

How to ask for Access Support



Easy read booklet

Who we are and what we do



We are **Arts Council England**. We help artists and arts organisations be creative and make art and culture.



One way we help is by giving people and organisations money. These are called **grants**.



To get a grant, you need to send us an **application**. An **application** is a form you fill in to ask us for money.



We want to make sure it's easy for everyone to fill in an application.



You might find it hard to fill in an application by yourself.



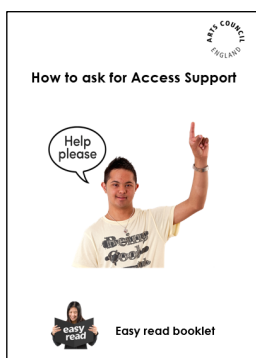
We have a team of people who can give you **access support**.



Access support is the help we give someone to fill in their application for a grant from us.



Everyone needs different types of access support.



This booklet tells you how to ask us for access support.

Examples of access support



We can pay for you to have a support worker.



We can give you information in formats like Easy Read.



We can explain any decisions we make about your application.



We can pay someone to take notes for you in **development conversations**. **Development conversations** help you think about how to make your application or your activities better.

Who access support is for



Access support is for people who are Deaf, disabled, **neurodivergent** or have bad health.



Neurodivergent means your brain works in a different way from other people and this affects you every day.



You do not have to show us proof that you are Deaf, disabled, neurodivergent or have bad health.



We might ask you some questions about you or your health, so we know the best way to help you.

Support worker



Support workers can help you fill in an application for a grant.



We can pay a support worker to

- write notes for you.
- help fill out forms and answer questions in your application.
- interpret British Sign Language.
- talk to us about any extra help you need.
- help you use our website called Grantium.



We cannot pay a support worker to



- translate documents into English for you.
- care for you.
- do work as part of **Access to Work**.



Access to Work is a service that helps people with disabilities to find a job or get more support at work.



You can choose your support worker, or we can find one for you.

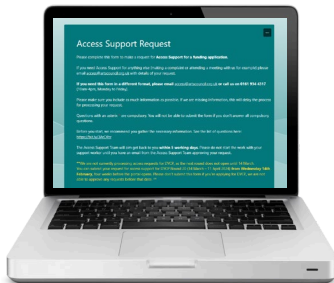


It's helpful if they know about arts and culture, but it's ok if they do not.



We cannot pay a support worker you already have from Access to Work.

If you do not have a support worker



Click the link below and fill out the online form to tell us you want help to find a support worker

[Support worker form](#)



We will tell you in 3 weeks if we have a support worker who can help you.



We cannot promise we will find a support worker for you.



You should try to find a support worker at the same time as us.



Please tell us if you find a support worker before we do.



Our support workers can only help you fill in an application for a grant.



Our support workers cannot help you do any of the activities we give you money for.



All our supporter workers are trained and have **DBS checks**.



A **DBS check** shows if someone has done a crime and if they are allowed to do a certain job.

When to ask for access support



There are a few things you need to know before you ask for access support.



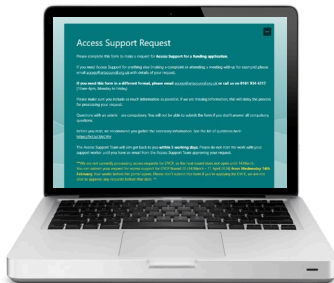
You need to know

- ✓ what activities you want to do.
- ✓ how much money you need from us to do these activities.
- ✓ if we can give you money for the activities you want to do.
- ✓ if the people you want to work with are ready to work with you.



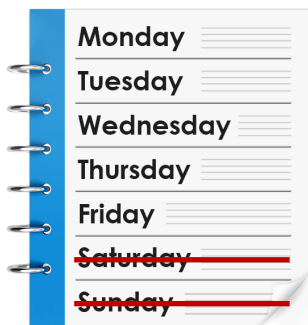
It will be easier for your support worker to help you if you know these things.

How to ask for access support



Click the link below and fill out the form to ask for access support

[Access support form](#)



We will look at your form within **5 working days**. A **working day** is any day that is not a weekend or a bank holiday.



In the form we ask you for your name, email address and phone number.



We ask you what grant you want. We have different types of grants for different activities.



We ask you if this is your first time asking us for a grant.



We ask you what type of art your activities are. For example, music, dance or painting.



We will ask you where you do your art. For example, what country or city.



We ask you for a **breakdown of the support work**.



A **breakdown of the support work** tells us about the help you will need from your support worker.

About your support worker

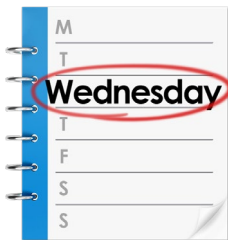


If you want a certain person to be your support worker, tell us when you ask for access support.



We will ask you

- their name, email address and phone number.
- how many days and hours of support you need from them.
- how much money it costs them per hour or day to be your support worker.
- for a plan of how they will support you.



It's ok if this plan changes later.

Money for a support worker



We will give you money to pay for a support worker.



The most money we can pay a support worker is **£300** per day.



If a support worker asks for more money, we might ask you to find a different support worker.



The type of grant you ask for will help us decide how much money to give you for a support worker.



We will give you up to **£600** for a grant called **Developing Your Creative Practice**.



We will give you up to **£900** for a grant called **National Lottery Project Grants**. This is if you ask for **less than £30,000**.



We will give you up to **£1200** for a grant called **National Lottery Project Grants**. This is if you ask for **more than £30,000**.



We will give you up to **£600** if you ask for **National Lottery Project Grants** a second time.



We will give you up to **£1500** if you need to write an **Expression of Interest**.



If you need more money,
you will need to tell us why.



For example, you might need
to spend more time with a
support worker.



Your support worker will need to
send us a **support work log** of
the hours they spend with you.



A **support work log** shows us the
number of hours you have spent as
someone's support worker and the
type of work you did together.

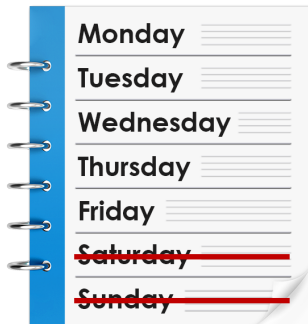


We will pay your support worker
after we get their **support work log**.

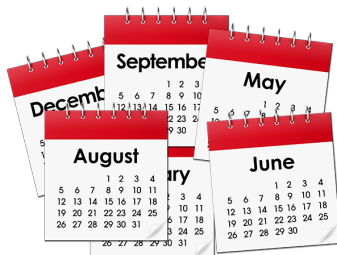
What happens next



We will look at your access support form and then decide if we will give you access support.



We will look at it within 5 working days.



We will tell you when the support work can start.



We will only pay for support work that happens after we decide to give you access support.

If we do not give you access support



We might not to give you access support if



- we think you have asked for more money and time than you need



- the support worker fails our checks



- we are worried about your safety
- you do not tell us enough information about the activities you want to do.



If we decide not to give you access support, we will look at other options with you.

Contact us



Contact us if you have any questions about this booklet.



Call us on this number
0161 934 4317



Click this link to send us an email
[send us an email](#)



Click this link to talk to us online
[talk to us online](#)

Thank you for reading this booklet

Thank you to A2i for the words
www.a2i.co.uk (reference 38520a)

The full version of this document is called
“Pre-application Access Support”