

## Feasibility Programme

### Summary of information for applicants

| <b>Summary of key information</b>     |  |
|---------------------------------------|--|
| <b>What is the focus of the fund?</b> | <p>Feasibility funding is available to support Transfer recipients in assessing their options and planning for relocation outside of London by 31 October 2024.</p> <p>Eligible organisations can make one application to this fund.</p>   |
| <b>Who is this programme for?</b>     | Organisations in recipient of funding through the 2023-25 Transfer Programme are eligible to apply for Feasibility.  |
| <b>What is the funding period?</b>    | <p>Activities must start no earlier than <b>3 April 2023</b></p> <p>Activities must end no later than <b>31 October 2024</b></p>   |
| <b>How much can be applied for?</b>   | <p>The amount of Feasibility funding available is scalable, based on the annual £ amount of Transfer funding awarded.</p> <ul style="list-style-type: none"> <li>• Organisations receiving Transfer funding up to £250,000 per annum can apply for up to £25,000</li> <li>• Organisations receiving Transfer funding up to £1,000,000 per annum can apply for up to £35,000</li> <li>• Organisations receiving Transfer funding over £1,000,000 per annum can apply for up to £50,000</li> </ul> |
| <b>What can be applied for?</b>       | <p>Eligible costs:</p> <ul style="list-style-type: none"> <li>• Professional and/or consultancy fees</li> </ul>  |

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Staffing costs (new posts or backfill) to consider options and implement plans for relocation</li> <li>• Travel and accommodation costs for meetings/viewings related to the relocation project</li> </ul>  |
| <b>When does the application portal open?</b> | <b>12pm (midday)</b> , 3 April 2023  |
| <b>When is the application deadline?</b>      | <b>12pm (midday)</b> , 2 February 2024   |
| <b>How should applications be made?</b>       | <p>Applications will need to be submitted through our online grant management system, Grantium. Applicants will be required to submit a plan and budget setting out how the funding applied for would be used.</p> <p>You can find further information in <a href="#">Section two</a> of this guidance document.</p> |
| <b>When will decisions be made?</b>           | We will aim to notify applicants of our decision no later than 6 weeks following submission of their application   |

**Changes to this guidance or our programmes**

We reserve the right to make changes to the guidance and/or programme after its launch. We will communicate any changes as quickly and clearly as we can.

## **Access support**

We are committed to being open and accessible to everyone. We realise some people may find that there are barriers to accessing our services. Our [Access Support information sheet](#) explains the ways we can help.

If you experience or expect any barrier with making your application and would like more information, please contact us.

**Email:** [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)

**Web:** [artscouncil.org.uk](http://artscouncil.org.uk)

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

**Telephone:** 0161 934 4317

You can also **Livechat** with us by visiting our website: [artscouncil.org.uk](http://artscouncil.org.uk)

We will be as flexible as possible and consider and respond to requests on an individual basis.

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

We're producing the following versions of this guidance and will make them available [on our website](#) when they're ready:

- audio
- Easy Read
- large print

## **Contents**

|  |    |
|--|----|
| <b>Section one – Introduction</b>                    | 5  |
| How much funding is available for Feasibility?       | 6  |
| Advice giving  | 6  |
| <b>Section two – How to apply</b>                    | 7  |
| <b>Section three – How we will make our decision</b> | 9  |
| Who will make the final decision on my application?  | 9  |
| When will you tell me about your decision?           | 9  |
| Successful applicants                                | 10 |
| What happens if we are not successful?               | 10 |
| <b>Section five – Further information</b>            | 11 |
| Making a complaint                                   | 11 |
| Counter fraud measures                               | 11 |
| Freedom of Information Act                           | 12 |
| Data Protection                                      | 12 |
| Contact us   | 13 |

## **Section one – Introduction**

### **The Feasibility Programme**

Feasibility is intended to support Transfer recipients in assessing their options for relocation outside of London. This funding is separate to the Transfer Programme and will be subject to additional monitoring and reporting requirements. As with the Transfer Programme, receiving Feasibility funding is not conditional on an organisation completing a relocation, as the organisation may conclude that relocation is not a viable option.

To access Feasibility funding, organisations will need to submit a short proposal and budget setting out how they would use the requested funds, which should be reasonable in terms of the size and scale of feasibility project they are planning to carry out.

Organisations can submit a single application for Feasibility funding at any point in the first year of Transfer Programme, between 03 April 2023 – 2 February 2024. There is sufficient budget to support all Transfer recipients with Feasibility, subject to a successful application, so organisations should apply at the most appropriate point for them.

Eligible costs will include professional and/or consultancy fees, staffing costs (new posts or backfill) to consider options and implement plans for relocation, travel and accommodation costs for meetings/viewings related to the relocation project. Ineligible costs will include costs incurred as a result of relocating, including but not limited to redundancy costs, exit costs from leases, moving costs eg removals, costs related to new premises eg refurbishment.

Please note that neither Feasibility funding nor the two year Transfer funding is contingent on completing a relocation; after considering your options you may conclude that relocation is not a viable option.

## How much funding is available for Feasibility?

The budget for Feasibility is £725,000.

The amount of Feasibility funding available is scalable, based on the annual £ amount of Transfer funding awarded. Organisations can apply once to this fund, up to a maximum value as set out below:

| <b>Transfer Programme award</b> | <b>Feasibility funding available</b> |
|---------------------------------|--------------------------------------|
| Up to £250,000 per annum        | Up to £25,000 in total               |
| Up to £1,000,000 per annum      | Up to £35,000 in total               |
| £1,000,001 and above per annum  | Up to £50,000 in total               |

## Advice giving

The information contained in this guidance document is designed to support you in completing your application to Feasibility. We will not be offering any advice or one-to-one support for this programme.

You can find further support in our information sheet **Considerations for Relocation** on our [website](#), which includes a series of questions that you may wish to consider when thinking about relocation and planning your feasibility activity.

A webinar regarding the Transfer and Feasibility programmes will be scheduled in March 2023. Details will be communicated with eligible applicants via email.

## **Section two – How to apply**

If you are eligible to apply for Feasibility funding, you will need to complete a simple application form, to which we will ask you to attach a proposed activity plan using the template provided and an accompanying budget that sets out your proposed activity during the funding period and how you will use the funds available.

You will need to provide a budget for the funding period setting out how the funds will be used. You can apply for activity taking place no earlier than 3 April 2023 and no later than 31 October 2024. You can include eligible costs incurred from point of submission of your application, however please note that these are included at your own risk.

You should only apply for what you need and requested costs should be reasonable in terms of the size and scale of feasibility project you are planning to carry out.

Your plan and accompanying budget should set out how the funds will be used to support with the consultation and planning for potential relocation outside of London by 31 October 2024.

You may include costs covering more than one of these categories.

Eligible costs include:

- Professional and/or consultancy fees
- Staffing costs (new posts or backfill) to consider options and implement plans for relocation
- Travel and accommodation costs for meetings/viewings related to the relocation project

Ineligible costs include:

- Redundancy costs
- Exit costs from leases
- Moving costs eg removals
- Costs related to new premises eg refurbishment

**Please use the mandatory template, available [here](#).**

The template also includes a prompt asking you to detail whether you have identified any potential locations for relocation. You will be able to provide details of any local authorities or locations you are considering for relocation, and briefly detail any conversations you may have had with local partners/organisations regarding your possible relocation. Please note that this section is to provide us with further information and will not be used for decision making regarding your Feasibility application.

Your application must be submitted using our online grant management system, Grantium. Your activity plan should not exceed 1,500 words.

## **Attachments**

**You must upload the following mandatory attachments on the 'Attachments' screen:**

- A detailed budget for the activity showing proposed income and expenditure (as an Excel sheet or similar)
- An activity plan for the proposed project, including milestones and key review dates, using the template provided

Allowable formats: jpg, xls, xlsx, jpeg, pdf, doc, docx, pptx, and ppt.

The combined limit on file size for all the attachments taken together is **10 megabytes**.

We will use the information you give us in your application form and in any attachments (and any other information we hold about you if you are a National Portfolio Organisation) to decide whether we will offer you a grant. If your application does not contain the information we need in the format we ask for it to be in, we might not be able to consider your application. After you have read this guidance, if you have any further questions, please contact us.

The application portal will open from **12pm (midday) Monday 3 April 2023** and close **12pm (midday) Friday 2 February 2024**.

### **Section three – How we will make our decision**

As soon as your application is received, it will be assessed to ensure eligibility and that the plan and accompanying budget are appropriate and that they respond to the criteria set out in the How to apply section above. The activity and costs applied for should be reasonable in terms of the size and scale of feasibility project you are planning to carry out, and costs should be eligible as outlined in [Section two](#).

We will also take into account other information that we hold, for example your application to the Transfer Programme and ongoing risk monitoring.

The activity plan and budget will be assessed using a two-point word scoring:

- **Not met**  
*The application does not meet the criteria*
- **Met**  
*The application meets the criteria*

On the basis of these ratings, we will recommend whether an application is suitable for funding. Applications that do not achieve 'met' for both the detailed budget and activity plan will not be recommended for funding.

#### **Who will make the final decision on my application?**

Once we have scored your application and a recommendation has been made whether to fund it, we will make our decision. To do this we will consider whether your application met our criteria.

Final decisions on Feasibility applications will be made by Arts Council England. The Arts Council reserves the right to refuse funding or make reduced offers if ineligible expenditure is included in the application, if the application does not address the criteria for the programme set out in Section two, or if a case is not made for the need for funding.

#### **When will you tell me about your decision?**

We aim to let all applicants know of our decision no later than 6 weeks after application submission.

## **Successful applicants**

Provided that your plan and budget are deemed appropriate, a funding agreement will be issued.

The award schedule will consist of two payments. The first payment will cover 90% of the award, and the second payment will cover 10% of the award and will be conditional on the basis of a completed activity/feasibility report.

We may decide to offer you less than you applied for.

## **What happens if we are not successful?**

If we determine you have not sufficiently made the case for funding, or if your application is deemed to be ineligible, your application will not be successful. We may decide to make a reduced offer if some of the activity or costs are deemed ineligible.

In your decision letter, we will tell you why we could not fund your application or particular ineligible costs.

## **Section five – Further information**

### **Making a complaint**

Following decisions for this programme, we will have a process that you will be able to use if you would like to make a complaint about either the service you have received from Arts Council England or the way we have handled your application.

If you believe we made a mistake and you want to make a complaint, you can find out about our Investment Programme [complaints procedure](#) on our website. Please note, however, that Arts Council England doesn't operate an appeals process. We cannot consider concerns through our formal process where we have followed our processes correctly.

Should you want to complain, you can also contact our Complaints Managers for further advice by emailing [complaints@artscouncil.org.uk](mailto:complaints@artscouncil.org.uk)

### **Counter fraud measures**

Arts Council England will undertake appropriate measures to detect and protect against fraud. Arts Council England will ensure that all grant holders use the funding appropriately, in line with grant terms and conditions. All grant holders must retain their financial and other documentation relating to the grant, and Arts Council England reserves the right to request this at any time, within seven years after completion of the grant activity. In addition, Arts Council England will complete checks pre- and post-award against grant applicants for due diligence and counter fraud purposes. Where fraud is identified, Arts Council England will take further action including, but not restricted to; reclaiming grant funds and reporting instances of fraud to the appropriate authorities. You may also be refused access to further Arts Council England funding. For further information please see [artscouncil.org.uk/cookies-and-privacy-policy](https://artscouncil.org.uk/cookies-and-privacy-policy) or you can email Arts Council England's dedicated Counter Fraud Team at [fraud@artscouncil.org.uk](mailto:fraud@artscouncil.org.uk)

### **Subsidy Control**

The Subsidy Control rules regulate financial assistance given by public authorities (including Arts Council England) to organisations engaged in economic activity. As part of the application process you will be asked to indicate whether you regard the award to be a "subsidy" (as defined in the [Subsidy Control Act 2022](#)) and, depending upon the characteristics of your proposed award, you may

also be required to provide information relating to how the financial assistance satisfies the requirements of exemptions under the Act.

Our [FAQs](#) set out more information on Subsidy Control law and you may choose to get your own advice on the compliance requirements. Please note that if you are applying for a grant of £10 million or above (either cumulative in value or one-off awards for substantially the same project or purpose), your application will need to be referred to the Competition and Markets Authority for review (more information on this process is set out in the [FAQs](#)).

### **Freedom of Information Act**

We are committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make decisions about investment. We are also listed as a public authority under the Freedom of Information Act 2000.

**This means that, by law, we may have to share your application documents and information about our assessment with any member of the public who asks to see them under the Freedom of Information Act 2000.**

We may not release those parts of the documents that are covered by one or more of the exemptions under the Act. Please see the Freedom of Information website at [gov.uk/make-a-freedom-of-information-request](http://gov.uk/make-a-freedom-of-information-request) for information about freedom of information generally and the exemptions.

We will not release any information about applications during the assessment period, as this may interfere with our decision-making.

### **Data Protection**

Arts Council England is committed to using any personal information (or personal data) we collect on a lawful, fair and transparent basis, respecting your legal rights as an individual in accordance with the UK General Data Protection Regulation, the UK Data Protection Act 2018 and other applicable laws that regulate the use and privacy of personal data (Data Protection Law).

As part of us meeting this requirement, we have published our General Privacy Notice for you to refer to [here](#). This tells you more about the personal data Arts Council England collects; the different purposes that we use it for and on what legal basis; who we may share that personal data with; how long we keep it; and your legal rights, including your right to contact us and receive information regarding the personal data about you that we may hold from time to time.

For further information about our obligations and your rights under Data Protection Law, as well as how to report a concern if you believe that your personal data is being collected or used illegally, please also see the Information Commissioner's Office website at [ico.org.uk](http://ico.org.uk)

### **Contact us**

**Email:** [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)

**Web:** [artscouncil.org.uk](http://artscouncil.org.uk)

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

**Telephone:** 0161 934 4317

You can also **Livechat** with us by visiting our website: [artscouncil.org.uk](http://artscouncil.org.uk)

December 2022