



Arts Council England

Culture Recovery Fund: Ongoing Support



Easy read booklet
August 2021

Who we are and what we do



We are **Arts Council England**.
We give money to people and organisations to support **creativity** and make **culture** happen.

Culture means things like

- painting
- music
- dance
- theatre
- libraries
- museums.



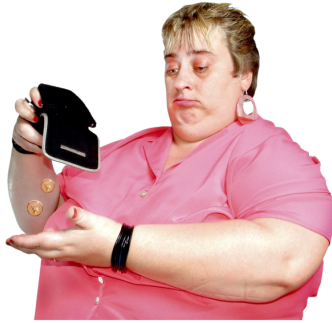
Creativity is when we use our imagination to have new ideas or make new things. We use our creativity to make culture.



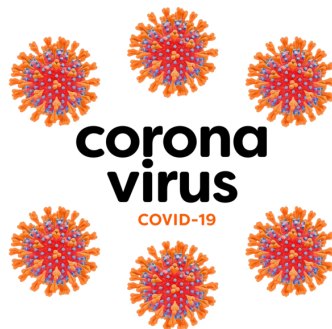
We have some extra money for arts organisations. It is from the **Culture Recovery Fund: Continuity Support**.

This booklet tells you how to apply for it.

What is the Culture Recovery Fund?



We want to give money from the **Culture Recovery Fund: Continuity Support** to organisations who lost money because of **COVID-19**.



COVID-19 is a virus affecting people all over the world. Arts organisations and lots of other places had to shut for a long time because of it.



We can give you money from the fund called a **grant**. A grant is money you don't have to pay back.



Organisations can apply for **Continuity Support** grants to help them restart their company or to keep it running.



You can only apply if you already had money from the Culture Recovery Fund and you need more money to carry on your work.



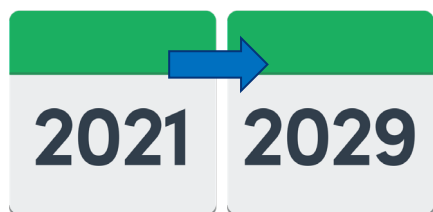
You need to show us that without this money, your organisation might shut forever on or before **31 March 2022**.



You can also apply for **Emergency Resource Support** grants if your organisation will run out of money very quickly.



Most organisations will only need to apply for **either** Continuity Support **or** Emergency Resource Support.



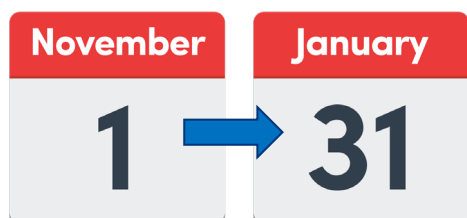
We also have a fund you can apply for called **Sustainability**. This gives money to help your organisation for a long time.

What the grant can be used for



The grant can be used to pay for things like

- ✓ Staff salaries and other things you need to pay to carry on working
- ✓ Activities you need to offer to make money
- ✓ Changes you need to make so disabled or vulnerable people can use your services
- ✓ **Debts** because of Covid-19
- ✓ Activities to make your business work better
- ✓ Changes because of Covid-19 like putting more information online
- ✓ Savings in your bank to run your organisation for up to 8 weeks. This is called **reserves**



Debt is money you owe to other people.

You must spend the grant between **1 November 2021 and 31 January 2022**.

What the grant cannot be used for



The money **cannot** be used for some things, including

- × Activities after 31 January 2022.
- × Activities that do not have to happen for you to stay open.
- × Debt from before 1 April 2021.
- × Debt because of Covid-19 that you **can** afford to pay back.
- × To pay back loans and lending schemes.
- × **Tax** bills or fines.
- × Savings in your bank to run your organisation for more than 8 weeks.
- × Universities and Local Authorities must not build up any reserves.



Tax is money you pay to your council or the government.

Other things the grant cannot be used for



- × Redundancy payouts above the standard amount
- × One off costs that don't help with changes to do with Covid-19



- × costs the government has helped you with in another way like the **Furlough Scheme**. **Furlough** pays wages if people can't work safely



- × Costs covered by **insurance**
- × Costs for activities that promote religious beliefs
- × political activities
- × Any activities which do not follow Government Covid-19 advice.



You buy **insurance** to protect your organisation and the things it owns so you don't lose money.

How much funding is available

**£150
million**

We have a total of £150 million for all the different types of funding and support.

£1 million

You can also apply for funding if you can make long-term changes to your organisation. This is called **Financial Sustainability Funding**.

You can apply for this if

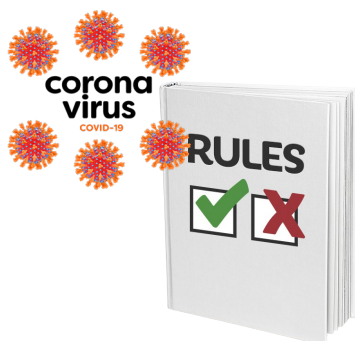
- ✓ Your company made more than £1 million before Covid-19
- ✓ You have had more than £250,000 in Culture Recovery Fund awards
- ✓ You need more money, and you can't get it from anywhere else
- ✓ Your heritage, art or cultural organisation is very important and respected.

£250,000



You will need to tell us why your project should get Financial Sustainability Funding.

Funding and Covid-19: what you need to know to apply

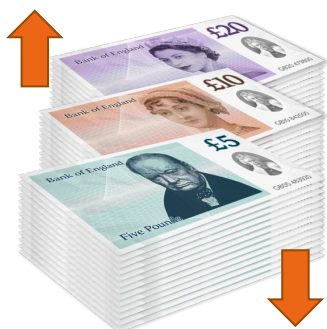


We think organisations will need to carry on following Covid-19 rules for several more months.



On your application you need to tell us

- ✓ How your organisation will carry on following Covid-19 rules. Tell us how your organisation might change if the Covid-19 rules change
- ✓ The maximum amount of money you think your organisation will make. Show us how you worked this out.



We know the amount of money you make may change. This is ok.

Who can apply for Culture Recovery Fund: Continuity Support



To apply you need to have already had a grant from the **Culture Recovery Fund**.

You can also apply if you got money from other types of funds.



You can apply if you are a Live Music Venue who had funding from the **Emergency Grassroots Music Venues Fund**.

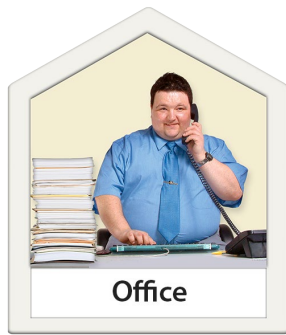


You can apply if you received funding from the **Cultural Capital Kickstart Fund**

AND



- ✓ You **ALSO** got funding from the Culture Recovery Fund Grants programme **OR** the Emergency Grassroots Music Venues Fund.
- × You cannot apply if you **only** got Cultural Capital Kickstart Funding.



Your organisation must have a **registered office**. A **registered office** is an official office that you have told the government about.



Your organisation must be **1** of these types of company

- A limited company
- A Community Interest Company
- A charity or a Charitable Incorporated Organisation
- A limited liability partnership or a partnership
- A community benefit and co-operative society
- A Royal Charter body
- An organisation who provides art and culture for the public like a University or Local Authority
- An organisation who runs an **accredited** museum. This is a museum that works to standards set by the government.





Your organisation needs be up-to-date with your **regulatory body**.

A **regulatory body** sets out standards your company must follow.



You need to show your organisation has provided services in the past 2-3 years.



Museums that are not accredited or working towards accreditation should apply to **the National Lottery Heritage Fund**.



Check if other grants are better for your organisation like the **National Lottery Heritage Fund** or the **British Film Institute**.



You can only apply for **1 fund**.

How much you get will depend on your type of organisation.



There are rules for organisations that are linked to your main organisation. These are known as **subsidiaries**.



You also need to follow rules if your grant was used for groups of people known as **members**.



If you got a grant before, you can only apply for money to help the **same** subsidiaries and members. You can't apply for money to help anyone else.



Your subsidiaries and members can apply to the Fund if your organisation has closed. But only if they got money from the fund in the past.



You can still apply if your organisation has enough money in the bank to last more than 8 weeks. You will need to show why this money is not enough.

Who cannot apply



Some organisations cannot apply, including

- × People who have had a Culture Recovery Fund: Repayable Finance Loan

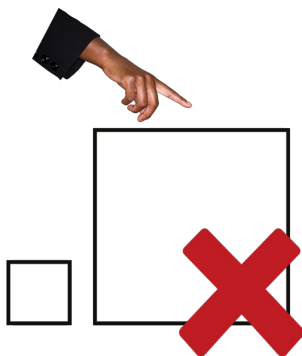
- × People who work on their own



- × Organisations who are not registered or regulated by the Financial Conduct Authority

- × Private Members' Clubs

- × Libraries



- × Museums that are not accredited and some museums sponsored by the DCMS or MOD

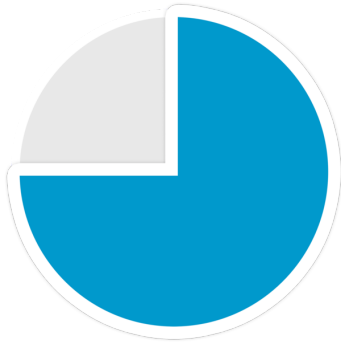
- × Independent Cinemas

- × Organisations that are part of a bigger group.



An **independent cinema** is a cinema that is not part of a group of cinemas.

How much money you can ask for from the Culture Recovery Fund



You can apply for 25% less than your **turnover**. Your **turnover** is the amount of money your organisation earns.



We have given money 2 times before. This is the 3rd round of funding.

The amount of money you can get in total from all 3 funding rounds is

For-profit

£25,000

£1.5 million

For-profit organisations or groups can apply for grants of between £25,000 and £1.5 million.



For-profit means the organisation aims to make money to give to the owners and other people who support it.

LA and Universities

£25,000



£4 million

Local authorities and Universities can apply for grants of between £25,000 and £4 million.

Not-for-profit

£25,000



£4 million

Not for profit organisations can apply for grants of between £25,000 and £4 million.



Not-for-profit means all money made is used to meet the aims of the organisation.



If you only applied in the 1st round you can only apply for **half the amount** you were given.



If you applied in the 2nd round you can only apply for **less money** than in the 1st round.

Other rules about applying



For profit groups should make 1 application for the whole group. You must say who will receive the funding.



Universities and Not for Profit organisations should make 1 application. This can cover lots of different services.



Tell us if you want to change the activities you want to fund and how you will do this. Local Authorities or Universities can only apply to fund the same activities.

We can fund cinemas if they are part of wider cultural services. We cannot fund Independent cinemas



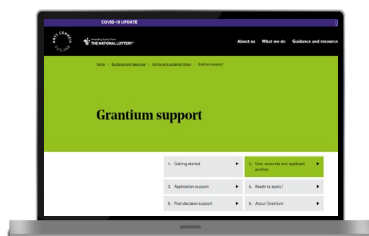
If you get money from the Arts Council, you can still apply for money from this fund. The money we give you must pay for something different.

How to apply



You can only apply once.

Before you apply you need to set up an online account on our system called **Grantium**.



You need to send us your application using Grantium.

Find out how to do that [here](#).



You can apply from **midday on Monday 16 August 2021**.

You must send your application by **midday on Friday 27 August 2021**.



If you need help to apply you can get in touch with us by phone
0161 934 4317

or email
enquiries@artscouncil.org.uk

What we want to see in your application



To help us decide who to fund, you need to tell us **basic details** like

- ✓ Information about the work your organisation does and who works there
- ✓ How much money your organisation made in the last 2 years
- ✓ How much money you need
- ✓ How much money we have already given you
- ✓ How much money your organisation has saved in the bank.



Financial Information



- ✓ Tell us about any money you expect to get between now and 31 January 2022. This is called **income**
- ✓ Tell us why you haven't used other types of money for your organisation like Covid relief funds or loans.



The application must include some writing called a **Proposal**.

This is where you will tell us why we should give you some money. Tell us



✓ Why you need more money

✓ If you have used money from other funds



✓ How you have spent the money we gave you in the 1st or 2nd funding rounds.

✓ How you plan to manage your money



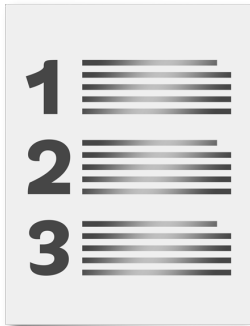
✓ Information about you will look after the money and spend it well

✓ What cultural activities you will run between **November 2021** and **January 2022**

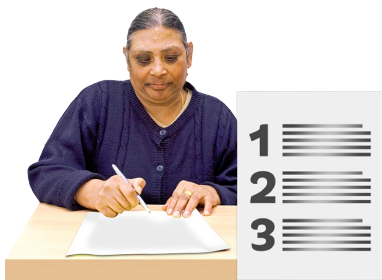


✓ Information about any different places you want to run activities.

Things you need to send with your application



We will give you documents to fill in. These are called **templates**.



You need to fill in all the templates and send them with your proposal.

You need to send



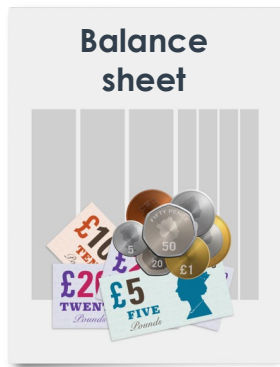
- ✓ A **cashflow template** for 1 July 2021 to 30 June 2022

This is a plan that shows the money you will get and spend.



- ✓ A **Budget**.

This shows your plans and the money you need to complete them.



- ✓ A **Balance Sheet** at 27 August 2021 showing your reserves.



This tells us how much money your organisation is worth. It shows what you own and how much you owe other people.



- ✓ A **Balance Sheet projection**. This is a balance sheet for the future. Show us how much reserves you might be by 31 January 2022



- ✓ **Financial Statements** from 2019/2020.



Only send **1** application. You should do this even If your organisation is made up of several companies.

After you send your application



We will check your application form and your attachments. We can't give you money if we haven't got the right information.



We want to give money to organisations who need it most and we want to support lots of different types of cultural projects.



We might give you

- all the money you ask for
- less than you ask for or
- no money from this Fund

We will email you to tell you why.



We will aim to tell you our decision **by the end of October 2021.**

How to complain and how we look after information



If you want to make a complaint about **Arts Council England** or your application, email

complaints@artscouncil.org.uk

or call our Customer Services team
0161 934 4317



Everyone has a right to know how we spend our money.



We follow the law that is written in the **Freedom of Information act**.
Read about this [here](#).



We will look after any information you send us about your self carefully and properly.

We will follow the law that is written in the **Data Protection Act**.