



# Capital Investment Fund

## Funding for theatres and performing arts venues



This document was written by the Arts Council of Wales. It is an easy read version of 'Capital Investment in Theatres and Performing Arts Venues'.

April 2024

# How to use this document



This is an easy read document. 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 34**.



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

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

**Email:** [capital@arts.wales](mailto:capital@arts.wales)

**Phone:** 03301 242733



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# Contents

<b>About the Capital Investment Fund .....</b>	<b>4</b>
<b>Projects we want to help .....</b>	<b>7</b>
<b>How much can you apply for.....</b>	<b>9</b>
<b>Who can apply?.....</b>	<b>11</b>
<b>The rules of the fund .....</b>	<b>14</b>
<b>How to apply .....</b>	<b>16</b>
<b>About the questions on the form .....</b>	<b>19</b>
<b>How to use the project budget template.....</b>	<b>26</b>
<b>How to contact us .....</b>	<b>33</b>
<b>Hard words .....</b>	<b>34</b>

# About the Capital Investment Fund



We are the Arts Council of Wales. We give money to support the arts in Wales.



We have got **over £1 million pounds** from the **Welsh Government**.



This money is to help theatres and performing arts venues for the year 2024 to 2025.



The money is for a **Capital project**.



A **Capital project** means spending money on buildings and equipment. It is for fixing things, making them better, or keeping them in good shape.



If you apply for this funding to make something better, you must show how it will:

- last longer



- benefit more people or



- be better quality.

Also, think about how your project will affect the **environment**.



The **environment** is where we live. It includes the land, the sea, the air, and everything that lives in and on it. For example: plants, animals and fish.



You should tell us how you spent the money by **5 March 2025**.



You should claim all grant money by **5 March 2025**.



The Arts Council must tell the Welsh Government how projects are going.



If you do not claim your grant money by 5 March 2025, you will lose it. We will not be able to give you more money to finish your project later.

# Projects we want to help

We want to help 3 main kinds of projects:

## 1. Keeping theatres and performing arts buildings a good standard.



We want to help them stay in good condition. Making it easier for everyone to get into and use buildings is important to us.



We want to know how you are improving **accessibility** back stage and in the venue.



**Accessibility** is about everyone being able to find and use something. It means places are easy to get into or around.

## 2. Making theatres and arts venues better and last longer.



We want to help them make more money and spend less. And be better places for people to visit.

## 3. Helping the arts to be strong and grow.



We want to make sure theatres and venues have the right equipment to work well. We will focus on projects that help the **environment** and save energy.

We will not accept requests for you to buy:



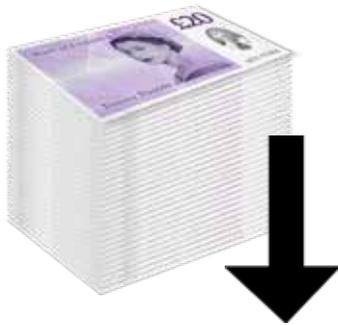
- New buildings
- Vehicles
- Musical instruments

# How much can you apply for



When planning your project, think about what you will do if:

- we give you less money than you asked for
- or none at all.



To help most people, most grants we give will be **under £50 thousand pounds.**



You can apply for different amounts. You will have to find some money from other places to add to our money.



**If you need up to £50 thousand pounds** - You can ask us for **almost all** of it. 90% of your costs.



**If you need up to £250 thousand pounds** - You can ask us for more than half of it. 75% of your costs.



We do not give out this large amount to many places.

You must show proof of:

- where the rest of the money you need will come from
- and that you can get it.

**Proof**

# Who can apply



You can only apply if you are a theatre or Performing arts venue in Wales.

## You need:



- An **Equal Opportunities Policy** that follows the law. And checked by your leaders in the last 3 years. This is a document about treating everyone fairly and giving them the same chances.



- A bank account in your legal name.



- If it is a group, a bank account in your group's name. It will need 2 people to agree for money to move. [Click here for more about bank accounts.](#)



- To have not missed any payments you needed to make to us.



You will need to tell us you meet these rules. You must do this when you apply for the money online.

**You must also:**



- Have a place where at least 50 people can sit for events.



- Have put on good shows and events for people in the past.



- Do regular events. With at least 1 professional event every month in an area designed for performances.



- Make sure everyone can enter and use your building.



- You must use your space for putting on arts events. We cannot give you money if arts are only a small part of what you do.

# The rules of the fund

We will check these things to decide who gets the money:



- If your project follows our rules and makes sense.



- What you have done in the past with performing arts.



- If you can finish your project on time.



- If you have the rest of the money needed for your project.



- If you recently got money for other capital projects.



Make sure you explain these points when you apply.



We will think about where you are in Wales. And how your project will help people.



We will not give money if your project makes your costs go up.



We will not give money if your project makes you depend more on outside money.

# How to apply



1. Email us at [capital@arts.wales](mailto:capital@arts.wales), with a short note about your project.



2. We will send you a link to application form.



3. You need to use our online portal to apply. [If you have not signed up to it yet, click here to learn how.](#)



4. Complete the online application form. Use our **Capital Budget Template** to show how you will use the money.



You must apply **before 12 noon on 24 May 2024.**



We will decide by **end of July 2024**.

## Who will make the decision



A group of staff members will look at the applications. And suggest decisions to our Capital Committee.



If we say **yes** to your application, we will send you an offer letter and any extra conditions.



If we say **no**, we will tell you why. You can talk to someone from our capital team about it.



We pay for capital projects after you show us the bills. Someone from our capital team will explain how you will get paid.

## Accessibility



If you have **access needs**, email us at [grants@arts.wales](mailto:grants@arts.wales). We will talk about how we can help you. [Click here to learn more about access support.](#)



**Access needs** means things you need to be able to take part. For example, information in easy read. Or dim lighting in a room.

# About the questions on the form

## 1. Pre-Application Checks



Make sure you have everything ready before you start to apply.

## 2. Contacting you



Tell us how we can contact you, what language you like to use, and your bank details.

## 3. Tell us about your project



Tell us the name of your project. Say when it will start and end. How much money you need, including costs for **access** support.

## 4. Project proposal



Explain what you want to do, why it is good, and why you want to do it.



How you meet the rules for the fund. **Read pages 14 and 15** for more information.



How will you make it easy for disabled people to join in. Have you checked this?



Can you show us that your group handles money well?



How will you plan your project and keep it going?



Where will all the money for your project come from?



What will you do if problems happen that you did not expect?

## 5. Artform



What different types of arts will be part of your project?

## 6. Activity types



What arts, shows and events you will have?

## 7. Proposed targets



Your goals. Like how many shows or classes. And how many people will come.

## 8. Language



How your project will be good for the Welsh language?

## 9. Project location



Where your project will happen?

## 10. Project equalities information



Show how you will treat everyone fairly in your project.

## 11. Review your application



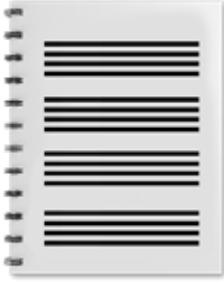
Check all your information.

## 12. Pre-submission check



Make any changes here before you click next.

## 13. Supporting Information



You can give us your documents here.

The main things should be:



- Your project budget. Tell us how you plan to spend the money. Use the **capital budget template** which we will send with the link to apply.



- Quotes from suppliers:



Get 3 quotes from different suppliers for things that cost **£2,500 or more**.



For supplier work **over £25 thousand pounds**, you need to show us that you asked a lot of suppliers for prices. We might want to see how you did this.

You might also want to give us documents that show:



- More about your project plan.
- Proof that people want your project.
- Who else is giving you money or help.
- Drawings of what you want to build or change.

## 14. Declaration and submit your application



Read the screen, check you agree and press submit.

# How to use the project budget template



Fill in your project budget using our template and the headings given.



The template adds up the numbers for you.



Fill in the white boxes only. Leave any parts that do not fit your project blank. Do not change coloured boxes.



Use pounds only, not pence.



Your budget should show how much your project will cost. This means **Money you will spend.**



And how much money you will need. This means **Money you will get.**



Make sure your budget shows you can finish your project by **31 March 2025.**

## Project Expenditure – Money you will spend

### Equipment



List each item or package you plan to buy and its cost. A package is a group of items that you will get from one supplier.



Make sure the cost in your budget matches the quotes you give us.

## Building work



Tell us the total cost of your building project. Or break it down into parts if different people will be doing different jobs.



If you are going to pay anyone **£5 thousand pounds or more**, get 3 quotes from different suppliers.



If you are going to pay **£25 thousand pounds or more**, you will need to get our okay before looking for a supplier.



You must also tell us why you picked your supplier.



If you already have quotes, then use them for your budget.

## Professional Fees



Tell us about any fees you will pay to experts. Explain why you need to pay them and how you chose them. If you are going to pay **£5 thousand pounds or more**, get 3 quotes from different suppliers.

## Support in kind



Tell us about any free help you will have. This could be people working for free. Or land, buildings or equipment.



Do not tell us about discounts from suppliers.



You should submit a letter with your application which shows the support and its value.

## VAT



If you are VAT registered, you can include the cost of VAT that you cannot get back from HMRC.

If you are not VAT registered, include VAT on your costs in your budget.

## Money you may need in case of emergency



This means extra money. Add a bit more money. In case you need to spend on things not planned.

## Other Costs



Tell us any other costs, like hiring people, checking for safety and legal fees.

## Project Income – Money you will get



Use the template to tell us where all the money for your project will come in from. Include the name of each funder and if their money is confirmed.

Tell us if you are using:



**Your own funds.** Your own money.



**Earned income.** Money you have got from working.



**Local Authority Funding.** Money from the local council.



**Other Public Funding.** Like grants from Welsh Government or UK Government.



**Support in kind.** This should match what you put in the **Project Expenditure** part.



**Other Income.** Tell us about any other money you will get. Like from donations or grants from the Lottery or Trusts.

# How to contact us



To get the application form, email us at [capital@arts.wales](mailto:capital@arts.wales) with a short note about your project.



For problems with the application form or your portal account, email our **Grants and Information team**: [grants@arts.wales](mailto:grants@arts.wales)

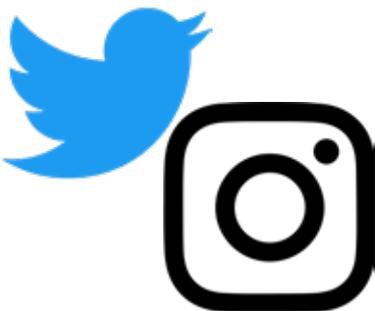
Other ways to contact us:



**Phone:** 03301 242733



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



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

**Instagram:** [@celfcymruarts](https://www.instagram.com/celfcymruarts)

# Hard words

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