Leeds Light Night: Scultpure for Peace - Emmanuel Centre
Photo: © Andy Lord

**NATIONAL LOTTERY PROJECT GRANTS
INFORMATION SHEET**

Is my project eligible?

Arts Council National Lottery Project Grants is our funding programme for arts, museums and libraries projects.
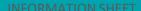
Published: November 2023

Awarding funds from
THE NATIONAL LOTTERY®

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:

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.

Once you submit an application, we will conduct an eligibility and risk check on it.

If your application is ineligible for funding, we will get in touch through our online system Grantium to explain why.

If your application is eligible, we will next carry out a feasibility and risk check. We look at how realistic and achievable your plans and budget are and consider other risks that might be relevant.

For more information on our eligibility criteria, as well as our decision-making process, please see our Guidance for applicants.

Why your project may not be eligible

This information sheet details the main reasons why an application would not be eligible for Project Grants.

The reasons we use in our decision-making are as follows:

Financial

Costs already covered by income from other sources

We decided that the costs you applied for are already covered by money from other sources.

We cannot support activity that has already been paid for from another source. This can include other funders, other Arts Council England funding programmes, or your own individual or organisation's income.

Income appears to exceed expenditure

The project you applied for appears to include some income that is not clearly assigned to spending related to your project.

Any income that is part of your project must be offset against project expenditure. Income coming into the project must be spent on the project to cover a cost incurred by the project. You must show where this income will be spent in the 'Expenditure' section of the application form. If a project makes an unexpected profit or is delivered under budget, some or all of this money could be deducted from the final grant amount.

Common reasons a budget does not balance:

• 'support in kind' has been included within the expenditure section. Support in kind should only be entered in the support in kind section of the income table, and not as cash income or expenditure.

• expected income has been listed but no cash estimates have been provided:

    - if income is expected from other sources, you would need to estimate the amount.

• earned income made during your project has not been included in your project budget.

• unsuccessful funding requests listed in the budget

• fundraising or profit-making activity included in project:

> - Arts Council England is a registered Charity who cannot award grants for fundraising activities. See the **Finance** section of the Guidance for applicants for further information.

If you have difficulty balancing your budget, please contact us.

Ineligible equipment or asset purchase

You applied for money to buy equipment or assets that are not in line with the eligibility criteria for this programme.

You cannot apply for the following:

• Buying equipment and instruments which would not be used for the benefit of the wider community, either in the short or the long term.

• Buying second hand equipment (exceptions exist).

Applications for equipment or assets should tell us about:

• why the equipment is necessary for the project and appropriate for your needs

• why buying equipment is more appropriate than hiring it, where applicable

• if you've received quotes from more than one business supplier:

> - We'd expect you to get quotes from more than one business or supplier. You don't need to send the quotes to us but you should refer to them in the expenditure questions.

• your plans for continued use of the asset after the end of the project.

• your plans for maintenance, storage and insurance, and any additional ongoing costs after the project ends.

For more information on buying equipment or vehicles and for information

on where exceptions can occur, please see our 'Buying Equipment and Assets' information sheet. You can find this in the 'Types of project' section of our Guidance library.

Outstanding conditions/payments on previous grants

You have outstanding conditions or payments on a previous grant that are overdue by more than 45 days. To be eligible to make another application, you must meet all outstanding payment conditions before applying. If you need more information about any outstanding conditions or payments please contact us on 0161 934 4317.

If you are currently in receipt of an award, you cannot make another application unless you are up to date with meeting the conditions on your earlier grant. You must meet any overdue conditions before you apply again.

Your previous offer letter lists what conditions you needed to meet, and when we expected to receive this information.

A condition is considered overdue once the date for submitting the information on the payment schedule for your grant has passed.

If you have a query about conditions for a previous grant you can contact us.

Overheads that are not clearly related to your project

You have applied for money to cover overhead costs that don't clearly relate to the time you are spending on delivering your project. You can only apply for additional, time-limited overheads that are directly related to delivering your project.

We cannot support general running costs and ongoing overheads. These include those relating to salaries, equipment or buildings (such as: rent, insurance and maintenance costs).

You can apply for some time limited overheads that are directly related to delivering your activity (such as: costs for additional staff time, venue hire or utilities).

You can find out more about overheads in our 'Repeat projects, ongoing overheads and salaries' information sheet. You can find this in our 'Types of project' section of our guidance library.

You can apply for extra time-limited overhead costs that are directly related to

delivering the project you are asking us to support – for example, payments to staff, phone bills, postage and insurance. You can apply for a contribution to your ongoing overheads if these are not covered by other funding. The amount you apply for 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.

The Association of Chief Executives of Voluntary Organisations has produced a practical guide and toolkit on cost allocation: Full cost recovery: a guide and toolkit on cost allocation. Applicants can use this to calculate the full cost of a project or activity including additional and ongoing overheads.

Spending related to activity that has already taken place

We cannot use our funding to support activities, goods or services that have already taken place, been bought or ordered before we can make a decision on your application. We need eight weeks to process applications for £30,000 or less, and 12 weeks for applications over £30,000.

We cannot fund any part of an activity that has already taken place by the time we make a decision on your application. Any activity that is related to costs in your expenditure cannot begin until we have made a decision on your application (a minimum of eight or 12 weeks after you have submitted your application as above).

The start date for your project should also include the planning and preparation time you need. For example, if an activity needs marketing and you want to include these costs in your project budget, you should include enough time to do this.

> **Example:**
> An application for £10,000 towards an exhibition is submitted on 20 March (8 weeks before the activity starts).
>
> The start date of the project given in the application is 1 May, which is the first day of the exhibition. Most of the activity included in the budget (such as marketing and the cost of materials to make the work) would have to be carried out before the exhibition starts and is therefore not eligible for funding.

Types of project

Education: statutory, further or higher education

The project you applied for takes place in or with a formal education organisation for statutory, higher, or further educational purposes, or relates to a formal course of study.

Project Grants cannot fund students (directly or indirectly) in statutory education, further education or higher education (undergraduate or postgraduate) for activities directly linked to their formal course of study.

Whilst we can support projects which take place in formal education settings, we cannot support activity that duplicates or replaces the curriculum.

Project Grants is funded through the National Lottery. You therefore need to demonstrate very clearly how the activity would benefit the wider community.

> **Other Sources of Funding**
> If your organisation is an educational establishment, you may find our 'Children, Young People and Learning' information sheet helpful. You can find this in the 'Types of project' section of our Project Grants Guidance library.

Insufficient benefit to people and communities

We decided that the project you applied for will not sufficiently benefit people or communities, either in the short or long term.

We want the projects we fund to engage people and communities in England with creativity and culture.

Tell us about the steps you will take to make sure your project is open and accessible to people within the communities you plan to work with.

Engaging people and communities can be achieved by enabling other people to experience your activity as creative practitioners, participants, contributors. and /or audience members.

Music Education Hub-related activity not additional to core funding

The project you applied for involves activity related to Music Education Hubs' programme of activity that is not additional or doesn't enhance the offer already made possible through the Hub's core revenue grant funding from the Department of Education.

The involvement and naming of a Hub and/or Hub Lead Organisation in a Project Grant application can add considerable value to an applicant's proposed activity. It brings experience, skills and resources. Hubs also provide vital strategic insight into their locality, and their involvement can help ensure that children and young people continue to be supported beyond the life of a project.

However, applications must explain how the proposed activity is additional to and/or enhances the offer that is already made possible through the Hub's core revenue grant funding from the DfE.

For more information, please see our '[Funded organisations and Project Grants' information sheet.](#)' You can find this in the 'Funded organisations and related projects' section of our Project Grants guidance library.

National Portfolio Organisations

We are only able to support applications from National Portfolio Organisations in specific circumstances, which do not apply to your application.

National Portfolio Organisations are eligible to apply only for specific types of projects. For more detail, see our '[Funded organisations and Project Grants' information sheet](#)' in our Project Grants guidance library.

Your project does not focus on our supported artforms or disciplines

We decided that your project as described in your application doesn't clearly focus on the forms and disciplines we are able to support. Please see our Guidance for applicants for a list of supported disciplines.

As the national development agency for creativity and culture, Arts Council England supports a range of artforms and disciplines: combined arts (including festivals and carnivals), dance, libraries, literature, music, museums and collections, theatre and visual arts.

Projects that do not clearly relate to one of these disciplines will not be eligible for support through Project Grants.

Please note we cannot fund the following:

Art therapy
We cannot normally fund therapy sessions of any kind and that includes art therapy sessions. We can consider arts and health projects, but, as a rule, we do not fund art therapy sessions where therapy is the primary outcome.

Health and Fitness
We cannot support health and fitness classes that are not focused on creative or cultural outcomes

Fashion
Fashion does not fall within our remit as a funding body. You may find the following resources useful:

- [Fashion Capital](#)

- [British Fashion Council](#)

Traditional feature film

Whilst we can fund artists' work in the moving image, and a range of creative media projects, narrative feature films intended for commercial release do not fall within our remit. The equivalent national lottery funder is the [British Film Institute](#).

Other sources of funding

If your activity is not eligible for funding through Project Grants you may find it helpful to visit our ['Other sources of funding'](#) page on our website.

Your project includes digital activity that we are not able to support

There are specific types of digital activity that we are not able to support through Project Grants.

Whilst we can support some digital activity through Project Grants, there are restrictions on the kinds of activity we can fund. See the ['Digital and technology based projects' information sheet](#). You can find this in the 'Types of project' section of the Project Grants guidance library.

Your project includes museum activity that we are not able to support

There are specific types of museum activity that we are not able to support through Project Grants.

Whilst we can support a broad range of museum-focused activity through Project Grants, there are some restrictions on the kinds of activity we can fund. See the 'Museum and Collections and Project Grants' information sheet for full details. You can find this in the 'Types of project' section of our Project Grants guidance library.

Process

Resubmitted application has not addressed the reason an earlier submission was not funded.

We decided your application has not sufficiently addressed the reason that an earlier submission of this application was not funded.

Any new application for the same activity must address the reasons that the original application was not funded. We will not be able to consider any reapplications that have not addressed this.

Addressing feedback provided will not guarantee that a future application will be funded.

Underdeveloped

Your application does not contain enough information or is not sufficiently developed in some areas for us to be able to process it.

If your application does not contain enough information for us to be able to make a decision, it will not be eligible to go through our full decision-making process. **When you make your application, you must:**

- answer each question with an appropriate level of detail

- outline clear creative and/or cultural aims

- evidence your partnerships with professional creative practitioners/

arts and cultural organisations, where appropriate

- clearly tell us who you want to reach and how your project is open and accessible to them

- complete a clear project plan and timeline for the project

- demonstrate demand for the activity from audiences and/or partners

- provide a realistic, balanced budget, with appropriate plans to manage it

This is the most common reason that applications are ineligible, so make sure you have answered the prompts in the Guidance for applicants and read any relevant information sheets carefully.

Our 'Is my project ready?' tool can help you find the information you need to make sure you are ready to apply. You can find it on our website.

Your mandatory attachment was not accepted

We have reviewed your mandatory attachments and they do not meet our minimum requirements.

You must provide the following mandatory documents:

Mandatory document	£30,001 - £100,000	Over £100,000
Cashflow projection for your project	✓	✓
Financial statements for the last financial year	✗	✓

If one, or more, of the document(s) you have provided does not include enough information for us to be able to make a decision, we will not be able to process your application.

Please see our Guidance for applicants for more information on what we accept to see in these documents.

> **If you are applying for a strategic strand of Project Grants,** a Major project, Touring projects strand (regional, national and international) or a Place Partnership project, **please read the read the relevant information sheet**. These information sheets set out the mandatory attachments for each strand. If your application to the relevant strand doesn't contain the mandatory attachments required, we won't be able to process your application.
>
> All information sheets for Project Grants can be found on our website.

Your 'Permission to apply' document was not accepted

You have not sought our permission to apply for a specific project type or have not provided a document which shows that we have given you permission to apply.

You need our written agreement to apply for:

- applications for £100,001 or more (unless you are applying for a Major project, Touring projects strand (regional, national and international) or a Place Partnership project).

- making a second application

- a 'time sensitive' application. See our 'Time sensitive applications' information sheet in the Permission to apply section of the Guidance library.

- applications for £30,001 or more that include building costs. See our Buildings project information sheet. You can find this in the 'Types of project' section of our Project Grants Guidance library.

- an application from a Library National Portfolio Organisation. See our 'Funded organisations and Project Grants' information sheet. You can find this in the 'Funded organisations and related projects' section of our Project Grants Guidance library.

We only grant permission to apply in exceptional circumstances. If you want to apply for one of the above project types, contact us. We will confirm in writing whether you can apply and you must attach this permission letter when you complete your online eligibility questionnaire.

Other

We use this ineligibility reason where there are exceptional circumstances that make the application ineligible, such as:

• illegal activity

• an ineligible applicant type (for example: an applicant is based outside the UK or is an Arts Council National Council member).

We also use this reason if an application includes activity that cannot be applied for as stated under the 'What you cannot apply for' section of our Guidance for applicants.

Making a new application

If your application is ineligible and you decide to reapply, please think carefully about why your application was ineligible. You must address the reasons that the original application was made ineligible, or we will not be able to process it.

Read the Guidance for applicants any other relevant information sheets carefully to make sure your application is eligible.

Please remember that Project Grants is a highly competitive programme. We always receive more good applications than we can fund.

Contact us

Phone: 0161 934 4317
Email: enquiries@artscouncil.org.uk
Website: 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.