



Edge of Wonder by BEAF 2021

Commissioned Artist, Simon Kilmister

Photo © Simon Kilmister

## NATIONAL LOTTERY PROJECT GRANTS INFORMATION SHEET

# Repeat projects, ongoing overheads and salaries

Arts Council National Lottery Project Grants is our funding programme  
For arts, museums and libraries projects.

Published: September 2023



Awarding funds from  
**THE NATIONAL LOTTERY®**

[artscouncil.org.uk](https://artscouncil.org.uk)

# What's Inside

This Information Sheet provides **additional information** for your Arts Council England's National Lottery Project Grants application.

Make sure that you have also read the main **Guidance for Applicants**. See our [website](#) for more information about Project Grants.

In this information sheet, we will talk about the following:

<b>Repeat Projects and Project Grants .....</b>	<b>3</b>
What is a repeat project? .....	3
<b>Ongoing overheads .....</b>	<b>4</b>
Costs you can apply for .....	4
Costs you cannot apply for .....	4
<b>Salaries .....</b>	<b>4</b>
What we can support.....	4
<b>Full cost recovery .....</b>	<b>5</b>
<b>Contact us.....</b>	<b>5</b>

# Repeat Projects and Project Grants

## What is a repeat project?

If you apply frequently to Project Grants for the same or very similar projects then we call this a repeat project. It may be the case that the project is the main activity you deliver, for example if you apply every year for an annual music festival.

We want to support creative and cultural practitioners and organisations to develop. If you apply for a repeat project, **you should tell us how the project has developed since the last event or since we last funded it.**

You should not rely on receiving support year on year from Project Grants funding to deliver your core work, as it is very competitive, and we cannot guarantee success.

Examples of how you can demonstrate that your project has developed include:

- Increasing the numbers of participants, or working with new participants (or both)
- extending the activities by working with different communities, new groups or in new areas
- receiving new or increased match funding which reduces the amount you ask for from us
- expanding your work across different disciplines
- working with new partners
- expanding your creative and/or cultural programme
- involving new creatives
- reaching new audiences

# Ongoing overheads

## Costs you can apply for

- extra, time-limited overhead costs that are **directly related to the activity and limited to the duration of your project**. For example, payments to staff, phone bills, postage, insurance or rent for additional space.
- a contribution to your ongoing overheads where these are **not already funded** by Arts Council England or other funding sources. The amount you apply for must relate directly to the amount of time spent on the activity you are asking us to support and you will need to show how you have worked this out.

## Costs you cannot apply for

- general or on-going running costs and overheads that are either; paid for by other income or funding, including your own funds, or
- are not directly related to your project, including outside of your activity dates

# Salaries

You can apply for salary costs that are **additional** and **limited** to the duration of your project. We cannot support salaries for existing staff that would usually be covered by other income.

## What we can support

- For example, hiring a lighting technician to work with young people for a year as part of a project to develop their skills.
- New posts as part of an organisational development, that are designed to become self-sufficient or to be supported by other funds after the project ends.

If you apply for time-limited salary costs, you will need to include the following information in your application to us:

- the length of the new post and its main areas of responsibility
- what will happen to the post when any funding from us comes to an end
- if the post will continue after any funding from us has come to an end, you must describe your future plans to fund it. You must also tell us

what action you will take if your plans do not work out, remembering that you cannot rely on future funding from us

- how you will meet any statutory obligations when the post ends. For example, redundancy costs. This is a complex area and you should seek appropriate advice on your statutory obligations

## Full cost recovery

Full Cost Recovery means securing funding for, or 'recovering', all your costs, including the direct costs of projects and all your overheads.

The Association of Chief Executives of Voluntary Organisations (ACEVO) has produced a practical guide called '**Full cost recovery: a guide and toolkit on cost allocation**'. Organisations can use this to calculate the full cost of a project or activity.

Remember, we can only provide funding towards activity which is directly related to your project.

## Contact us

**Phone:** 0161 934 4317  
**Email:** [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)  
**Website:** [artscouncil.org.uk](http://artscouncil.org.uk)  
**Post:** Arts Council England  
The Hive, 49 Lever Street  
Manchester  
M1 1FN

You can also Live Chat with our customer services team by clicking the icon our Project Grants page on our website.