

Museum resilience fund round two 2016-18

Guidance for applicants

Below is an outline summary of key information. Please see [Section six](#) for full eligibility criteria.

Summary of key information	
<p>What is the focus of the fund?</p>	<p>The Museum resilience fund aims to support a step change for the museums sector by enabling museums to become more sustainable and resilient. It addresses the priorities for museums set out in Great art and culture for everyone, in particular priorities linked to Goals 3 and 4. The programme will complement our investment in Major partner museums, Museum development and national programmes. It will focus on any gaps (geographical or otherwise) or development opportunities across the sector, recognising that excellence and the potential for excellence can be found in museums of all sizes.</p>
<p>What type of applicant is this fund for?</p>	<ul style="list-style-type: none"> • Accredited museums based in England which are neither in receipt of Major partner museum funding nor a national museum • Organisations with a track record in delivering services to the museum or cultural sector which are able to demonstrate that the outcomes of the activity will benefit the Accredited regional museum sector in England • Major partner museums and national museums only if applying for support for a Subject

	<p>Specialist Network (Please see section four)</p> <p>For Subject Specialist Networks:</p> <ul style="list-style-type: none"> Formally constituted organisations with a track record in delivering services to the museum sector or networks led by an Accredited museum (see section one)
When is the deadline for Expressions of Interest?	5pm on Thursday 18 February 2016
When is the outcome of Expressions of Interest?	Emails will be sent to all applicants by 5pm on Wednesday 23 March 2016
When is the deadline for full applications?	5pm on Thursday 5 May 2016
How much can be applied for per application?	Applicants can apply for a grant between £30,000 and £450,000 for a project or between £30,000 and £75,000 for a Subject Specialist Network
When must the activity take place?	<p>Activities must start no earlier than 1 October 2016</p> <p>Activities must end no later than 31 March 2018</p>
Minimum match funding from other sources	Ten per cent of total project budget. This can include in kind support.
When will we make our decision?	We will aim to notify applicants of our decision no later than the end of July 2016

Contents

- Section one – introduction 4**
 - Welcome 4
 - About Arts Council England 5
 - About Arts Council England’s strategic funds 2015-18..... 5
- Section two – purpose of the Museum resilience fund round two 2016-18..... 7**
 - Aims and outcomes 7
 - How much funding is available?..... 7
- Section three – what could activity look like? 9**
- Section four – what could activity look like for Subject Specialist Networks? 11**
- Section five – what evidence do we expect to see in an application 12**
- Section six – eligibility 13**
 - Consortia and partnership agreements 16
- Section seven – how to apply..... 17**
 - Expression of Interest stage 17
 - Making a full application..... 17
 - Application process 18
 - Assistance with your application..... 21
 - After you submit your application 21
- Section eight – how we will make our decision 22**
- Section nine – Freedom of Information Act..... 26**
- Contact us..... 26**

Section one – introduction

Welcome

Thank you for your interest in the Museum resilience fund round two 2016-18.

This guidance gives you information on how to apply for funding to the Museum resilience fund round two 2016-18.

The museum resilience fund aims to support a step change for the museums sector by enabling museums to become more sustainable and resilient. It addresses the priorities for museums set out in [Great art and culture for everyone](#), in particular priorities linked to Goals 3 and 4. The programme will complement our investment in Major partner museums, Museum development and national programmes. It will focus on any gaps (geographical or otherwise) or development opportunities across the sector, recognising that excellence and the potential for excellence can be found in museums of all sizes. It will not normally fund activity that cannot be demonstrably linked to increased resilience and/or diversity for individual museums or the wider sector.

Resilience is the vision and capacity of organisations to anticipate and adapt to economic, environmental and social change by seizing opportunities, identifying and mitigating risks, and deploying resources effectively in order to continue delivering quality work in line with their mission. This includes thinking about and planning for your own organisational performance, your financial and environmental sustainability, the skills of your workforce, as well as equality and diversity.

Subject Specialist Networks

As part of the Museum resilience fund we are inviting applications from Subject Specialist Networks. These are groups of individuals with particular expertise in a given subject area. They bring together the wider museums community and provide specialist curatorial support and advice for collections across England and the UK.

All Arts Council-recognised Subject Specialist Networks are eligible to apply for the fund. A list of recognised networks is available on our website [here](#).

Arts Council England supports Subject Specialist Networks to develop the sector's knowledge and expertise associated with specialist collections and to enable more

museums to contribute to public engagement, education and enjoyment of collections.

If you are applying as a Subject Specialist Network, please read all of the guidance, paying particular attention to [section four](#).

About Arts Council England

Arts Council England champions, develops and invests in artistic and cultural experiences that enrich people's lives. We support a range of activities across the arts, museums and libraries – from theatre to digital art, reading to dance, music to literature, and crafts to collections.

Great art and culture inspires us, brings us together and teaches us about ourselves and the world around us. In short, it makes life better. Between 2015 and 2018, we plan to invest £1.1 billion of public money from government and an estimated £700 million from the National Lottery to help create these experiences for as many people as possible across the country.

On behalf of the Department for Education, we are investing over £75 million between 2015 and 2016 in a network of 123 Music education hubs across England.

For more information about the Arts Council visit www.artscouncil.org.uk

About Arts Council England's strategic funds 2015-18

Our Strategic funds help us to target particular challenges, opportunities or gaps, creating the environment for further development to take place in the arts and culture sector. Ultimately, they help us meet the goals set out in our strategy, [Great art and culture for everyone](#). Our goals, for reference, are as follows:

Goal 1: Excellence is thriving and celebrated in the arts, museums and libraries

Goal 2: Everyone has the opportunity to experience and be inspired by the arts, museums and libraries

Goal 3: The arts, museums and libraries are resilient and environmentally sustainable

Goal 4: The leadership and workforce in the arts, museums and libraries are diverse and appropriately skilled

Goal 5: Every child and young person has the opportunity to experience the richness of the arts, museums and libraries

All of these goals are important, but the Museum resilience fund will prioritise applications that respond to Goal 3: Museums are resilient and environmentally sustainable and Goal 4: The leadership and workforce in museums is diverse and appropriately skilled.

Section two – purpose of the Museum resilience fund round two 2016-18

Aims and outcomes

Resilience is vital at a time of challenge for the sector; the Museum resilience fund responds to this need. The fund aims to support museums in anticipating and adapting to change, deploying resources effectively and seizing new opportunities.

This includes development of organisational performance, financial and environmental sustainability and the skills and knowledge of the workforce. We particularly want to encourage a diverse workforce in the cultural sector by supporting investment in diverse leadership development and governance, and creating fairer entry and progression routes.

An essential part of being resilient involves developing a deep connection with audiences, communities, partners and stakeholders.

We are interested in projects that:

- address any of our goals but the project and outcomes should demonstrate a step change for the organisation(s) and should clearly link to Goal 3: Museums are resilient and environmentally sustainable and Goal 4: The leadership and workforce in museums is diverse and appropriately skilled.

We are also interested in:

- activity that addresses gaps, geographical or otherwise, following our investment in Major partner museums, Museum development and national programmes
- activity that involves sharing outputs and learning with the wider sector

How much funding is available?

A budget of £5 million is available for 2016-17, and £7.5 million for 2017-18.

Applications can be made for grants between £30,000 and £450,000 or between £30,000 and £75,000 for a Subject Specialist Network.

Organisations can apply for projects that last for up to 18 months but we strongly encourage applicants to consider the length of their activity and how much funding they require. Please note the budget modelling for this round of funding in section

six: the budget needs to be calculated with 40 per cent between 1 October 2016 to 31 March 2017 and 60 per cent between 1 April 2017 and 31 March 2018.

It is likely that there will be high levels of demand for funding, and there will be good applications that we will not be able to fund. You should think about what you would do if we cannot award funding.

Section three – what could activity look like?

Whilst we are not prescriptive about what we will fund, examples of the types of activity that could be supported through the Museum resilience fund round two 2016-18 are outlined below. (Please see [section four](#) for Subject Specialist Network activity.)

Activity responding to Goal 3: Museums are resilient and environmentally sustainable

We are encouraging and supporting the most effective and efficient ways of working to ensure museums are sustainable, resilient and innovative, such as:

- new business models (activities that explore, develop or deliver new and more effective models for delivering museums services)
- commercial activity (activities that improve the capacity of museums to raise commercial funds)
- developing appropriate governance models (changed models that reflect your organisation's purpose in a changing environment and in the diversity of contemporary England)
- change and risk (activities that encourage organisations to adapt and innovate in new ways)
- fundraising/philanthropy (activities that improve the capability of museums to fundraise)
- better use of buildings and spaces (activities that make more effective use of museum buildings and spaces)
- environmental sustainability (activities that reduce the carbon footprint of museums)
- sharing of resource and expertise (networks that support the development and sharing of resources, knowledge and expertise between museums)

Activity responding to Goal 4: The leadership and workforce in museums is diverse and appropriately skilled

We are encouraging and supporting the leadership, skills and competencies of those working in the sector (in all cases including paid employees, volunteers and governors).

- workforce development (activities that improve the skills and competencies of museum sector workers, including volunteers)
- leadership development (activities that improve the leadership skills within the museums sector)

- equality and diversity (activities that improve the diversity of people working in the museums sector including volunteers)

Section four – what could activity look like for Subject Specialist Networks?

About Subject Specialist Networks

The strength of Subject Specialist Networks lies in their place to act as a democratic forum for the sharing of expertise, research, mentoring and the development of best practice in the sector, as well as their ability to be self-perpetuating. Every Subject Specialist Network is expected to maintain an accessible platform for exchange.

Proposed activity must have identifiable outcomes which directly benefit the specialist sector in question and which share and sustain knowledge engagement. Benefits of the proposed activity should not be solely confined to the network's membership and activity must ultimately lead to longer-term public benefit. Applicants are strongly encouraged to think about knowledge exchange models which offer a variety of support mechanisms beyond traditional training packages.

We expect that your project will have a primary emphasis on Goals 3 and 4. Whilst we are not prescriptive about what we will fund, examples of the types of activity that could be supported through the Museum resilience fund round two 2016-18 are:

Activity responding to Goal 3: Museums are resilient and environmentally sustainable

- Developing best practice guidance
- Developing downloadable collections expertise, resources and tools
- Publishing new research around the subject area
- Developing subject-focused advocacy materials for museum staff

Activity responding to Goal 4: The leadership and workforce in museums is diverse and appropriately skilled

- Skills development opportunities
- Leadership development around the subject area
- Fellowships and bursaries
- Emerging curators initiatives
- Seminars with a continued professional development focus

Section five – what evidence do we expect to see in an application

We welcome applications that will make a contribution to achieving the aims and outcomes outlined in [Section two](#) above.

The proposal should include/demonstrate:

The quality of the activity or ideas you are proposing:

- a brief summary of the project you're applying (up to 150 words)
- the research you have done in planning and developing your activity
- how the activity relates to best practice
- how this activity fits in with your current work and its future development, and how it makes you more resilient
- how it will enable more people to experience or engage with museums
- how you have considered access, equality and diversity in your activity
- how any collaborations or partnerships will help to realise the idea
- the longer term impact and legacy of the activity

How the activity will generate shared learning for the wider sector:

- how you will evaluate the outcomes outlined in your application
- how you will share the results of the activity with others and the wider sector (including what you have learned from the activity and good practice)

How realistic the activity is financially, and its future effect:

- how you have worked out the figures in your budget (see [section eight](#) for specific guidance) to match the fund's budget
- what specific activities the Arts Council investment will support
- the other sources of funding you have applied for, and the progress of any other applications you have made for funding
- any effect the activity will have on your long-term financial position
- how you will manage the finances for the activity, including the financial controls that are in place

How the activity will be managed and its ongoing effect:

- how you will manage the main stages, and what each stage involves
- your past experience of successfully managing a similar activity
- how your management committee or board will be involved in the activity at an appropriate level
- what risks you have identified and how you will manage them
- the long-term implications of the activity on your organisation
- how you have considered a progression strategy for the project

Section six – eligibility

Please read the eligibility requirements for the fund carefully. If you do not meet any of these requirements we will be unable to consider your application for funding.

<p>Who can apply?</p>	<ul style="list-style-type: none"> • Accredited museums that are based in England which are not in receipt of Major partner museum funding and are not a national museum • Organisations with a track record in delivering services to the museum or cultural sector who are able to demonstrate that the outcomes from the activity will benefit the Accredited museum sector in England (this includes National portfolio organisations) • Properly constituted organisations which are able to make available copies of governance documentation, if required. If your application is successful, you will be asked to confirm that your full application is supported by the governing body of your organisation • Consortia • Major partner museums and national museums only if applying for support for a Subject Specialist Network or other network <p>For Subject Specialist Networks:</p> <ul style="list-style-type: none"> • Formally constituted organisations with a track record in delivering services to the museum sector or networks led by an Accredited museum (see section one)
<p>Who cannot apply?</p>	<p>You cannot submit an application if:</p> <ul style="list-style-type: none"> • you are not an Accredited museum or you are an organisation that does not have track record in delivering services to the museum sector unless you are applying for support for a Subject Specialist Network

	<ul style="list-style-type: none"> • you are an individual – we will not accept applications from people applying in a purely personal capacity • you are not applying for a grant between £30,000 and £450,000 for a project or between £30,000 and £75,000 for a Subject Specialist Network • your activity does not take place between 1 October 2016 and 31 March 2018 • you are a Major partner museum (this includes consortia organisations) or national museum, unless you are applying for support for a Subject Specialist Network • you have already submitted an application for round two of the Museum resilience fund as a lead organisation. You cannot make more than one application, unless you are applying for a Subject Specialist Network as well as another project • you are already in receipt of Museum resilience funding for the period 2016-17 and/or 2017-18 as a lead organisation • you are an organisation which distributes profits (we cannot give grants to organisations that share out profits to members or shareholders unless the activity applied for is a self-contained, financially ring-fenced project with a clear benefit to the arts and cultural sector. No grant funds can contribute to an organisation’s profits. Applicants should also ensure they comply with current regulations on state aid)
<p>What activity cannot be funded?</p>	<p>In general, we will not support the following expenditure:</p> <ul style="list-style-type: none"> • collection purchase or acquisition • collections work with no explicit public benefit in the longer term • activities that will not benefit the regional museums sector in England • collections care, cataloguing or capital expenditure unless you can demonstrate it will

	<p>improve the resilience of the organisation in the longer term and deliver public benefit</p> <ul style="list-style-type: none"> • activities, including buying goods or services, which take place or start before we have reached a decision on your full application • activities that duplicate work that already exists • costs that are already covered by other funding • general running costs and overheads that are already paid for by other income, including your own funds • ongoing overheads relating to equipment or buildings, such as insurance and maintenance costs
How much can be applied for per application?	<ul style="list-style-type: none"> • Applicants can apply for a grant between £30,000 and £450,000 for a project or £30,000 and £75,000 for a Subject Specialist Network • Your budget needs to be calculated with 40 per cent between 1 October 2016 to 31 March 2017 and 60 per cent between 1 April 2017 and 31 March 2018.
How much match funding from sources other than Arts Council England is required?	A minimum of ten per cent of total project budget. This can include in kind support.
Delivery timetable	<ul style="list-style-type: none"> • Activities must start no earlier than 1 October 2016 • Activities must end no later than 31 March 2018

Consortia and partnership agreements

We will accept applications for funding from organisations working as a consortium. One organisation must act as the lead organisation and submit the application.

All partners within the consortium must show a firm commitment to joint working. Your application must show the benefits and rationale of working as a consortium. If we decide to fund your project we will enter into a legally binding grant agreement with the lead organisation. This organisation must accept our terms and conditions of grant and will be solely accountable to us for all monitoring information, how all the money is spent and for the full and successful delivery of the project.

One of our standard terms and conditions of grant is that the organisation we enter into a grant agreement with cannot subcontract any of the project to other organisations without our prior agreement in writing. So if we award a grant, before the project can start, we must approve a partnership agreement between the lead organisation and the other partners involved in the project.

There is further guidance about [Partnership agreements](#) on our website.

Section seven – how to apply

Expression of Interest stage

When to apply

The online Expression of Interest form will open at **12pm (midday) on Thursday 14 January 2016**. Expressions of Interest must be submitted by **5pm on Thursday 18 February**. Expressions of interest submitted after this time will not be considered.

Submission Process

Read this guidance carefully. If you believe you have a proposal that meets all of the [eligibility criteria](#) and will contribute to achieving the aims and outcomes of the fund outlined in [section two](#) please tell us about it by completing the online [Expression of Interest](#) form. This gives you the opportunity to describe your outline proposal in no more than 500 words. Within your submission you should tell us the anticipated overall project cost and the amount you would like to request from us if you are invited to apply. You can submit only one Expression of Interest, unless you are applying for a Subject Specialist Network as well as another project.

If we think that your proposal could contribute to [the Aims and Outcomes of this Strategic Fund](#), we will inform you by email **by Wednesday 23 March 2016**. If you are invited to make an application you will have **SIX WEEKS** in which to develop your full application and the mandatory supporting documents required, as detailed in this guidance document.

If we decide not to invite you to apply we will also inform you by email **by Wednesday 23 March 2016**.

Making a full application

You will be contacted by email by Wednesday 23 March to confirm the outcome of your Expression of interest.

When to apply

The online application form will **open at 12pm (midday) on Thursday 14 April 2016**. Applications must be **submitted by 5pm Thursday 5 May 2016**.

Applications submitted after this time will not be considered.

Application process

Read this guidance carefully. This guidance gives you information on how to apply and answers some common questions. If you have any further questions you can contact our Customer Services team at enquiries@artscouncil.org.uk

The proposal can be a maximum of 3,000 words, divided into four sections: 'The quality of the activity or ideas you are proposing', 'How the activity will generate shared learning for the wider sector', 'How realistic the activity is financially, and its future effect' and 'How the activity will be managed and its ongoing effect'.

Within your submission you should also upload the mandatory attachments listed below.

Decision Making

Once we have scored your application and a recommendation has been made whether to fund it, we will make our decision. To do this we will consider how strongly your activity scored against the criteria we have outlined below in [section eight](#). We will inform you by letter by Friday 29 July 2016.

Application process

1. Read this guidance carefully and contact us

This guidance gives you information on how to apply and answers some common questions. If you have any further questions you can contact our Customer Services team at enquiries@artscouncil.org.uk

2. Prepare your application

You must apply through our [online application portal](#) using the **Museum resilience fund application** form:

- i. Once you have logged in (or created a new user account if you have not used the online portal before) you will see the Welcome screen. On this screen, select '*Museum resilience fund*' from the dropdown list:

Select the programme you wish to apply to:

[Start Application](#)

- ii. When you press 'Start Application', you will be taken to the Eligibility Check section:

Museum resilience fund round two

[Accessibility Help](#)

[Exit](#) [Next >>](#)

- iii. When you have completed the Eligibility Check you will be taken to the full application form which includes questions about you (or your organisation) and the activity you are applying for, and a section which gives you space to provide a full proposal for your activity. There is also a section where you can upload the mandatory attachments that we need, and any other supporting information:
- iv. **Proposal**
The proposal can be a maximum of **3,000 words**, divided into four sections:
 - The quality of the activity or ideas you are proposing
 - How the activity will generate shared learning for the wider sector
 - How realistic the activity is financially, and its future effect
 - How the activity will be managed and its ongoing effect.

Use the criteria/prompts in [Section eight](#) of this guidance to help you structure your proposal.

v. Attachments

<i>You <u>must</u> upload the following mandatory attachments on the 'Attachments' screen:</i>	
A cash-flow	A cash-flow for your activity
Work plan	A work plan for your proposed project, including milestones and key review dates
Financial statements	Financial statements for your previous financial year, prepared to the relevant legal standard for an organisation of your size and status (non-National portfolio organisations only)
Management accounts	Your latest management accounts (non-National portfolio organisations only)
Governance documents	Your governance documents (non-National portfolio organisations only)
List of partner organisations with contact details	If applying as a consortium/in partnership with other organisations, a list of all partner organisations [in the consortium] giving their organisation names, address information and contact details for a main contact person
<i>You may also upload the following optional attachments</i>	
	Up to three other relevant attachments. These must each be a maximum of five pages in length.

The combined limit on file size for all the attachments taken together is 10 megabytes.

We will use the information you give us in your application form and any attachments to decide whether your application is eligible and whether we will offer you a grant. If your application does not contain the information we need in the format we ask for it to be in, we might not be able to consider your application. After you have read this guidance, if you have any further questions please contact us.

Assistance with your application

We are committed to being open and accessible, and want to make the Museum resilience fund application process accessible to everyone.

If you experience any barriers within the application process or require help to make an application, our enquiries team can be contacted by:

- Telephone on: 0845 300 6200
- Text phone: +44(0) 161 934 4428
- Email: enquiries@artscouncil.org.uk

If you are a newly emerging network that has not previously received Subject Specialist Network funding we strongly advise you to discuss your activity with us before making an application. Please contact our enquiries team (details above) to be directed to an appropriate contact.

After you submit your application

You will receive an acknowledgement email confirming that we have received your application. This will be sent to the email address which you used to log into the portal. The email will include a PDF copy of your application for your reference.

We will conduct an eligibility check within ten working days of the deadline for applications. If your application is not eligible, this means that we cannot process it any further and it will not be considered for funding. If your application is not eligible we will write to you to let you know, and will explain our decision.

Section eight – how we will make our decision

We will aim to notify applicants of our decision no later than the end of July 2016.

We will check your application to ensure that you have provided all the information we have requested.

We will make our decision based on the information you provide in your application, any further information that we request and, where relevant, data and information from the Charity Commission and Companies House websites relating to your constitution and financial statements from the past two years.

Each criterion ('The quality of the activity or ideas you are proposing, 'How the activity will generate shared learning for the wider sector', 'How realistic the activity is financially, and its future effect' and 'How the activity will be managed and its ongoing effect') will be assessed using a five-point word scoring:

- **Not met**
The application does not meet the criteria
- **Potential**
The application does not meet the criteria but shows potential to do so
- **Met**
The application meets the criteria
- **Met (strong)**
The application meets the criteria and shows strong qualities
- **Met (outstanding)**
The application meets the criteria and shows outstanding qualities

On the basis of these ratings we will recommend whether an application is suitable for funding. Applications that do not achieve at least 'met' under all four criteria will not be recommended for funding.

We will assess each application against the following criteria, using the assessment prompts below:

Criteria

The quality of the activity or ideas you are proposing

- a brief summary of the project you're applying (up to 150 words)
- the research you have done in planning and developing your activity
- how the activity relates to best practice
- how this activity fits in with your current work and its future development, and how it makes you more resilient
- how it will enable more people to experience or engage with museums
- how you have considered access, equality and diversity in your activity
- how any collaborations or partnerships will help to realise the idea
- the longer term impact and legacy of the activity

How the activity will generate shared learning for the wider sector

- how you will evaluate the outcomes outlined in your application
- how you will share the results of the activity with others and the wider sector (including what you have learned from the activity and good practice)

How realistic the activity is financially, and its future effect

- how you have worked out the figures in your budget (your budget needs to be calculated with 40 per cent between 1 October 2016 to 31 March 2017 and 60 per cent between 1 April 2017 and 31 March 2018)
- what specific activities the Arts Council investment will support
- the other sources of funding you have applied for, and the progress of any other applications you have made for funding
- any effect the activity will have on your long-term financial position
- how you will manage the finances for the activity, including the financial controls that are in place

How the activity will be managed and its ongoing effect

- how you will manage the main stages of your activity, and what each stage involves
- your past experience of successfully managing a similar activity
- how your management committee or board will be involved in the activity at an appropriate level

- what risks you have identified and how you will manage them
- the long-term implications of the activity on your organisation
- how you have considered a progression strategy for the project

In assessing the application we will also consider these balancing criteria:

1. Geographical spread: we will take into account the need to support work across the whole of England. However, we will consider how some organisations work intensively within their home region and some have a reach and impact far beyond their home region. We will take into account the potential reach of the portfolio of applications as a whole and we are particularly interested in how organisations plan to reach places of current low cultural engagement.

2. Diversity: overall, we want our investment in the arts and culture to create the conditions in which there is a diversity of leaders, producers and creators of culture and audiences, reflecting the diversity of contemporary England and our commitment to advance members from the protected characteristics as defined in the Equality Act 2010.

These balancing criteria will be used in addition to the main criteria to ensure a good spread of funded projects according to each balancing criterion, and to differentiate between a number of proposals that are considered strong.

Decision making

Once we have scored your application and a recommendation has been made whether to fund it, we will make our decision. To do this we will consider how strongly your activity scored against our criteria, any balancing criteria we have outlined above, and will also consider your activity alongside other applications to the fund.

Complaints procedure

If you are not happy with the way we have dealt with your application, please contact us and we will discuss this with you. If you are still unhappy, you can ask us for a copy of our complaints procedure.

Details can be found in [Making a complaint](#), which is available on our website, www.artscouncil.org.uk, or by contacting our enquiries team by email to enquiries@artscouncil.org.uk or by phoning 0845 300 6200.

Please note that you can only complain if you believe we have not followed our published procedures when assessing your application. You cannot appeal against the decision.

Section nine – Freedom of Information Act

The Arts Council is committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions.

We are also listed as a public authority under the Freedom of Information Act 2000. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the Freedom of Information Act 2000.

We may not release those parts of the documents which are covered by one or more of the exemptions under the Act. Please see the Freedom of Information website at www.ico.gov.uk for information about freedom of information generally and the exemptions.

We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.

Contact us

Arts Council England
The Hive
49 Lever Street
Manchester
M1 1FN

Website: www.artscouncil.org.uk
Phone: 0845 300 6200
Email: enquiries@artscouncil.org.uk
Textphone: +44(0) 161 934 4428