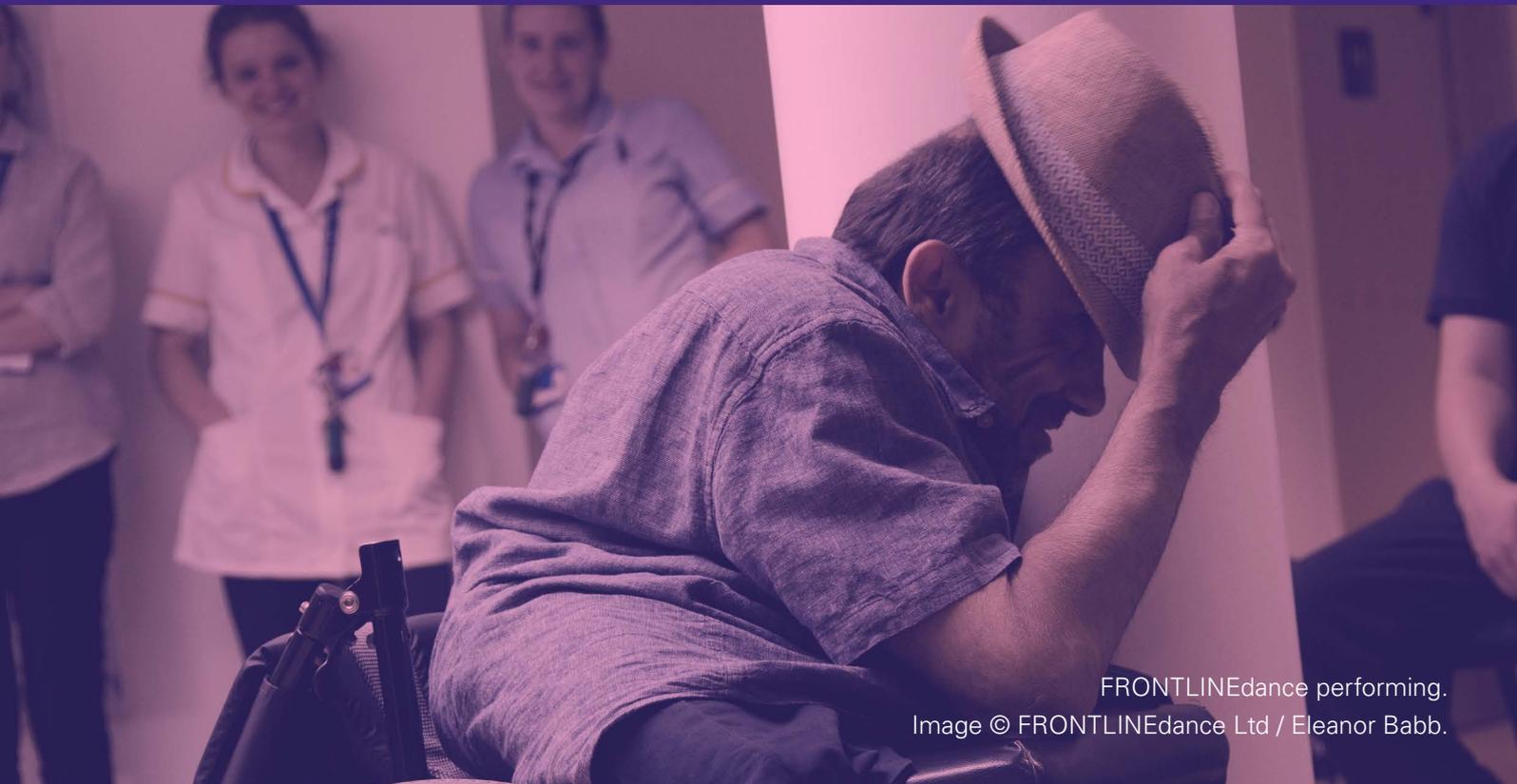


ARTS COUNCIL NATIONAL LOTTERY PROJECT GRANTS

Touring activity

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

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This information sheet relates to Arts Council National Lottery Project Grants. See [our website](#) for more information about Project Grants.

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Touring

We define touring activity as the same programme or event taking place in two or more venues. Venues might be:

- a theatre
- a gallery
- a library
- a museum
- a festival site or space
- a community centre
- any other space or site where the activity is taking place

Touring activity can involve live performances, exhibitions, workshops, residencies, work involving people from particular communities, or possibly all of these things.

What you can apply for

- tour a production and/or event to several venues or locations in one or more Arts Council England Areas
- re-stage a previous production or event and tour it to new audiences and venues

We recognise that it is unlikely you will have fully confirmed dates at the time of application. We will look at your track record and relationship with the venues when we consider how realistic your tour schedule is.

We may contact the venues listed in your application and discuss the tour with them.

Completing your tour schedule

If you apply for touring activity, you will be asked to fill in a provisional tour schedule. You should tell us whether each tour booking is:

Confirmed – the booking dates and contractual arrangements are confirmed, subject to Project Grants funding, and probably won't change

Pencilled – there has been a detailed discussion between you and the venue. The venue understands the likely contractual arrangements and has agreed to pencil a date

Discussed – you are currently in active discussion with a venue about your project but have not agreed a date or terms

Not discussed – you have identified suitable venue(s) but have not yet discussed the project with them

We don't expect you to have fully confirmed your tour by the time you apply. We consider your tour based on the confirmation status of each booking, your track record and the relationship you have with the venues. We may also get in touch with some of the venues on your tour schedule to discuss your proposed tour and its relevance to their venue.

An unconfirmed tour schedule does not automatically mean that we will consider your activity major risk or that your tour schedule is unrealistic. However, if a large proportion of your tour dates are unconfirmed you must explain how realistic your proposed tour schedule is. If you have a strong track record of securing tours and strong partnerships with the proposed venues, producers, tell us so we can have confidence that your tour is achievable.

We advise against submitting a vague tour schedule in the hope of updating this later. Normally, if your application contains only 'not discussed' dates or little evidence of relationships with the venues, we would consider your application to be major risk or underdeveloped. In this case, your application will not be funded.

Completing the budget

When completing your budget, we suggest you provide as much detail as you can about your expected earned income. For example, if you are expecting income on a box office split, tell us the calculation your share of the split is based upon and your track record for being able to achieve this. Similarly, if your income includes ticket sales, show how many tickets you expect to sell and the cost of each ticket.

If your application is for more than £15,000, you will need to provide a more detailed budget breakdown as supporting material. We suggest that you provide a budget that shows us both the production costs and touring costs separately.

Touring extensions and remounts

If you are applying for more than £15,000 and up to £100,000 to **extend or remount a tour that has already been funded** by the Arts Council through Grants for the Arts, Strategic Touring or Arts Council National Lottery Project Grants, you may be able to apply using a condensed version of the application form, specifically for touring extensions and remounts.

In the condensed version of the application form we will only ask you to tell us about **new dates/days of activity** when you answer the questions in most sections, and you should not provide answers to some questions. This is because, as you are applying to tour work we have already supported, we will use the information in your original application, and our appraisal of that application, as well as the information in your new application, to help us make our decision.

We may be able to process your application in less than twelve weeks if necessary.

You can ask our permission to apply in this way if:

- the new project is solely an extension to, or a remount of, a tour where demand has been stimulated by the original tour we supported; **and**
- the original tour we funded is still ongoing, or was scheduled to end less than six months before the date you ask for permission; **and**
- the original grant we made to support the tour was for more than £15,000.

If you want to request permission to apply in this way, you should contact us as soon as possible on contact us on enquiries@artscouncil.org.uk or 0161 934 4317.

If your proposal includes a significant number of new elements that were not funded as part of the original tour or has changed significantly from the original project then it may be more appropriate for you to submit a new full Project Grant Application. You can discuss this with a Relationship Manager when asking for Permission To Apply.

Please note that you can only apply once for permission to extend or remount a tour using a condensed version of the application form.

Rural touring

By rural touring, we mean a tour schedule that is fully or partly made up of venues that are members of recognised rural touring schemes or where you work directly with promoters in village halls or rural venues. You can find out more about rural touring schemes on the [National Rural Touring Forum website](#).

Rural touring schemes work with voluntary promoting groups (village hall committees, pubs, local schools, church halls, community groups) to bring high quality, professional performing companies and artists to perform in their village or community venue.

If you apply for a rural touring project, you should have developed relationships with the rural touring scheme(s) or voluntary promoting groups involved in the activity.

We would expect to see clear plans to engage and develop local audiences. If your tour reaches locations where there is comparatively little arts provision or audience, tell us about it.

We consider confirmation of being 'on the menu' of a rural touring scheme as 'pencilled' in terms of booking status. If your tour has been selected for the menu and you don't know specific dates and venues, write the name of the rural touring scheme under venue and provide details of the range of dates from which promoters will be able to select your work. Remember to tell us in your written answers how many tour dates you expect within the scheme(s).

We may contact the rural touring schemes listed in your application and discuss the tour with them.

Large-scale performing arts touring guidance

By large scale, we mean productions or events touring to venues of 800 seats or more. Before making an application for large-scale touring, we recommend that you contact us to discuss your application.

We would expect any application for large-scale touring to reach a wide spread of venues across several Arts Council Areas. This should include locations where there is comparatively little arts provision or low engagement with the arts. We would expect to see clear plans developed in partnership with the venues to engage and develop audiences.

You must provide a detailed budget to accompany your application, clearly showing:

- production costs
- management costs
- audience development costs
- weekly running costs
- financial deals
- royalty breakdown if applicable

Museums touring – things to consider

Museums who wish to tour apply to museum collections or objects must be Accredited, as well as any museums who are partner venues on the tour. All museums are still eligible to apply for (and be part of wider projects focusing on) arts activity in any of the artforms we support. We continue to encourage arts and cultural organisations to collaborate; museums do not need to be Accredited for this. For more details on this and further information on Project Grants, see our Museums and Project Grants information sheet.

The Government Indemnity Scheme enables organisations to display and tour art and cultural objects to the public which may not otherwise be possible due to the high cost of commercial insurance. The scheme provides cost-free indemnity cover to borrowing institutions for loss or damage to art or cultural items on short or long-term loan. For more information visit the Government Indemnity Scheme pages on the Arts Council website.

International Touring

Touring out of England – the 15 per cent rule

We can provide funding for tours that take work to venues outside of England if 85 per cent or more of it takes place in England. This means we can fund tours in which up to a maximum of 15 per cent take place outside England. We calculate this figure using the number of performances or events listed in your tour schedule.

Venue Location	Number of Events	
	Example A	Example B
London, England	5	4
Manchester, England	4	3
Birmingham, England	3	2
Cardiff, Wales	1	1
Glasgow, Scotland	1	2
Total	14	12

In **Example A**, two out of 14 performances or events take place outside England. As this makes up just 14 per cent of the tour, it is eligible for funding.

In **Example B**, three out of 12 events take place outside England.

As this makes up 25 per cent of the tour, this is not eligible for funding

If you apply for funding towards a tour that includes events outside England that exceed 15 per cent of the total performances or events, there are two approaches you can take:

- show that the funding for these events is covered from other sources - this would not count towards the minimum 10 per cent partnership (match)

funding required.

- exclude the dates outside England from your tour schedule and budget, making it clear you have done so and apply for funding towards the dates of the tour that take place in England

If you provide funding for events outside England from other sources, we will only accept box office/ticket sales where you have a proven track record in delivering events with the proposed venue.

Edinburgh International and Fringe Festivals

Normally, we would only fund activity taking place at the Edinburgh International or Fringe Festivals if it is part of a wider tour and the total activity outside England does not make up more than 15 per cent of the touring activity.

Incoming tours

If you are based outside of England but within the EU you can apply to tour your work into England. We can only accept applications from individuals or organisations based in the European Union and the Channel Islands and the Isle of Man. You must also have a UK bank account, we cannot pay into bank accounts based outside of the UK.

Key things to remember

In addition to meeting the standard criteria for Project Grants (as explained in the), you should also consider the following:

Tell us about your planning and your aims

- why the work is suitable for touring. You should tell us about why the activity is relevant to your venues and audiences. Think about public engagement in terms of location, participants and any learning or participatory opportunities.
- any plans for developing or maintaining longer-term links between the touring work, artists, promoters, and venues.
- where relevant, tell us about any research and development you have

undertaken for this activity.

Apply in good time

We need six weeks to make a decision on applications for £15,000 or less, and 12 weeks for applications from £15,001 to £100,000.

- submit your application in enough time for us to reach a decision before your activity is due to start.
- allow time to confirm your activity with venues before starting publicity.
- check the timetable for your application with your venues and manage any risks accordingly.

How we make decisions

If your tour is for £15,000 or under and/or only takes place in the area in which you are based, the decision will be made in the Area you are based in.

National Activities – Over £15,000 only

We define a tour as a National Activity when it is for over £15,000 and is:

- a **national touring project**, where the same public-facing activity (a show, or exhibition, or other public-facing work) is presented in venues in two or more Arts Council England Areas. If you are based in one of these areas, then at least 25% of public-facing activity must be taking place in another area.

In this instance, the decision will be made at a national level.

We involve specialist staff across the country to inform our decisions on applications for national tours. We will use the information provided in your application form to make a decision, as well as information from your previous projects and comments from venues. We will consider the quality and range of the work alongside the places the work tours to and the people that experience the work.

If you wish to apply for over £100,000 for a National Activity, you will need to complete an Expression of interest and receive an invitation to apply.

See our [National Activities](#) information sheet for more detail.

Further information

Resources from Arts Council England

[The Creative Case for Diversity](#)

The Arts Council's approach to equality and diversity in our sector.

[Active Lives survey](#)

A Sport England-led survey about English adult's (aged 16+) participation in leisure and recreational activities, including sport, physical activity and culture.

[Taking Part survey](#)

A major survey of cultural and sport participation in England, commissioned by the Department for Culture, Media and Sport (DCMS) in partnership with Arts Council England, Sport England and Historic England.

Other useful information

[Audience Spectrum](#)

An arts and culture- based segmentation model.

[Audience Finder](#)

A national audience data and development programme, enabling cultural organisations to share, compare and apply insight.

[Audience Development Planner](#)

A free tool from The Audience Agency to help you to create a plan focusing on the audiences you want to reach.

[Collections Trust](#)

Collections Trust help museums capture and share information that gives their objects meaning. Their standards and advice are used around the world to make museum collections accessible.

[Culturehive](#)

A website of shared audience development resources for arts and culture

[Tour Finder](#)

A free national tour listings site for artists and programmers

Museum Accreditation Scheme

The Museum Accreditation Scheme is the UK industry standard for museums and galleries. It tells everyone involved with a museum that they're doing the right things to help people to engage with collections and protect them for the future. The Museum Accreditation Scheme does this by making sure museums manage their collections properly, engage with visitors, and are governed appropriately

National Rural Touring Forum

The national body for rural touring, whose members cover every Area of England. They provide **Eyes Wide Open**, a comprehensive guide to touring.

Visiting Arts

Visiting Arts has resources available on performing arts and visual arts touring, both in the UK and internationally. It is the UK's Cultural Contact Point for EU Cultural funding and has a range of services to support international collaboration.

Touring Exhibitions Group

Collective of visual artists, organisations and galleries committed to touring visual arts work.

Independent Theatre Council

Provides training on tour booking, producing and other relevant topics. Operates industry agreed contracts and rates of pay for touring activity. Organises an annual touring symposium to discuss touring issues as well as events throughout the year.

UK Theatre

Provides training on touring management and other relevant topics. Operates industry agreed contracts and rates of pay for touring activity. Organises an annual touring symposium to discuss touring issues as well as events throughout the year.

Theatre Tax Relief

Creative industry tax reliefs are a group of 5 Corporation Tax reliefs that allow qualifying companies to claim a larger deduction, or in some circumstances claim a payable tax credit when calculating their taxable profits.

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