

Easy Read

# Arts Council of Wales

## Stabilisation Fund for Individuals - Frequently Asked Questions

A guide to some of the questions you may have about  
our Stabilisation Fund and how to apply



This document was written by the Arts Council of Wales. It is an easy read version of 'COVID-19: Support for Individuals Stabilisation Fund, Frequently Asked Questions'.

April 2020



# How to use this document

This is an easy read version. The words and their meaning are easy to read and understand.



You may need support to read and understand this document. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. They have been explained in a box below the word.



If the hard word is used again it is in **normal blue writing**. You can check what the words in blue mean on **page 33**.



Where the document says **we**, this means the **Arts Council of Wales**. For more information contact:



E-mail: [grants@arts.wales](mailto:grants@arts.wales)



This document was made into easy read by **Easy Read Wales** using **Photosymbols**.

# Contents

<b>How to use this document</b> .....	<b>2</b>
<b>Stabilisation Fund</b> .....	<b>6</b>
What is it and who is it for?.....	6
How much can I apply for?.....	7
When can I apply?.....	7
<b>Making an application</b> .....	<b>8</b>
Who can apply?.....	8
Who cannot apply?.....	10
Can I apply if I work in Film?.....	10
What if I work in shops, food or other support jobs in the arts?.....	11
What can I apply for?.....	11
What can I not apply for?.....	12
<b>Money</b> .....	<b>13</b>
Do I need match funding?.....	13
If I can get other money for my project will I be more likely to get money from the Stabilisation fund?.....	13
How does this money affect my Universal Credit or other benefits?...	14

Do I need to tell you how I would spend the money?.....	14
How do I fill out the form about how the money will be spent?.....	15
How should I fill out the expenditure part of the budget template?...16	
How should I fill out the income section?.....	16
How do I fill out the summary section?.....	18
Can this money be used to pay off debt we have had for a long time?.....	19
I have additional needs, can I get help with the application?.....	19
Can this money be used to pay for access costs?.....	19
What are access costs?.....	20
What bank account proof do I need?.....	21
<b>About the Stabilisation Fund.....</b>	<b>23</b>
How much money is in the Stabilisation Fund?.....	23
Where has this money come from?.....	24
<b>How we will make our decision.....</b>	<b>23</b>
What is most important to the Arts Council?.....	25
Is there anything in particular we want to support with this money?.....	26
When will I get my decision?.....	27

When will I get the money?.....	27
Will there be more chances to get money from the Stabilisation Fund?.....	28
Can I apply for money from the Stabilisation Fund, if I have already had money from the Urgent Response Fund?.....	28
How many artists will get money from the Stabilisation Fund?.....	28
Are you going to print the names of people who get money?.....	29
<b>Information and support.....</b>	<b>30</b>
How can I get access support when I am social distancing or self isolating?.....	30
Can I speak to someone who works for the Arts Council?.....	30
<b>Other Lottery funding.....</b>	<b>31</b>
I already have a National Lottery Project Grant. Can I still apply for this money?.....	31
When will the National Lottery Project Grants start again?.....	31
<b>Changing the Stabilisation Fund.....</b>	<b>32</b>
Will you be making any changes to the Stabilisation Fund?.....	32
<b>Hard words.....</b>	<b>33</b>

# Stabilisation Fund

## What is it and who is it for?

The **Stabilisation Fund** is money for people who:

- work **freelance** in the arts sector

**Freelance** means working for yourself or self-employed. You may do small pieces of work for organisations as a **freelancer**.

- and cannot make money at the moment because of coronavirus.

This could be people like:

- A craft person
- A writer
- A dancer
- A musician

The money is to help them keep working through coronavirus.



## How much can I apply for?



You can apply for between £1000 and £10,000. You may be able to apply for more money if you have additional needs.

This money must be used within 6 months.

## When can I apply?



The **Stabilisation Fund** opens on **Friday 29 May 2020**.



You must send us your application by **5pm on Monday 15 June 2020**.



We may close the **Stabilisation Fund** before **Monday 15 June 2020**, if we get too many applications.

# Making an application

## Who can apply?

You can apply to the **Stabilisation Fund** if you work in the arts sector and:



- You are having money problems because of coronavirus.
- You earn at least half of your money from **freelance** work.
- Over half of your work is in a type of art form that we support.
- You own and run your own business as an individual.
- You have had a job or been part of work in the last 3 years that was **publicly funded**.



**Publicly funded** means paid for with money from the public. It could be organised by someone like Arts Council of Wales, the National Lottery or a university.







- You are 18 years old or over.
- You live in Wales.
- You have a UK bank account in your name.

1 person can apply for money for a group of people who are working together.

You should only apply once. You should not apply as an individual if you are involved in a group who are also applying.



## Who cannot apply?

You cannot apply if:

- You do not work **freelance** in **not-for-profit** arts. **Not-for-profit** means work done for the good of people. Not just to make money.
- You earn most of your money from work that is not **freelance**.
- You are an organisation.
- You do not work in Wales.
- You are still at school or study full-time.
- You work in education.
- You are under 18 years old.



## Can I apply if I work in Film?

We do not support work in Film. But we will support artists that might work in some parts of film-making. For example digital arts and writing.



## What if I work in shops, food or other support jobs in the arts?

Please look into other UK Government schemes that can help you.

## What can I apply for?

You can apply for money to pay for:

- Opportunities to grow or change your art, or keep your work going.
- Things like equipment that you need to keep making your art.
- Projects with other artists and projects that help create new art.
- Opportunities to take risks in your art and find new ways of working for the future.



# What can I not apply for?

This money cannot be used for:



- Work that has nothing to do with art.
- Work that has already happened. Or will have already started before we make a decision about your application.
- Work taking place in schools. Including online activities for pupils. We will have another fund to support this type of work.
- Student tuition fees and other costs of studying.
- Just for buying new equipment.
- **Self-publishing.** This means paying to make your work available to the public with your own money.
- Events or activities to help raise money.
- Film projects.
- Work that cannot happen right now because of the coronavirus rules about staying home.
- People who do not do at least half of their work **freelance.**



# Money



**Do I need match funding?**

No.

**If I can get other money for my project will I be more likely to get money from the Stabilisation fund?**

You do not need other money. You can ask for the amount you need up to £10,000.

But we do not have enough money for everyone. And we want to support as many people as we can.

People who apply for lower amounts of money will be good choices for us.



## How does this money affect my Universal Credit or other benefits?



We do not know and cannot give you advice about this. Please contact **HM Revenue & Customs** for advice:

**Website:** [www.gov.uk/government/organisations/hm-revenue-customs](http://www.gov.uk/government/organisations/hm-revenue-customs).

**Phone:** 0800 024 1222

## Do I need to tell you how I would spend the money?



Yes. You need to fill out a form as part of your application.

## How do I fill out the form about how the money will be spent?

If you are applying for money for a project you must attach a project budget to your application.



You must use the **budget template** that is in the application.

You cannot change this once you have sent us your application. Please make sure you include all the costs.

These are the pages you will need to fill out:

- **Summary** – fill in your name and the project name. The form will work out the costs as you enter the information.
- **Expenditure** – this is where you tell us what costs you will have to pay to do your project.
- **Income** – this is to tell us what money you will get because of your project.
- **Access costs** – costs that you have because of additional needs.



## How should I fill out the expenditure part of the budget template?



Please show us how you have worked everything out. You should give us as much detail as you can about what the costs will be.

Only include costs that are fair and for the work you are doing.

## How should I fill out the income section?

Please show us how you have worked everything out.

There are **5 sections** to fill in:

### **1. Arts Council of Wales grant request**

Please say how much money you are asking from us.

### **2. Your own money**

Please tell us how much of your own money you will spend on the project.





### 3. Earned income

Tell us about any money you will make from your project.



### 4. Other money

If you have other money for this project, this shows us that it has a lot of support. Please tell us how much money you are hoping to get from other places.



### 5. Support in kind

This can be volunteer time or borrowing equipment from others. This cannot be your own time or equipment. Or discounts.

## How do I fill out the summary section?



This page will work out the total amount of money you will spend. And the total amount of money you will get in.

This should equal out to £0. So in other words, you should spend all of the money you get.

It will show you how much money you are asking from us. This must be within our rules.



If you have costs because of additional needs this will also be shown. You should add these costs to the total amount of money you are asking for. You should write this under **Amount Applied For**.



## Can this money be used to pay off debt we have had for a long time?

No. This money is to help you get through coronavirus only.



## I have additional needs, can I get help with the application?

Yes. You should contact our **grants and information team** on [grants@arts.wales](mailto:grants@arts.wales).



## Can this money be used to pay for access costs?

Yes. We can help you to pay for things that you need because of disability. Or additional needs. You can apply for up to £2000 extra.

This money is separate from the amount you are applying for to do the work.

## What are access costs?

Access costs are things like:

- Personal care support at home.
- Help with transport.
- An **advocate** – this is a person that can speak up for you and help you have your say.
- Communication support like a British Sign Language interpreter, special software for your computer or easy read information.



# What bank account proof do I need?

We need proof that shows:

- that the account is in your name
- the account number and sort code
- that the address on your bank account is in Wales.



This proof needs to be:

- less than 2 years old
- something official from the bank. For example a picture of your bank card that shows the account name, number and sort code. Or a letter or e-mail from your bank.



You may need to give us a few different documents as proof.



If we decide to give you money we will ask you for more information about your account.



We will not be able to give you any money until we have checked this information.

Please note that we cannot pay money into:



- a building society account that only has a passbook
- or a joint account.

# About the Stabilisation Fund

## How much money is in the Stabilisation Fund?

We are aiming to spend around £1.5 million on our 2 funds for individuals. These are the **Stabilisation Fund** and the **Urgent Response Fund**.

We have not decided how much of this money we will give to people who apply to the **Stabilisation Fund**. And how much we will give to people who apply to the **Urgent Response Fund**.

We will see how many applications we get and try to meet the needs of people as best we can.

## Where has this money come from?



Llywodraeth Cymru  
Welsh Government

We are using some of the money we have had from the government for our work.

And the Welsh Government has given us some extra money.

We will stop our **Lottery open-to-all application programmes** for 6 months.

We will use this money for our funds to support people and organisations through coronavirus instead.

We will look at this plan again later in the year. We will let you know when the **Lottery open-to-all application programmes** start again.

If you cannot use Lottery money for any reason please write a letter to tell us why. Please upload this letter with your application.

If we decide to give you money from the **Stabilisation Fund**, we will try and give you money from different places.





# How we will make our decision

## What is most important to the Arts Council?

We want to use this money to help achieve 2 important things:



1. Support people to keep doing great work. And make sure they can keep going after Coronavirus.
2. Get more people from different backgrounds, different places and with different abilities involved in arts.

## Is there anything in particular we want to support with this money?

No. We will think about these things when making our decision:



- How serious your money problems are. You should tell us about this in your application. You should show us how this money could help you work differently during this time.



- How important your work is. This could be because it is great art. Or it supports people to be creative.
- How well your work helps us to meet our main aims.
- How your work benefits others, now and in the future.
- How good your plans are for managing and doing the work or project. This includes your plans for how you will manage the money.



- What other projects we are supporting. We want to make sure we support work across Wales. In all different art forms.

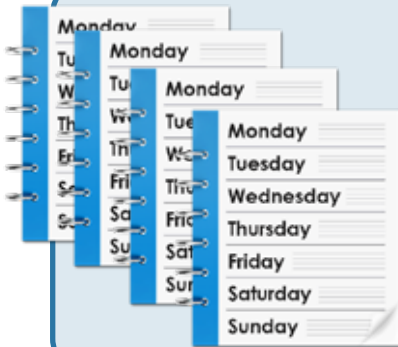
We want to support all different types of artists.

We would like applications from people who are **Black, Asian or Minority Ethnic**. And people who are deaf or disabled.



## When will I get my decision?

We will try to make our decision within 4 weeks of the closing date. We will tell you if this will be longer for any reason.



## When will I get the money?

If we decide to support your project, we will send you a form. As soon as we have this and we have checked your bank details we will send you money.

We will usually pay 90% of the money first. We will pay you the rest at the end of your project. You will need to write a report.



## Will there be more chances to get money from the Stabilisation Fund?



At the moment there is only 1 chance. We will keep checking this. If coronavirus goes on for a long time we may need to offer this money again.

## Can I apply for money from the Stabilisation Fund if I have already had money from the Urgent Response Fund?



Yes.

## How many artists will get money from the Stabilisation Fund?



We do not know. We want to support as many good applications as we can. But we do not know how many people will apply.

We often get more applications than we are able to support. So it is likely that some good and interesting applications will not be given money.

## Are you going to print the names of people who get money?



Yes. This is public money. So we have to print the names and some information about everyone we give money to.

# Information and support

## How can I get access support when I am social distancing or self isolating?



Because of the rules from Welsh Government we cannot give you face-to-face support.

We will keep supporting care workers and family members with applications through the **Access Support Fund**.

The best thing to do is contact us at: [grants@arts.wales](mailto:grants@arts.wales).



## Can I speak to someone who works for the Arts Council?

Our staff cannot give you 1-to-1 advice about how to write your application.

We have made it as easy as possible to apply. If you have additional needs and you need support you can contact us at [grants@arts.wales](mailto:grants@arts.wales).



## Other Lottery funding

### I already have a National Lottery Project Grant. Can I still apply for this money?



We should have contacted you by now about what to do next.

If you already get money from us, you can still apply to the **Stabilisation Fund**. But please think carefully about the rules for applying to this fund and what you need at this time.

And please tell us why the money you already get from us is not enough to support you at this time.

September

2020

### When will the National Lottery Project Grants start again?

We do not know yet. It is likely that our **open-to-all application programmes** will stay closed until around **September 2020**.

We know that **National Lottery Project Grants** are an important part of planning for people and groups.

We will do our best to start the **National Lottery Project Grants** as soon as possible.

# Changing the Stabilisation Fund

## Will you be making any changes to the Stabilisation Fund?

We have set up the **Stabilisation Fund** very quickly. Because of this we will keep checking to make sure we are doing the best thing.

If we need to make any changes we will tell you as soon as we can.





# Hard words

## Freelance

Freelance means working for yourself or self-employed. You may do small pieces of work for organisations as a freelancer.

## Publicly funded

Publicly funded means paid for with money from the public. It could be organised by someone like Arts Council of Wales, the National Lottery or a university.