



Help and access support we offer if you want to apply for money from us

2023-2026 Investment Programme



Easy read booklet

Who we are and what we do



We are **Arts Council England**. We give money to artists and arts organisations to help them with projects and activities.



We want to give money to lots of different types of groups including groups with people with a disability.



In this booklet we tell you about the help and support we offer so everyone has fair and equal access to our money.



We also tell you how to show extra costs for access needs in your application so we can help pay for them.

Who might want extra help and support



We want you to have all the information you need so you can decide whether to apply for money from us.



You might want extra help and support to access our information if you

- have a learning difference
- are deaf
- are disabled
- have a condition which means you see the world in a different way. For example, **autism**
- have difficulties with your mental health
- have difficulties with your health that might have lasted a long time and will carry on for a long time.

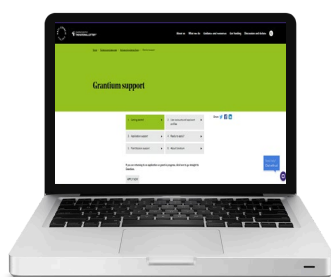
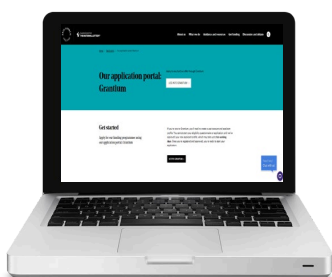


Why you might want extra help and support



You might want help and support to

- decide whether to apply for money from us.
- complete your application on our online system called **Grantium**.
- complete your activity.
- manage your online Grantium account. For example, you will need to send us different types of information and read and answer letters.
- complete your application if you can't use our online system.



Grantium is our online application system. For help with this go to the **Grantium support page** of our website.

What we will pay for



You might have extra costs if you or the people you work with have access needs. We will help with these costs.



This might include costs for

- documents in Easy Read or other formats like Braille, audio and Large Print.
- a Sign Language interpreter or other specialist support worker.
- someone to write for you or to help in meetings.
- someone to support you with your application.
- someone to support you with our online Grantium system.





If you need a support worker, you can decide who you want to use. We will work with you and your support worker to decide how and when they will help you.



Your support worker needs to give us a **quote** which says how much their help will cost. We will pay up to £300 each day for them to support you.



When their work is finished and you are happy with it, the support worker sends their **invoice** to us. An **invoice** shows how much money we owe them.



We might pay for support at the start when you are still deciding whether to apply for money or not.



You don't have to complete your application because we pay for this support. You might decide not to apply, or to apply at another time.

What we can't pay for



We can't pay for

- translation from other languages to English.



- someone to write your application or make it better for you. This includes **bid writers** and **consultants**.



- support staff who are already paid by your organisation.



- costs that are paid by other support schemes such as the **Access to Work Scheme**. Got to this [government website](#) to find out more.

Our Customer Services Team



If you need help at any stage of your application, get in touch with our Customer Services team.



Call this telephone number

0161 934 4317

You can call between 10am and 4pm, Monday to Friday.



Fill in the **contact form** on our website or send an email to this address

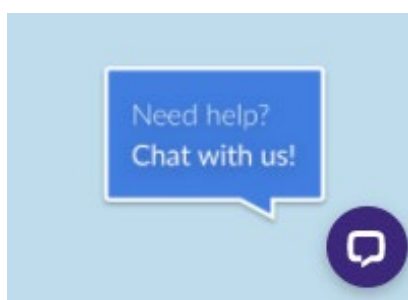
enquires@artscouncil.org.uk

We usually reply in 2 days or less. Sometimes it might take us 5 days.

Chat with us online.

Click here to visit our website then click on the chat icon in the bottom right-hand corner.

You can chat with us online between 10am and 4pm, Monday to Friday.





We will always try to help you in the best way we can.

Our Customer Services team can help in lots of ways. For example, they can



- arrange specialist support for you and agree to pay support workers.

- arrange documents in other formats such as Easy Read.

- decide about other help you might need. For example, you might need more time to complete your application.



- give you advice about your application and help with our online Grantium system.



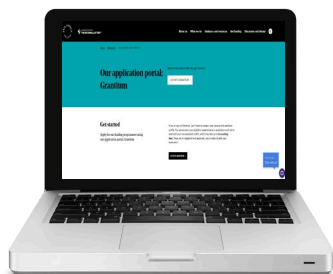
- tell you the name of someone in our Customer Service team who you can contact for help.



This person will help you as often as they can, so you don't have to speak to lots of different people.

When you apply

Our online system



If you want to apply for money from us you need to apply on our online Grantium system.



If you don't have a computer or the internet your local council might be able to help you or you might be able to use a computer at your local library.



If you can't use our online system because of access needs we can pay for a support worker to help you.



If you can fill in a paper application form your support worker will need to put it onto our online system.



Your support worker should set up a Grantium account for you and one for themselves.

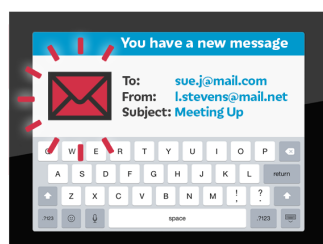


Then they need to email us to tell us about the 2 accounts and we will link them together.

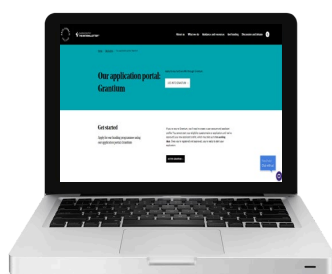


Your support worker should send the email to this address

grant.management@artscouncil.org.uk.



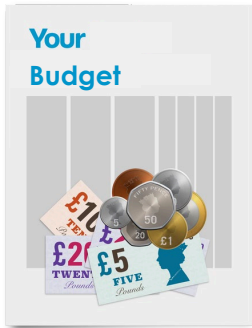
Then all our messages and information will be sent to both accounts



Find more information about how to do this **[on our website](#)**.

When you apply

Your budget



As part of your application you need to send us your **budget**. This shows your plans for your activity and the money you need to complete those plans.



There will be a section called 'Overheads'. Under this will be a smaller section called 'Access Costs'. List all your access costs there.



When you make your application tell us what you think these costs will be.



If we decide to give you money you can send us an up-to-date list of these costs.

When you apply

Making your work accessible

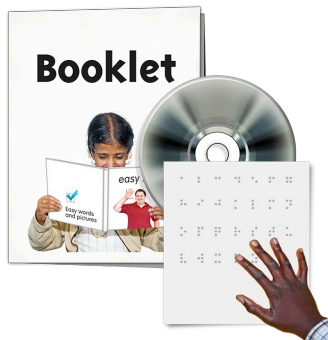


We want to make sure everyone can access and enjoy your activity. This means we want it to be **accessible**.



There might be extra costs to do this which we can help with. This might include costs for

- a Sign Language interpreter for events
- documents in Easy Read or other formats like Braille, audio and Large Print
- changes to your website so people can access it in other ways, for example with a screen reader.



You can use money from us for these costs. In your budget there will be a section called 'Overheads'. Under this will be a smaller section called 'Access Costs'. List these costs there.

When you apply

Support to manage your account



If we give you money you will need to organise your grant online and send us reports.



Your reports give us information about your activity. For example, what parts you have done and what you still need to do.



You might have extra costs if you need help and support to

- organise your money from us on our online Grantium system.
- write and send these reports.



You can use money from us for these costs. In your budget there will be a section called 'Overheads'. Under this will be a smaller section called 'Access Costs. List these costs there.

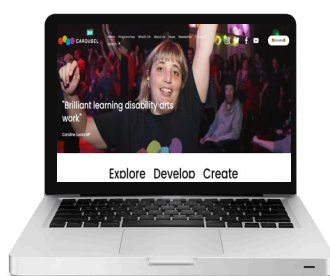
More information about accessibility



These organisations know a lot about accessibility.



They might be able to give you advice and support.



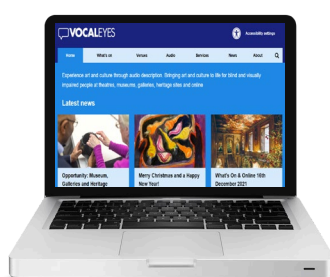
Click on the name of the organisations to go to their websites.

Carousel

Attitude is Everything

Shape Arts

Stagetext



VocalEyes

What to do if you have any questions



Get in touch with us if you have any questions.

Call this telephone number

0161 934 4317



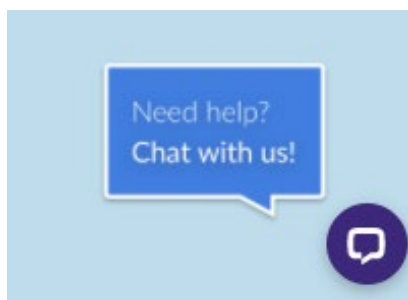
Send an email to this address

enquiries@artscouncil.org.uk



Write to us at this address

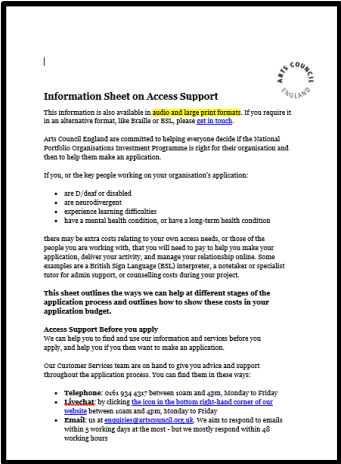
**Arts Council England
The Hive, 49 Lever Street
Manchester
M1 1FN**



Chat with us online.

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You can chat with us online between 10am and 4pm, Monday to Friday.



Thank you to A2i for the words
www.a2i.co.uk (reference 34546a)

The full version of this document is called
“Information Sheet on Access Support”