



**Arts Council England**

# **Developing your Creative Practice Fund**

**Information if you want to apply**



**Easy read booklet**

**March 2024 update**

# Who we are and what we do



We are **Arts Council England**. We help artists and arts organisations be creative and make art and **culture**. **Culture** means things like music, dance, theatre and museums.



One way we help is by giving artists and organisations money.



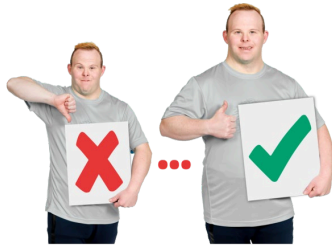
In this booklet we tell you about our **fund** called **Developing your Creative Practice** and how you can **apply** for money from it. We call it our **DYCP** fund for short.



A **fund** is a pot of money.

**Apply** means fill in a form to ask for something.

# What we want our DYCP fund to do



We want our **DYCP** fund to help artists get better at their art.

It will support you to

- try new things, even if there is a chance they might not work.
- learn new ways to work.
- do well at your art so you can carry on doing it.
- spend time making your **creative and cultural skills** better, so you can make better art and culture.



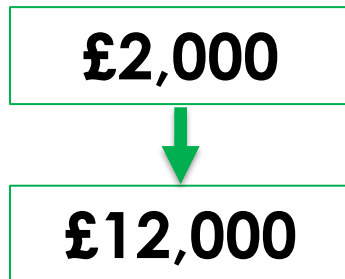
**Creative and cultural skills** are skills artists need. For example, painting, singing, dancing or playing an instrument.

- show your art to new **audiences**.

An **audience** is the group of people who come to see or hear arts and culture.



# The money you can apply for and what you need to show us



You can apply for an amount of money between £2,000 and £12,000 from our fund. You can also apply for money to pay for your **personal access costs**.

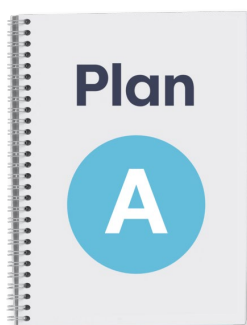


**Personal access costs** are costs for extra support you might need. For example, a support worker or documents in Easy Read.

Click this link for information about [\*\*Personal Access Costs\*\*](#)



Lots of people apply for money from this fund. We cannot give money to everyone who applies.

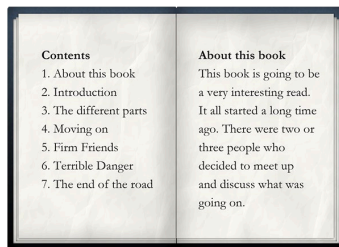


For the best chance you need to show us

- you need money.
- there will be a big, good effect if we give you money.
- you have a good and clear plan.



# The types of artist we support



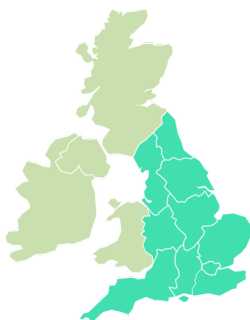
Our fund supports artists who work in our **supported disciplines**. This means

- music.
- theatre.
- dance.
- libraries.
- museums.
- **visual arts** which means things like paintings and films.
- **literature** which is writing and means things like books and poems.
- **combined arts** which means things like circuses, outdoor arts and festivals.

We also support artists that make art for other places. For example, for

- sport or science.
- TV and film.
- **virtual reality** which means things like video games that feel like the real world.
- care homes.
- old houses and gardens.

# Who can apply



You can apply if you

- are 1 person who works on their own or a small group of people who work together.
- work in 1 of our supported disciplines.
- live in England.
- are 18 years old or more.
- have made art for 1 year outside school.
- have a bank account in your name. If you are a group, the bank account needs to be in the name of 1 person in your group.
- are a **creative or cultural practioner**

## **Creative or cultural practioners**

include dancers, writers, musicians, composers, actors and designers.

Contact us if your job is not listed in the sentence above and we will tell you if we can support you.

# What you can apply for



You can apply for activities that last 1 year or less.



For example, you can apply to

- get to know people who can help you make your art better.
- make new art.
- try new types of art, or new ways to work, with new people.
- travel to another country to learn from other people or to get help and advice.
- learn new skills.
- collect information and try new things, even if there is a chance they might not work.
- make good changes to your business so you can carry on doing your work.



# If you are ineligible



We cannot give you money from this fund if you are **ineligible**. You are ineligible if

- you want to create or show art that someone else thought of.
- your activity will not help make your art better.
- you already did your activity or bought the item our money is for. Your activity must start after we decide if we will give you money.
- your activity is part of your work for school, college or university.
- you do not give us all the information we need.
- you do not give us the passwords we need to read your information.
- you asked us for money 2 times, not long ago, and we did not give it to you. Check our online system Grantium, to see if this affects you.
- we gave you money not long ago. Check our online system Grantium, to see if this affects you.



# Film, video and audio work



If you work in film, you can apply if

- you work in 1 of our supported disciplines.
- you show your art through film.



We will support activities to make films, video, or audio

- about 1 of our supported disciplines. For example, sound art or a visual arts film.
- for galleries, cinema, TV, **public places**, **publishing** or online.



**Public places** are places that are open to everyone, like a park.

**Publishing** is when a piece of writing is put online or printed for people to read.



We will not support

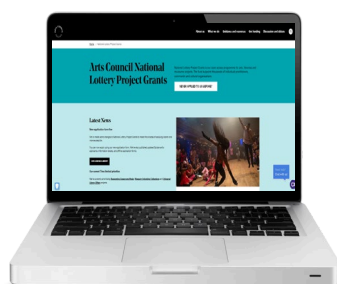
- films that tell a made-up story.
- TV **dramas**. A **drama** is a made-up story that is serious.



# National Lottery Project Grants



You might want to apply for money from our **National Lottery Project Grants** instead of our **DYCP** fund.



Find out more about the **National Lottery Project Grants** on this website **National Lottery Project Grants**.



You cannot apply for money from our **National Lottery Project Grants** and our **DYCP** fund at the same time. Wait for our decision about 1 fund before you apply for the other 1.



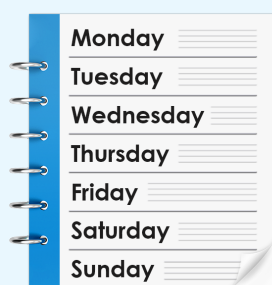
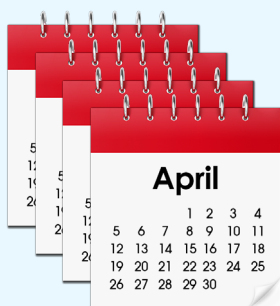
We tell you the differences between our **DYCP** fund and our **National Lottery Project Grants** on the next 2 **blue** pages.



**£2,000**



**£12,000**



**X 10**

## DYCP fund

Apply to our **DYCP** fund if

- you are 1 person who works on their own.
- you have not worked by yourself in the arts for very long and you need support to make a big change, or you need some time to make your skills better.
- your activity will help you straight away, and it will help other people see your art later.
- you want between £2,000 and £12,000 from us.
- your activity will last 1 year or less.

There are 4 dates each year that you can apply by.

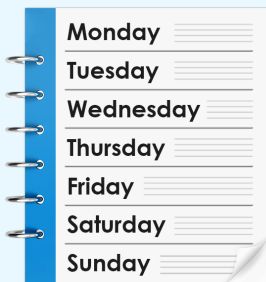
We take up to 10 weeks to decide if we will give you money.



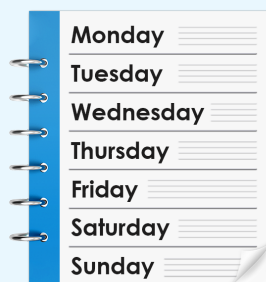
**£1,000**



**£100,000**



**X 8**



**X 12**

## National Lottery Project Grants

Apply to our **National Lottery Project Grants** if

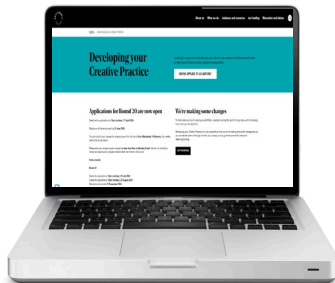
- you are 1 person who works on their own, or in an organisation.
- you, or your organisation, use arts and culture in their work.
- your activity will help people who see your art.
- you want between £1,000 and £100,000 from us.
- your activity will last 3 years or less.

You can apply at any time unless you are waiting for us to decide about another application.

If you want £30,000 or less from us, we will take up to 8 weeks to decide if we will give you money.

If you want more than £30,000 from us, we will take up to 12 weeks to decide if we will give you money.

# What to do before you apply for our DYCP fund



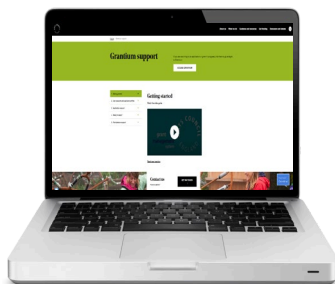
Click this link to go to our website and find the dates you can apply

**Dates you can apply**



Go to our online system Grantium to make sure

- your information is up to date.
- you have filled in our **eligibility questionnaire**. The **eligibility questionnaire** asks questions to see if you can get money from us.



Click this link for information about

**How to use Grantium**

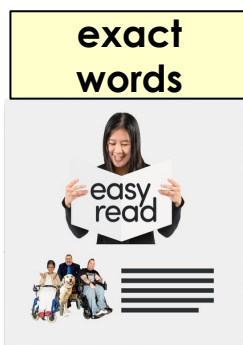


Think carefully and only apply when you are ready to use our money well. Also think about what you will do if we do not give you money.

# Your application form



The next pages Tell you about the sections in your our and the questions we will ask you when you apply.



The coloured boxes show the exact words on the form. The words under each box are in Easy Read.



## Section: Your work

**Question: Please tell us about yourself and your creative practice.**

Tell us about you and your art. Tell us

- what your art is about.
- about the art you have done and who you have done it with.
- about important pieces of work you have done.
- why you want money from us.

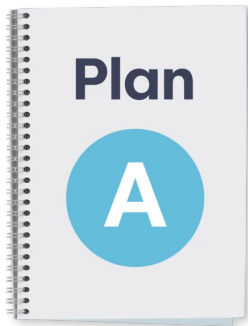






## Section: Your development

**Question: Tell us about the developmental opportunity you want to undertake, what you hope to get out of it, and how you will go about it.**



Tell us

- how you will find activities that will help you get better at your art.
- how difficult or exciting your activity is. We will fund short activities, but we really want to support activities that happen over time and help you learn to work in new ways.
- your plan for your activity.



**Question: Why is this important for your practice at this point, and how will this help create future opportunities?**



Tell us

- your aims.
- why you want to do the activity now.
- how the activity will help you.



## Section: Your work – attachments

**Question: We'd like to see an example of your work to give us a sense of your practice.**



Show us an example of your work. Attach 1 document to your application that is 5 pages long or less. Or send us a link to 1 webpage that shows your work online.



For example, you could show us a picture, some music, some writing, a video, or something else that you think is right for you and your work.



**Question: We also need one supporting document, written by someone other than you, that supports the quality of your practice.**



Send us 1 **review** of your work by someone else. Or send us 1 letter showing the support you have from an organisation or someone you work with. A **review** is when you look at how good or bad something is.



## Section: Activity focus

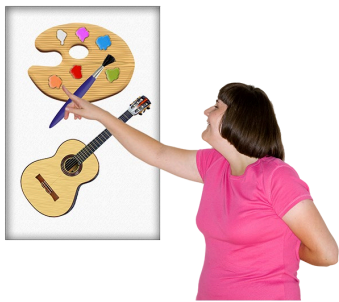
**Question: What do you want to focus on?**



Tell us what you want your activity to help you do. Choose 1 or more from this list.

You will use your activity to

- get to know people who can help you make your art better.
- make new art.
- try new types of art, or new ways to work, with new people.
- travel to another country to learn from other people or to get help and advice.
- learn new skills.
- collect information and try new things, even if there is a chance they might not work.



You do not need to use our money to make art. But you need to think about how it will help you make art for audiences later.



**Question: If you receive a grant to develop your creative practice, how will this benefit the public (either now or in the future)? Pick as many as you feel are relevant to your development activity.**



Tell us how it will be good for **the public**, now or later, if we give you money to make your art better. Choose 1 or more from this list.



If we give you money it will help you

- make art to show the public.
- show your art to new audiences by working in new ways.
- get to know people who can help you show your work to more audiences.
- in another way.



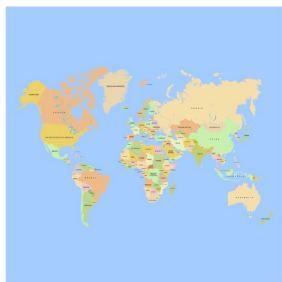
**The public** is ordinary people like the people in your local area.



## Section: Our Outcomes

**Question:** Our 10-year strategy, **Let's Create**, has three **Outcomes**. Tell us which of our **Outcomes**, listed below, you think your development activity will contribute to:

# LET'S CREATE



We wrote a plan called **Let's Create** that tells you about our **Outcomes**. Our **Outcomes** are what we want our plan to do.

[Click this link to read Let's Create](#)

From this list, choose 1 or more outcome your activity will support.

**Outcome 1:** help **communities** find more ways for people to be creative. A **community** is the area and the people where you live.

**Outcome 2:** help communities grow and be happy by working together to make more cultural activities happen.

**Outcome 3:** Make art and culture in England that people all over the world enjoy.





## Section: Expenditure budget

**Question: We'll ask you to break down your spending for the activity, and show us how you have worked out your figures in the table.**



Tell us how you will spend the money you want from us.

Include

- costs for your time.
- the cost for each item or service.

In the box labelled **description**, tell us how you worked out these costs.

For example:

2 days of advice.

Cost per day = £200.

Total cost of advice = £400.



Think if your costs are the right price for the item or service they are for.



## Section: Artistic and creative costs

Tell us about your **artistic and creative costs** and how you worked them out.



**Artistic and creative costs** include costs to

- pay yourself and other creative or cultural practitioners who are involved with your activity. We want to make sure people are paid the right amount for their skills and the time they spend on your activity.
- do a show or other event.
- make art.
- clean or fix art.
- collect information.
- **hire** equipment, rooms or art materials.



**Hire** means pay to use.



## Section: Overheads

Tell us about your **overhead** costs and how you worked them out.



**Overheads** are general costs, including

- pay for your staff.
- phone bills.
- postage costs.
- **insurance**. You buy **insurance** to protect you and the things you own so you do not lose money.



## Section: Assets – materials, equipment, instruments



Tell us about your costs for art materials, equipment and musical instruments that you will need to buy, and how you worked them out.



You need to get prices from more than one place.

## Section: Other spending



Tell us about any other costs.  
This includes costs you might have if something happens that you do not expect.

## Section: Personal access costs



Tell us about personal access costs for you, or other people who work on your activity.

For example, you might need

- a support worker.
- documents in Easy Read.

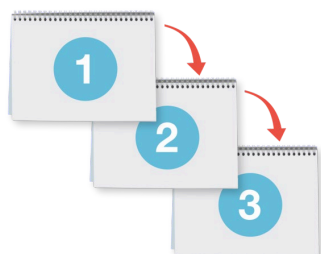


You might have access needs to

- do your activity.
- use our online system to manage any money we give you.



These costs can only be for your activity, and for the time when your activity happens. They are not for the time you spend on your application.



## Section: Activity plan

**Question: We'll ask you to use the table to list the main stages and tasks of the development period you're applying for, from your start date onwards, to plan out your time and identify the key milestones.**

Tell us the main steps and tasks for your activity. Tell us the dates for each step and task if you know them.

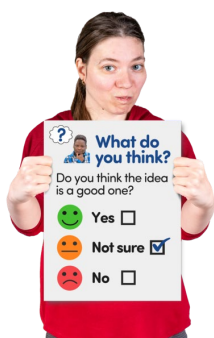
For example, you might want to

- plan.
- find and learn to work with partners.
- collect information.
- go to events.
- think about how to do better next time.

Show us

- you can plan your time and use it in the best way.
- you can manage your activity in the time you think you need.





## Section: Helping us to evaluate the programme

When you finish your application, we will ask you some extra questions to help us review our work. You do not have to answer these questions.



We will ask you about your **income** for the last year and how much of it came from your art. **Income** is money you make or are given.



We will ask which person in your house earned the most money when you were 14 years old, and what job they did.



We will keep this information **anonymous**. **Anonymous** means without your name or any information that tells other people who you are.

We will not use this information to decide if we will give you money.



We will use it to understand the backgrounds of people who apply for this fund so we can remove **barriers**. **Barriers** are things that stop people applying.

# What happens next



1. You need to send your application to us using our online system called Grantium.



2. We will check your application. If you are ineligible, we will tell you on Grantium in 15 working days or less. We will also tell you why you are ineligible.



3. We will decide if we will give you money. We will tell you on Grantium in 10 weeks or less.

We will look at

- how good your application is.
- the activities we already support and where they are. We want to support different activities across England.
- how your activity will support our outcomes in **Let's Create**.

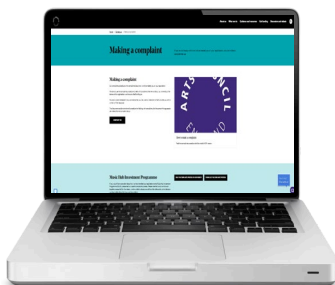
LET'S  
CREATE

# If you want to make a complaint



To make a complaint, send an email to this address

[complaints@artscouncil.org.uk](mailto:complaints@artscouncil.org.uk)



Click this link for more information about

[Making a complaint](#)



You can complain about

- the service we give you.
- the way we worked on your application.
- the way we made our decision.



You cannot complain about our decision to give you money, or not.

# What to do if you have any questions



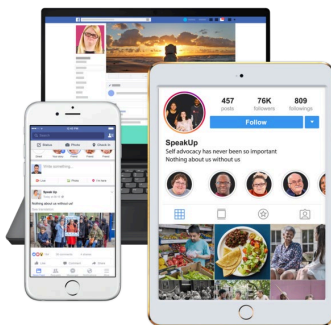
Send an email to this address

[enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)



Find out more on our website

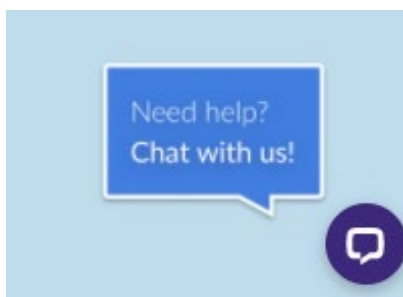
[www.artscouncil.org.uk](http://www.artscouncil.org.uk)



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Chat with us online

[Chat online](#)



Thank you to A2i for the words  
[www.a2i.co.uk](http://www.a2i.co.uk) (reference 39136a)

The full version of this document is  
called

**“Developing your Creative Practice.  
Guidance for applicants.  
Updated March 2024”**