



LLAWN03, Llandudno (image: Paul Sampson)

Arts Grants for Organisations

Getting Started

January 2016



The Arts Council of Wales is committed to making information available in large print, Braille, British Sign Language, Easy Read and on audio. We'll endeavour to provide information in languages other than Welsh or English on request.

We implement an [Equal Opportunities Policy](#).

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Getting Started

Welcome

Thank you for your interest in the Arts Council of Wales and *Arts Grants for Organisations*.

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 of the nation.

One of the ways we try to do this is by distributing public funding, and this scheme provides 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've made some important changes about the organisations that can apply. Please make sure you read this section carefully, even if you've applied to *Arts Grants for Organisations* before.

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.

We want to support you as best we can. Our Information Team is your first point of contact when you are thinking about applying, or in the process of making an application. We'll tell you how to contact the Information Team later.

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 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.

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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.

Who can apply

Only organisations can apply to this scheme.

Before developing your 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.

You must 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
- A track record of delivering arts activity for audiences or participants
- 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.

A bank account in your organisation's name that requires at least two people to 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.

You'll be asked to confirm that your organisation meets these eligibility requirements at the start of our online application process.

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.

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 of your application.

You'll also need to submit with your application proof that you have a bank account in your organisation's name that requires at least two people to 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 your governing document and submitting proof of your bank account in the Help Notes that guide you through filling in your application form.

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.

Companies limited by guarantee or community interest companies (CICs)	
Registered charities or charitable incorporated organisations (CIOs)	
Constituted not-for-profit community groups, clubs or societies	
Local authorities	Local authorities can apply for up to 60% of the eligible costs of a project.
Culture and Leisure Trusts	Culture and Leisure Trusts delivering services in place of local authorities can apply for up to 60% of the eligible costs of a project
Local authority consortia	Local authority consortia can apply for up to 75% of the eligible costs of a project.

Colleges and universities	The proposed activity must clearly benefit the wider community or artists
Arts venues, (for example a theatre, arts centre or gallery), managed by a local authority or higher education institution	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.
Revenue Funded Organisations (RFOs)	RFOs 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.
Bands applying to the Music Industry Development strand	Bands must have a written partnership agreement in place. We consider this to be a band's governing document. Further information about what we expect a partnership agreement to include can be found in the Music Industry Development strand document and Help Notes.

Ineligible organisations

Organisations that can't apply for funding include:

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

Organisations that share out profits to members or shareholders, such as Limited Liability Partnerships (LLPs) are also ineligible, unless they can clearly demonstrate that their self-contained arts project will benefit the public and not their private interests.

If you are a profit-making organisation and your application is successful, you must open a separate bank account which will only be used for the project we are funding. This account must be in your organisation's name and require at least two people to authorise transactions.

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 – an action plan for Wales*, click [here](#).

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What we can fund

Arts Grants for Organisations is designed to support a wide range of activity, but there are some things we cannot fund.

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.

To be able to apply for funding you must show us that your project meets certain requirements. These are set out below. We'll ask you to confirm that you meet these requirements when you begin the on-line application process.

Your project must take place mainly in Wales	We can consider funding a training or development opportunity that is delivered outside Wales if it is not available here <ul style="list-style-type: none">• We can consider funding up to 15% of the total cost of a project to enable touring outside Wales• 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
Your project must be additional to your usual programme of activity	<ul style="list-style-type: none">• This means it is over and above what you usually do
Your project must be time limited	<ul style="list-style-type: none">• This means it is a planned activity with a definite start and end date
Your project must have a start date that allows you to thoroughly plan your project	<ul style="list-style-type: none">• 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

You must have partnership funding for your project (sometimes called match funding)

- This means the other funding you need for your project to go ahead

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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
 Audience Development	To support projects which take a clear, targeted and measurable approach to developing audiences
 Business and Organisational Development	To help arts organisations become more resilient and self-sustaining
 Festivals	To support high quality and distinctive celebrations of the best in the arts in Wales
 Music Industry Development	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
 Production	To support the creation of high quality artistic work for presentation to audiences
 Programme Support for Venues and Galleries	To support projects that curate and present high quality, distinctive and exciting artistic work that enhances a venue or gallery’s programme
 Research and Development	To support experimentation and to enable the exploration and development of new ideas, new collaborations and new ways of working
 Taking Part	To provide more ways for people to take part in high quality arts activity
 Training and Professional Development	To develop the skills, competence and capability of those working in the arts in Wales

We have separate guidance notes for each strand. 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, showcase events and delegation visits, 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](#).

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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 and usually support small scale or pilot arts projects.

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

For both small and large grants 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.

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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 us 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.

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When to apply

You should always make your application as far ahead as possible.

You can apply for a small grant at any time, 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. We won't accept your application if your project's start date is too soon.

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.

There are four deadlines a year for large grant applications. We publish the deadline dates on our website, 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. We won't accept your application if your project's start date is too soon.

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.

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Next steps

If you think *Arts Grants for Organisations* is right for you, you can now move on to find out more about the strand your project fits and how to apply online.

You can find all of the strand guidance on our website, by clicking [here](#).

We also have Information Sheets to help you with specific aspects of the application process or to provide advice on specific issues. You may find the information on using [our online application system](#) helpful, particularly if this is your first application to us.

If you'd like to talk to us, please contact our Information Team who will be happy to help you. They are able to respond to a wide range of queries, signpost you to additional information and liaise with other Arts Council Officers if additional input would help answer your query.

They are happy to provide advice by email, phone or at one of our bookable Funding Advice Sessions which are held regularly across Wales.

Contact details

Email: information@artscouncilofwales.org.uk

Phone: 0845 873 4900 (from 9.00am to 5.00pm Monday to Friday)

Textphone/SMS: 07797 800 504 (messages charged at your standard network rate)

Twitter: [@Arts_Wales_](#)

Website: www.artscouncilofwales.org.uk

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Not what you expected?

Arts Grants for Organisations is just one of the ways we provide support for organisations. If it's not right for your organisation or your project there may still be other ways we could help you.

You can find information about our other funding opportunities on our website, or you could of course contact our Information Team for a discussion.

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.

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