Guidance for applicants: £100,001 and over

National Lottery Project Grants is Arts Council England's open access programme for arts, museums and libraries projects

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Paraorchestra's SMOOSH! at Filwood Community Centre, Knowle West Bristol, July 2021

ARTS COUNCIL ENGLAND

Awarding funds from
THE NATIONAL LOTTERY®

artscouncil.org.uk

Access support

We are committed to being open and accessible to everyone. We understand that our systems and processes can present barriers to people when applying for a grant or accessing our services. Our **Access support** information sheet explains the ways we can help.

Do you need this information in another format?

You can find **Easy Read** and **audio versions** of this guidance on our website: artscouncil.org.uk/projectgrants

If you experience or expect any barrier with making your application and would like more information or a copy of our guidance, please **contact us**.

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You can also **Livechat** with us by visiting our website artscouncil.org.uk/projectgrants

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Welcome to National Lottery Project Grants

Welcome to National Lottery Project Grants

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

It is always open, so that we can respond to people's good ideas.

We aim to broadly reflect the diversity of England through the grants we make.

National Lottery Project Grants supports a broad range of high quality creative and cultural projects that benefit people living in England. It can support individuals and organisations with grants from £1,000 upwards.

Projects can range from creating and delivering creative and cultural activity to projects which have a longer term positive impact, such as organisational development, research and development, and sector support activity.

- We can make grants between £1,000 and £100,000+. **This guidance is for people applying for £100,001 or more from 1 November 2023 onwards**.
- We usually fund projects that last up to **three years**.
- All applications must be made using our online system, Grantium – see our [separate guidance](#) for details
- Applications must meet the Project Grants criteria. The [criteria](#) is explained later on in this guidance document.

Please be aware that we receive more good applications than we can fund. If your application is not funded you can apply again.

Project Grants and Let's Create

Our Strategy, Let's Create

Let's 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.

Eligibility

What do we mean by eligibility?

Eligibility refers to the rules on who can apply and what we can support through National Lottery Project Grants.

These rules are based on our remit as a funding provider for creativity and culture, how we can responsibly distribute National Lottery money, and what we're trying to achieve through Project Grants.

Who can apply?

Individuals and **organisations** can apply to National Lottery Project Grants for £100,001 or more.

Anyone who applies to Project Grants needs to:

- be based within (live in or have a business address in) England or the wider UK

- be at least 18 years old (organisations must have an accountable person who is at least 18)

Important information for individuals:

- if you're applying in your capacity as an **individual** you will need a **UK individual bank account in the exact name you're applying in**

- if you're applying as a **sole trader** on behalf of your business or company you will need a **UK individual or business bank account in the exact name you're applying in**

Important information for organisations:

- **All organisations need to have a UK bank account in the exact name you're applying in** (the organisation's name), with two signatories. A signatory is someone that is authorised to make transactions and manage an account, for example can sign cheques.

- Limited companies and registered charities need to have a registered office in the UK.

- We will accept applications from organisations working as a consortium, partnership, network or group.

- For non-constituted consortiums or groups, one organisation must act as the lead organisation and send us the application. If the application goes on to be successful, this organisation would be accountable for the grant.

By organisation we mean:

- a group of people working towards a common goal

- they must have a governing document that covers the type of project being applied for

- for example charities, limited companies or unincorporated groups

Who cannot apply?

- **National Portfolio Organisations (NPOs) and Investment Principles Support Organisations (IPSOs)** cannot generally apply to Project Grants, but they **can** apply to the Strategic strands of Project Grants: Touring Projects, Major Projects or Place Partnerships. Please see our Funded Organisations information sheet for more information.

- Anyone who has an **overdue condition on a previous grant**
  - If you currently have an open Grants for the Arts or National Lottery Project Grants award, you cannot make another application unless you have met any payment conditions due on your earlier grant. You must send us any overdue information before you make a new application.

What you can apply for – the disciplines we support

Activities we support through Project Grants must have a primary outcome that focuses on one or more of these disciplines:

- **Combined arts**
  - including festivals and carnivals
- **Dance**
- **Libraries**
  - for activity that delivers against at least one of the four Universal Library Offers
- **Literature**
- **Music**
- **Museums and collections**
- **Theatre**
- **Visual arts**

We know that creative and cultural projects don't always easily fall into categories, and we're excited about the ways the sector is changing and evolving all the time.

It might be that a project sits exactly within one of these disciplines or across a few of them.

Our Is my project eligible? information sheet provides some information on what doesn't fall within these disciplines.

What you can apply for

We fund **projects** that:

- Focus on the **disciplines** we support

- Reach and engage **people and communities in England** with high quality **creativity and culture**. This might be during the project or in the future.

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)

What do we mean by **'communities'**?
- A group of people with a characteristic in common, for example:
  - Age
  - Race
  - Class

- A group of people living in the same place, a place could be something:

  - Small like a street or town, or

  - Large like a local authority or a county

- A group of people with the same interests or connection, for example:

  - Students

  - Tap dancers

  - Community choir

- It could be some or all these things, for example:

  - a group of people with a characteristic in common, living in the same place

We don't want to be too specific about what kind of projects are a good fit for Project Grants. We want to hear new ideas.

Your funding can also be used towards the cost of things that develop and support creativity and culture. This can include helping people to develop skills, research or organisational development.

When do you need to ask for permission to apply?

There are some circumstances when you will need permission from us before you can make an application. These include:

- **Applications for £100,001 or more** (unless you are applying to a Strategic strand of Project Grants – Touring Projects, Major Projects or Place Partnerships. These strands have a separate Expression of Interest process to follow.)
  If you want to make an application for £100,001 or more that doesn't relate to one of our Strategic strands you must first contact us. We want to make sure that a project of this size has the potential impact that we would expect before you invest time in developing a full application. We will also think about where we have budget available. We will confirm in writing whether you can apply. You must attach our letter with your application.

- **Making a second application**
  If you are already waiting for a decision from us on an application or Expression of Interest (EOI), you can only send us a second application in exceptional circumstances. If you want to do this, you must first contact us. We will confirm in writing whether you can apply. You must attach our letter to your second application.

- **Time sensitive applications**
  In exceptional circumstances we may be able to give you a decision faster than normal. We're not able to do this very often, and only in specific circumstances. Our Time Sensitive information sheet has more details, under the Permission to apply section of our Guidance Library.

- **Over £30,000 applications that include building costs**

  If you plan to apply for building work (for example: refurbishing arts and cultural buildings, improving access, buying property or leasing a building) as part of an application requesting £30,001 or more from us, you will need to contact us for permission. We will confirm in writing whether you can apply. You must attach our letter to your application. You can find out more about building costs in our Buildings projects information sheet, under Types of projects in the Guidance library.

Additional guidance

There are some instances where our eligibility rules are specific, or where there are some suggested things you should think about for certain types of projects. These include:

- Buying equipment and assets

- Building projects

- Children, young people and learning

- International activity

- Library projects

- Literature projects

- Museum and collection projects

- Repeat projects, ongoing overheads and salaries

- Research and Development

- Digital and technology-based projects

We suggest you read the related information sheet before you fill in an application for these types of projects.

A full list of information sheets is included at the end of this document.

What you cannot apply for

There are some things that we can't support through Project Grants. If your application includes one or more of these things then it won't be eligible.

You can find the reasons an application might not be eligible here. We've also outlined the main reasons below.

- Activities that do not focus on the **disciplines we support**.

- **Your application doesn't contain enough information** – make sure you provide enough detail in your application form so we can fully understand what it is that you want to do. The questions in the application form have prompts underneath to help you write your answer. We also provide a character count for each question to let you know how much space you have.

- **Statutory education, further education or higher education** (undergraduate or postgraduate) costs – we can't cover costs for activities directly linked to a formal course of study.

- **Ongoing overheads or running costs** outside of your project timeline.

- **Re-applications** (activity you have applied for and been unsuccessful) **unless** your new application for the same activity addresses the reasons that the original application was not successful. We will not be able to consider any reapplications that have not addressed this.

- **Activities, goods or services that have already taken place, or been bought or ordered** before we can make a decision on your application.

- **Showcasing work at Edinburgh Festival Fringe** – We don't normally fund applications that include taking work to the Edinburgh Festival Fringe. We are committed to increasing opportunities for international exchange and market development for individuals and organisations based in England. We have supported Horizon Performing Arts Showcase for England-based individuals and organisations to present work including theatre, dance, circus and live art, within the Edinburgh Festival Fringe.

- **Cash prizes and re-granting** – You cannot use Project Grants funding to give cash prizes or make grants as part of your project. We can only support costs that are for goods (products) or services (time) that will be used to deliver the project. If your project includes giving cash prizes as part of a wider activity (for example, a publishing project that includes the publication of an anthology of new writing and a cash prize to a writer), you should either exclude that strand of activity from your budget, or show clearly that the cash prize is completely paid for using **confirmed** income.

- **Projects that make a profit** – Your project will not be eligible if your project budget includes surplus income that is not being spent within the project.

- **Fundraising and donations** – You can only use Project Grants funding to give funds to individuals or organisations, including private business or charities, in exchange for goods (products) or services (time) that will be used to deliver the project. We are accountable for distributing public funding so need to know how grant money is being spent.

- **Carbon off-setting payments** – Payments for carbon offsetting, for example to environmental charities or related commercial organisations, are not made in exchange for a resource used in the delivery of the project. You should either exclude carbon offsetting costs from your budget or clearly show that the expenditure will be covered by **confirmed** income.

Strategic strands

There are some Strategic strands within National Lottery Project Grants. These strands are to support projects with a specific focus.

For applications for £100,001 or over there are:

- **Touring Projects (Regional, National and International) strand** – to support local, national and international touring activity.
- **Major Projects strand** – to support cultural projects of scale and ambition.
- **Place Partnership strand** – to support our place-making work.

If you want to apply to any of these strands you'll need to submit an **Expression of Interest** (EOI) first. An EOI is a series of questions we ask so you can outline your proposed project to us; it's not as detailed as the application form. We include this stage because we want to make sure that a project has potential to reach audiences and have the kind of impact we would expect before you invest time in developing a full application. We will also think about whether we have the budget available to consider your full application.

We'll tell you if we'd like to invite you to make a full application. The length of time it takes us to make a recommendation on an EOI varies for each strand so please make sure you read the information sheet for the strand you want to apply to. The EOI stage is additional to the twelve weeks we need to make a decision on a full application.

Four-year projects

Within our Strategic strands, we may consider supporting projects lasting up to four years in exceptional circumstances where there is a clear case for doing this. For example, a major festival running on a two-year cycle applying for support towards two iterations of the festival.

- **Touring Projects (Regional, National and International)**

This strand of National Lottery Project Grants is designed to support touring projects that will help us deliver our strategy Let's Create, with a focus on our second Outcome, **Cultural Communities** and aspects of our third Outcome, **A Creative and Cultural Country**. In our strategy, we describe our ambition that people have improved access to a full range of cultural opportunities wherever they live. Touring plays a vital part in achieving this vision.

To be eligible for the Touring Projects strand your application needs to:

- Be for £30,001 or over. There is no maximum threshold for the fund.

- Meet our touring strand definition. For this strand we define touring as the distribution of the **same creative or cultural work, programme or event to at least two different locations** in England, the other UK nations and/or internationally. A tour must include some element of **performance, presentation or display** in each location.

- Touring strand projects **must** be grounded in one of the Elements of the [Cultural Communities Outcome](#) or the international Elements (O and P) of the [Creative and Cultural Country Outcome](#).

- Your tour can include digital distribution, but the primary focus of your project must be touring work to physical places.

- We wouldn't expect to support testing or previewing work through this strand. You can apply to the main Project Grants programme for this kind of work.

Full eligibility guidance for the Touring Projects strand is set out in the Touring Projects (Regional, National and International) information sheet. This can be found in the Applying for £100,001 and over section of the Guidance library.

- **Major Projects**

This strand is designed to support cultural projects of scale and ambition that will help us to deliver our third Outcome, **A Creative and Cultural Country**. Through this strand, we are therefore seeking to back projects that push the boundaries of creative and cultural practice: projects that are bold, exciting, and distinctive; that take risks; that seek to try new things, or to exhilarate audiences in fresh ways.

To be eligible for the Major Projects strand your application needs to:

- Be for £100,001 or over. There is no maximum threshold for the fund.

- Meet our definition of a Major Project. A Major Project is defined as an **ambitious, high-quality project** that is likely to leave a **legacy** beyond its funded life.

- Major Projects applications must be grounded in at least one Element of the Creative and Cultural Country Outcome of our strategy.

Full eligibility guidance for the Major Projects strand is set out in the Major Projects information sheet. This can be found in the Applying for £100,001 and over section of the Guidance library.

- **Place Partnerships**

This strand is to support projects that make a step change in the creative and cultural opportunity in places. These are activities that look to transform an aspect of creative and cultural provision, in line with Let's Create.

To be eligible for the Place Partnerships strand your application needs to:

- Be for £100,001 or over. There is no maximum threshold for the strand, however grants of £1,000,001 or over will only be made in exceptional circumstances.

- Be for a strategic place-based intervention that is intended to make a long-term difference to the cultural or creative life of the local community and;

- Make a clear step change in provision in that place where a relevant partnership exists to deliver the project.

Full eligibility guidance for the Place Partnerships strand is set out in the Place Partnerships information sheet. This can be found in the Applying for £100,001 and over section of the Guidance library.

Application restrictions

There are restrictions on applicants applying to **Major Projects, Touring Projects and Place Partnerships** strands.

The restrictions below will apply from **1 April 2023-31 March 2026**.

We don't count any Expressions of Interest (EOI) or full applications you made before 1 April 2023.

NPOs/IPSOs/Transfer organisations/National museums:

- Can apply to **Major Projects, Touring and Place Partnerships**
- Can make a maximum of 2 full applications (successful or unsuccessful) within the period 1 April 2023-31 March 2026, across any combination of these strands (which includes applications made to Nationally Significant Projects, which is what Major Projects used to be before November 2023).
- For Nationally Significant Projects and Place Partnerships, Expressions of Interest (EOIs) can only be resubmitted once before any full application is made
- For Nationally Significant Projects and Place Partnerships, if your full application is unsuccessful, you can't submit another EOI for the same project
- We decide which period (22-23 or 23-26) your application falls into based on when you submit your EOI

All other applicants (this includes non-NPO organisations and individuals):

- Can apply to **all** strands of Project Grants, including Touring applications up to £100,000.

- There is a **restriction** on the number of times you can apply to **Major Projects** and the **Touring strand for £100,001 and over**

- Can make a maximum of 2 full applications (successful or unsuccessful) within the period 1 April 2023-31 March 2026, across any combination of these strands (which includes applications made to Nationally Significant Projects, which is what Major Projects used to be before November 2023).

- For Nationally Significant Projects, Expressions of Interest (EOIs) can only be resubmitted once before any full application is made

- For Nationally Significant Projects, if your full application is unsuccessful, you can't submit another EOI for the same project

- We decide which period (22-23 or 23-26) your application falls into based on when you submit your EOI.

Time limited priorities

We sometimes ask for specific types of applications through National Lottery Project Grants to help us make the difference we want to make to the creative and cultural lives of people in England.

The opportunity to respond to any priority is part of National Lottery Project Grants and is not a separate programme. Any application must meet the criteria for Project Grants. It must also respond to the specific characteristics of any priority.

While we encourage applications to respond to time limited priorities, we remain open to all types of applications through Project Grants.

For details of how to respond to any current time limited priorities, visit the Project Grants: Time limited priorities notice board on our website.

The application form

The application form and criteria

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.

We want to support organisations and individuals that share our commitment to excellence. We believe that it is outstanding creative and cultural experiences that inspire people, and that the public deserve the best in return for supporting Project Grants through being National Lottery players. You can read more about excellence in our Delivery Plan.

We don't expect your project to change the world, but we do want it to make a difference, big or small, to the creative and cultural lives of people in England. This difference might happen during the project or later on.

The criteria

When we read your application form we will think about **how your project will help to make a difference**, and **how likely it is to achieve what you want it to**. These are the two criteria for Project Grants applications. You can find out how we make decisions using these two criteria here.

The application form

The application form is made up of four parts:

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

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

This section of the guidance lists the application form questions. It also tells you what to think about when answering the questions; we call these 'prompts'.

Once you've read the guidance, if you want to use the offline version of the application form to help you write your answers you can find it in the Guidance library under the amount you are applying for. **Please note: you will need to complete and submit the application form on Grantium for us to consider it.**

Before you start

Applications are made using our online system, Grantium. For details, please visit our website artscouncil.org.uk/grantium-support

- You need to have a validated, up to date applicant profile.
- You will need to complete the short eligibility questionnaire. This will show up automatically if you start an application.
- **We recommend having this guidance to hand to help you answer the questions.**

Your project

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?

Tell us the start and end dates for your project.

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 £100,001 and over. 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.

At a glance

In your own words, give a short, clear overview of your project
(up to 500 characters)

- 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

- It will be available to the public on our website if your application is funded.

If you had to explain the focus of your project to someone, what single words or short phrase would you use?
(up to 100 characters)

- 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'

- Use a maximum of 5 words or short phrases

- 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; writing with older people; etc

Outcomes and Elements

This question is about Let's Create's Outcomes and Elements. You can find out more about them [here](#).

What does your project mainly focus on?

- This gives us a good sense of how you see your project

- You can 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.

☐ My project is about **Outcome 1: Creative People**
Everyone can develop and express creativity throughout their life

Elements

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

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

C. Providing high-quality early years activities that reach families from a wider range of backgrounds

D. Widening and improving opportunities for children and young people to take part in creative activities inside schools

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

F. Improving teaching for creativity in schools

G. Supporting children and young people to develop their creative skills and potential

H. Developing and improving pathways towards careers in the creative industries

☐ My project is about **Outcome 2: Cultural Communities**
Villages, towns and cities thrive through a collaborative approach to culture

Elements

I.   Improving access to a full range of cultural opportunities wherever people live

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

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

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

K3. Working collaboratively through place-based partnerships to improve health and wellbeing through creative and cultural activity

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

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

☐ My project is about **Outcome 3: Creative and Cultural Country**
England's cultural sector is innovative, collaborative and international

Elements

M. Supporting new types of creative practice, new forms of cultural content and new ways of reaching new and existing audiences and participants

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

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

P. Bringing world-class culture to audiences in England

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

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

In more detail

Give us a more detailed description of your project: what you want to do and why you want to do it
(up to 3,000 characters)

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

If you submitted an Expression of Interest you will have told us that your project focused on some specific things. We will present what you told us so you can think about this when responding to this question.

- 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 write this in full paragraphs or in bullet points

Investment Principles

The next three questions are about our Ambition and Quality, and Dynamism Investment Principles. You can find more about them [here](#).

What's led you or your organisation to do this project now? (up to 1,500 characters)

- 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 write this in full paragraphs or in bullet points

What are the key success measures for your project? (up to 1,500 characters)

- 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 write this in full paragraphs or in bullet points

How will you know if you've achieved what you set out to do? (up to 1,500 characters)

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

– tick as many as relevant

☐   Focus groups

☐   Impact and Insight Toolkit

☐   Peer review

☐   Post-event forum

☐   Surveys (online or in-person)

☐   Bespoke evaluation framework

☐   Something else – tell us

- 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 others think of your project?

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

This question is about our Environmental Responsibility Investment Principle. You can find more about it here.

What are you doing to make your project environmentally responsible?
(up to 1,500 characters)

Select what you're doing:

– tick as many as 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

- 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?

What's the long-lasting impact of your project? (up to 1,500 characters)

- 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?

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 sense 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

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 no bigger than 10MB

The formats we accept are:

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

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?

☐ Specific communities will experience the project

☐ 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

Depending on your answer to this question, we'll also ask you who the communities are that you plan to reach, either during your project or after your project has ended.

How will people experience your project?

You'll be able to tick as many as feel relevant.

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

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

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

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

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

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

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

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

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

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

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

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

What information have you used to work out how many people will experience your project?
(up to 800 characters)

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?
(up to 1,500 characters)

OR

What steps are you taking to make sure your project benefits people and communities in the longer term?
(up to 1,500 characters)

- 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

Where

Where is your project happening?

On Grantium, this will be a table for you to fill in.

You can select as many options as are relevant to your project, including the same option more than once. It will depend on how many activities you're doing and where they're taking place.

If your project includes different activities happening in different places, you'll need to select the first option more than once to add the location for each activity.

If your project involves a **tour** to several places, you can select the second option and add the details for each venue.

Each option will ask some more questions about the exact location of the activity, for example the address, contact details, when 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 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 live streamed on 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 product 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

Inclusivity and Relevance

This question is about our Inclusivity and Relevance Investment Principle. You can find more about it here.

> **What steps are you taking to make your project inclusive and relevant?**
> (up to 3,000 characters)

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?

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

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

On Grantium, this will be a table for you to fill in.

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.

The tasks you add in this table should tell us about the main stages of your activity, for example:

> planning, developing partnerships, research, marketing, delivery (any performances, shows, exhibitions, workshops and events), evaluation.

We understand that plans can change during a project. We need to see that you have a plan in place to deliver your project.

In the final column called 'task lead', please tell us who will be managing that task e.g. you, one of your team, a project partner.

Who are you working with

What experience do you have of managing a project?

You'll need to choose from the list below:

☐ 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

- Which people involved in the project will support you? (300 characters)

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

- What do you plan to do to manage your project? (500 characters)

Who will be working with you to deliver your project?

On Grantium, this will be a table for you to fill in.

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

How will they help you to deliver your project?
(1,500 characters)

This is a chance for you to tell us how these individuals or organisations will contribute to 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?

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 (£)

How much of this request is for you/your project team's 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.

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

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.

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)?

If you answer yes, we will ask:

What industry standard did you use?
(up to 600 characters)

If you answer no, we will ask:

How have you made sure you're paying people fairly?
(up to 600 characters)

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

- We're asking this question so that we can understand how Project Grants funding helps to support freelance practitioners.

If there are other people included in delivering your project, either as workers or volunteers, we will ask you to confirm that you are aware of your statutory responsibilities. For information on your statutory responsibilities you can visit HM Revenue & Customs (HMRC).

Volunteers make an essential contribution to our cultural life. The relationship between an arts or cultural organisation and its volunteers should benefit both the organisation and the volunteers. You should respect volunteers, train them properly, and not ask them to take on responsibilities that are beyond their experience. You can find more information on working with volunteers in our guidelines on our [website](#).

We will ask you to confirm one of the following statements:

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

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

Fair pay, volunteering and our decision making

Your application will be negatively affected if we feel that any of the fees or payments included in it are not appropriate, or that volunteers or interns are not being treated fairly. Arts Council England is committed to ensuring proper and fair payment to artists and those who work in the creative industries. Please see our Fair Pay information sheet for more details.

Income

On Grantium, this will be a table for you to fill in.

How to fill in the income table

- 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:

  > **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.

Match funding

If you can, you need to find at least 10% of the overall cost of your project. We call this match funding. Match funding could be contributions from any:

- project partners
- selling tickets
- donations
- fundraising or
- other grants
- it can also include support in kind (something you would normally have to pay for but are getting for free, such as equipment hire)

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 about your project income by using the income headings:

Earned income

Include any income you will earn from this activity (for example, from ticket sales, workshop fees or selling work or publications). Be realistic about earned income. For touring activities, please provide details of guaranteed fees from venues, your estimated income, or both. Please provide a clear breakdown for each entry to show us how you have reached your figures.

> **Example:** Earned income
> Four performances at a venue with 600 seats and a 70% full audience (420 people) is 4 x 420 tickets at £6 = £10,080

Do not include VAT in your earned income figures if it is charged on ticket sales or admission prices. For information about VAT and other taxes, contact HM Revenue & Customs (HMRC) through their website: gov.uk/HMRC

Local authority funding

Include any funding you have received or applied for from local authorities for this activity. Please give us the name of each local authority and the amount.

Other public funding

Include any funding you have received or applied for from any other public organisation (for example: the British Council). Please give us the name of each organisation and the amount.

Private income

Include any income from private sources, for example from you or your organisation, donations or grants from trusts and foundations, or from crowdfunding. This should include funding you have already confirmed and funding you expect to receive (for example, applications you have made but have not received a decision on yet, or applications that you intend to make during the project).

Support in kind

Support in kind means any materials or services that you would otherwise have to pay for but that are being provided free of charge or at a reduced rate. Support in kind can count as match funding.

Income questions

Tell us more about the match funding for your project? (up to 1,500 characters)

- 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.

Expenditure

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

You'll need to choose from the list below:

☐ 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

   - Which people involved in the project will support you? (300 characters)

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

   - What do you plan to do to manage the budget for your project? (500 characters)

On Grantium, this will be a table for you to fill in.

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.

Tell us about your project expenditure by using the expenditure headings:

Paying people – Artistic, creative or specialist costs

In this section, please include the fees and wages of artists, creatives or specialists involved in the activity.

Examples might include actors, musicians, dancers, visual artists, stage designers, directors, producers, composers, writers, choreographers, stage managers, library specialists, lighting designers, curators, workshop leaders, conservators.

We are committed to making sure that creative and cultural practitioners are paid appropriately for activities we support. The amount is likely to depend on several factors, including experience and skills, the type of work and the length of the contract. If you are involved in the activity as a creative or cultural practitioner, you should include your own fees here. See the Fair Pay section of our Guidance Library for more information.

If you are employing people to take part in your activity, you may need to budget for statutory costs. For example, paying employer's National Insurance contributions, holiday pay and pension contributions.

When including costs or fees, show how you have calculated them.

> **Example:**
> 2 x Creative specialists @ £150 per day for 10 days = £3,000

If you are registered for VAT, your expenditure figures should not include VAT that you can claim back. If you are not registered for VAT, your costs should include VAT.

You should get financial advice from your own accountant or the relevant tax office. For information about VAT and other taxes, contact HM Revenue & Customs (HMRC).

Other artistic or creative costs of delivering the activity

For example, the cost of events, commissions, research and development, preparation, conservation, productions and residencies, including any materials or equipment you hire to carry out these things.

For touring activities, please include costs for creating and preparing the tour, and costs that are the direct result of touring. For example, travel, transport and accommodation.

Making your work accessible

Please include the costs of making sure your activity is accessible to **those taking part and audiences with access needs**. These might include costs of signing for performances or producing exhibition materials in other formats such as in Braille or on audio.

Developing your organisation and people

Include the costs of any activity aimed at developing your organisation. This could include things like business planning, support from consultants, staff training and professional development costs.

Marketing and developing audiences

Include all marketing and audience development costs that relate directly to the activity you are applying for.

Overheads

You can apply for extra, time-limited overhead costs that are directly related to the activity you are asking us to support. For example, payments to support staff, phone bills and insurance. You can apply for a contribution to your ongoing overheads if these are not covered by other funding.

You can also include any **additional caring costs** that you will incur as a direct result of delivering the project (for example, childcare costs).

The amount you apply for under 'Overheads' must relate directly to the amount of time spent on the activity you are asking us to support, so please explain how you have worked this out.

Assets – buildings, equipment, instruments and vehicles

Include any costs relating to refurbishing buildings, improving access, buying property or leasing a building. In general, we would not expect to fund feasibility studies (studies to test the potential of a building plan) or early development of designs. For more information, see our Building projects information sheet under Types of projects in our Guidance Library.

Include the costs of buying assets such as equipment, instruments and vehicles. You should get competitive quotes from more than one business or supplier. Tell us about them in the question below this section of the budget. As part of our eligibility and risk checks we will decide if proposed asset purchases are appropriate. You may be asked to send invoices for any purchases. For more information, see our Buying equipment and assets information sheet under Types of projects in our Guidance Library.

Environmental Responsibility costs

Include any spending specifically relating to making your project environmentally responsible. For example travel alternatives, training costs, production materials. Please see 'What you cannot apply for' for specific information about carbon off-setting.

Other spending

Include any other spending for your activity that is not included elsewhere. This can include an amount for unexpected costs which is often called 'contingency'.

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).

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.

Costs for caring responsibilities that are directly related to the project can be included under the 'overheads' expenditure heading.

Costs for making your activity accessible to audiences, participants and others experiencing your project can be included under 'making your work accessible' expenditure heading.

Only include **personal access costs you will have if your application is successful** in your expenditure table. Do not include costs relating to preparing, planning and submitting your application.

Expenditure questions

How have you worked out the costs included in your budget? (up to 1,500 characters)

We'll ask you this question for **each expenditure heading** you've included in your expenditure table. We use this information when we look at how realistic and appropriate your costs are.

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

We're asking this question so that we can understand how much international work we support through Project Grants.

Financial attachments

You need to attach a project cashflow to your application form. If you want to use a template we have one here, under the Templates and examples section of the Guidance Library.

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.

Generally, your financial statements must include:

- an income and expenditure statement

- a balance sheet

- notes to the accounts

- group accounts (if appropriate)

And statements are usually accompanied by:

- a directors' report

- an auditors' report (unless your organisation is exempt from audit)

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 in our Practitioners' guide to identifying and managing risk sheet..

What are the main risks and challenges to your project meeting its aims?
(up to 2,000 characters)

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

What will you do to manage these risks?
(up to 2,000 characters)

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

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 the 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 practice in the context of their project.

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

- Optional additional attachment

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

You will only see this screen if you've told us in the eligibility questionnaire that your activity requires permission to apply.

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.

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'.

What happens next?

How we make decisions

We will use the information you give us in your application form, any attachments and any other information we hold about you to help us decide which applications to fund. By any other information we hold about you we mean, for example, how you've managed other grants from us or risk ratings for NPOs or other funded organisations.

Eligibility check

When we get your application, we will check if it's eligible. You can find more information on eligibility in the [Eligibility section](#) of this guidance.

If your application is **eligible**, we will send you a confirmation email using our online system, Grantium.

If your application is **ineligible**, this means that we cannot process it any further and we will not consider it for funding. We will tell you using our online system, Grantium, and will explain our decision.

Feasibility and risk check

If your application is eligible, we will carry out a risk check. Here we take an initial look at **how likely your project is to achieve its aims**.

We'll mainly consider:

Planning and managing the project

- Is the project well planned?

- Does the project timeline set out the main tasks and is it achievable?

- Are useful and relevant partnerships and/or venues in place to support the activity?

Project budget

- Is the project budget appropriate for the proposed activity?

For applications from organisations

- We will check Companies House or Charity Commission registrations if applicable and may check that the governing document provided allows the activity described in the application.

We might also contact some of your project partners to check their involvement.

We can give any of these factors a risk rating of **major**, **moderate** or **minor**.

Major risk – this means that an issue gives us concern that the activity is not likely to be managed successfully or there are serious concerns about your budget.

We will not fund your project if we consider any aspects of your project's management or finances to be major risk.

We will tell you if your application has not been funded at this stage. We will upload the decision letter to Grantium and provide some information about our decision.

Moderate risk – this means that although an issue represents some risk to successfully delivering the activity, we have decided that this can be dealt with (mitigated).

If we award you funding, and we have noted any moderate risks we will ask you to send us more information before we release your first payment. We call these additional pieces of information payment conditions. For example: we might ask for a confirmed tour schedule or confirmation that expected income for your project is in place.

Minor risk – this means that although we have noted an issue, we do not think it represents a risk to successfully delivering the activity, and we will take no action.

Appraisal

If your project is eligible, your application will go to the appraisal stage.

We will use our expertise and judgement to review and appraise each application against our Project Grants criteria, **how your project will help to make a difference**, and **how likely it is to achieve its aims**. We will share our appraisal of your application with you, whether your application is funded or not.

Decision meeting

Decisions on applications for £100,001 and over are made by different panels of staff depending on the strand of Project Grants.

Touring Projects strand:

Decisions on these applications are usually made by the National Touring panel. They usually meet monthly.

Major Projects strand:

Decisions on these applications are usually made by the National Investment Panel. They usually meet monthly.

Place Partnership strand:

Decisions on these applications are usually made by a panel of staff based in our Area offices. They usually meet monthly.

Over £100,000 applications with permission to apply:

Decisions on these applications are usually made by a panel of staff based in our Area offices. They usually meet monthly.

As part of a decision meeting we will use the appraisal to look at **how your project will help to make a difference**, **how likely it is to achieve its aims,** and consider the strength of your application alongside other applications we receive.

When we consider at **how your project will help to make a difference**, we'll consider:

The project:

Is the project likely to make a difference against the Outcomes and Element(s)?

- Is there a clear creative or cultural idea behind the project?
- Does the application show ambition and the potential to realise that ambition?
- Are there clear plans to reflect on progress?
- Does the application clearly identify the difference the project wants to make?

People and communities:

Is the project likely to make a difference to the people and communities experiencing it?

- Are the people or communities the project plans to reach involved in the design and planning of the project?
- Where relevant, does the project team reflect the people and communities the project plans to reach?

- Has information or data on the place/community the project involves been used to shape the project?

- Are there convincing plans to make sure the communities the project wants to reach can fully access the project, and feel included?

- For projects which have longer term engagement with people and communities, has the application sufficiently considered the people and communities prompts above?

If you're applying to one of our Strategic strands, we also think about how your project makes a difference in the context of the aims of the strand.

When we look at **how likely your project is to achieve what you want it to**, we'll look in more detail at the feasibility of the project. We'll consider:

Partnerships:

- Are there appropriate partnerships in place to deliver the activity?

Match funding:

- Is the level of match funding appropriate?

Budget:

- Is the budget and cashflow appropriate for the planned activity?

- Are all practitioners paid fairly?

Risks and challenges:

- Has risk been appropriately considered and are there reasonable mitigations?

Planning

- Is the project realistic and well-planned?

Where it's relevant, we'll also use our Investment Principles to think about how likely your project is to achieve its aims. Our Investment Principles are:

- **Inclusivity and Relevance**
- **Ambition and Quality**
- **Dynamism**
- **Environmental Responsibility**

Additionally, in our decision making we think carefully about people and organisations who are underrepresented as recipients and beneficiaries of Arts Council funding, and we may choose to prioritise applications that help to address this. We look at our data on who applies to and who is funded in Project Grants and use this to determine who is underrepresented in the programme. This is something we will review on a yearly basis.

In particular we want to support:

- **People underrepresented in Project Grants funding** – this includes applicants and the people and communities that projects engage. Our data shows that Black, Asian and ethnically diverse people and disabled people are underrepresented in our funding. Data on applicants is taken from the information you provide us in the You/Your Organisation section of the application form.

- **Places underrepresented in our funding** – this includes where applicants are based and where activity will be taking place. By underrepresented places we mean our Priority Places and Levelling Up for Culture places.

- Applications that focus on our **time limited priorities**.

We also want the projects we fund to cover a broad range of **disciplines** and **activity types**.

When making decisions we will look at our budget and future demand, as we receive many more good applications than we can fund.

If your application is funded

If we award funding, your online account on Grantium will show an offer letter and other information that will allow you to accept the grant.

Your grant will usually be split into two instalments:

- The first instalment is usually **50%** of your grant. You can request this on Grantium at the start of your project.

- The second instalment is usually **40%** of your grant. You request this on Grantium after you have submitted your progress (interim) report at the mid-point of your project.

- The final **10%** is made at the end of your project. You request this on Grantium after you have submitted your final report.

We might list some other information (payment conditions) that you will need to provide before we can release your payments.

Accepting your offer

We will ask you to acknowledge and accept your offer letter and our Terms and Conditions using our online system, Grantium. A copy of the terms and conditions will be attached to your offer letter on Grantium.

Everyone who receives a grant must accept our standard conditions.

We have support for funded applicants

We recommend you have a look at our Support if your project is funded webpage, particularly if this is the first time you've received a grant from us.

It includes information on accepting your grant, requesting a payment, acknowledging National Lottery funding and reporting on your activity at the end of your project.

Acknowledging and advocating for National Lottery funding

Project Grants support wouldn't be possible without National Lottery funding. There are things that you can do to promote National Lottery funding so it can continue to make good things possible. They are:

- Acting as an advocate for public investment in creativity and culture from Arts Council England.

- Ensuring that the investment made by Arts Council England is regularly communicated publicly. For example through social media, articles and speeches. And the appropriate logos and templates should be used on your external materials. Further information can be found here: https://www.artscouncil.org.uk/make-case-creativity-and-culture

In our Grant Terms and Conditions you can find what our expectations are for marketing, communications and grant acknowledgement.

If your application is not funded

If we decide not to fund your project, your online account on Grantium will show a letter explaining our decision. This letter contains the full level of feedback that we can provide.

Support for applicants that are not offered funding

You can look at our Support if your project is not funded webpage. This includes information on why projects are not eligible and our reasons for not funding an application.

National Lottery Project Grants is a rolling programme and you can apply again. Any new application for the same activity must sufficiently address the reasons that the original application was not funded.

If you would like to apply again, you will need to begin a new application form using our online system, Grantium.

Further information

Further information

Making a complaint

As an organisation, we will always listen to and respond to any concerns that you may have. 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, we have a process that you can use.

Please note that Arts Council England does not have an appeals process and for this reason, we are unable to accept complaints that relate solely to the decision we have made rather than how we have made it.

For more information, please visit the 'Complaints' section of our website, under Contact us: artscouncil.org.uk/contact-us. Additionally, you can email complaints@artscouncil.org.uk or call our Customer Services team on 0161 934 4317 for more information.

Subsidy Control

If your application is successful, we may need additional information depending on your answer to the Subsidy declaration question at the end of the application form. Reviewing this additional information can take us longer than the usual twelve weeks it takes us to make a decision on full applications for £100,001 or more. You can help us by responding promptly to requests for any additional information.

You can find out more about what Subsidy Control is here.

What to do if you cannot accept National Lottery funding for religious, cultural or ethical reasons

The funding we can provide from other sources is very limited, but we can arrange other funding if you cannot accept National Lottery funding for religious reasons. You should apply using our normal application materials and tick the box in the Essential information section to state that you cannot accept National Lottery funding. We will process your application in the same way that we process all applications.

Making records of your project available to us for audit

You should be aware that we carry out checks on a sample of applications every year to make sure that our funding is being used appropriately. We reserve the right to ask successful applicants for access to all or part of their documentation relating to their activity. If you receive a grant, you must keep clear records of project management and financial records (including all invoices) for us to see when we ask.

Individual applicants

We will ask all individual applicants for their date of birth when they complete the declaration in their application form. This will be a mandatory requirement which will help reduce the possibility of fraud. Your Date of Birth will not be used in any decision-making processes or for any other purpose. For further information about how we process your data, please refer to our General privacy notice.

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 our decisions.

We are also listed as a public authority under the Freedom of Information Act 2000. By law, we may have to provide your application documents and information about how we have reached our decision to any member of the public who asks for them under the Freedom of Information Act 2000.

We may not release those parts of the documents which are covered by one or more of the exemptions under the Act. Please see the Freedom of Information website at www.ico.uk for information about freedom of information generally and the exemptions.

We will not release any information about applications while we are making a decision, as this may interfere with the decision making process.

You can find out more on the Freedom of Information section of our website: artscouncil.org.uk/freedom-information.

Public sector equalities duty

Your application form gives us information we may use to report to the Government or to monitor the different backgrounds of people who receive grants.

Under the Public Sector Equalities Duty we must research and monitor the different backgrounds of people who receive our grants.

Applications we invite

We may occasionally ask for specific applications to help us achieve our strategy. We call these 'solicited applications'.

For more details about our strategy, please see our website at artscouncil.org.uk.

Data protection

We are 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 the Arts Council 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 www.ico.org.uk.

The yearly review

Every year we will review the guidance and criteria for Project Grants, to see if anything needs adjusting or making clearer. We also review the data about who and what we're funding, and who and where our Project Grants funding is underrepresented, in line with our first Equality Objective.

We might also make small adjustments to our guidance throughout the year. Make sure you have the most up-to-date version of this document by downloading a new version whenever you start a new application.

Please also make sure you are using the latest version of any information sheets you may need.

If you have any questions about the yearly refresh, or our guidance documents, please contact us.

Guidance Library: Information sheets

To provide more detail on specific types of projects, we've put together a range of information sheets. You won't need most of them, but they may come in handy, depending on the type of activity you apply for. Find them in our Guidance Library on our Project Grants webpages.

Types of projects

- Buying equipment and assets
- Building projects
- Children, young people and learning
- Digital and technology-based projects
- Governing documents
- International activity
- Literature projects
- Museum and Collections
- Repeat projects
- Research and development
- Touring projects

Time Limited Priorities

- Unlocking collections
- Supporting Grassroots Live Music
- Universal Library Offers

Being environmentally responsible

- Environmental Responsibility

Permission to apply

- Building permission
- Time-sensitive applications

Funded Organisations

- Funded organisations

Contact us

Email: enquiries@artscouncil.org.uk

Web: artscouncil.org.uk

Post: Arts Council England
                    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