**National Lottery Project Grants**

**application form questions – £100,001 and over**

This document is a template of the National Lottery Project Grants application form if you’re applying for over £10,001 and over. This is the information you will be asked for after you have completed the eligibility questionnaire.

If you are applying for under £30,000 or between £30,001 and £100,000, you will be asked for different information. Please make sure you have the correct document for your funding threshold***.***

You can use this document to prepare your answers before completing the application form on our online system, Grantium. You can find Grantium guidance on our website or by clicking [here.](https://www.artscouncil.org.uk/advice-and-guidance-library/grantium-support#section-1)

**Please note:** We cannot accept offline application forms. If you’d like to apply to Project Grants you need to submit your application on Grantium.

**How to read this document:**

* **In bold and highlighted in grey**: sections of the application form
* Questions are in **bold**
* Questions starting with a \* are compulsory fields in Grantium.
* In blue is where an action is needed from you – writing, clicking or selecting something.
* The arrow symbol ➤ and orange text means that the next question is based on your response to the previous question.

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# **Introduction to National Lottery Project Grants**

Arts Council [National Lottery Project Grants](https://www.artscouncil.org.uk/ProjectGrants) is our funding programme for arts, museums and libraries projects. It is always open, so we can respond to people’s good ideas.

**Project Grants and Let’s Create**

[Let’s Create](https://www.artscouncil.org.uk/lets-create) is our ten-year Strategy 2020-2030. It explains how we want our funding to make a difference. It includes three Outcomes and their Elements, and four Investment Principles. **We recommend reading Let’s Create before you apply**. This is so you’re familiar with the difference that we want projects to make, and so you can start to use the Investment Principles to shape and deliver a successful project.

We will ask questions in the application form which relate to the Outcomes, their Elements and the Investment Principles. We will tell you which questions these are.

We will think about the Outcomes, Elements and Investment Principles when we make a decision on applications of £100,001 and more.

# Application form

In this application form we will ask you questions about:

* your project
* the people and communities who will experience your project
* your planning
* you or your organisation

When we read your answers, we will think about how your project will help to make a difference using the Outcomes and Investment Principles. We will also think about how likely it is to achieve what you want it to.

The information you give us in this application form will help us decide which applications we will fund.

Remember:

The first few screens are already completed with information you’ve provided in your applicant profile. If you need to make changes to these screens, go back to the ‘Applicants’ section and you can edit your applicant profile.

Throughout the application form, any questions marked with an asterisk (\*) must be answered to allow you to submit the form.

There is a maximum character limit for each question. Our online system, [Grantium](https://www.artscouncil.org.uk/get-funding/our-application-portal-grantium) counts every letter, number, punction mark, symbol and space as a character. Please stick to this character limit as any additional text won’t be saved.

We have provided an approximate guide to our standard character limits and how many words this equates to, below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Character limit | 50 | 600 | 1000 | 1500 | 3000 |
| Approximate word count | 5 to 10 | 100 | 170 | 250 | 500 |

# **Your project**

What do we mean by ‘**project**’? For us, a project is something that has:

* A start and end date
* Clear things you want to achieve in that time
* Ways for people to experience or take part in creativity or culture (either as part of the project or in the future)

This section of the application form helps us to understand what you want to do.

It allows you to think about how your project could help to bring creativity and culture to people in England.

**\*When is your project going to happen?**

**Remember:**

* Make sure you have enough time to complete all of the activities that you’re asking us to support. For example, if your project is a short festival but you are asking us to support the development and marketing of that festival as well as delivering it, you should give dates that include the development and marketing period as well as the festival itself.
* The start date you give must allow enough time for us to decide on your application. We need at least twelve weeks to make a decision on applications for £30,001-£100,000. You can submit your application if your start date is in exactly twelve weeks, but we would not view this as good practice and we would consider this when we look at the risks of your project.
* We cannot fund anything that you have bought, ordered or contracted before we make a decision on your application.
* If your application is successful, there are some steps you’ll need to go through before we can make a payment. This includes additional information we may need depending on your answer to the Subsidy declaration question at the end of the application form. It can take four weeks or longer to go through these steps, depending on the circumstances. You should allow for this when choosing your start date.  
  To find out more about these steps please see our [Support if your application is funded](https://www.artscouncil.org.uk/ProjectGrants/support-if-your-project-funded) webpage.

Enter the start and end dates for your project.

**Is your project responding to one of our current Time Limited Priorities?** You can see our live Time Limited Priorities on the Project Grants web pages, along with their specific guidance here [link].

Select from the options shown

Click save and next

## At a glance

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

* Be as clear as you can about **what** you want to do using Project Grants funding
* It’s better if this is written as a full paragraph
* It will be available to the public on our website if your application is successful
* See some examples here

You can use up to 500 characters to answer this

Add text here.

click Save & Next to continue

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

* You can be as broad or as specific as you like; it’s your project
* You might think about this as your project’s ‘key words’ or ‘tags’
* We won’t use this response when deciding which applications to fund. It’s so we can learn from how you see your project.
* Examples could be: singing; photography; digital work in libraries; South Asian dance; participatory arts; children’s theatre; interactive gaming; dynamic collections work; changing business models; environmental theme; or writing with older people.

You can use a maximum of 5 key words or short phrases, using up to 100 characters

Add text here.

## Outcomes and Elements

This question is about Let’s Create’s Outcomes and Elements. You can find out more about them [here.](https://www.artscouncil.org.uk/lets-create/delivery-plan-2021-2024)

**\*What does your project mainly focus on?**

This question is about Let’s Create Outcomes and Elements. You can find out more about them [here.](https://www.artscouncil.org.uk/lets-create/delivery-plan-2021-2024)

* This gives us a good sense of how you see your project
* You need to select **up to three Elements**
* This helps us to understand how your project will make a difference
* We’ll check we agree with the options you’ve selected when we look at your application

When you select an Element from the list below, you will be asked to explain which part of your project responds to this Element. This only needs to be the name of the activity or a short sentence on the activity if it doesn’t have a particular name.

Tick the box or boxes that apply to you on the following pages.

**My project is about Outcome 1: Creative People**

Everyone can develop and express creativity throughout their life

**Elements**

Tick up to three boxes

A: Supporting people at all stages of their lives to design, develop and increase their participation in high-quality creative activities   
 enter text

B: Promoting creative opportunities in the local community to people at all stages of their lives enter text

C: Providing high-quality early years activities that reach families from a wider range of backgrounds enter text  
 D: Widening and improving opportunities for children and young people to take part in creative activities inside schools  
 enter text

E: Widening and improving opportunities for children and young people to take part in creative activities outside schools  
 enter text

F: Improving teaching for creativity in schools  
 enter text

G: Supporting children and young people to develop their creative skills and potential enter text

H: Developing and improving pathways towards careers in the creative industries enter text

**My project is about Outcome 2: Cultural Communities**

Villages, towns and cities thrive through a collaborative approach to culture

**Elements**Tick up to three boxes

I: Improving access to a full range of cultural opportunities wherever people live enter text

J: Working with communities to better understand and respond to their needs and interests, resulting in increased cultural engagement and the wide range of social benefits it brings enter text

K1: Working collaboratively through place-based partnerships to support and involve communities in high-quality culture

enter text

K2: Working collaboratively through place-based partnerships to improve creative and cultural education for children and young people

enter text

K3: Working collaboratively through place-based partnerships to Improve health and wellbeing through creative and cultural activity

enter text

K4: Working collaboratively through place-based partnerships to Build skills and capacity in the cultural sector and grow its economic impact

enter text

L: Connecting people and places, including diaspora communities, nationally and internationally

enter text

**My project is about Outcome 3: Creative and Cultural Country**

England’s cultural sector is innovative, collaborative and international

**Elements**Tick up to three boxes

M: Supporting new types of creative practice, new forms of cultural content and new ways of reaching new and existing audiences and participant enter text

N: Collaborating with other cultural organisations and/or with the commercial creative industries and/or with further and higher education, especially with a view to supporting innovation, research and development, new skills and the use of new technologies

enter text

O: Strengthening the international connections of cultural organisations and creative and cultural practitioners, including co-production and touring

enter text

P: Bringing world-class culture to audiences in England

enter text

Q: Giving more opportunities to people to start a professional career in the creative industries, especially those who are currently under-represented

enter text

R: Ensuring people have opportunities to sustain their careers and fulfil their potential in the creative industries, especially those who are currently under-represented

enter text

click Save & Next to continue

## In more detail

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

This is a chance for you to tell us about your project in your own words.

* What do you hope will be the result of your project?
* What’s the creative and/or cultural idea behind it?
* Is there a difference you want to make by doing the project?
* What steps will you take to achieve this?
* Be as clear as you can about what you want to do

You can use up to 3,000 characters to answer this

* You can write this in full paragraphs or in bullet points

click Save & Next to continue

### Investment Principles

The next two questions are about our Ambition and Quality, and Dynamism Investment Principles. You can find more about them [here.](https://www.artscouncil.org.uk/lets-create/strategy-2020-2030/investment-principles)

**\*What’s led you or your organisation to do this project now?**

* What ideas or experiences have led you or your organisation to this point?
* Is this project helping you or your organisation learn or try new things?
* If you’ve done something similar before, how is this different?

You can use up to 1,500 characters to answer this

* You can write this in full paragraphs or in bullet points

Add text here.

**What are the key success measures for your project?**

* Think about the different activities your project is made up of
* Think about what’s measurable
* You might want to set targets that you can reflect on, part way through, and at the end of your project

You can use up to 1,500 characters to answer this

* You can write this in full paragraphs or in bullet points

**\*How will you know if you’ve achieved what you set out to do?**

Select the evaluation method(s) you’ll use:

tick as many as feel relevant

Focus groups

Impact and Insight Toolkit

Peer review

Post-event forum

Surveys (online or in-person)

Bespoke evaluation framework

Something else – tell us

Add text here.

* What steps will you take to evaluate your project?
* How will you track how well you’re doing?
* What steps will you take to understand what people thought of the project?

You can use up to 1,500 characters to answer this

* You can write this in full paragraphs or in bullet points

click Save & Next to continue

This question is about our Environmental Responsibility Investment Principle. You can find more about them [here.](https://www.artscouncil.org.uk/lets-create/strategy-2020-2030/investment-principles)

**\*What are you doing to make your project environmentally responsible?**

Select the evaluation method(s) you’ll use:

tick as many as feel relevant

Audience travel – for example collecting data on how people travel to events or encouraging sustainable travel

Alternative travel and transport for people involved in your project 

Carbon footprint - for example using a carbon calculator to forecast or better understand your project footprint

Energy – for example reducing energy use or using alternative energy sources for your project

Materials and resource use – for example reducing waste or up-cycling

Production models - for example concept touring or local casting 

Training and development – for example climate literacy or mentoring

Something else – tell us

Add text here.

**What are the environmental actions or targets for your project?**

* How will your project demonstrate leadership on environmental responsibility?
* Are you testing any new approaches or ideas?
* How will you evaluate and share your environmental approach?

You can use up to 1,500 characters to answer this

Add text here.

**What’s the long-lasting impact of your project?**

* How will learning from your project be used in the future?
* How will your project create future opportunities for you or your organisation?
* How will your project create future opportunities for the public?

You can use up to 1,500 characters to answer this

Add text here.

Click on Save & Next

**\*Example**

This is your chance to bring your project to life.

You could:

* Give us a sense of what it looks like or sounds like
* Give us a flavour of what previous work has looked like or sounded like
* Show us work from other practitioners involved which relates to your project

You can provide a weblink or an attachment.

We can look at:

* Up to five pages if it’s an attachment
* One webpage
* Up to three minutes of an audio or video file hosted online
* Files that are up to 10MB in size

The formats we accept are:

* PDF
* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* JPEG file
* Webpage – including pages hosting an audio or video file

Click to add attachments

Enter Document description and click ‘Choose file’ to upload.

Click on Save & Next to move on to the next section.

**Additional document**

If you want to you can attach one additional document to support your application.

For example, this could be a detailed management plan if your project is particularly complex.

You can provide a weblink or an attachment.

We can look at:

* Up to five pages if it’s an attachment
* One webpage
* Up to three minutes of an audio or video file hosted online
* Files that are up to 10MB in size

The formats we accept are:

* PDF
* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* JPEG file
* Webpage - including pages hosting an audio or video file

Click to add attachments

Enter Document description and click ‘Choose file’ to upload.

Click on Save & Next to move on to the next section.

# People and communities

We want the projects we fund to reach and engage people and communities in England. This might be during a project or later on.

We believe that the best art and culture happens when it reflects the creative and cultural talent, voices and experiences of people from a range of backgrounds and communities. We call this the **Creative Case for Diversity.**

This section of the application form helps you to explain:

* + Who will experience your project
  + How you will reach them
  + Where your project will take place
  + How it is inclusive and relevant to the people you want to reach

## Who will experience it

**\*Who will get to experience your project?**

Tick as many as feel relevant

Specific communities will experience the project

* + - * If you tick this box, you will see the additional options below.

**\*Who is the community or communities you plan to reach?**

You can use up to 300 characters to answer this

* This can be a bullet point list.  
  Add text here.

Me, my organisation or the team I’m working with – working on something new; the public will experience it after the project end date

Me, my organisation or the team I’m working with – working on something that’s not public-facing, but it will improve our resilience and longer-term ability to reach people

**\*How will people experience your project?**

tick as many as feel relevant

As **audience members** in a **physical space**

how many people? Enter number of people

As **audience members** in a **digital space**

how many people? Enter number of people

As **visitors** in a **physical space**

how many people? Enter number of people

As **visitors** in a **digital space**

how many people? Enter number of people

As **participants** in the project, in a **physical space**

how many people? Enter number of people

As **participants** in the project, in a **digital space**

how many people? Enter number of people

As **volunteers** in a **physical space**

how many people? Enter number of people

As **volunteers** in a **digital space**

how many people? Enter number of people

As **creative or cultural practitioners** contributing to or taking part

how many people? Enter number of people

As **users** of a **digital product**

how many people? Enter number of people

As **readers** of a **book, or a physical or electronic publication**

how many people? Enter number of people

People will experience it in the longer-term, after the project has ended.

how many people? Enter number of people

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

You can use up to 800 characters to answer this

Add text here.

The exact wording of this next question depends on your answer to the question ‘who will experience your project’.

You will either be asked:

**What steps are you taking to make sure your project reaches these people?**

You can use up to 1,500 characters to answer this

Add text here.

OR

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

* What steps will you take to make sure people are aware of your project?
* If relevant, what marketing activities are planned?
* If your project aims to reach people later rather than during your project period, how will you make sure these people will be reached?
* This might include how you plan to get a gallery, theatre or festival to show your work, or a publisher to publish it

You can use up to 1,500 characters to answer this

Add text here.

click Save & Next to continue.

## Where

**\*Where is your project happening?**

This will be a table for you to fill in.

Select as many options as are relevant to your project.

Ticking a box will bring up some more questions about where your project will happen, for example the address and contact details, when and how many times the activity will happen and whether it is expected or confirmed.

My project includes an activity happening in **one physical place**

* A creative or cultural activity or event where the people viewing, taking part or working on the activity are physically present.
* This could be a one-off activity or event or something that happens more than once in the same place.
* For example a performance, a place you’re using to create new work, a research and development space, an exhibition, workshops.

My project includes the same or similar work happening in **several physical places:**

* A creative or cultural work or event happening in more than one location. This can be either at the same time or one after another. For example **Touring** a piece of work or an exhibition, or a workshop series.
* This is where the people viewing or taking part are physically present.

My project includes **streaming** or **broadcasting**:

* A creative or cultural work or event that is being livestreamed in a website or broadcast on tv or radio for example.
* There may be people physically present at the event, but there are also people viewing or taking part who are not physically present

My project includes a **digital** **experience:**

* A creative or cultural work or event that is designed to be experienced through a digital platform or hardware.
* For example, cultural learning through gaming, an immersive experience through virtual reality or a phone app.

My project includes things that **aren’t happening anywhere specific**

* For example, your project might focus on developing your organisation, you might be creating something new which you’ll share with the public after the project end date, you might be doing some research to inform future public-facing work

click Save & Next to continue

* If you told us that your project includes an activity happening in **one physical place** or **several places**, you will be asked:

Follow the on-screen instructions to add your location or list of locations. You will be asked for the following information.

**\*Name of activity** (For example an exhibition, a performance, a workshop:

Enter text here

**\*Location options:** select one of the options:

One physical place

Several physical places

Streaming or Broadcast

Digital Experience

**\*Address**

Name of place: Enter text here

Street: Enter text here

Town/city Enter text here

Postcode Enter text here

Country Choose from drop down list

Start date: Enter date

End date: Enter date

**\*Number of times the activity is happening:**

(For example the number of exhibition days, number of performances, number of workshops):

Enter number

**\*Contact name for the place:** Enter text here

**\*Contact email address for the place:** Enter email address here

**Is the activity:** select one of the options:

Expected to happen here? OR

Confirmed to happen here?

* If you told us that your project includes a **digital experience**, you will be asked:

**Type of digital activity:** Select an option from the drop-down list:

Broadcast (Radio/TV)  
Online  
Immersive/ Interactive

**Name of activity** (For example an exhibition, a performance, a workshop:

Enter text here

**Will the digital experience reach people locally, nationally, or internationally?**

Tick the box or boxes that apply to you

Local – the local authority where you’re based (this can include up to three other local authorities)

National – England-wide

Wider UK - activity in Northern Ireland, Scotland or Wales

International - outside the UK

Click to save

**Is the digital experience time limited?** select one of the options:

Yes OR No

**Start date** enter date

**End date** enter date

**Is the activity:** select one of the options:

Expected to happen here? OR

Confirmed to happen here?

Inclusivity and Relevance

This question is about our Inclusivity and Relevance Investment Principle. You can find more about it [here.](https://www.artscouncil.org.uk/lets-create/strategy-2020-2030/investment-principles)

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

**Inclusivity**

* How have you embraced a wide range of diverse influences and practices in bringing your project together?
* How will you make sure the communities you want to reach are able to access your project, and feel included and welcomed?
* What things might stop people experiencing or accessing your project, and how will you address them?

**Relevance**

* How have you involved the people you want to reach in the design and planning of your project?
* What information or data do you have on the place or community your project involves? How have you used this to shape your project?
* If relevant, how will the project team reflect the people and communities your project will reach?

You can use up to 3,000 characters to answer this

Enter text here.

click Save & Next to continue

# **Your planning**

You’ve told us what you want to do and what you hope to achieve. We now need to understand how this will come together to be successfully delivered.

We need to know:

* your project plan – what you’re going to do and when
* your plans for managing the project – you don’t need to have managed a project before, but you need to show you’ve thought about what you’ll do or who will support you
* who you’ll work with and how they’ll contribute
* what your budget is and how you’ve worked it out, including paying everyone fairly
* how you will respond to challenges you might encounter

## \*Project timeline

The project start and end dates you have already entered will be shown here.

You’ve told us the start and end date of your project. We need to know what will happen during your project. Creating a timeline shows the **key tasks** that your project is made up of.

We understand that plans can change over the life of a project, but we need to see that you have a plan in place to deliver your project.

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

To create the table, click the 'Add new item' icon on the left of the screen to add a project stage. To add more than one stage, use the 'Save and Add another' button.  
  
The table at the bottom of the page will populate with the information you enter about the stages of your project.

Project plan dates must be between the start and end dates of your project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date** | **End date** | **Activity or task details** | **Task lead** |
|  |  |  | Who will be managing that task for example you,  one of your team,  a project partner |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

click Next to continue

## Who you are working with

**\*What experience do you have of managing a project?**

Tick the box that feels relevant

I have managed projects like this before

I have managed some tasks of projects 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

* If you tick this box, you will then be asked:

**Which people involved in the project will support you?**

You can use up to 300 characters to answer this

Enter text here

This is the first time I’ve managed a project like this, it’s a good opportunity to learn

* If you tick this box, you will then be asked:

**what do you plan to do to manage your project?**

You can enter up to 500 character to answer this

Enter text here.

**Who will be working with you to deliver your project?**

For example this might be:

* A team of people
  + - * A particular artist, practitioner or group
      * A particular specialist
      * Other organisations as collaborators, coproducers etc
      * Other organisations helping you to reach particular communities
      * Individuals or organisations outside of the creative or cultural sector

In the table you will need to tell us:

* + - * Who they are
      * Their job title or the name of their role in the project
      * Their email address
      * Whether their involvement in your project is expected or confirmed

Complete the table to add partners below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Main contact (if an organisation)** | **Email address** | **Job title or name of role in the project** | **Confirmed**  **or expected** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**\*How will they help you to deliver your project?**

* + - * What skills will they bring?
      * If some people’s involvement isn’t confirmed yet, do you know what you’ll do if they can’t be involved?

You can use up to 1,500 characters to answer this

Add text here.

## Budget: How much are you applying to us for?

We’ll ask you to tell us how much money you’ll spend on the project (the income) and what you will spend it on (the expenditure).

We understand that budgets can change during a project. Your budget should describe the most likely scenario. This information allows us to see how you’ve planned your budget and how realistic it is.

The main things to remember about budgets:

* Your budget must balance – your income amount needs to be the same as your expenditure amount.
* We can’t support projects that make a profit – your project will be ineligible if your budget includes surplus income that is not being spent within the project.
* Your budget should be for the total cost of the project as described in your application – we don’t generally allocate our funding to specific items of spending in your project budget.
* We need to be able to see how you’ve worked out your figures – please break them down clearly under the headings provided in the income table and the expenditure table. We will consider the strength of your budget using your calculations and your explanations.
* We ask that you try to find at least 10% of your project budget from sources other than Arts Council England. We call this match funding.

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

The information you have already provided will be shown here.

You will be able to amend it if you need to unless your changes take your application over a threshold.

**\*How much of this request is for your/your project team’s personal access costs (£)?**

The information you have already provided will be shown here and you will be able to amend it if you need to

### Personal access costs

**What do we mean by ‘Personal access costs’?**  
  
If you, or any of the core team of people you are delivering the project with, experience barriers because you identify as:

• D/deaf or disabled

• neurodivergent

• experiencing learning difficulties

• having a mental health condition

• having a long term health condition

there may be extra costs relating to your or their access needs. These would be to:

* help you deliver the project; or
* for the online management of your grant.
* Some examples are: a BSL interpreter, a notetaker, or specialist tutor for admin support, or counselling costs.

Costs can only be for the project period (between your project start date and end date) and must be specific to your project. We are not able to cover costs for support that is unrelated to the activity.  
  
Costs for caring responsibilities or costs for making your activity accessible to the people experiencing your project, including participants, can be included as part of your project budget but should not be included as personal access costs.  
  
Only include personal access costs that you will have if your application is successful. This does not include costs relating to preparing, planning and submitting your application.  
  
You can find more about personal access costs, and more about how we can support you to submit an application, in our Access Support information sheet.  
  
If your personal access costs take your request over £100,000 we will still treat your application as an application for £30,001 to £100,000.

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

Tick the relevant box

Yes  No

If you answer ‘yes’, you will need to upload a short letter as part of your application form explaining why you or your organisation object to receiving National Lottery funding.

If we decide to offer you a grant, it will not come from our budget from the National Lottery.

click Save & Next to continue

### Fair pay

We are committed to making sure creative and cultural practitioners and those who work in the cultural sector are properly and fairly paid.

We expect you to show how fees for artists, creatives and specialists are in line with, or better than, recognised codes of practice and guidelines set by the relevant lead bodies. If your application includes touring, you should make sure

that payments for accommodation, food and so on are in line with the relevant trade union agreements. Our Fair pay information sheet includes a list of the relevant lead bodies.

When you employ someone on a contract or freelance basis, you should agree the number of hours/days needed to complete the activity. This should include research, development and planning as well as delivery.

For people aged 23 and over: fees and salaries should match or exceed the National Living Wage.

For people aged 22 and under: fees and salaries should match or exceed the National Minimum Wage.

**\*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)?**

Tick the relevant box

Yes  No

* If you tick ‘yes’, you will then be asked:

**What industry standard did you use?**

You can use up to 600 characters to answer this

Add text here.

* If you tick ‘No’, you will then be asked:

**How have you made sure you’re paying people fairly?**

You can use up to 600 characters to answer this

Add text here.

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

Add text here.

We will ask you to confirm one of the following statements

Tick to confirm

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

You can find more information on working with volunteers in our guidelines on our website artscouncil.org.uk/artsinternships

**You confirm there are no people being paid and no people volunteering as part of your project**

**Income**

Please complete the income table below with all your cash income, as well as any support in kind you will receive.

By support in kind, we mean goods or services that you would otherwise have to pay for, but are being provided for free or at a discounted rate.

Remember:

* We have provided income headings for you to select from, depending on what type or types of income you have for your project.
* Enter all the cash income you will receive between the start and end date of your project, as well as any support in kind you will receive.
* You should make sure that you show how your figures have been worked out in the description field, for example:
  + Ticket sales (7 dates @ 60% of 100 capacity x £8 ticket price) £3,360
* Include all project income, whether it is expected or confirmed, including any applications to other funding bodies or trusts and foundations. If you tell us that a source of funding is expected, you will need to enter the date you expect it to be confirmed. We think about how realistic any expected income is when we look at the financial risk of your project. If your application is successful, we may ask you to provide evidence of income you have shown as a condition of your first payment.
* Follow the instructions to add an income line one item at a time.
* It will be shown to you as a table which will include a % income summary and an income total.
* You can use the table below to prepare your answer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Income heading** | **Description** | **Expected or confirmed** | **Amount (£)** |
| Select income type from list:  Earned income  Local authority funding  Other public funding  Private income |  |  |  |
| Support in kind |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Match Funding

If you can, you need to find at least 10% of the overall cost of your project. We call this match funding. We would normally expect to see match funding where it is possible for you to secure it.

Depending on what Strategic strand of Project Grants you’re applying to, there may be further match funding requirements.

Please read the strand specific information sheet for further details

**Tell us more about the match funding for your project.**

* How likely are you to secure your expected income?
* How will your project meet its aims if you receive less income than expected?
* If applicable, how have you worked out the earned income you expect to receive during the project?

You may have made (or plan to make) several applications to different funding bodies, amounting to more money than you will need for your project on the basis that some of them may be unsuccessful. If this is the case, base your budget on the applications you think are most likely to be successful and explain this approach to us here. You can tell us how you will allocate any extra funding if you raise more than you expect.

You can use up to 1,500 characters to answer this

Add text here.

click Save & Next to continue

### Expenditure

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

Tick the box that feels relevant

* I have managed a project budget of this size or larger before
* 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
* If you tick this box, you will then be asked:

who included in this application will support you?

You can use up to 300 characters to answer this

Add text here.

* This is the first time I’ve managed a project budget, it’s a good opportunity to learn
* If you tick this box, you will then be asked:

what do you plan to do to manage the budget for this project?

You can use up to 500 characters to answer this

Add text here.

Please complete the expenditure table below with all your cash expenditure.

Remember:

* Your budget must balance. This means your total expenditure needs to be the same amount as your total income.
* Only include expenditure that will be spent between the start and end date of your project.
* The table already includes any Support in kind you added on the Income screen so you do not need to add this.
* When including costs or fees, show how you have calculated them.
  + Example: 2 x Creative specialists @ £150 per day for 10 days = £3,00

How to fill in the expenditure table

* We have provided expenditure headings for you to select from, depending on what type or types of expenditure you have for your project.
* Only include expenditure that will be spent between the start and end date of your project.
* Do not add support in kind to the expenditure table. You have already added this in the Income table.
* For each expenditure heading that you select there will be a corresponding question asking you how you have worked out those costs. We use this information when we look at how realistic and appropriate your costs are.

Follow the instructions shown on screen to add expenditure lines one item at a time.

* It will be shown to you as a table which will include a % income summary and an income total.
* You can use the table below to prepare your answer.

**Expenditure table**

|  |  |  |
| --- | --- | --- |
|  | Description | Amount |
| Choose from options |  |  |
| Paying people - Artistic, creative or specialist costs |  |  |
|  |  |  |
| Other artistic or creative costs of delivering the activity |  |  |
|  |  |  |
| Making your work accessible |  |  |
|  |  |  |
| Developing your organisation and people |  |  |
|  |  |  |
| Marketing and developing audiences |  |  |
|  |  |  |
| Overheads |  |  |
|  |  |  |
| Assets |  |  |
|  |  |  |
| Environmental Responsibility costs |  |  |
|  |  |  |
| Other spending |  |  |
|  |  |  |
| Personal access costs |  |  |
|  |  |  |

**How much of your total budget is being spent on international costs (such as visas, carnets, freight, travel, accommodation, per diems)?**

Add text here.

### Financial attachments

**Project Cashflow**

If you want to use a template we have one here.

By cashflow we mean a document showing:

* The movement of project income and project expenditure from the beginning to the end of your project period
* This is normally broken down monthly

This document allows us to see that you’ll appropriately manage your project budget. It is important that we can see that you’re thinking about when you will receive cash and when you will need to pay for things using that cash

throughout the lifetime of your project.

**Financial statements**

Your financial statements should be for last financial year that have been examined by an independent auditor (unless your organisation is exempt) and that have been prepared to the relevant legal requirement for an organisation of your size and status.

Click to add attachments

Enter Document description and click ‘Choose file’ to upload.

Click on Save & Next to move on to the next section.

## Risks and challenges

There are risk and challenges to any project. Our funding can support you to take more risks than you might normally be able to. It may allow you to try new creative or cultural ideas, despite the unknowns and the possible financial or reputational risks.

Taking creative or cultural risk is important because it means that creativity and culture are always growing and changing.

It's also important that you’ve thought about what the risks or challenges are. If they happen, you’re then able to manage them and still deliver your project successfully.

You can find out more information about risk, including the different types of risk, in our Practitioners’ guide to identifying and managing risk sheet.

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

* What could go wrong?
* What might happen differently?

You can use up to 2,000 characters to answer this

Add text here.

**\*What will you do to manage these risks?**

* What plans have you put in place?
* Have these actions worked before?

You can use up to 2,000 characters to answer this

Add text here.

**You’ll next be asked to acknowledge that you understand the importance of good safeguarding practice:**

You acknowledge that safeguarding is important in all projects working with the public. You acknowledge that if your project is funded you must sign up to Terms and Conditions that require you to have appropriate policies and procedures in place – and to put them into effect where needed – to support the safe delivery of the project.

Arts Council England provides resources to support applicants to think about good safeguarding practice in the context of their project.

Tick to confirm as appropriate

click Save & Next to continue

### Attachments

Attachments you need to upload

* Project cashflow - template here if you’d like to use it
* Financial statement

**Attachments for Major Projects**

* Detailed workplan for the project, including milestones and key review dates
* Partnership agreements between the lead organisation and key partners involved in the project (if relevant)

**Attachments for Place Partnership projects**

* Any needs analysis that has already taken place
* Detailed workplan for the project, including milestones and key review dates
* Local strategies which relate to this project
* Partnership agreements between the lead organisation and key partners involved in the project (if relevant)

**Attachments for Touring Projects**

* Audience Development plan

**Optional attachments**

* Example of your work
* One additional document to support your application

Each document needs to be:

* Five pages or less if it’s an attachment
* One webpage
* Three minutes or less if it’s an audio or video file

**Letter attachments**

* if you’ve told us in the eligibility questionnaire that your activity requires permission to apply, you will be asked for letter attachments.

You will need to upload a copy of any letter we have sent you giving you permission to apply.

If you do not attach the appropriate letter, your application may be ineligible

Upload your documents and click Save & Next to continue

# **About you / your organisation**

We use all of this information in an anonymised way to help us see a clear picture of who we are supporting through Project Grants, and how this might need to change to ensure that, over time, the grants we make reflect the diversity of contemporary England.

We also use some of the information to help us make funding decisions.

Sometimes we prioritise supporting people and organisations who share characteristics that are underrepresented in recipients or beneficiaries of National Lottery Project Grants funding, so it helps us to know the characteristics of the individual or the organisation applying.

We believe that the creativity of each of us should be valued and given the chance to flourish, and every one of us should have access to a remarkable range of high-quality cultural experiences.

Equitable access to arts and culture funding is an important part of this. We believe the spread of who and what we invest in should reflect the makeup of the wider country we live in.

This is about us delivering on our Equality Objective:

*We will ensure a more equitable distribution of our investment to improve opportunities for everyone, especially those with under-represented protected characteristics and from disadvantaged socio-economic groups.*

We know from our data that Black, Asian and ethnically diverse people and disabled people are underrepresented as recipients and beneficiaries of National Lottery Project Grants funding. If you choose to tell us, information about your ethnicity and whether you identify as a disabled person may be used as part of our decision-making process. (If you’re applying as an organisation, we’ll use the information you give us about the characteristics of your organisation’s board and/or senior management.) We will use this information combined with information about who your project will work with, and all the other information you give us about your project.

We will never share this information with others, except in an anonymised way.

If you’re not comfortable sharing any of this information with us for this purpose, you can select ‘Prefer not to say’.

* if you are applying as an organisation, you will be asked to complete information about your senior staff and board members:

**Number of Senior Management**  Enter number

**Number of Board and Council Members** Enter number

You will be presented with a table asking about the senior staff and board members you have included in the numbers above.

We will ask for more detail about:

* Ethnicity
* Sexual Orientation
* Socio- Economic background
* Age
* Disability Status
* Neurodivergence
* Sex
* Gender Identity
* Sex registered at birth
* if you are applying as an individual, you will be asked to complete this information about yourself.

END OF FORM