



**ARTS COUNCIL ENGLAND**

# Emergency Response Fund: For National Portfolio Organisations & Creative People & Places (NPOs & CPPs)

## **Guidance for applicants Easy Read version**

We can make grants to our Funded Organisations during the Covid-19 emergency

This Easy Read guide can help you think about your application form. For more detail, see the full guidance for applicants.

**April 2020**

## Arts Council Response Fund: NPOs & CPPs

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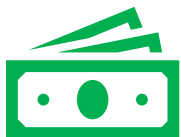
This is our fund for **National Portfolio Organisations** or **Creative People and Places** directly affected by the Covid-19 emergency



We want to help organisations to **keep going**. Our funding would help you keep going until the end of September 2020



You should think about applying if it is likely you will face a **financial loss** between **1 March** and **30 September 2020** because of the Covid-19 emergency



There is **no limit** for applications, but we can't fund everyone. It's important to think about **other sources of funding** before deciding how much to apply for. Only apply for what you **need**



If your organisation needs [Access Support](#), contact us to find out more

## Can I apply?

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You can apply if:



Your organisation is a **National Portfolio Organisation** or **Creative People and Places lead organisation**

## ✓ What can we apply for?

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The costs of the NPO or CPP continuing to operate on an emergency basis between **1 March** and **30 September 2020**



Any costs you hadn't budgeted, caused by the **Covid-19 emergency**. These could be cleaning costs or the cost of extra security, for example



**Digital costs**, which have come from putting your business online



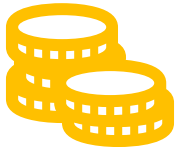
The cost of extra IT equipment, or any other costs that will help people **work from home**

## ✖ What can't we apply for?

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Any costs or losses that have **not** come from the Covid-19 emergency



Any **debt** from **before 1 March 2020**. We also can't help organisations that are in Administration, going through insolvency, or who have been dissolved

## Plan ahead

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If you have enough money from another source, please don't apply. Let us know if you are applying to any other funds or sources of support



This fund will be very popular. We won't be able to fund everyone who applies and may make some offers that are less than applied for



Check [gov.uk](https://www.gov.uk) to see what support you may be entitled to from the government



**Think about what you will do if we can't fund your application**

## Applying



All applications must be made using our [online application portal](#). Use [the template](#) to write your application offline first.



Make sure your profile is up to date before you apply



There is [full guidance on our website](#) to help you with this and the form

Important dates	
Portal opens for applications	Tuesday 12 May 2020
Portal closes for applications	Tuesday 19 May 2020



Portal opens and closes at **12pm midday** on the stated day



We aim to notify applicants of the outcome of their applications on **Tuesday 30 June 2020**.

## What we will ask you in the form

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The application form has **2 sections** for you to fill in. Make sure you answer all the **prompts**, which are explained in each of the **bullet-points** below



You can use up to **1,800 characters**, **about 300 words**, to answer each question, unless stated



The first section is called **Financial viability**. We'll ask you to:

- Tell us about your organisation's actual and planned income and expenditure from **1 March 2020 to 30 September 2020**. How it is essential for your organisation's survival, and how it meets the aims of the emergency fund
- Tell us how your organisation is using **free reserves** and/or investments to sustain the organisation to 30 September 2020. Explain any decision your board may have made not to make full use of reserves or investments
- Confirm that your **cash flow** includes all your available funds



The second section is called **Making a case**. We'll ask you to:

- Confirm that your organisation has tried to get funding from **other sources**. These include government schemes, other sources of income, your own reserves, and cost-cutting measures.

You should give us **details** about the things you have done to find money elsewhere

- Tell us how your organisation has been or will be **affected** by the Covid-19 emergency. Focus the time between **1 March and 30 September 2020**.

This might include:

- Any **losses** your organisation might face
- Any **activities** you haven't been able to run
- How the funding you already have is **not enough** to keep you going



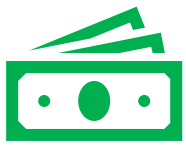
You can use up to **3,600 characters**, **about 600 words**, to answer the above question

- Tell us how an emergency grant will **keep your organisation going** up to 30 September 2020
- Tell us how an emergency grant might help you keep going **after** 30 September 2020
- Tell us how an emergency grant would help your organisation to **support the arts and cultural sector** after 30 September 2020



## Attachments

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We'll ask you to attach a **budget** and a **cash flow**. We can't accept any other attachments, so **please don't send anything else**

- The cash flow is a **forecast** of the money you expect to have **every month** between **1 June 2020** and at least **30 September 2020**.
- Organisations can go all the way up to **31 March 2021** if this is possible



Your budget and cash flow must be sent as an **excel document**.

The budget must include, to the best of your knowledge:

- actual income and expenditure for the period from 1 March 2020 to 30 May 2020
- all budgeted/projected income and expenditure for the period 1 May 2020 to 30 September 2020, or 1 March 2020 to 30

September 2020 where actuals aren't available

- a separate column to show the **actual figures** from last year. This lets us **compare** your forecast with the balance you had before

The cash flow must include, to the best of your knowledge:

- the **balance for each month**. This is the amount of money your organisation will have at the end of each month. It includes all transactions, income and expenditure
- all the cash available to your organisation. You should separate the **restricted** and **unrestricted** transactions and balances
- a separate column to show the **actual balance** from last year. This lets us **compare** your monthly forecast with the balance you had before
- which items or transactions are **essential** for your organisation to keep going until 30 September 2020

## What happens next?

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If we need any extra information, we will get in touch with you. If this happens, you will need to respond to us **within 2 working days**



We will think about all the **prompts** that are explained in the **Financial viability** and **Making a case** sections above. We will also look at your budget and **cash flow forecast**

## How do we make decisions?

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To help us make decisions we will think about the following things:



**Diversity** - We want our funding to go to organisations that reflect the diversity of England. We may use the information on your Grantium profile about the diversity of your organisation's leadership



**Geographic spread** - We want to support organisations across England. We will think about whether your organisation is based in an area of low cultural engagement



**Range of artforms and disciplines** - We want to ensure we are keeping work across our [8 different disciplines](#) going



**Size and type** - we want to support a mix of organisation types and sizes

## What happens next?

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Your application will be considered alongside other applications at a decision meeting



We aim to tell you our decision by  
**Tuesday 30 June 2020**



You'll get an **email** asking you to log in to find out your result



If you're successful, you'll need to provide your bank details and ask for your payment from us online



Go to [arts council.org.uk/welcome-grantium](https://arts council.org.uk/welcome-grantium) to find out more

## More information:

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More help on answering the questions is in the full [Guidance for National Portfolio Organisations](#). This document contains the full details of the programme.

Find out more about our response funds at:



[artscouncil.org.uk/covid-19](https://artscouncil.org.uk/covid-19)

## Need help?

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Our friendly **Customer Services** team can help you with the form or talk about other ways we can help you.

The **phones are closed right now** so our staff can stay safe, but you can talk to us online:



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



[artscouncil.org.uk/contact-us](https://artscouncil.org.uk/contact-us)