



Arts Council England

Transition Programme

Money for organisations
who won't get money from us anymore



Easy read booklet

Who we are and what we do



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



One way we help is by giving people and organisations money.



We give money through funding programmes called

- **our National Portfolio** and
- **Business Plan funding**.



We want to help organisations who won't get money from our National Portfolio or Business Plan funding anymore.

About this booklet



We think we will get too many applications for our money for 2023-2026. We can't give money to all the organisations that apply.



This booklet is for you if you get money from us now and we have told you that you won't be getting any more money from us.



This booklet tells you about transition money you can get from us to help your organisation.



Transition money means money to help you move from one situation to the next.

About our Transition Programme



We know some organisations have had money from us for a long time.



We know you might be disappointed if you won't get money from us anymore.



The money from our Transition Programme might help you close your organisation properly forever if you need to.



Or it might help you to get to a point where your organisation can run by itself.

Changes to our Transition Programme



We have made changes to our Transition Programme since we first told people about it.



3 months

We had wanted to give up to 3 months funding to help organisations leaving our National portfolio.



7 months

Because of how hard things are financially for organisations now, we have changed this to 7 months of funding.



We could change our Transition Programme again. If we do, we will tell you the changes quickly and clearly.

Who the money is for



You can get transition money from us if your organisation had money from our National Portfolio or Business Plan funding up to 2023 and



- you applied for money for 2023-2026 but we said you won't get any.



- you had a conditional offer for 2023-2026 but did not make an agreement with us.



A **conditional offer** is an offer of money with certain rules that have to be followed.

Who the money is not for



You can't get transition money from us if



- we offered your organisation less money than you asked for and you agreed to this.



- you did not get money from us in 2022-2023 from the National Portfolio or Business Plan funding.



- you did not apply for money from us for 2023-2026.

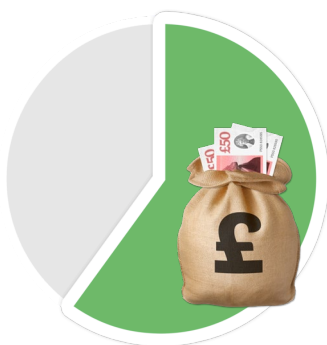


- your organisation might become insolvent. **Insolvent** is when an organisation has money problems and can't pay its bills.

How much you can apply for



- If you applied for money for 2023-2026 but did not get any, you can get 7 months of funding.



This means you will get a over half of the money you got from us in 2022-2023.

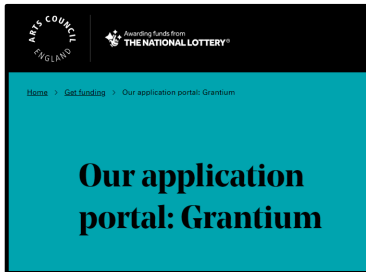


- If you had a conditional offer for 2023-2026 but did not come to an agreement with us, you can get 10 months of funding.



This means you will get over 3 quarters of the money you got from us in 2022-2023.

How to apply



You must apply using our online system on our website called **Grantium**. You will need to



- fill in a form.



- attach a narrative plan.
A **narrative plan** is a document that tells us your plan for your activity. This must be less than 1500 words.



- attach a budget which tells us how you will spend the transition money.

What we want to know



Your narrative plan and budget should tell us about

- how the money will be used and how people will benefit.



- how you will get to a point where your organisation can run by itself.



- how the transition money will pay for activities that are already booked or costs that have to be paid.



- how you will close your organization or activity properly forever if you have to.

What you can use the money for



You can use the transition money to pay for things like

- artists and activities that are already booked. You can only apply for what you need and not for any new activities.



- fees for professional work like accountants and advisers.



- redundancy pay. This is the pay you must give staff who have to leave.



- an increase in your reserves if this is possible. **Reserves** means the spare money your organisation has in the bank to spend when needed.

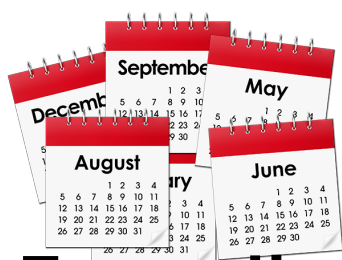
When you can apply



You can apply from 12 midday on **Tuesday 8 November 2022** until 12 midday on **Tuesday 28 February 2023**.



Please apply as soon as possible so that you can make your plans.



7 months

If you get 7 months of funding it will be for 1 April 2023 to 31 October 2023.



10 months

If you get 10 months of funding it will be for 1 April 2023 to 31 January 2024.

How we will make our decision



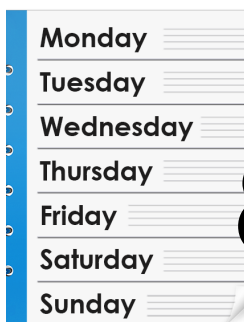
We will decide if your organisation can have any transition money.



We will think about all the information in your application and any other information we have about your organisation.



We will make a decision as quickly as possible. We might get in touch with you to ask for more information.



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We will tell you our decision in about 8 weeks.

What happens if we decide to give you some money



If you get less than £250,000 and you follow all the rules, you will get the money in 2 parts



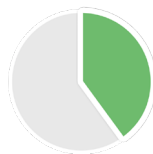
90% straightaway.



10% after you send us your final report.



If you get more than £250,000 and you follow all the rules, you will get the money in 3 parts



35% straightaway.



35% when you send us your part-way report.



30% after you send us your final report.

What happens if we decide not to give you any money



You could apply for some other money.

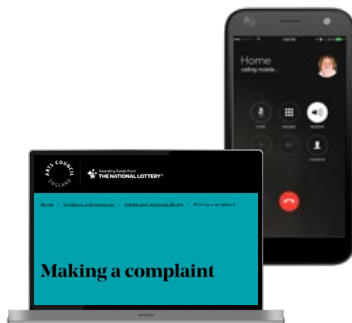


Click this link for information about other money from **National Lottery Project Grants and Development Funds**.



You can apply for this at the same time as the transition money but the money must be for different activities.

How to complain and legal information



Click this link to find out how to make a complaint

or send an email to our Complaints Managers at this address

complaints@artscouncil.org.uk



It is your responsibility to make sure you are legally allowed to receive money from us. Click this link to find out about **Subsidy Control**.



Everyone has a right to know how we spend our money. We follow the law written in the **Freedom of information act**.



We will look after any information you send us about yourself carefully and properly. We will follow the law that is written in the **Data Protection Act**.

How to contact us



Find out about the help and access support we offer in our [Access support information sheet](#).



Send an email to this address enquiries@artscouncil.org.uk

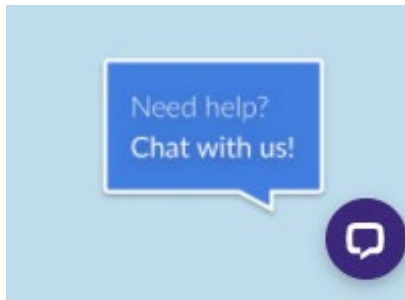


Call this telephone number
0161 934 4317



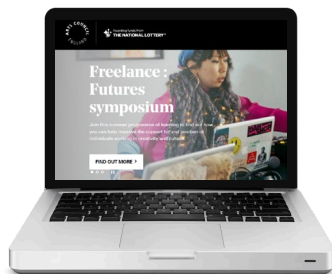
Write to us at this address

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



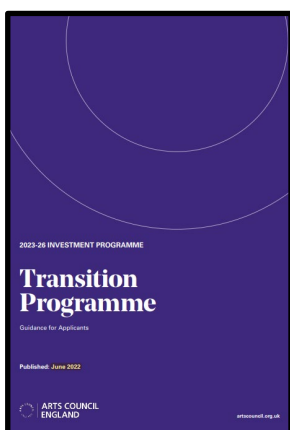
Chat with us online

www.artscouncil.org.uk



Find out more on our website

www.artscouncil.org.uk



Thank you to A2i for the words
www.a2i.co.uk (reference 35318a)

The full version of this document is called
National Portfolio Transition Programme
June 2022