

National Lottery Project Grants application form questions

In this document, we outline the questions and character limits for the application form to National Lottery Project Grants. These are the questions if you're applying for under £30,000 or over £30,000.

You may want to use this document to prepare your answers before completing the application form on our online system, Grantium. You can find Grantium guidance [here](#).

Please note: We cannot accept offline application forms. If you'd like to apply to Project Grants you need to submit your application on Grantium.

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Introduction

In the application form, we will ask you questions about different parts of your activity.

Guidance on what we'd expect you to include in your answers to the questions in the application form is available within our Project Grants ['How to Apply'](#) guidance.

We will use the information you give us in this application to decide whether we will offer you a grant.

There is a maximum character limit for each question. Our online system, [Grantium](#)

Character limit	50	600	1000	1500	3000
Approximate word count	5 to 10	100	170	250	500

Essential Information

Amount requested

Tell us the total amount you are applying to us for, including any personal access costs (£):

How much of this request is for your / your collaborators' personal access costs (£):

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

- deaf or disabled,
- neurodivergent,
- experience learning difficulties,
- have a mental health or
- 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 the online management of your grant.

Some examples are a BSL interpreter, a notetaker or specialist tutor for admin support. For further information, please see the Access support information on our website.

If you are not including any personal access costs in your application, you can leave this amount as 0.

Have you used a recognised industry standard to work out how to pay artists and professionals involved in your project (including you)?

Yes – If so, which one?

No, I have calculated fees in a different way

You can use up to 600 characters to answer this.

We'll ask you to declare:

- **If there are other people included in the delivery of my project, as workers or volunteers, I am aware of my responsibilities:**

The latest government guidance on employing people is [here](#).

Or:

- **There are no workers or volunteers included in the delivery of my project**

Your Project

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

First, give us:

A 50-word summary:

You can use up to 300 characters to answer this

Then:

A more detailed description of your project:

You can use up to 800 characters to answer this

Your activity

What type of activity does your project mainly focus on?

We will ask you to select from this list:

- Developing new creative or cultural work mainly on my own, or within my organisation (E.g., new visual artwork, a theatre piece, a piece of research, etc)
- Developing new creative or cultural work mainly with other people (E.g., co-creation with participants)
- Developing my own skills, or the skills within my organisation (E.g., skills development, talent development, mentoring)
- Showing, performing or exhibiting something to/with people in your or their communities (E.g., a show, an exhibition, a tour, a programme of activities)
- Working in a way that is focused on a specific place (a village, town, city or region) or community in England (E.g., developing or delivering a cultural strategy for a specific place)
- Developing our organisation (E.g., trying out new business models, business planning, testing out a new approach)
- Working internationally (E.g., international exchange, network development, or touring)
- Working at significant scale or scope, with a national impact (E.g., national touring, an event for a national anniversary or commemoration)
- Working innovatively and/or collaboratively (E.g., working across sectors, with new partners, learning from inter/national best practice, etc)
- Something else

This gives us a good sense of the different elements of your project. You should tick as many as feel relevant.

If you select '**Something else**', please give details.

You can use up to 200 characters to answer this.

Audience and participants

Is your project aimed at any specific groups as audiences or participants?

Here you can select from a list of options which represent the audience your project may be aimed at. You can tick as many as feel relevant.

Who and how?

Estimate how many people will experience your project

This table will ask you to include figures for the different types of participants in your project, including: **Creative practitioners; Active participants; Volunteers; Live audiences/visitors; Streaming audiences and Digital audiences.**

(Please enter a '0' if any type is not relevant to your project).

How have you worked out these figures?

You can use up to 800 characters to answer this.

How many of the people taking part in/contributing to your project are employed on a freelance basis?

You should include a figure in response to this question. (Please enter a '0' if not relevant to your project).

How will people experience your project?

This table will ask you to select the different ways in which audiences will experience your project, including **Static Live event(s); Multiple location live events/touring; Streaming or Broadcasting; static Digital experiences and Longer-term public engagement in England.**

You can select more than one option if your project is going to have multiple ways of experiencing it. Tick all that apply.

*If you have selected the '**Longer term public engagement in England**', you will be asked to answer the following question:

Who are you hoping will benefit from your project in the longer term, and how will they experience it?

You can use up to 800 characters to answer this.

Where?

In this section, you'll be asked to complete a table to provide detail on the location(s) where your activity is happening. This includes information such as the **name and address of the venue** and whether the **venue booking is confirmed or expected**.

Feasibility and risk

Project timeline

Tell us the start and end dates for your project.

Enter the start and end dates for your project in dd/mm/yyyy format. The dates you give here should be the dates for the full project you're asking us to fund.

Project plan

We'll ask you to fill in a table to identify the main stages and tasks of the project, between the project start date and end date. For each stage and task identified you should include: **Start date; End date; Activity or task details** and the **Task lead**.

Finance

In this section, we ask you to fill in a budget for your project, including income and support in kind as well as expenditure. For more support on filling in budgets, see the finance section of the ['How to apply'](#) guidance.

Income

We will ask you to fill in a table listing any income for the activity, **specifying the type of income, description, whether it's expected or confirmed**, and the **amount**. Include any support in kind in this section. By support in kind we mean goods or services that you would otherwise have to pay for but are being provided for free.

- Only include income that relates specifically to this project.
- For any earned income you should include how these amounts have been calculated in the description field, for example:

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

Income Questions

Tell us more about the match funding for your project

- How you have worked out the earned income you expect to receive during the project?
- Why is it realistic?
- How will your project meet its aims if you receive less income than expected?

You can use up to 1500 characters to answer this.

Expenditure

We will ask you to fill in a table listing all spending for the activity, specifying **the type, description** and **amount**. Do not include any support in kind in this section.

Expenditure questions

Based on what you tell us when you complete the expenditure table; corresponding questions will appear for each expenditure heading you have included in your budget:

How have you worked out the costs of:

- Artistic spending
- Making your work accessible
- Developing your organisation
- Marketing and developing audiences
- Overheads
- Assets
- Environmental responsibility
- Expenditure listed as 'other'

You can use up to 1500 characters to answer each question.

How much of your total project budget is being spent on International costs (such as visas, carnets, freight, travel, accommodation and per diems)?

Include a figure here if this is relevant to your project budget.

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

Choose one option that applies from the following list:

- ☐ I have managed a project budget of this size or larger before
- ☐ I have managed a smaller project budget before
- ☐ I have not managed a project budget before, but I can draw on the experience of other people involved in this project
- ☐ This is the first time I've managed a project budget, it's a good opportunity to learn

If you select '**I have not managed a project budget before, but I can draw on the experience of other people involved in this project**' the following question will appear:

Who included in this application will support you?
You can use up to 1500 characters to answer this.

If you select '**This is the first time I've managed a project budget, it's a good opportunity to learn**', the following question will appear:

What do you plan to do to manage the budget for this project?
You can use up to 1500 characters to answer this.

Partners and collaborators

Who will be working with you to deliver your project?

We'll ask you to fill a table to tell us about the people involved in your project. Here you should include any partners helping you deliver the work, as well as any artists, or creative or cultural practitioners you are working with. This includes information such as **name, email address, their role in your project** and whether their involvement in your project is **confirmed or expected**.

What experience do you have of managing a project?

Choose one option that applies from the following list:

- ☐ I have managed projects like this before
- ☐ I have managed some tasks of projects like this before
- ☐ I have not managed a project like this before, but I can draw on the experience of other people involved in this project
- ☐ This is the first time I've managed a project like this, it's a good opportunity to learn

If you select '**I have not managed a project like this before, but I can draw on the experience of other people involved in this project**', the following question will appear:

Who included in this application will support you?
You can use up to 1500 characters to answer this.

If you select '**This is the first time I've managed a project like this, it's a good opportunity to learn**', the following question will appear:

What do you plan to do to manage your project?
You can use up to 1500 characters to answer this.

Risks and challenges

What are the main risks and challenges to your project meeting its aims?

What will you do to manage these risks?

You can use up to 1500 characters to answer this.

Your Project and the Outcomes

Our strategy sets out three outcomes: **Creative People**, **Cultural Communities** and **A Creative and Cultural Country**.

We **do not** expect every project to address all three outcomes, but we do want projects to align to at least one and to set out in detail how particular components are being addressed.

In the guidance we have set out the components of the Outcomes and we want you to use this to demonstrate how your project is helping to deliver our strategy.

You can read about our three outcomes here:

<https://www.artscouncil.org.uk/outcomes-0>

How will your project contribute to the delivery of at least one of our Outcomes, including which, if any, of the Outcome components?

Choose options that apply from the following list:

- **Creative People: Everyone can develop and express creativity throughout their life**
- **Cultural Communities: Villages, towns and cities thrive through a collaborative approach to culture**
- **A Creative and Cultural Country: England's cultural sector is innovative, collaborative and international**

For each Outcome you select we'll ask you:

How will your project contribute to this outcome?

Applications for £30,000 and under can use up to 1500 characters to answer each Outcome question.

Applications for over £30,000 can use up to 3000 characters to answer each Outcome question.

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

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

In this section of the application form, you can use the Investment Principles to build up a more in-depth picture of your project, which in turn will give us a stronger understanding of your intentions and plans, and how your project will contribute to delivering our Strategy.

Applications for **£100,000 and under**

- You need to complete the section on **Inclusivity and Relevance**

Touring applications for **Over £30,000**

- You need to complete the sections on **Inclusivity and Relevance** and **Environmental Responsibility**

Applications for **Over £100,000**

- You need to complete **all four Investment Principle sections**.

Applications from **National Portfolio Organisations**

- You need to complete **all four Investment Principle sections**

You can answer any of the non-mandatory questions in this section if they are relevant to your project, and to help you develop your own approach to adopting the Investment Principles. If you do answer any of the other questions, we'll take that information into consideration when we make a decision on your application.

Inclusivity and Relevance

All applicants need to answer the questions in the Inclusivity and Relevance section.

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 you will take to make sure your project is open and accessible to people within the communities you plan to work with

Applications for £30,000 and under can use up to 1500 characters to answer this question.

Applications for over £30,000 can use up to 2000 characters to answer this question.

Workforce:

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

- How you will ensure they reflect the communities you wish to serve
- How you will ensure access to opportunities are open and accessible

Applications for £30,000 and under can use up to 1500 characters to answer this question.

Applications for over £30,000 can use up to 2000 characters to answer this question.

Creative Case:

Tell us how your project addresses the Creative Case for Diversity

Read about the Creative Case for Diversity [here](#).

Applications for £30,000 and under can use up to 1500 characters to answer this question.

Applications for over £30,000 can use up to 2000 characters to answer this question.

Environmental Responsibility

Using Data

Has your project been informed by your own or other environmental data? If so, tell us about this here:

Applications for £30,000 and under can use up to 1500 characters to answer this question.

Applications for over £30,000 can use up to 2000 characters to answer this question.

Plan, 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:

Applications for £30,000 and under can use up to 1500 characters to answer this question.

Applications for over £30,000 can use up to 2000 characters to answer this question.

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

Applications for £30,000 and under can use up to 1500 characters to answer this question.

Applications for over £30,000 can use up to 2000 characters to answer this question.

Ambition and Quality

Understanding What Others Think

If you are taking steps to understand what people (peers and/or the public) think about your work and how you make it, tell us about it here:

Applications for £30,000 and under can use up to 1500 characters to answer this question.

Applications for over £30,000 can use up to 2000 characters to answer this question.

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:

Applications for £30,000 and under can use up to 1500 characters to answer this question.

Applications for over £30,000 can use up to 2000 characters to answer this question.

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:

Applications for £30,000 and under can use up to 1500 characters to answer this question.

Applications for over £30,000 can use up to 2000 characters to answer this question.

Dynamism

The way you work

If you are testing your organisation's model or your individual practice to ensure you can account for change, or adjust when things do not go as planned, tell us about it here:

Applications for £30,000 and under can use up to 1500 characters to answer this question.

Applications for over £30,000 can use up to 2000 characters to answer this question.

Developing People

If you plan to develop you/your organisation's skills and knowledge, tell us about it here:

Applications for £30,000 and under can use up to 1500 characters to answer this question.

Applications for over £30,000 can use up to 2000 characters to answer this question.

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:

Applications for £30,000 and under can use up to 1500 characters to answer this question.

Applications for over £30,000 can use up to 2000 characters to answer this question.

Attachments

The application form is designed to give us the information we need to come to a decision on your application. However, you can upload supporting documents or web links in addition to any mandatory attachments we have asked for. **Please see our [How to apply](#) guidance for further information.**

If we have asked you for any mandatory attachments (for example, a permission letter) you should attach these at the end of the application.

Monitoring information

In this section, we will ask you to provide data relevant to you and/or your organisation on the following categories: **Ethnicity; Sexual orientation; Age; Disability status; Sex; Sex registered at birth; Gender identity** and **the occupation of the highest income earner in your household when you were 14.**

You must answer all the questions, but if you prefer not to provide some of the information, you can tick the 'Prefer not to answer' box.

We are asking you for this information so that we can think about the range and balance of different projects we're supporting. 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 will only ever use this information in balancing. Please see the How we make decisions section of our [How to apply](#) guidance for more information.

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

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