

How to ask for personal access costs



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**.



Theatre

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



In your application, you can ask us for **personal access costs**. This booklet tells you about personal access costs.

Personal access costs



Personal access costs help pay for things you need to do the activities we give you money for.



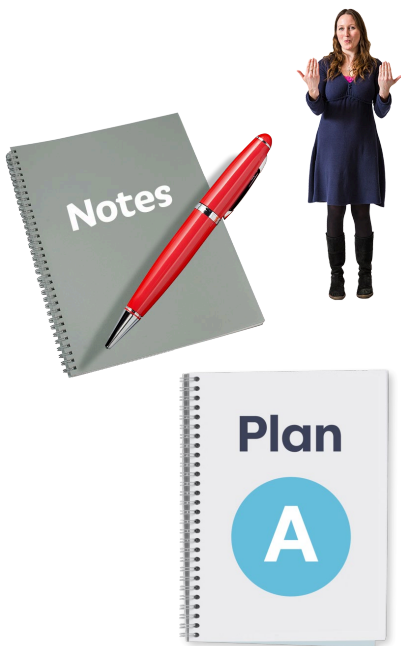
Personal access costs are different to **access support**.



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

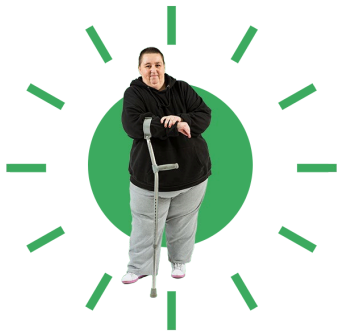


You only get personal access costs if we give you a grant.



Some examples of what you can use personal access costs to pay for include

- a BSL interpreter.
- someone to take notes for you.
- someone to help you fill in your activity plan.



Personal access costs are for you.



You cannot use the money to pay for someone else's needs, even if they work with you.



We will give you money for personal access costs. You pay for what you need with this money.

How to ask for personal access costs



Questions

1. What do you think about it?

Good

Bad

Not sure

Before you start your application for a grant, you need to fill in our **eligibility questionnaire**.



Our **eligibility questionnaire** asks you questions to make sure we can give you money for the type of activities you want to do.



The eligibility questionnaire also asks how much money you need for personal access costs.



Application Form

Name	Address
Education	Work

The amount of money you put will show up on a part of your application called **basic details**.

Your application



In your application you can change the amount of money you need for personal access costs.

Basic details

£600



Go to the part of your application called **basic details** and change the number you first put down.

£600



You cannot change this number if we have already given you money for personal access costs.



You will need to tell us how you will spend any money we give you and how it will help you.

How much money to ask for



The amount of money you ask for needs to make sense for the size of your activity.



We cannot give you personal access costs for work you have already done.



The money we give you for personal access costs is not part of the money we give you for your grant.



For example, if you ask for **£20,000** for a grant, and **£500** for personal access costs, you have **£20,500** total.

Access to Work



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



We cannot give you personal access costs to pay for things Access to Work already pays for.



Go to this website to find out more about Access to Work
[Access to Work](#)

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
“Personal Access Costs”