

Investment Review Part 2

Making your application



This document was written by the **Arts Council of Wales**. It is an easy read version of ‘**Investment Review 2023 Guidance for Organisations – Part 2.**’

December 2022

How to use this document



This is an easy read document. But you may still need support to read it. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. You can check what the words in blue mean on **page 29**.



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

Website: arts.wales

Phone: 03301 242733

Email: investmentreview@arts.wales



This document was made into easy read by **Easy Read Wales** using **Photosymbols**. To tell us what you think about this easy read version, [click here](#).

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Making your application



This guide is to help you with your **Investment Review application**.



This guide will tell you if your organisation can apply for Investment Review funding.



There is another guide to go with this 1. It is called **Investment Review Part 1: Guidance for organisations**. Please read this document first.

There are 6 steps to applying for Investment Review funding:

1. Register for an online account on our portal. You can do this by clicking here: portal.arts.wales

Or log into your account if you have one.

It can take 5 days to get set up on our portal.

If you are already on our portal, please check your details are all up to date.





2. Go to the section called **Grants** and start an application.



3. Fill in the information about your organisation.



4. Answer the questions about your future activities. Or send us a video or audio file. You can read more information about this here: arts.wales/how-submit-videoaudio-application



5. Send us a copy of your **business plan** for the next 3 years. Some organisations might call this something else. For example, **strategic plan**, or **operational plan**. It should say what your goals are, how you will achieve them and by when.



6. Send us a copy of your budgets for the next 3 years. This is a plan that shows how you plan to get and spend money.

You will need to complete our template for this.



7. You can include up to **3 weblinks** to support your answers. For example, a link to recent work you have done or a review.



If you have any problems with applying, please contact us at: grants@arts.wales



You need to apply for this funding by **12pm midday on 31 March 2023.**

Who can apply

Your organisation can apply if:



- You are either an organisation or part of a group of organisations.



- Are based in Wales or have a base in Wales.

Your organisation must be:



- A company limited by guarantee
- A registered charity
- A charitable incorporated organisation (CIO)
- A community interest company (CIC)
- Part of a local authority - a department that has a public arts programme, such as an arts centre or venue
- Part of a university - a department that has a public arts programme, such as an arts centre or venue

Your organisation must have:



- **A written constitution. Or memorandum of articles of association.** These are documents which explain what you are set up to do. They need to show you do work in the arts.



- **Trustees or directors.** Or some groups have an advisory board or steering group instead.



- **Information about finances.** This is money you make or spend. Please talk to us if you have been running for less than 2 years.



- **Experience of delivering lots of work in the arts.**

Talk to an Arts Officer



It is best to contact us before you apply. It could help you decide if you want to apply.



You will need to talk to us before **3 March 2023**. Check **page 28** for contact details.

Support



We can support you with your application if you need it. But we cannot give advice on what you say in the application.

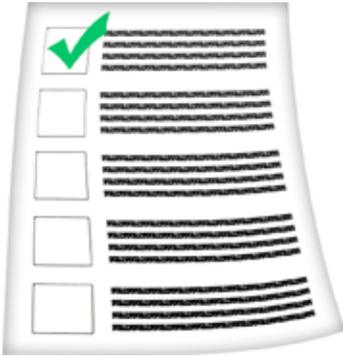


We can give you advice about applying in other ways. For example, through video or audio.



There is more information about applying in different ways here: arts.wales/how-submit-videoaudio-application

More information about the application questions



1. We will ask you for some basic information about your organisation. For example, contact details and tick boxes to select where you work. And your funding over the past 3 years.



2. We will ask you about your goals. And what your organisation is trying to achieve.



3. We will ask you how your organisation meets our 6 principles. These are explained in the main guide on **page 8 to Page 13**.



You will need to show what you want to do to achieve **each** principle. And the work you will do in the next 3 years to make that happen



We will also ask you about work you have already done that helps you meet each principle.



This is a really important part of the application.



You can write details and refer to your **business plan**, budgets and weblinks to help answer these questions.



Make sure that you are clear which part you are referring to. For example, you can write the page number of the things you are referring to.

Some examples of information we need for each of the 6 principles



1. Creativity

When you answer this question, tell us about:

- Your vision.
- How the work you do includes certain groups of people.
- How you treat the people you work with well.
- How you understand your audiences.
- How you work with others.
- How you might work in places that don't usually have arts, like hospitals.
- How you let people know about your work.



The question will ask you is: what **outcomes** you aim to achieve that is important to creativity. **Outcomes** means the way things turn out because of your work.



And your **outputs** for the 3 years. **Outputs** are things you do to make things turn out differently.

Proof

We would also like you to talk about what you have already done that is important to creativity. This is known as your **evidence** or **proof**. You can talk about your **business plan** or include weblinks in your answers.



2. Widening engagement

When you answer this question, tell us about:

- How you work with groups that have less chances to get involved in the arts.
- How you understand the communities you work with and how they get a say in what you do.
- How you support the needs of people from **diverse** groups.



Diverse means people are not all the same. For example, people come from different backgrounds, make different choices or are good at different things.

- How you make sure that what you do is a good thing for people of different races, different ages, people that do not have much money, disabled people, **neurodiverse** people and Deaf people.



Neurodivergent people are people whose minds work in different ways.



The question will ask you about **outcomes, outputs** and **proof**.



3. Welsh language

When you answer this question, tell us about:

- Your plans for using the Welsh language in your work.
- How you support the people you work with to speak Welsh.
- How your work celebrates Welsh life.
- How your organisation supports the use of the Welsh language.
- How you work with others to promote Welsh language.
- How you use **Cynnig Cymraeg** to help you.
welshlanguagecommissioner.wales/businesses-and-charities/cynnig-cymraeg



The question will ask you about **outcomes, outputs** and **proof**.



4. Climate Justice

When you answer this question, tell us about:

- Things you are doing to care for our planet.
- Things your organisation are going to do to become **Carbon Net Zero**.



Carbon Net Zero means reducing the carbon your organisation produces to help protect the environment. Carbon is a substance that gets let off when we do things like make energy. It is harmful to the planet.

- How you reuse things and recycle things.
- How the work you make helps people think about how they can care for our planet.



The question will ask you about **outcomes, outputs** and **proof**.

5. Nurturing Talent

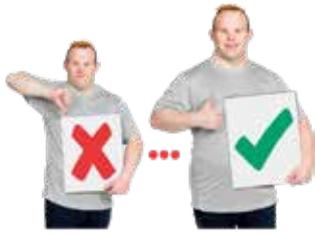
When you answer this question, tell us about:

- The things your organisation does to help the people you work with learn.
- How your organisation learns from the work it does.
- What you do to help people who want to work in the arts.
- How you work with **diverse** people and welcome them.
- How you treat and pay people fairly and make sure they feel well.



The question will ask you about **outcomes, outputs** and **proof**.

6. Transformation



When you answer this question, tell us about:

- What you do to make sure your organisation is run well.
- How your organisation listens to people. And makes sure everyone has a say.
- Who makes decisions and how people are **diverse** and part of your community.
- How you work with others to do better things.
- How you will try to do things differently.
- How you are really open about what you want to do and how things are going.



The question will ask you about **outcomes, outputs** and **proof**.

What we need from your business plan



Your business plan should tell us about what you want to do in **2024 to 2025, 2025 to 2026, 2026 to 2027.**



It should be a document you use to make decisions and which you can change when you know more things.



You will need to upload this.

What we need to know about your budgets

Please give us your budgets for the tax years:



- 2023 to 2024
- 2024 to 2025
- 2025 to 2026
- and 2026 to 2027



You will have to include the funding that you are asking from us as a separate budget.



Make sure the activities in your **business plan** match with what is in your budgets.



Show us clearly how you have worked out your budgets.



You will have to explain to us if there are any budget differences between years.



You can give us links to up to 3 websites that show examples of your work if you want to.

How we will assess your application

There will be 4 stages to assessing applications:



Stage 1 - Someone from the Arts Council will look at how you have answered the questions in your application.



Stage 2 – A group look at how you have answered the questions in your application.



Stage 3 - The Senior Leadership team will look at applications. They will also think about the **balancing factors**. We have explained these in part 1 document on **page 15 to page 17**.



Stage 4 – There will be a review by Council, and a decision will be made.



We will then let people know our decisions. This will be before the end of **September 2023**.



We will arrange to meet with you if you are not successful. We may be able to support you in other ways.



You will have 21 days to **appeal** if you disagree with our decision.

An **appeal** is a formal way to ask for a decision to be looked at because you want it changed.



If you are successful, we will let you know about funding by **December 2023**.



And we will talk to you about how we can support you.



We will then make a funding agreement with you. This will show the goals you need to achieve.



You will need to show us how you are meeting these goals.



You will need to publish how you are achieving your goals twice a year so people can see. These are also known as targets.



This could be on your website. Or on a report.



The funding agreement will be reviewed every year.



You will need to meet with us to do this. We can stop your funding if you are not meeting your targets.



When we check things at year 2, we will decide whether we can give you funding for up to 3 more years.



We would also like you to talk about how the funding has made a difference to the arts.

Checking your organisation



We will need to check these things during the time you are funded by us:

- Annual Budget
- Business Plan
- Accounts
- Financial update every 3 months
- Survey information every 6 months
- Proof you have published a report of your progress every 6 months. For example, a website link.

Making an appeal



If you do not get funding from us and you disagree with our decision you can **appeal**.



Information on this can be found here: arts.wales/investment-review

You can also find out how to make a complaint by clicking here: arts.wales/resources/complaints-procedure

What we need from you

Here is a checklist of all the things we will need from you as part of the funding application:



- An up to date signed document. If your documents are up to date on our portal, you do not need to supply this again.



- All basic information asked for on the portal.



- Your responses to the **Investment Review questions** on the portal. This can either be done in writing, or through video or audio.



- Your supporting **business plan**.



- Up to 3 links to websites that have supporting information.



- Your budgets for the tax years:

2023 to 2024

2024 to 2025

2025 to 2026

and 2026 to 2027

This will be filled out on our template here:

arts.wales/investment-review

How we use your information



We will share information about our funding decisions on our website.



But we will not share any personal information.



Because of a law called the **Freedom of Information Act** we may have to provide some of your application details to members of the public. If they ask for them.



This will not happen during the **assessment** process. Or the **appeals** process.

Assessment is a way of finding out if someone needs help and support.



There is more information about our privacy policy here: arts.wales/privacy-policy

Contact details

If you have any questions, you can contact us here:



Email: grants@arts.wales



Phone: 03301 242733

Press option 1. Then option 1 again.

Opening hours:

9.00am — 5.00pm from Monday to Thursday

9.00am — 4.30pm Friday



Website: www.arts.wales/about-us/contact-us



Facebook: [Cyngor Celfyddydau Cymru | Arts Council of Wales](https://www.facebook.com/Cyngor-Celfyddydau-Cymru-Arts-Council-of-Wales)

Twitter: @Arts_Wales_

Instagram: celfcymruarts

Hard words

Assessment

Assessment is a way of finding out if someone needs help and support.

Appeal

An appeal is a formal way to ask for a decision to be looked at because you want it changed.

Carbon Net Zero

This means reducing the carbon your organisation produces to help protect the environment.

Diverse

Diverse means people are not all the same. For example, people come from different backgrounds, make different choices or are good at different things.

Neurodivergent

Neurodivergent people are people whose minds work in different ways.