



Arts Council England

How to apply for money for 2023 to 2026

National Portfolio Organisations



Easy read booklet

About this booklet



We are **Arts Council England**.
We want to help people and companies be creative and make art and culture.



One way we help people is by giving organisations money.



Organisations can use our money to make art and culture better.



This booklet tells you how organisations can apply for money from us.

Read more about us



We wrote a plan for the next 10 years called Let's Create to help artists and organisations do creative work. Click this link to read it

[Let's Create](#)



We also wrote a plan to tell you about the actions we want to take. Click this link to read it

[Our Delivery Plan](#)



These 2 plans tell you about our Outcomes and Principles.

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



Please read these 2 plans before you read the rest of this booklet.

National Portfolio Organisations



There are 2 different types of organisations that can apply for money for 2023 to 2026. You can choose which is best for you.

1. outcomes

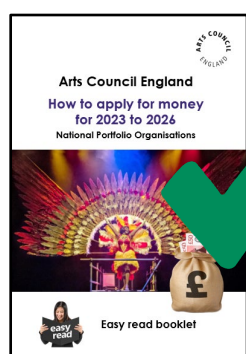
1. **National Portfolio Organisations.**

Choose this if you want to help with our Outcomes.

2. principles

2. **Investment Principles Support Organisations.**

Choose this if you want to help others to follow our Principles.



This booklet is for **National Portfolio Organisations.**



Click this link for **Investment Principles Support Organisations.**

Who can apply



You can apply if

- ✓ the aims of your organisation are about creativity and culture.
- ✓ your work will make a difference to artists or audiences in England.
- ✓ your organisation's official address is in the UK.
- ✓ your organisation is formed in a legal way and is the right type. This includes private companies, charities, partnerships and public organisations.



Museums can apply if they are in England and if they are accredited or working towards accreditation.

Accredited means they are officially approved and meet a set standard.



Libraries can apply if the money is for a creative or cultural activity.

More rules about who can apply



If your organisation isn't already a National Portfolio Organisation, you must have a conversation with a Relationship Manager before you apply.



You can apply if you are from a Consortium. A **Consortium** is a special group of organisations that will work together.



One organisation in the Consortium must be in charge. This organisation should apply for the money. They will be the National Portfolio Organisation.



Organisations can't

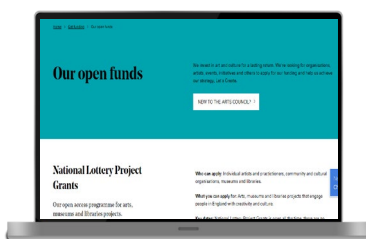
- be part of more than 1 Consortium.
- apply on their own **and** as part of a Consortium.

Who can't apply



You can't apply if

- ✗ you are one person working on your own, unless you are a director of your own company.
- ✗ you are from an Arm's Length Body. **Arm's Length Bodies** are types of public organisations that already get money from the government.
- ✗ you are already getting other money from us.
- ✗ your activity is about making money.
- ✗ you don't meet the rules in the list of who can apply.



If you can't apply for this money, there might be other money you can get. Click this link for more information

[Other money](#)

Before you apply



- You can join an online information session in February or March. [Click this link to book a session](#)



- If your organisation isn't already a National Portfolio Organisation, you must have a conversation with a Relationship Manager before you apply.



You must book your meeting before 4pm on 8 April 2022. You must have your meeting before 4pm on 22 April 2022.



To book a meeting

call **0161 934 4317**

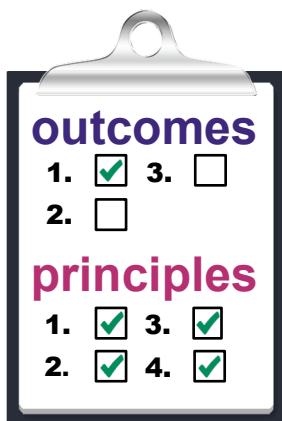
email enquiries@artscouncil.org.uk

or [click this link to chat online](#)



- You should decide if being a National Portfolio Organisation is right for you.

What we expect



We expect organisations to help us meet our Let's Create plan. You must show how you will work towards at least 1 of our Outcomes and follow all our Principles.



We will look at how your organisation is run. You must have a team called a **board** or an **oversight group**. We expect this team to make sure you follow our rules and to help you follow our Principles.



We will write a booklet called our **Relationship Framework**. This will explain how we expect to work with National Portfolio Organisations. You can read this on our website in February.



You will need to check how your activity is going and send us reports. We will agree some aims for your activity and we expect you to meet these. If you don't, you may have to give the money back.

Our commitments



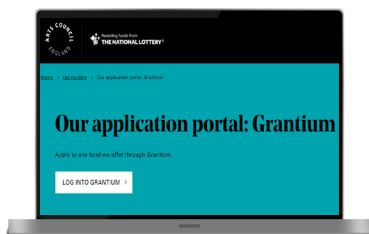
We will

- invest our money wisely.
- make sure organisations are run in a good way.
- make sure activities keep to legal standards on pay and equality.
- follow the law on equality.
- give equal chances to everyone.
- spend money and fund activities in a fair way so that different people and groups get more chances.
- give money to organisations that have lots of different types of people working for them.
- give money to groups of people who don't always get a chance to make art and culture.
- be more inclusive.
- give money to organisations that give better access and chances.



We will expect all National Portfolio Organisations to join in with our commitments. You should not apply if you can't make the same commitments in your activity.

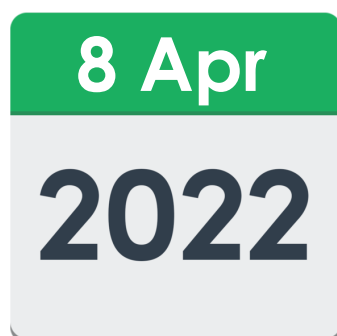
How to apply



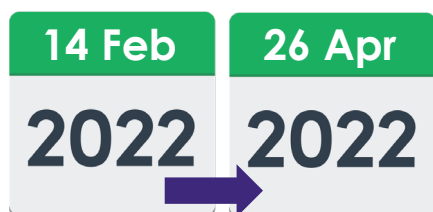
You must apply using an online system on our website called **Grantium**.

Click this link to go to Grantium

If this is difficult for you **click this link to see how you can contact us**.



Set up a profile or update your profile if you already have one. You need to do this before 4pm on 22 April 2022.

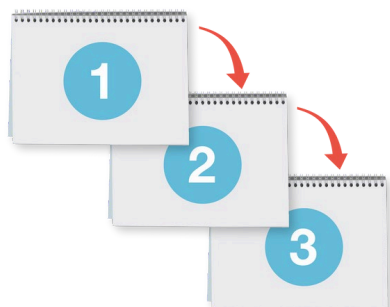


You can apply any time from 12 midday on 14 February 2022 to 12 midday on 18 May 2022.

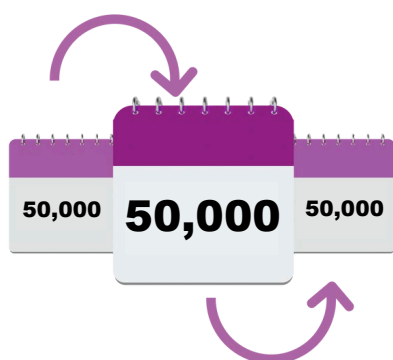


You can start your application on Grantium, save your work and come back at any time to finish it.

How much you can apply for



You must apply for money for 3 years.



The smallest amount you can apply for is £50,000 each year. This means the smallest amount you can apply for is £150,000 in total.



If you are already a National Portfolio Organisation we will send you a number called a **planning figure**.

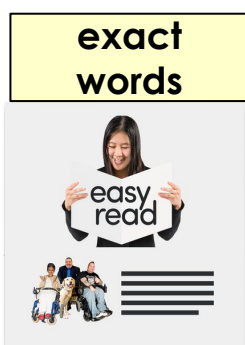


You must use the planning figure in the budget and application form. There will be space in the form to ask for more money if you need it.

Your application



The next pages have information about the sections in the form and the questions we will ask you when you apply.



The coloured boxes show the exact words on the form. The words under each box are in Easy Read.

Name	_____
Address	_____ _____ _____
Phone Number	_____

Section: Organisation and contact details

Make sure your information is up to date.



Section: Your organisation

This section asks you about your organisation, how well it has done in the past, and how you will run your activity.



Question:
Describe your organisation or consortium, including your mission or purpose

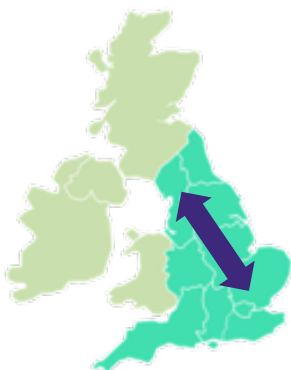


Tell us about what your organisation does. If you are part of a Consortium, tell us the other organisations in your group.



We want to know

- if the aims of your organisation are about creativity and culture.
- if your organisation does not normally work in creativity and culture but wants money for a creative or cultural activity.
- if your organisation works with other groups.



Please tell us if your organisation has an address in one part of the country but the activity will be somewhere else.



Question:

Tell us about your organisation's track record in access and excellence in creativity and culture and how that makes you well-placed to make a strong contribution to Let's Create



Tell us about the work you have done in the past, how good it was and how your organisation is run.

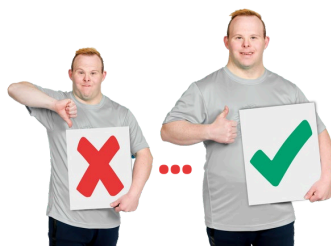


Tell us about the people who use your activity and how you have made it easier for more people to take part.



We want to know

- how accessible the buildings you use are.
- if you represent your community.
- if your organisation wants to become bigger and better.
- what people think of your work.



Explain how you have made changes over the last 5 years to make your organisation better.



Question:
Tell us about your governance arrangements and how you will effectively lead and manage the programme of activity that you propose



Tell us about how your organisation is run. You might want to give us information about



- teams, such as your board or oversight group.
- documents that show how your organisation is run, like your constitution.



We want to know

- if your documents are relevant and up to date.
- if your teams work well.
- how your teams will check and report on the activity.
- how you will follow our Principles.
- how the parts of a Consortium will work together.





Question:
Does touring form a significant part of your activity?



Touring is when your activity travels to different places. This question asks if touring is a big part of your activity.



Section:
Amount requested



This section asks how much money you want to apply for each year.

If you are already a National Portfolio Organisation the money you apply for must not be bigger than your planning figure. The budget for your activity must work with this amount.



If you want to ask for more money you can do this later in the application form.



Section: Contributing to the Outcomes

Read about our 3 Outcomes in our Let's Create plan.



This section asks you to put a tick by the Outcomes you will work towards.



Question:
Please tell us what percentage of your planned programme of activity contributes to each Outcome you have selected



Think how much of your activity will work towards each Outcome. Your answer can be a guess but it must add up to 100%.



If you are only working towards 1 Outcome you should put 100% for that Outcome. If you are working towards more than 1 Outcome we want to know which 1 you will work towards the most.

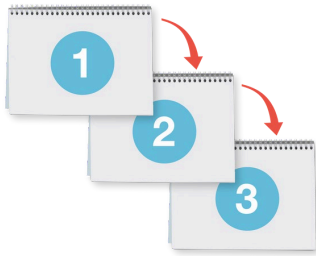


Question:

Please provide an outline of your organisation's plans for the three-year investment period, which sets out an overview of your organisation's proposed contribution to Let's Create and its Outcomes



Tell us about your plan for activities from 1 April 2023 to 31 March 2026.



We want to know

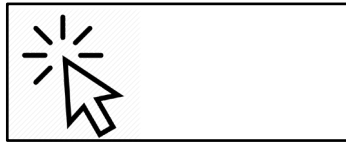
- a summary of your plan for the 3 years of funding.
- how your plan will help us with our Let's Create plan and our 3 Outcomes.



Don't give detailed plans here. You don't need to talk about how you will follow our Principles here. You will be asked about this later.



Tell us the difference your activity will make and how you will know if it has been a success.



Template: Activity plan (Outcomes) for 2023/24

You will need to download a form for this part. [Click here to download the form](#). Fill in the form to tell us about your plans for the first year.

Tell us

- the name of your organisation.
- your reference number on Grantium.
- information about a maximum of 10 activities.



For each activity tell us

- which Outcome it will help with.
- which **Elements** it will help with. There is a list of Elements for each Outcome. [Click this link to read more about these Elements](#).
- who the activity will make a difference to.
- the final result, for example a concert or some workshops.
- your aims.
- how you will know if your activity has been a success.
- where the activity will happen.





outcomes

elements



More about filling in this form

We want to know

- if you have a clear plan.
- if your activity will make a difference to people.
- how much you will help with our Outcomes and Elements.
- if your activity fits in with what your organisation normally does.
- if your plans are big but possible.
- how you've worked with your community to write your plan.
- if your organisation has the right skills.
- if you will give different people a chance to get involved.
- if artists will have any training.

To help you fill in this form you can

- [click here to watch a video.](#)
- [click here to see an example.](#)



Section: Embedding the Investment Principles

Read about our 4 Principles in our Let's Create plan.

This section asks you to show how you will follow all 4 Principles.



Template: Investment Principles plan

You will need to download a form for this part. [Click here to download the form.](#) Fill in the form to tell us how you will follow our 4 Principles.

The form has 4 sections, 1 for each Principle.

For each Principle, tell us

- how you will follow the Principle for 3 years, and how you will check that you have followed it.
- your aims for the first year.
- the actions you will take in the first year. **Actions** are the things you will do.





More about filling in this form

The form will ask about the actions you will take in these areas:

- Training. We want to know how you will help the people in your organisation to follow each Principle.
- People. We want to know who will help you follow each Principle. This might be different teams or groups, and they might be paid or volunteers.
- Plans. We want to know the plans or the policies you will write to make sure you follow each Principle. **Policies** are a set of rules for your organisation.
- Tools. **Tools** are the processes or programs you use to check if you are meeting your aims. We want to know what tools you will use for each Principle.



To help you fill in this form you can

- [click here to watch a video.](#)
- [click here to see an example.](#)

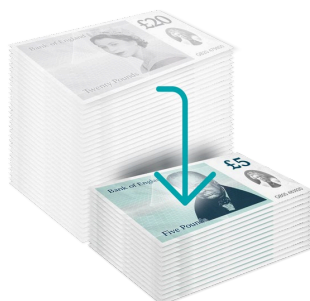


Section: Financial information

This section asks about your financial information and plans.

You will need to

- attach your official financial statements for last year. If you don't have any, explain why not.
- tell us your **reserves target**. This means how much spare money your organisation has in the bank to spend when needed.
- download and fill in a form. [Click here to download the form.](#)



For the form you will need to make 3 financial documents called

- **Balance sheet**
- **Annual budget**
- **Cashflow forecast**



If you are a Consortium, the balance sheet should be for the organisation in charge and the annual budget and cashflow forecast should be for the activity.



More about filling in this form

We want to know

- if your organisation is in a good financial position.
- if there are any risks that might affect your financial position.
- if you can complete the activity.
- how well the budget is planned.
- if the money will be used well.
- if there is always enough cash.
- about any other money you will get for the activity.
- that all staff and artists will get fair pay.



To help you fill in this form you can [click here to watch a video and to see an example.](#)



Section: Additional investment request



This section will only show if you are a National Portfolio Organisation and you have ticked that you would like to ask for more money than your planning figure.



You will need to tell us how much extra money you need and what it will be used for.

We want to know



- how the extra money will help us do more to meet our Outcomes.
- if the money will be used well.
- if the extra work will help our National Portfolio Organisations represent our country better.
- that your activity could still run if you don't get the extra money.

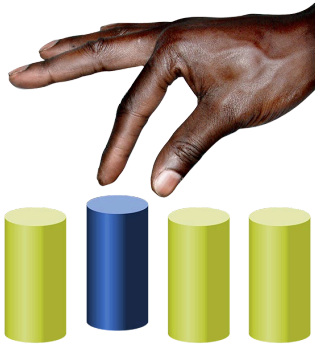


**Section:
Monitoring information**



This section asks for information about the people who run your organisation.

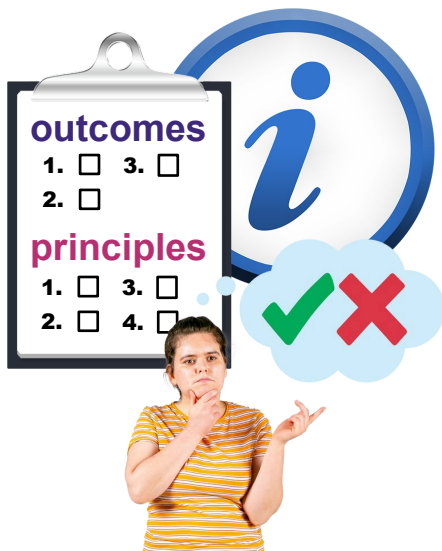
After you apply



After you apply we will choose which organisations to give money to.

We will

- contact you on Grantium if we need more information.
- check if you meet our rules.
- assess your application and give a score for each Outcome and Principle.
- assess the risk of giving money to you. This means checking if your activity is likely to be a success.
- look at other information about your organisation.



We can't give money to everyone. We will choose a balance of different activities.

What happens next



We will make a final decision and tell you on Grantium by 14 Oct 2022.



If we agree to give you money we will need to set up an agreement. We will need to agree plans, rules and aims.

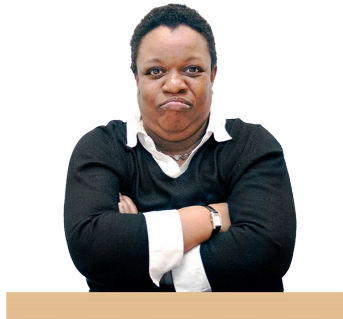


We will discuss this agreement between October 2022 and January 2023 so that your activity can start on 1 April 2023.

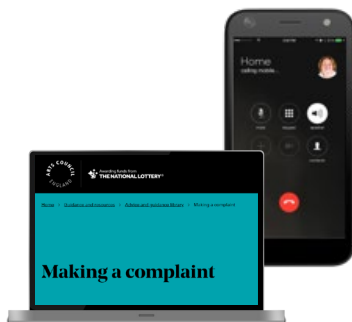


If we don't give you any money we'll explain why not and give you some other suggestions.

How to complain and how we spend our money



We're sorry if you didn't get any money and you're disappointed. You can only complain if you think we made a mistake.



Click this link to find out how to make a complaint

or call our Customer Services team on **0161 934 4317**



Everyone has a right to know how we spend our money. We follow the law written in the **Freedom of information act**. Read about this [here](#).

Thank you to A2i for the words
www.a2i.co.uk (reference 34490)

The full version of this document is called
**The National Portfolio Investment Programme 2023/24 – 2025/26
Guidance for Applicants**
For organisations applying to deliver the Outcomes