what we want to achieve from each strand, and how they help us meet our strategic priorities.

Strand	Purpose
 <a href="#">Audience Development</a>	To support projects which take a clear, targeted and measurable approach to developing audiences
 <a href="#">Business and Organisational Development</a>	To help arts organisations become more resilient and self-sustaining
 <a href="#">Festivals</a>	To support high quality and distinctive celebrations of the best in the arts in Wales
 <a href="#">Music Industry Development</a>	To support projects that develop the foundations for a vibrant music industry in Wales and that help music talent in Wales to build a sustainable career
 <a href="#">Production</a>	To support the creation of high quality artistic work for presentation to audiences
 <a href="#">Programme Support for Venues and Galleries</a>	To support projects that curate and present high quality, distinctive and exciting artistic work that enhances a venue or gallery’s programme
 <a href="#">Research and Development</a>	To support collaboration to enable the exploration and development of new ideas and new ways of working.
 <a href="#">Taking Part</a>	To provide more ways for people to take part in high quality arts activity
 <a href="#">Training and Professional Development</a>	To develop the skills, competence and capability of those working in the arts in Wales

We have separate guidance notes for each strand on our website. These provide further information about the types of projects we want to support and how to make an application.

## Working Internationally

We support international work in two ways: by bringing overseas work into Wales, and by providing the opportunity for Wales based arts organisations and creative professionals to work internationally (by this we mean outside of the UK).

It is important that we connect Wales' culture to the world in ways which have an impact that can be seen and have long-lasting value. So we can support international activity that takes place in Wales through *Arts Grants for Organisations*. Activity can include programming international artists of quality, artistic collaborations and partnerships, residency exchanges, sharing good practice and skills development.

Our International Opportunities Fund (IOF) specifically supports activity which takes place outside the UK. It is administered by Wales Arts International (WAI), the international arm of the Arts Council, and you can read more about it, [here](#).

[Return to Contents Page](#)

## Funding Available

There are two levels of funding available: small grants and large grants.

### Small Grants

Our small grants provide funding of £250 to £5,000

**If you're making your first application to us, then you must apply at this level.** This is so that we can build up our knowledge of your work and see that you are properly set up and are able to manage public funds effectively. In this way, our small grants are also about supporting and developing organisations to make sure they are best placed to deliver high quality and appropriate arts activity.

### Large Grants

Our large grants provide funding of £5,001 to £30,000 and support larger scale arts projects. Or they can contribute towards the costs of a very large project supported by several funding partners.

### Partnership Funding

The maximum you can apply for is 75% of your project's total eligible cost. However we know that it can be hard to raise funds for research and development projects. So for applications to this strand you can apply for up to 80% of your project's total eligible cost.

Where the main aim of your project is to work with and through the arts to promote or deliver health, educational, social or other associated outcomes, you can apply for up to 50% of your project's total eligible cost.

Please remember that these are the maximum amounts we can consider. It is likely that in many cases our contribution will be considerably less.

These are difficult financial times. We'd therefore urge all organisations to develop **more resilient and robust business** models that can survive with a reduced dependency on public funding. We'll expect you to maximise the contributions to your project from your own funds and from other funding partners.

We want to see how you use our contribution to secure funding from other sources. This shows us that there's a commitment to your project. It also shows us that other stakeholders agree that your project meets a need and that it will have public benefit.

On very rare occasions, we make exceptions to these rules so that we can target our investment very specifically on a project that will make a significant contribution to our strategic objectives:

- We may consider an application for up to £50,000 if your project will be delivered nationally or in more than one of our regions, or where the project will deliver activity and / or target groups of people that we see as a particularly high priority
- We may consider an application for up to £100,000 in exceptional circumstances if you are applying for a festival or to produce and tour work nationally
- We may consider an application for up to 90% of the total eligible project costs where the project will deliver activity and / or target groups of people that we see as a particularly high priority.

**Remember that if you think an exception should be made for your application you must discuss this with us and get our agreement before you make an application. If you don't, we won't be able to support that application.**

### **Access costs**

If your organisation is disability led (by this we mean that more than 51% of your board or management committee and senior staff are disabled people), you can apply for funding towards access costs you'll incur in delivering your project. These costs will be considered in addition to the artistic project costs and we'll consider allowing your application to exceed the maximum level.

[Return to Contents Page](#)



## How often you can apply

We want to ensure that our funding is available as widely as possible, so there's a limit to how many times you can receive funding from *Arts Grants for Organisations*.

**Organisations can hold one grant from this scheme in any twelve month period.** We use the start date of the first project we have funded to work out the twelve month period. The only exception to this is where your organisation is applying for developmental activity, where we will consider funding **one** additional grant a year under each of the following strands:

- Audience Development
- Business and Organisational Development
- Research and Development
- Training and Professional Development

For example, your organisation could receive funding from the Research and Development and Production strands in one year, but wouldn't receive funding for two Research and Development projects.

Being able to submit a second application in any twelve month period does not guarantee that it will be successful.

## When to apply

### Small Grants

**There are no deadlines for small grants**, but you need to allow a minimum of **six working weeks** between the date you submit your application and the date you want to start your project. This is so we can properly assess your application.

Your application will be considered at the next available decision meeting. If your application is successful you'll normally be able to start your project after we've sent a grant offer letter and received your signed grant acceptance.

**We will be temporarily closing the Small Grants programme while we undertake a review of our Lottery funding. The last day we'll be accepting Small Grant applications will be Wednesday, 10<sup>th</sup> July 2019 at 5pm. Decisions will be communicated by Wednesday 31<sup>st</sup> July 2019.**

### Large Grants

**There are usually four deadlines a year for large grant applications.** We publish the deadline dates on our website and in the strand documents, and we will accept applications up until 5.00pm on the deadline date. You need to allow a minimum of **nine working weeks** between the deadline date and the date you want to start your project.

If your application is successful you'll normally be able to start your project after we've sent a grant offer letter and received your signed grant acceptance and you have met any conditions we have attached to your grant.

## Next steps

You will need to discuss your project with a Development Officer before we send an application form to you.

If you have a project that you think might be suitable for your organisation to apply for, please email your project ideas to: [development@arts.wales](mailto:development@arts.wales)

Please include in your email the following information:

- your name and the name of the organisation that will be applying (if appropriate)
- project title
- a description of your project
- the grant strand you're hoping to apply to
- how much funding you want to apply for
- location of the project

We'd encourage you to familiarise yourself with the strand information to which your project activity fits before contacting a Development Officer. These are available on our website.

If you're not sure about your eligibility, have a technical query about the application process or require information about our different funding schemes please contact:

[grants@arts.wales](mailto:grants@arts.wales)

Other ways to contact us:

Tel: 0845 8734 900 (Local charges apply, mobile rates may vary) or 029 2044 1300

9.00 - 5.00 Monday - Thursday

9.00 - 4.30 Friday

Twitter: [@Arts\\_Wales\\_](https://twitter.com/Arts_Wales)

Website: [arts.wales](http://arts.wales)

You can find further information on how to [contact us here](#)

[Return to Contents Page](#)

## Not what you expected?

You may not have known before reading this guidance that *Arts Grants for Organisations* is funded by the National Lottery. If you're unable to accept lottery funding for religious reasons, please include a letter with your application explaining why this is the case. If your application is successful we will try and fund your project from money we receive from other sources. Please note that such funding is very limited, so we can't guarantee to be able to do this.

[Return to Contents Page](#)