



**ARTS COUNCIL ENGLAND**

# **National Lottery Project Grants £30,000 and under**

**Guidance for applicants**

**Easy Read version**

This guide can help you think about your application and whether you are eligible to apply

**November 2021**

## Access Support

We are committed to being **open** and **accessible** to everyone.

We realise some people may find that there are **barriers** to applying for a grant or accessing our services.

Our **Access support and Project Grants** information sheet explains the ways we can help: [www.artscouncil.org.uk/NLPGinfosheets](http://www.artscouncil.org.uk/NLPGinfosheets)

**Do you need this information in another format?**

This is the **Easy Read** guidance. You can find **audio versions** of this guidance on our website: [www.artscouncil.org.uk/ProjectGrants](http://www.artscouncil.org.uk/ProjectGrants)

If you experience any barrier with making your application and would like more information or a copy of our guidance, please [contact us](#).

## National Lottery Project Grants

**Project Grants** is our open-access funding programme for arts, museums and libraries projects.

It is always open and has a quick turnaround so we can respond to peoples' good ideas. We aim to reflect the diversity of England through the grants we make.



Applications must meet the programme's criteria



We can make grants between £1,000 and £100,000+. **This guidance is only for applicants asking for £30,000 or less**



We can support projects that last up to a maximum of **three years**



All applications must be made using our online system, **Grantium**.

See our [separate](#) guidance for details



If you are unsuccessful you can apply again

## Let's Create

Before you apply to Project Grants you should read our 10 year plan called **Let's Create**.

You can read the plan [here](#).

Our plan is made up of 3 **Outcomes** and 4 **Investment Principles**.

**Outcomes** are what we want our plan to do.

**Investment Principles** are what we believe in. We think about our principles before we give money to people or organisations.

Our 3 **Outcomes** are:

1. We want **creative people**
2. We want **cultural communities**
3. We want a **creative and cultural country**

Our 4 **Investment Principles** are:

1. We believe in **ambition** and **quality**
2. We believe in being flexible, we call this **dynamism**
3. We believe in being **environmentally responsible**
4. We believe in being **inclusive** and **relevant**

## Who can apply?

**Individuals** and **organisations** can apply for £30,000 or less.

Anyone who applies needs to:



live in, or have a business address in, **England** or the wider UK

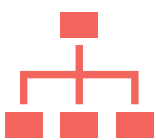


have a **UK bank account** in the exact name they're applying in



be at least **18 years old**

By '**organisation**' we mean:



A group of people working towards a common goal. For example, a charity, arts organisation, museum, library



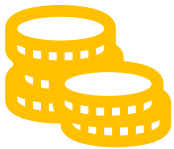
All organisations need to have a bank account in the organisation's name, with two signatories (people allowed to sign cheques)

Limited companies and registered charities need to have a registered office in the UK

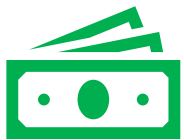
We accept applications from organisations working as a consortium, partnership, network or group.

One organisation must act as the **lead organisation** and send us the application. If the application is successful, this organisation will be accountable for the grant.

## Who cannot apply?



**National Portfolio Organisations** cannot apply to Project Grants for £30,000 or less.



Anyone who has **overdue conditions on a previous grant**



If you currently have an open Grants for the Arts or Arts Council National Lottery Project Grants award, you cannot make another application unless you have met any payment conditions due on your earlier grant. You must send us any overdue information before you make a new application.

## What you can apply for

Activities we support through Project Grants must focus on one or more of these disciplines:

- **Music**
- **Theatre**
- **Dance**
- **Visual arts**
- **Literature**
- **Combined arts** including festivals and carnivals
- **Museums and collections**
- **Libraries** - For activity that delivers at least one of the [Universal Library Offers](#)

We fund projects that focus on these disciplines and that **engage people** in England with creativity and culture.

What do we mean by **‘engage people’**?

To help people experience or participate in creativity and culture.

What do we mean by **‘project’**?

We mean a series of activities or a piece of work. A project has a start and an end date. It also has aims that you’d like to achieve in that time.

The main questions to ask yourself about your project are:

Does it have a **start and end date**, and things you want to **achieve** in that time?

Does it allow people to **experience** or **take part in** art, museums or libraries?

Does it focus on the **disciplines** we support?

Our funding can also be used to develop skills, marketing, organisational development and project-related overheads.



## Permission to Apply

You may need to ask us for **permission** before you can make an application.

### Making a second application

Are you already waiting for a decision from us about one application, and want to make another application?

If you want to make a second application, you must first **contact us**. We will confirm in writing whether you can apply. You must attach our **letter** with your second application.

### Time sensitive

Sometimes we may be able to give you a faster decision on your application. Read our **Time Sensitive information sheet** for more details:

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

## Additional Guidance

Some projects have extra **eligibility rules**. They are:

- Museum and collections projects
- Library applications that deliver against the Universal Library Offers
- Using digital technology
- Education and learning-related projects
- Buying equipment or assets - including instruments and vehicles

Before you fill in an application for these types of projects, you should read the related **information sheets**. These are available on our website:

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

## What you cannot apply for

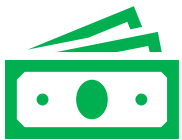
There are some things we cannot fund:



Activities that **do not focus** on the disciplines we support



Direct or indirect **costs of statutory education, further education or higher education**



**Costs** outside of your project timeline



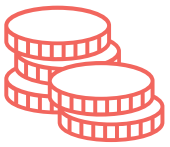
**Re-applications** (activity you have applied for and been unsuccessful) **unless** your new application addresses the reasons that the original application was not successful. We will not be able to consider any reapplications that have not addressed this



Activities, goods or services that have **already taken place**, or been bought or ordered **before** we can make a decision on your application



Showcasing work at **Edinburgh Festival Fringe**



## Cash prizes and re-granting

Projects that will make a **profit**

### Ineligible applications

If we view your application as ineligible it means we are not able to fund it. This could be because it doesn't focus on the **disciplines** we support, or it doesn't clearly demonstrate how it will **engage people** in **England**.

Your application can also be ineligible if it is not **developed enough** for us to be able to make a decision. For example, if your application does not include enough **detail**.

We can also view your application as ineligible if it doesn't include the **supporting documents** or **permission letter** we need.

We can't fund activities, goods or services that have **already taken place**, been bought or been ordered **before** we can make a decision on your application.

There are also types of activity that we are not able to support due to technical restrictions on the

Lottery funds that we distribute. If this applies to your activity, we will write to you and let you know why it is not eligible.

Our Information sheet on Ineligible applications explains the reasons an application could be ineligible;

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

## Before you apply



Applications are made using our online system, Grantium – for details, see: [artscouncil.org.uk/welcome-grantium](http://artscouncil.org.uk/welcome-grantium)

- You need to have a validated, up to date **applicant profile**
- You will need to complete the short **eligibility questionnaire**. This will show up automatically if you start an application
- Use the **How To Apply guidance** to help you answer the questions

Demand for Project Grants is high, and we are not able to fund every application we get. Think about what you will do if your application is not successful.

## If You're an Individual

**Arts Council National Lottery Project Grants** is one of our two main programmes that support individuals. The other is [Developing Your Creative Practice](#). Developing Your Creative Practice supports people to carry out a focused programme of development work that does not necessarily involve any direct public engagement.

You **cannot** apply to both programmes at the same time. If you apply to one, you will need to wait until you have received a decision from us before you apply to the other.

When you decide which programme to apply to, the main things to think about are:

- Will your project include opportunities for people to become involved with or experience your work?

**Or**

- Is your project mainly focused on developing your own practice?

Take a look some of the **key differences** between both programmes, to see which might suit you best:



**Project Grants** is open to **individuals and organisations**. **DYCP** is only open to **individuals**.



**DYCP** is geared towards creative practitioners who are at an **early to mid-point** stage in their practice and need support to make a **major change** or carry out a period of focused **development** work.



The immediate person who benefits from **DYCP** is **you**. For **Project Grants**, the immediate people who benefit are those who **engage with the project**.



**Project Grants** offers grants between **£1,000 and £100,000**. **DYCP** awards grants between **£2,000 and £10,000**.



**Project Grants** is for projects **up to three years** in length. **DYCP** is for activities **up to one year** in length.



You can apply to **Project Grants** at any time, and there are **no deadlines**. **DYCP** has up to **four deadlines** per year.



For **Project Grants**, decisions on applications for £30,000 or less take **eight weeks**. Decisions for over £30,000 take **12 weeks**. For **DYCP**, decisions on applications usually take up to **10 weeks** from the deadline.



For **Project Grants**, you can apply at any time, unless you are waiting for a decision on a previous application. Please see our latest **DYCP applicant guidance** for how often you can apply to DYCP.

We will ask all individual applicants for their **date of birth** when they complete the declaration in their application form. This will be a mandatory requirement which will help reduce the possibility of fraud. Your Date of Birth will not be used in any decision-making processes or for any other purpose. For more information about how we process your data, read our [General privacy notice](#).



## Time Limited Priorities

Sometimes we ask for specific types of applications through Project Grants, to help us achieve our 10 year plan.

The opportunity to respond to a time limited priority is still part of the Project Grants programme. So any application must meet the criteria for Project Grants, as well as respond to the needs of the priority.

For more information, visit the Project Grants: Time Limited Priorities noticeboard on our website;  
[www.artscouncil.org.uk/NLPGtimelimited](http://www.artscouncil.org.uk/NLPGtimelimited)

## The application form

The application form is made up of 4 parts:

### Essential information

Here we'll ask for a description of your project and some basic details about you and the activity.

The next three sections make up the Project Grants criteria:

### Feasibility and risk

### Your project and the Outcomes

### Your project and the Investment Principles

This guidance lists the questions in each part of the application form.

## Essential Information



In this section we'll ask you for some basic details about you and your project.

- **Tell us the total amount you are applying to us for, including any personal access costs**

If you, or the people you are working with, are:

- deaf or disabled
- neurodivergent

- experience learning difficulties
- have a mental health condition
- or a long term health condition

there may be **extra costs** relating to your access needs. These could be to help you **deliver** the project, or for **managing** your grant online.

Some examples are a BSL interpreter, a notetaker or specialist tutor for admin support, counselling costs during your project.

If there are extra costs please include them in the **total amount** you are applying for.

- **Do you, or does your organisation object to receiving National Lottery funding for religious reasons?**

If you answer 'yes', you will need to **upload a letter** explaining why you object to receiving National Lottery funding.

If we decide to offer you a grant, it will **not** come from our budget from the National Lottery.

- **Have you used a recognised industry standard to work out how to pay artists and**

## professionals involved in your project (including you)?

We think it's important that everyone is paid fairly for their work. Make sure you are paying people fairly and add it to your budget. See our **Fair pay information sheet** for more information:

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

- **In your own words, tell us what your project is.**

Give us a 50 word summary, which is 300 characters.

- **Then, give us a more detailed description of what you want to do using our funding**

We'd like to know:

- What your project is
  - What will happen
  - Who it is aimed at
  - How your project will develop and deliver excellence
- **What type of activity does your project mainly focus on?**

This gives us a good sense of the different parts of your project. Tick as many options as you feel are relevant.

## ○ Who will experience your project?

We'll show you these definitions and we'll ask you to tell us how many people from each category will experience your project:

**Creative practitioners** are people taking part in the project to deliver creative activity or directly benefitting from the project

**Active Participants** are people who take part in or contribute to the project. This might include taking part in a workshop, performing in a community show, or joining a class

**Volunteers** support or benefit from the project in a voluntary role

**Live Audiences, visitors and public** are the people who are present during the live presentation of a creative product such as a live show or an exhibition

**Streaming Audiences** are people who experience a recording or broadcast of a live presentation through a digital platform

**Digital Audiences** are people who experience a creative product designed to be experienced through digital technology

- **How have you worked out these figures?**
- **How many of the people taking part in or contributing to your project are employed on a freelance basis?**
- **How will people experience your project?**  
For this question, you can select from any of the options given. You can select more than one option if your project will have multiple ways that people can experience it.



## **Feasibility and risk**

This section helps us to understand how you will successfully delivery your project. We need to know your plans for managing the project, what your budget is, and how you will respond to any risks or challenges.

**When we look at your answers to the questions in the ‘Feasibility and risk’ section, we will think about:**

- Whether the budget is appropriate for the scale and type of activity

- How appropriate are the areas of income and spending?
- Whether all items in the budget are relevant and reasonable
- Whether the activity is attracting income from other sources
- If appropriate financial controls are in place
- If the activity is realistic and well-planned, and if you have shown that you and the people you work with are able to deliver the project

## ○ **Tell us the start and end dates for your project**

Please give a start date and end date for your project. Make sure this gives you enough time to complete all the main stages of the project that you are asking us to support.

The start date you give must allow enough time for us to decide on your application. We need at least eight weeks to make a decision on applications for £30,000 or less.

We cannot fund any goods or services you have bought, ordered or contracted before we make a decision on your application.

If your application is successful, we cannot make payments immediately. We will first let you know

that your application has been successful and wait for you to accept the grant, authorise your bank details, consider any material to meet the payment conditions we have set, and go through financial checks. This can take two weeks or longer.

## ○ **Project timeline**

**Please use the table to list the main stages and tasks of the project from the start date onwards, and to show who will lead on each part of the project**

You can add as many lines as you need to tell us about the main stages of the activity. For example: planning, delivering partnerships, research, delivery and evaluation.

In the final column 'task lead', tell us who will be managing each stage of the project. This could be you, or one of your partners.

## ○ **Budget**

Here are the main things to remember about budgets:

- Your budget should describe the most likely scenario
- Your budget should be for the total cost of the project you are applying to do



- We can't support project that make a profit. If your project budget includes surplus income that is not being spent within the project, then your project will not be eligible
- Your budget has to balance so your income needs to be the same as your expenditure amount
- If you can, you need to find at least 10% of your project budget from sources other than Arts Council England
- We need to be able to see how you have worked out your figures, so please break them down clearly under the headings in the budget table
- We will consider the strength of your budget using your calculations and your explanations
- We understand that things are likely to change between the application and the end of your project. If your application is successful, you should tell us about any changes in your final report form. For example, tell us what you spent your contingency on.

## ○ **Income budget**

How to fill in the income table:

- Make sure you show how your figures have been worked out in the Description field. For example:

Ticket sales (7 dates at 60% of 100 capacity x £8 ticket price) £3,360

- Enter all the cash income that is specific to the project on this page
- Include any other income that is either confirmed or expected toward the project. This includes applications to other funding bodies, trusts or foundations.

Next, we ask you to tell us about your project using the following income headings:

**Earned income** – Include any income you will earn from this activity, such as ticket sales or workshop fees. Give a clear breakdown for each entry to show us how you worked it out. If VAT is charged on ticket sales or admission prices, do not include it in your earned income figures.

**Local authority funding** – Include any funding you have received or applied for from local authorities for this activity. Give the name of each local authority.

**Other public funding** – Include any funding you have received or applied for from any other public organisation. Give the name of the organisation and the amount.

**Private income** – Include any income from private sources, such as your own organisation, donations or grants from trusts or foundations, or crowdfunding. This should include funding you have already confirmed and funding you plan to receive.

**Support in kind** – This means any materials or services that you would otherwise have had to pay for, but are provided free of charge or at a reduced rate.

The income section also includes the following question:

## **Tell us more about the match funding for your project**

This is where you tell us:

- What you have done to secure income from other sources for this project
- How you plan to raise any remaining amounts from other sources shown in the income section. If you have a fundraising plan, you can refer to it here
- If your budget includes earned income, tell us how you worked this out

## ○ **Expenditure budget**

**Tell us about your project expenditure by using the expenditure headings:**

### **Artistic, creative or specialist costs**

In this section, include the fees and wages of artists, creatives or specialists involved in the activity. Also include any artistic, creative or specialist costs you need to pay for.

We want to make sure that artists and creatives are paid appropriately for their work. See our **Fair pay information sheet** for more information:

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

If you are employing people to take part in your activity, you may need to budget for statutory costs, such as paying an employer's National Insurance contributions, holiday pay and pension contributions.

When including costs or fees, show how you have calculated them.

### **Other artistic or creative costs of delivering the activity**

This could include the cost of events, commissions, research and development, production and residencies. It also includes any materials or equipment you buy or hire to carry out these things.

## **Making your work accessible**

Include the costs of making sure your activity is accessible to those taking part and audiences with access needs. This could include costs of signing for performances or producing materials in other formats like Braille.

Use the budget heading 'personal access costs' to tell us about costs relating to your own access needs, or the access needs of the people you will need to pay to help you deliver your project and manage your grant online.

## **Developing your organisation and people**

Include the costs of any activity that is aimed at developing your organisation. This could include things like business planning, support from consultants and staff training.

## **Marketing and developing audiences**

Include all marketing and audience development costs that relate directly to the activity you are applying for.

## **Overheads**

You can apply for extra, time-limited overhead costs that are directly related to your activity. This can include payments to staff, phone bills, postage and insurance. Make sure you explain how you

have worked these costs out.

## **Assets – buildings, equipment, instruments and vehicles**

Include any costs relating to refurbishing buildings, improving access, buying property or leasing a building. See our information sheet ‘Building projects’ to find out more:

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

Include the costs of buying assets such as equipment, instruments and vehicles. You should get competitive quotes from more than one business or supplier. See our information sheet ‘Asset purchase’ to find out more:

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

## **Environmental Responsibility costs**

Include any spending that relates specifically to making your project environmentally responsible.

## **Other spending**

Include any other spending for your activity that is not included elsewhere. This includes contingency spending.

## **Personal access costs**

If you, or the people you are working with:

- are deaf or disabled
- are neurodivergent

- experience learning difficulties
- have a mental health condition
- have a long term health condition

there may be extra costs relating to your access needs. These could help you deliver the project, or support the online management of your grant. Some examples are a BSL interpreter, a notetaker or a specialist tutor for admin costs.

In your expenditure table, you should only include personal access costs you will incur if your application is successful. Do not include costs relating to preparing, planning and submitting your application.

To find out more, read our **Access support** information sheet here:

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

The expenditure section also includes the following questions:

### **How have you worked out the costs included in your budget?**

We will ask you to tell us about each expenditure heading you've included in your expenditure table.

### **What experience do you have of managing a project budget of this size?**

Pick from the list of options.

### **Who will be working with you to deliver your project?**

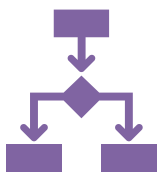
Use this table to tell us about the people involved in your project. You should include any partners helping you deliver the work.

### **What experience do you have of managing a project?**

Pick from the list of options.

There is a final question in this section:

### **What are the main risks and challenges to your project meeting its aims, and what will you do to manage these risks?**



## **Your Project and the Outcomes**

Our strategy, **Let's Create**, sets out three **Outcomes**. Your project doesn't have to address all three Outcomes. But we do want projects to **align to at least one**, and set out which Outcomes are being addressed and how your project is helping to deliver our strategy.

## **Creative People**



Everyone can be creative. We all have the potential to develop our creativity. Taking part in creative acts can be enjoyable and fulfilling. It can help us to think, experiment and understand the world. The public has told us how much they value opportunities for children to take part in creative activities, and how they want us to do more to improve these opportunities.

## **Cultural Communities**

Investing in cultural activities and in creative and cultural practitioners, arts organisations, museums and libraries can have a deep and lasting effect on places and the people who live in them. But this can only work if we all work to remove the geographic, economic and social barriers that stop many people from taking part in publicly funded cultural activity.

## **A Creative and Cultural Country**

The cultural sector is only as strong as the talent on which it is built. To achieve the first two Outcomes, we need a professional cultural sector that creates new ideas, works effectively with others, and can develop talent from every community.

You can read more about our Outcomes [here](#).

For each Outcome you have selected, you'll get a text box to tell us how your project contributes to that Outcome.

**When we look at your answers to the questions in the 'Your Project and the Outcomes' section, we will think about:**

- How your project is supporting people at all stages of their lives to design, develop and increase their **participation** high quality creative activities
  - If your project focuses on **children and young** people:
  - If your project reaches **families** from a wide range of backgrounds
  - If you are improving opportunities for children and young people to take part in creative activities **outside schools**
- If your project is supporting children and young people to develop their **creative skills and potential**
- If you are working with **communities** to better understand and respond to their needs and interests. This work will result in increased cultural engagement and a wide range of social benefits
- If your project is exploring **new types** of creative practice, **new forms** of cultural content, and **new ways** of reaching new and existing audiences and participants

- If you are collaborating with other **cultural organisations** and/or **commercial creative industries** and/or **further and higher education**. This collaboration focuses on innovation, research and development, and training, especially involving the use of new technologies
- If your project is strengthening the **international connections** of cultural organisations and creative and cultural practitioners. This includes co-production and touring
- If your project is bringing **world-class culture** to audiences in England
- If your project helps people have opportunities to **sustain their careers** and **fulfil their potential** in the creative industries. Especially people who are currently **under-represented**
- If your project is **connecting people and places**, nationally and internationally



## Your Project and the Investment Principles

The **Investment Principles** are an important part of our strategy and we encourage you to use them to strengthen the planning and delivery of your project.

Our Investment Principles are:

- **Inclusivity and Relevance**
- **Ambition and Quality**
- **Dynamism**
- **Environmental Responsibility**

The application form will only ask you to respond to the **Inclusivity and Relevance** Investment Principle question. You will see a list of questions for the other Investment Principles. You can tick the boxes and respond if you feel they are relevant to your project.



### **Inclusivity and Relevance**

This Investment Principle is about England's diversity being fully reflected in the organisations and individuals we support and the culture they produce. We will ask you about:

- **Communities**
  - Tell us who you want to reach with this project, how you have identified them, and how they have been involved in the planning and/or creative process
  - Tell us about the steps will you take to make sure your project is open and accessible to people within the communities you plan to work with
- **Workforce**

If you're engaging a team of people to work on your project:

- How you will make sure they reflect the communities you wish to reach
- How you will make sure access to opportunities are open and accessible

- **Creative Case**

- Tell us how your project addresses the Creative Case for Diversity.  
Read about the Creative Case for Diversity [here](#).



### **Ambition and Quality**

This Investment Principle is about cultural organisations and creative individuals being ambitious and constantly improving the quality of their work. We will ask you about:

- **Understanding What Others Think:** If you are taking steps to understand what people (audiences, participants, co-creators, customers, peers, staff, or other people) think about your work and how you make it, tell us about it here
- **Developing Your Work:** If this project aims to develop your skills (and those you work with) and contribute to your longer-term ambitions

for strengthening the quality of your work. Tell us about it [here](#)

- **Measuring Your Progress:** If you are setting out what good looks like for your project and know how you'll track how well you're doing and how well it's been received, tell us about it [here](#)



## Dynamism

This Investment Principle is about being dynamic and able to make the most of opportunities, as well as respond to the challenges over the next decade. We will ask you about:

- **The Way You Work:** If you are testing your organisation's model or your individual practice to make sure you can account for change, or adjust when things do not go as planned, tell us about it [here](#)
- **Developing People:** If you plan to develop your/your organisation's skills and knowledge, tell us about it [here](#)
- **Technology and Data:** If you are using technology and/or data and evidence to deliver and develop your project and assess its impact, tell us about it [here](#)



## Environmental Responsibility

This Investment Principle is about leading the way in your approach to Environmental Responsibility. We will ask you about:

- **Using Data:** Has your project been informed by your own or other environmental data? If so tell us about this here
- **Planning, Action and Change:** If you plan to measure the environmental impact of your project, tell us about the data you will collect and how it will be used
- **Advocacy, Education and Influence:** If you plan to develop you or your organisation's skills and knowledge on environmental responsibility, tell us about it here

**When we look at your answers to the questions in the 'Your Project and the Investment Principles' section, we will think about:**

- If the Investment Principles you have responded to are relevant to the scale of your project, and what you want it to achieve
- If you have used the Investment Principles to give an in-depth picture of your project

- If the target audiences for the activity are clearly identified
- If you have thought about how your project could help you to make a contribution to [the Creative Case for Diversity](#)
- How the activity might align with our [Equality Objectives](#)
- If there is meaningful engagement
- If the project will develop you and your work, or the work/skills of the people/organisations involved
- The quality of the experience for the people taking part in the project
- If the activity increases opportunities for people who don't currently get involved in the creativity and culture or are involved a little in creative and cultural activity
- If the activity increases opportunities for people already taking part in creative and cultural activity
- If plans to market the activity to audiences are well-defined, and are likely to achieve your aims
- If there is no immediate opportunity to involve people (for example, research and development), whether there is potential for the public to get involved in the future
- If you are you taking steps to improve the environmental responsibility of your project



You can read more about our Investment Principles [here](#).

## Attachments

You might want to include a document or web link to give us a sense of your work, or the work of any artists or creatives you are working with. You can do this in the **other attachments** section. This could be an image, a music file, a sample of your writing, a video, a link to an online portfolio, or a review of your work.

You can upload a maximum of one document or web link. A document can be a maximum of five pages, and we can only look at a single web page.

The formats we accept are:

- PDF
- JPEG (image file)
- Microsoft Word
- Microsoft PowerPoint
- Web link (remember that we will only view a single web page)

## Monitoring information

We ask you for this information so that we can think about the range and balance of different projects we support. We want to support a diverse range of applicants that work in a broad range of artforms and disciplines and geographical areas. We need to think about our investment in areas of least engagement with arts and culture.

We also want to make sure that the projects we support help us to achieve our [Equality Objectives](#).

We will only ever use this information in balancing.

We will also consider whether applicants identify as being from an under-represented protected characteristic group to make sure that we support people who are representative of this country and who can best continue to contribute to our [Creative Case for Diversity](#).

## How do we make decisions?

To make our decision we will use:

- the information you give us in **your application form**
- any **attachments** you give us
- any other information we hold about you

The **strength** of your application alongside the other applications we receive.

The **range** and **balance** of the different activities we're supporting. The activities we fund must cover different types of activity, artforms, people, and places.

We also think about how much we invest in **places that engage less** in arts and culture.

**Data** on what we have funded so far, and how we may use **our budget** in the future.

How applications help towards our **Let's Create** plan and its **Outcomes**.

## If your application is successful

If we award funding, your online account will show an **offer letter** and other information that will allow you to accept the grant.

Your grant will usually be split into two instalments:

- The first instalment will usually be **90%** of your grant, and will be made at the start of your project
- The final **10%** is made at the end of your project, after you have submitted your **final report**

We might also list some other information you will need to give us before we will release your first payment. These are called payment conditions.

## Accepting your offer

We will ask you to acknowledge and accept your offer letter and our [Terms and Conditions](#) using the system.

Everyone who receives a grant must accept our [standard conditions](#). These conditions are attached to any offer, and are also available on our website. You can also contact us for a copy by email [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk) or phone 0161 934 4317.

## If your application is not successful

If we decide not to fund your activity, your online account will show a letter explaining our decision and outlining your next steps.

This letter contains the full level of feedback that we can provide, but there is further guidance available in our **Unsuccessful applications** information sheet:

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

Arts Council National Lottery Project Grants is a rolling programme and you can apply again. Any new application for the same activity must sufficiently deal with the reasons that the original application was not successful.

**If you would like to apply again, you will need to begin a new application form using our online system Grantium.**

## Need help?



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

For example, if you have any **access support needs**, or use an **access support worker**.



[enquiries@arts council.org.uk](mailto:enquiries@arts council.org.uk)



[arts council.org.uk/contact-us](https://www.arts council.org.uk/contact-us)

More help on answering the questions is in the **full guidance for applicants**.

You can find it on our website:



[arts council.org.uk/](https://www.arts council.org.uk/)