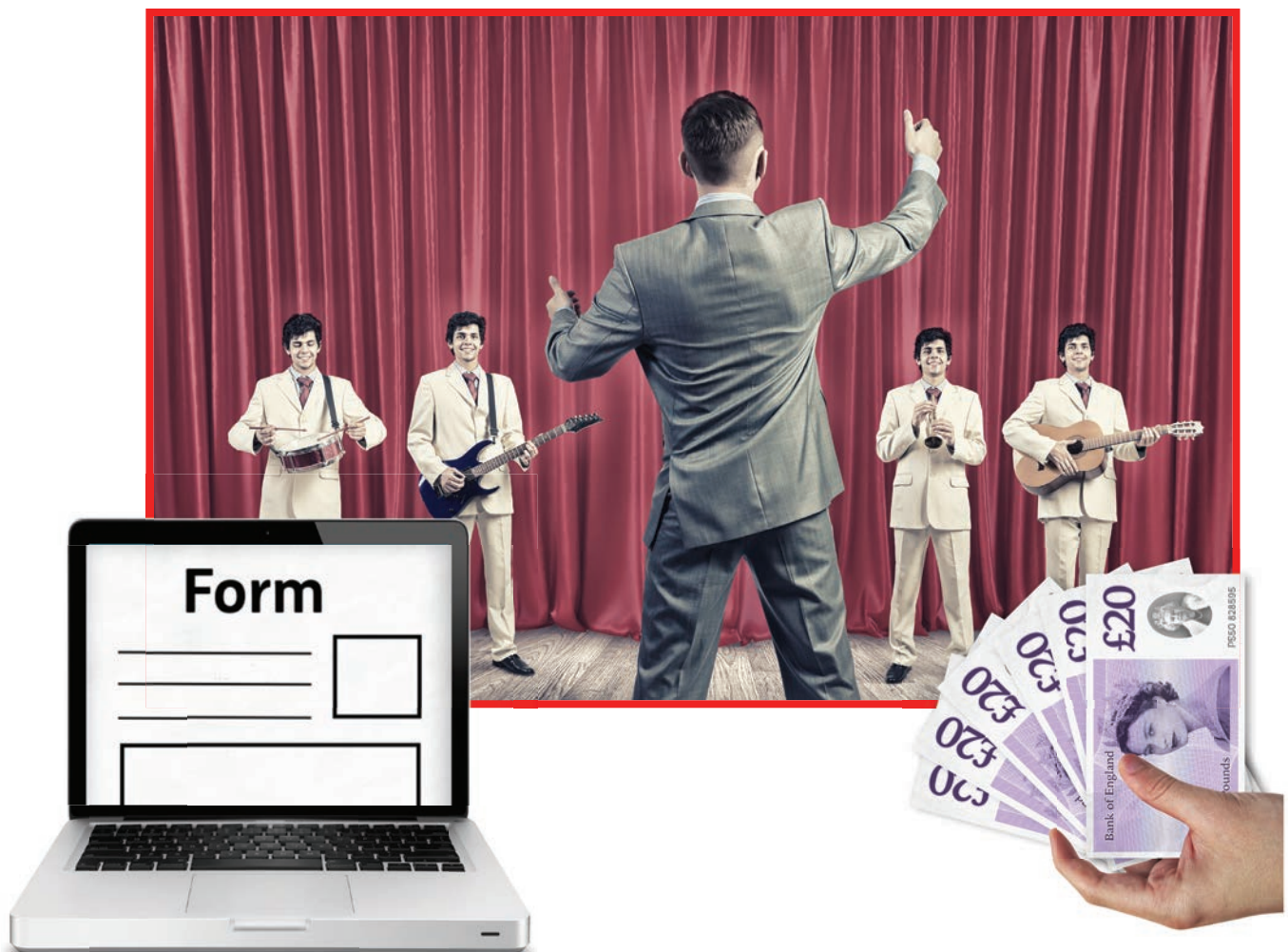




National Lottery Project Grants for up to £30,000

How to fill in the application form



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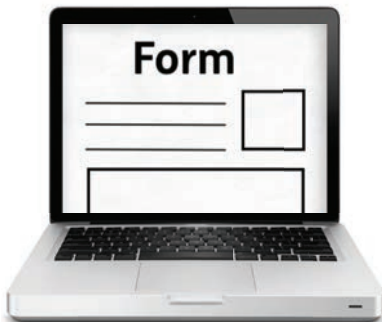
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About this booklet

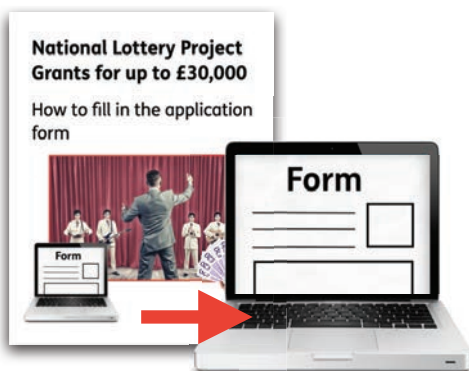


We are the Arts Council England.
We give money to people and organisations to make arts and culture happen in England.

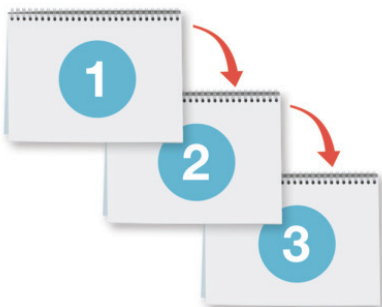
We call the money a **grant**.



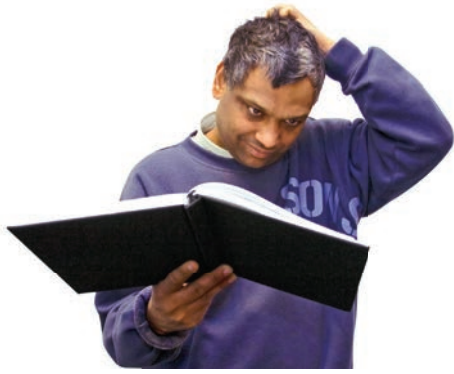
To ask us for a grant, you need to fill in a form online.



This booklet tells you the questions we will ask on the form.



It tells you step by step how to answer the questions and what to tell us.



There is a lot of information in this booklet. You don't need to read it all at once.



You could look at the questions 1 at a time.



When you have all of the information you need, then fill in the online form.



We have an easy read booklet with more information about asking for a grant.



We think it is a good idea to read the booklet before you fill in the form.

How to find the online form



The form is on a system called Grantium.

You can find Grantium on our website:

www.artscouncil.org.uk/our-application-portal-grantium

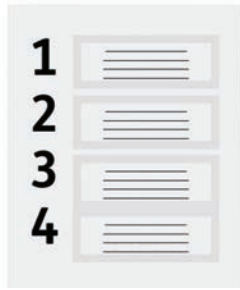


On our website we have some videos that show you how to fill in the form:

artscouncil.org.uk/welcome-grantium



You **can not** send your form back to us by email or post. It has to be on Grantium.



About the application form

The form has 4 parts to it.



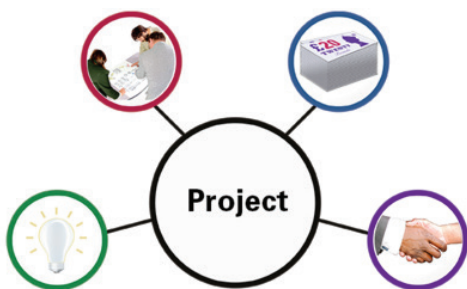
Part 1: Your project

Tells us about your project



Part 2: People and communities

Tell us who your project is for and where it will happen



Part 3: Your planning

Tell us about your plan for your project

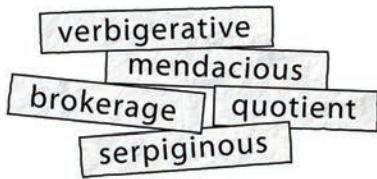


Part 4: About you and your organisation

Tell us about you and your organisation

Question for you

In each part you will see a question written in **blue**. This is the question that is on the application form.



This means

If it has hard words, we have explained what it means underneath.

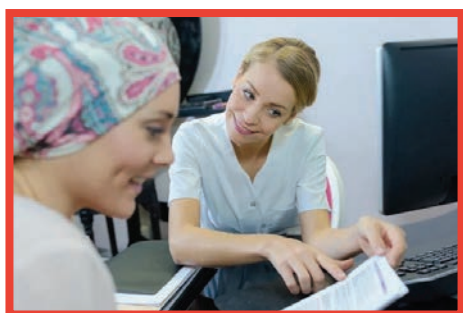


The information you put in the form helps us to decide if we will give you a grant or not.



Support

We know there are a lot of questions to answer on the form.



If you want to, you could ask someone you trust to help you fill in the form.



We can also give you help and support to fill in the form.



If you have any questions or for more information, you can contact us:



By phone:
0161 934 4317



By email:

access@artscouncil.org.uk



Online:

artscouncil.org.uk/projectgrants



By post:

**Arts Council England – Project Grants
The Hive
49 Lever Street
Manchester
M1 1FN**

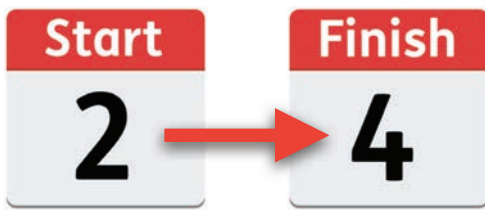
Part 1 Your project



We want to know how your project will bring art and culture to people in England.

Question on the form

When is your project going to happen?



Tell us the dates when your project will start and finish.



Make sure you have enough time to do all the things in your project



Your project start date must be at least 12 weeks after you have sent in the form.

Question on the form

In your own words, give a short, clear overview of your project



Tell us what your project is about.



Be really clear about what you want to do.



Look at examples of other projects and what they have written.

Question on the form

If you had to explain the focus of your project to someone, what single words or short phrase would you use?

Tell us how would you explain your project using up to 5 words.



For example:

— reading to older people



— a theatre show for children



— singing and dancing



Question on the form

What does your project mainly focus on?



Tell us the main thing you want your project to do.

You can only tick 1 box.



My project is about the **public** taking part in creative activities either during the project or in the future.



The **public** means people of any age who do not work in arts and culture.



Choose this outcome if your project means the public will be taking part in doing an activity.



For example, your project could be a workshop where people can join in and try new things.



My project is about making a difference to a place or community either during the project or in the future.



Choose this box if your project will have activities that make a difference in a place or community.

When you work on your project, you will:



- work with local people and organisations to plan what the project should do



- understand what important work is already going on in your area and link it with the project



- do an activity that is important to local people and



- work in lots of different places across your project area



My project is about developing professional creative or cultural practice either during the project or in the future.

Choose this box if your project will make a difference to the way things are done in art and culture. Things like:



- planning new ideas or better ways of working



- working together with other people and services to make change happen



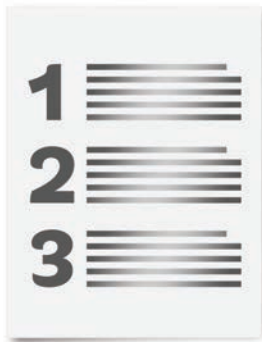
- using apps, phones and computers

Question on the form

Give us a more detailed description of your project: what you want to do and why you want to do it.



Tell us more information about your project. Things like:



- what your project will do and the difference it will make



- what you want to see happen during your project or after it has finished



- what gave you the idea for your project

Question on the form

What's led you or your organisation to do this project now?



Tell us:

- what made you want to ask for this grant



- if this project will help you or your organisation to learn or try new things



- how this project is different to projects you have done before

Question on the form

How will you know if you've achieved what you set out to do?



Tell us how you will make sure your project has done the things you said it would.



Things like how you will:

- check the project often and make sure it is doing what you want



- check how well your project has done and what difference it has made



- find out what people thought about your project

Examples of what your project will look like

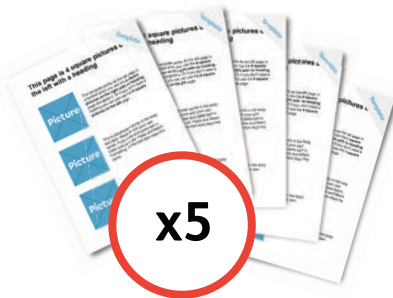
You can show us examples of:



- work you have already done

or

- work that other organisations have done that links to your project



You can send us:

- 5 pages of information



- 1 webpage



- up to 3 minutes of a video or a sound recording

- other files that are no bigger than 10 Megabytes.

Part 2. People and communities



We want projects to support people in England to **experience** or take part in arts and culture.

Experience means see, feel and hear what it is like.

Question on the form

Who will get to experience your project?



We want to know who your project is for. Tick 1 box.



A community. If you choose this box, we will ask you to tell us what community your project is for



Yourself or your organisation. You might be working on:

— an activity for the public

or

— learning skills for the future



Question on the form

How will people experience your project?

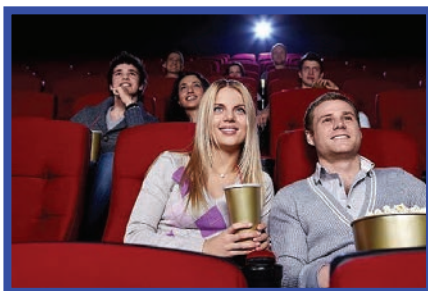
Your project might be something people experience in person or online.

You can tick as many boxes as you like for this question.



Different ways people might experience your project:

● as a show or event to go to and watch





- something to visit and look round



- something to take part in or help out with



- something to lead



- something that can be used online



- something to read

Question on the form

What information have you used to work out how many people will experience your project?



Tell us how you have worked out how many people will experience your project.



Think about the people your project is for, then answer 1 of these next 2 questions.

Question on the form

what steps are you taking to make sure your project reaches these people



Tell us what you will do to make sure people know about your project.



This could be things like putting information on social media or in a newsletter

Question on the form

What steps are you taking to make sure your project benefits people and communities in the longer term?



Tell us how you will make sure your project helps people in the future too.

Question on the form

Where is your project happening?



You can tick more than 1 box.

☐ My project includes an activity happening in one physical place.



This means your project happens once or more than once in the same place.

For example, putting on a show or having a meeting that happens every week.



People come together together in person to experience the activity.

- ☐ My project includes the same or similar work happening in several places.



This means your project or event is happening in more than 1 place.

For example, a show that you put on at different theatres around the country.

- ☐ My project includes a digital experience.



This means your event or activity has things that happen online.



Things like a live video, website or using an app.

- ☐ My project includes things that aren't happening anywhere specific.



The things in your project don't happen in the same place each time.

We will ask you to tell us information about the buildings where your project will happen. Things like:

- the address



- a phone number



- the date when your activity will happen



Question on the form

What steps are you taking to make your project inclusive and relevant?

We want to know how your project will:

- include the people you want to reach

and

- be right for the people you want to reach



Tell us things like:

- how you will find the people you want to be involved in your project
- how will you involve people in planning your project from the very beginning





- how you will make sure everyone feels included and welcomed



- if there are things might that stop people from being involved in your project

Part 3. Your planning



We want to know **how** you are going to make your project happen.

We need to know:



1. your plan for the project. The plan will say what you are going to do and when



2. how you will lead and run the project



3. who you will work with on the project



4. costs for your project



5. what will happen if things go wrong

1. Your plan for the project

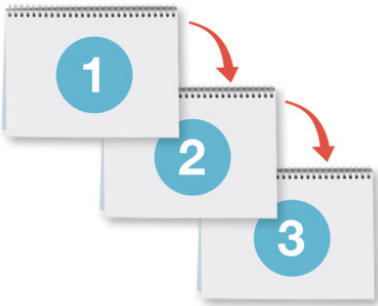
Question on the form

List the key tasks of your project from the start date onwards, and show who will lead on each task.



Tell us about your plan for your project.

There will be a table for you to fill in with your plan.



Your plan should show the different stages in your project from start to finish.



Things like:

- who you will work with on the project



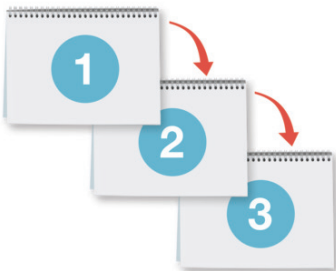
- how you will tell other people about your project



- how your project will happen. For example, if it will be a show or event



- how you will see if your project has worked well



You should tell us who will lead each stage of the project



We understand that your plan might change as you work on your project.

2. How you will lead and run the project

Question on the form

What experience do you have of managing a project?

Tell us if you have led a project before.
Tick 1 box

☐

I have managed projects like this before

☐

I have managed some tasks of projects like this before

This means you have done some jobs on a project 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.

Tick this box if:

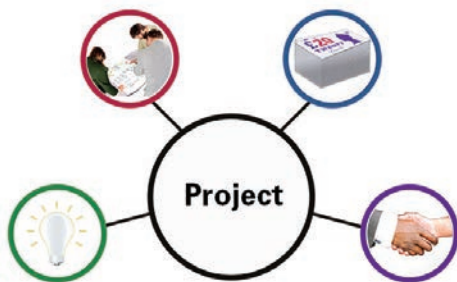


- you have not led a project before
- but**
- you have people who can support you on the project



If you tick this box, we will ask you to tell us who will support you.

- ☐ This is the first time I've managed a project like this, it's a good opportunity to learn.



If you tick this box we will ask you how you will do all of the parts of your plan.

3. Who you will work with on the project

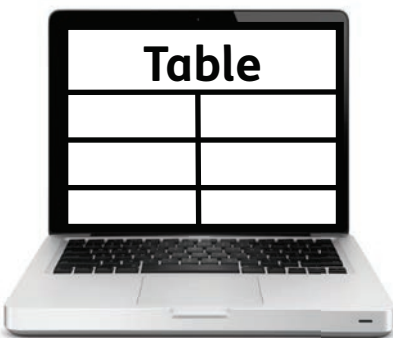
Question on the form

Who will be working with you to deliver your project?



Tell us will be working with on the project.

This might be an artist, a team of people, a group or an organisation.



On Grantium, there is a table for you to fill in.

In the table, you need to tell us:

- who you are working with





- what job they do and what job role they will have in the project



- their email address



- if they have already agreed to work on your project

Question on the form

How will they help you to deliver your project?



Tell us how the person, group or organisation will help you with the project.

4. Costs for your project



This is a big section. There are lots of questions we need to ask about costs for your project.

Our top tips for filling in this section are:



- the amount of money you ask for should be the same as the amount you will spend



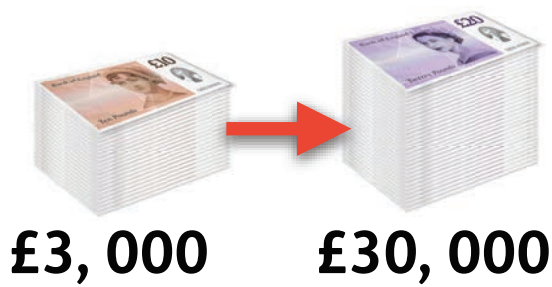
- you should explain to us clearly how you have worked out what money you are asking for



- you should try to put some other money towards your project. We call this **match funding**



You should put in an extra £1 for every £10 you ask for.



For example, if you ask us for £30, 000, you should put £3, 000 towards the project yourself.

You do not have to put in your own money. It can come from things like:



— selling tickets



— fundraising



— things people have given you for free to help with the project

Support costs

You might need to spend some of the money to support someone to take part in the project.





This could be because you or someone on your team:

- is Deaf or disabled



- has a learning disability



- has mental health problems



- has a health condition



- is **neurodivergent**. This means your brain works in a different way to most people.



You might need money for things like:

- someone to give support



- someone to write things down in meetings



- an interpreter, if someone communicates by using British Sign Language



We call money for these things **personal access costs**.



Question on the form

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

Tell us how much money you are asking for. This includes any money for support.

Question on the form

How much of this request is for you/ your project team's personal access costs



We want to know how much money you will need for support costs.

Question on the form

Do you, or does your organisation object to receiving National Lottery funding for religious, cultural or ethical reasons?



Tell us if you or your organisation do not want to get any money from the National Lottery.

This might be because of your religion, background or beliefs.



If you answer **yes**, you will need to tell us why.

You can add a letter about it online here.



We might still say yes to your project but the money will not come from the National Lottery.

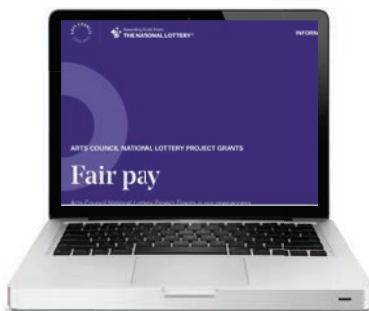


Paying people fairly

We will check you are paying and treating people fairly.



There are organisations that say how much different types of artists should be paid.



We have a list of organisations online:
www.artscouncil.org.uk/sites/default/files/download-file/ACNLPG_Fair_pay_0.pdf



It is not in easy read. You might need to ask someone to help you to read it.



You should follow these rules when you pay people on your project.



If your project is a tour, you should pay people for things like travel, food and drink.



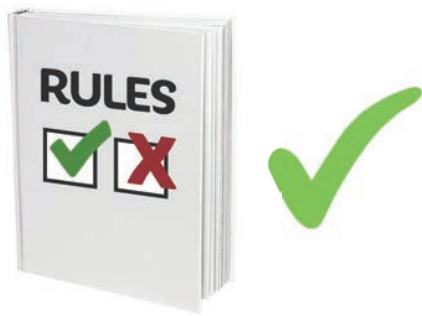
Important: If we think you are not paying or treating people fairly, we might say no to giving you a grant.

Question on the form

Have you used a recognised industry standard to work out how to pay creative and cultural practitioners and any other sector professionals involved in your project (including you)?



We want to know if you have followed any rules to work out how much to pay people.



If you said **yes**, we will ask you which rules you have followed.



If you said **no**, we will ask you:
How have you made sure you're
paying people fairly?



Freelancers

A **freelancer** is someone who works for other people but they are their own boss.

Question on the form

How many people working with you to deliver your project will be employed on a freelance basis?



This means we want to know how many **freelancers** will work on your project.

Volunteers

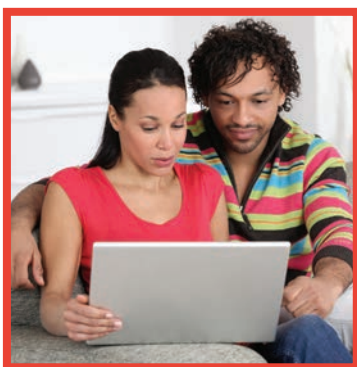


A **volunteer** is someone who gives their time and skills to help a person or organisation. They usually do not get paid for the work they do.



You can find more information about working with volunteers on our website:

www.artscouncil.org.uk/sites/default/files/download-file/Apprenticeships_Best_Practice_Guide.PDF



It is not in easy read. You might need to ask someone to help you to read it.



We want to know who is working on your project. You can tick 1 box:

- ☐ If there are people being paid or people volunteering as part of your project, you confirm you are aware of your responsibilities.



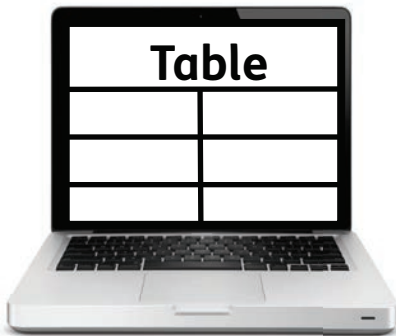
This means you have people being paid and volunteers working on your project. You will make sure they are treated fairly.

- ☐ You confirm there are no people being paid and no people volunteering as part of your project.



This means you do not have any people being paid or volunteers working on your project.

Money you have coming into the project



We want to know how much money you have coming into your project. There is a table for you to fill in.

You must tell us:



- how much match funding you have



- what money you will earn from the project. For example, money from selling tickets to a show



- if you have asked any other organisations for a grant too.



- if anyone else is giving you any money for your project



- if there things you would normally have to pay for, but someone is giving them to you for free



Question on the form

If you haven't been able to find at least 10% match funding, tell us why.



If you have not been able to find enough match funding tell us why.



You can tick 1 box:

- ☐ My circumstances mean I've not been able to find any match funding.

You might not be able to put money towards your project because of:

- your race, culture or background
- or
- a disability



- ☐ There are no other funding sources that I could find that were suitable for this project.



There was no other organisation you could ask for money to support your project.

- ☐ I've applied for other grants or tried to secure other funding but have not been successful.



You asked another organisation for money, but they said no.



- ☐ I'm not eligible, or my organisation isn't eligible, for other funds.

You or your organisation cannot ask to some types of organisation for money.



- ☐ The financial climate has meant that finding match funding hasn't been possible.

You might not be able to put money towards your project because of the cost of living crisis.



This is when the cost of things like energy and food goes up, but peoples wages stay the same.



This means people have less money to be able to pay for other things.

Question on the form

If you want to explain more about your answer, tell us here. This is optional.

If you **didn't** get enough match funding, you can tell us more here.



You do not have to answer this question if you do not want to.

Question on the form

Tell us more about the match funding for your project.

If you **did** get match funding, you can tell us more here.



Money you will spend

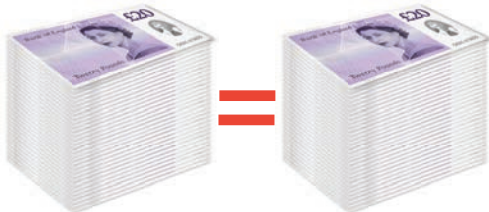
Question on the form

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



We want to know if you have looked after money for a project before.
Tick 1 box.

☐ I have managed a project budget of this size or larger before



I have managed a project before with the same amount of money or more.



☐ 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.



Choose this box if:

- you have not looked after money for a project before

but

- you have people who can support you on the project



If you choose this box, we will ask you to tell us who will support you.



This is the first time I've managed a project budget, it's a good opportunity to learn.



If you choose this box if you have to looked after project money before but think it is a good chance to learn.

Question on the form

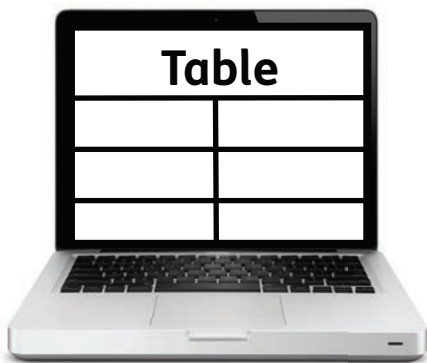
What do you plan to do to manage the budget for your project?



Tell us how you will look after the money for the project, if you are leading the project by yourself

Fill in a table

On Grantium, there is a table for you to fill in about how much money you will spend.



Things you might have to pay for:

- artists. You do not need to include tax on these costs.



You can find out more about tax online:

gov.uk/HMRC



- putting on an event



- a tour. This includes things like travel, food and places to stay overnight



- making sure everyone can take part in your project.

This might be money for things like an interpreter for people who communicate using British Sign Language



- support and training for your organisation

Things you might have to pay for:



- telling other people about your project. This could be things like posters or leaflets



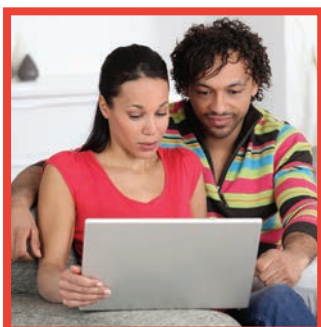
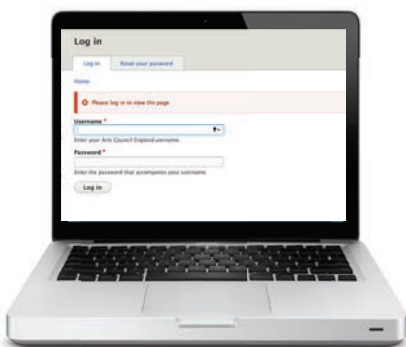
- running your project. Things like the phone bill or water rates



- paying for equipment.

You can find out more information about paying for equipment on our website:

artscouncil.org.uk/national-lottery-project-grants-guidance-library

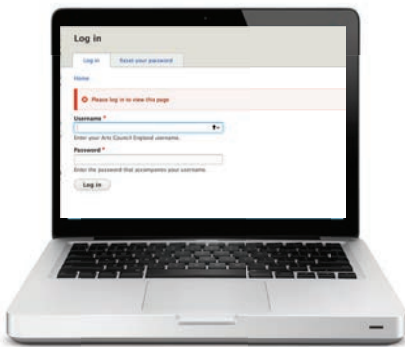


It is not in easy read. You might want to ask someone to help you to read it.



Things you might have to pay for:

- using a building



You can find out more information about using buildings on our website:

artscouncil.org.uk/national-lottery-project-grants-guidance-library



It is not in easy read. You might want to ask someone to help you to read it.



- making sure your project runs in a way that is good for the **environment**

The **environment** is the world around us and the air we breathe.

Things you might have to pay for:



- support costs. These are called **personal access costs**. You can read more about personal access costs on page 55.



- other costs

Question on the form

How have you worked out the costs included in your budget?

Show us clearly how you have worked out each of the costs in your project.



Question on the form

How much of your total budget will be spent on international costs (such as visas, carnets, freight, travel, accommodation, per diems) (£)?



Tell us how much money you will spend if your project involves going abroad.

5. What will happen if things go wrong

It is really important to try new things. This will help us make art and culture better for everyone.



But we know that sometimes, things can go wrong.

Question on the form

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



We want to know:

- what are the main things that could go wrong with your project

and

- what things you can do to stop things from going wrong



Question on the form

What will you do to manage these risks?



We want to know what you will do if things go wrong.

Keeping people safe



It is really important that we try to keep people safe from harm and abuse. This is people who take part in and experience your project.



Abuse is when someone does or says something to hurt you or make you feel bad.



Protecting people from harm and abuse is also called **safeguarding**.



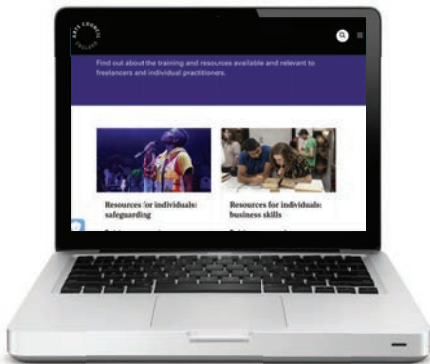
You must think about safeguarding when you plan and run your project.



If we give you a grant, we will ask you to sign an **agreement**.



The **agreement** says that you will keep people safe when they take part in and experience your project.



We have more information about safeguarding on our website:
artscouncil.org.uk/supporting-individual-creative-and-cultural-practitioners/resources-individuals



It is not in easy read. You might want to ask someone to help you read it.

Question on the form

If you've identified any specific risks in relation to safeguarding, please tell us about your plans here:



Tell us how you will:

- keep people safe on your project

and



- how you can stop harm and abuse from happening

Part 4. About you and your organisation



We know that some groups of people are less likely to experience arts and culture. This might be:



- people from different ethnic groups. For example, people who are Black or Asian

and



- disabled people



In this part, you can choose to tell us about your ethnic group or a disability.



We use some of the information to help us make our decision.



This is to help us make sure we give grants to lots of different people.



If you are asking for a grant for an organisation, you should answer these questions about your managers.



You do not have to answer the questions if you do not want to.



We will keep what you tell us private.

What happens next



We will look at all of the information you put on the form and anything else you sent us.



We will decide if we are going to give you a grant or not.



We might ask you for more information.



We will send you an email with our answer. The email will say yes or no.

If we say yes



If we say yes, you will get an email on Grantium. The email will give you information about what will happen next.



We will pay you the money in 3 parts.
We will pay:

- half of the money at the start of the project



- some of the money in the middle



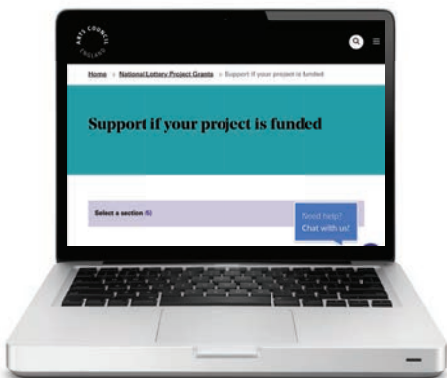
- the rest of the money at the end of the project



We will ask if you agree with the information we send you.



We can give you more support if you need it.



You can find more information on our website:

artscouncil.org.uk/ProjectGrants/support-if-your-project-funded



It is not in easy read. You might want to ask someone to help you read it.

If we say no



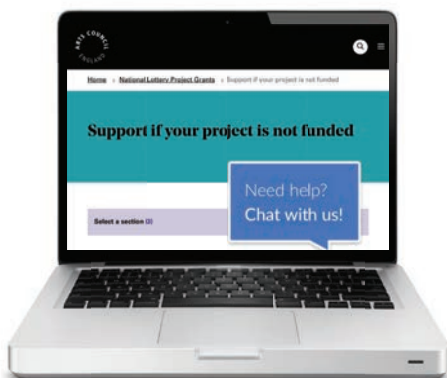
If we say no, we will tell you why. We will send you a letter on Grantium.



If you ask us for a grant and we say no, you can ask us again.



You should first look at why we said no. Then you should fix your idea before you ask us again.



You can find more information on our website:

artscouncil.org.uk/ProjectGrants/support-for-applicants