

## **Arts Council England Emergency Response Fund: For individuals**

### **Guidance for applicants**

**This guidance gives you the information you need to apply to the Arts Council England Emergency Response Fund: For individuals. We are currently producing this guidance in a range of alternative formats including Easyread, BSL and Large Print. We will publish these as soon as possible. If you have any access requirements please [contact our Customer Services team](#).**

We recognise that the Covid-19 emergency has had a significant impact on the freelance creative practitioners on whom our sector depends, with many experiencing lost income and additional costs from cancelled and curtailed work.

While the Government's recent announcement of support for the self-employed is important and welcome, the Arts Council also wants to do what we can to support artists and creative practitioners during this period. We want to try to help as many people as possible to sustain their practice and afford them some time to stabilise, think and plan for the future.

We recognise that our budgets cannot cover everyone impacted by this situation and we encourage you to check the information we have published [here](#) to see what support you can get from the Government and elsewhere. Try not to apply to us for support you can get elsewhere – we want to make our money go as far as possible.

### **Rounds and deadlines**

There will be **two rounds** of this fund.

You can apply to **only one** of these rounds. If you apply to the first round you will not be able to apply to the second round, even if we are unable to offer you a grant in the first round.

**We will split our budget equally across both rounds.** Please apply to the round that suits your circumstances best.

Please note that, since this is an emergency response fund, our notice period for making and processing applications is much shorter than usual. We may need to adjust our timelines depending on the volume of applications we receive.

	Round one	Round two
Portal opens for applications	Thursday 9 April 2020	Thursday 16 April 2020
Portal closes for applications	Thursday 16 April 2020 (12pm midday)	Thursday 30 April 2020 (12pm midday)

If you start an application for Round one but don't submit it, you will be able to access it when the portal opens for Round two. You will then be able to submit it in Round two.

We aim to start notifying applicants of the outcome of their applications to Round one by the end of April.

If you don't already have a Grantium profile, please try to register by Monday 13 April 2020 for the first round, or we can't guarantee that we will have validated it in time. Use [this guidance](#) to help you.

Our funding will directly support freelance creative practitioners who have a track record of working in the publicly funded culture sector in England and whose main work is focused on these artforms and disciplines:

- Combined arts
- Dance
- Libraries (activity that helps deliver the Universal Library Offers)
- Literature
- Museums
- Music
- Theatre
- Visual arts

## Definitions

For this programme, the term '**freelance creative practitioner**' includes writers, translators, producers, editors, educators, directors and designers in the disciplines and artforms we support, as well as choreographers, composers, visual artists, craft makers and curators.

Having a **track record working in the publicly funded culture sector** means that you have experience of making and delivering work supported by funds from arm's length bodies (such as the Arts Council, National Lottery Heritage Fund, or the National Lottery Community Fund), local authorities, universities, other public sector bodies or trusts and foundations such as the Paul Hamlyn Foundation or the PRS Foundation. This can be **direct support** (you have had a grant from one

of these organisations) **or indirect support** (you have had a grant or a commission from an organisation that itself receives public funding). We'll ask you to tell us about this when you make your application.

### **Support for other freelancers in the arts and culture sector**

We know that our funding for creative practitioners won't cover everyone who works freelance in the arts sector, so we are working with the following funds and organisations to support a range of self-employed people in the sector including **technical workers and professional performers** in the artforms and disciplines outlined above, whose income is impacted. In order to mitigate that, we are providing the following funds and organisations with additional funding to distribute:

- [\*\*Help Musicians UK\*\*](#)  
Professional music performers, composers, creators and those working in other roles requiring a high level of technical skill (teachers, producers, engineers, etc) across all music sectors including, but not limited to, classical, folk, jazz, world, and all contemporary music genres (pop, hip hop, grime, Americana, heavy metal etc).
- [\*\*Equity Charitable Trust\*\*](#)  
Criteria include professional actors, circus, aerialists, puppeteers or variety performers, and stage managers. Please note that an applicant's line of work must make them eligible for an Equity card, although they are not required to have one in order to apply. It excludes musicians, drama students, backstage staff and amateur performers.
- [\*\*Dance Professionals Fund\*\*](#)  
This fund provides financial support for professional dancers. Support is given to freelance dancers across genres including contemporary, ballet, hip hop, Black and Asian dance, including those with portfolio careers, eg choreography, as long as their primary role has been performing.
- [\*\*The Theatrical Guild\*\*](#)  
This fund supports: any kind of stage technician or engineer; company and stage managers; stagehands; anyone involved in costume, hair or makeup; designers and makers of sets, props and puppets; and ushers or box office staff.
- [\*\*Outdoor Arts UK\*\*](#)  
This fund will support freelancers who are particularly affected by the seasonal nature of their work, making the vast majority of their annual income in the summer months. This includes, but is not limited to, those identifying as professional and/or specialist artists (eg dedicated street performers, aerialists, stilt artists, project directors) and technicians (eg

riggers, projectionists, pyrotechnicians, specialist designers and makers). This also includes outdoor programmers and bookers, technical and production staff, volunteer managers, participation and engagement leaders.

- **Society of Authors**

Those eligible for this funding include storytellers, scriptwriters, literary journalists, producers, poets, translators and book illustrators.

- **a-n**

This fund supports those involved in exhibition installation, for example art handlers, technicians, conservators.

If you apply to one of these funds or organisations, please do not also apply to the Arts Council Emergency Response Fund: For individuals. We will consult with these funds and organisations to make sure that we are not supporting the same individuals through both routes.

### **Changes to this guidance or our programmes**

We have designed and launched this fund very quickly in order to ensure we can best support individuals. Because of this, we will be keeping our processes under review to ensure we are making best use of our resources, particularly in relation to any further announcements by Government and any changing circumstances in relation to Covid-19. We reserve the right to make changes to these Emergency Response Funding programmes, which may include changes to the focus, timing, budgets or detail of funds. We will communicate any changes as quickly as we can.

### **Advice giving**

Relationship Managers, our Customer Services team and other Arts Council staff will not be able to offer specific, one-to-one advice about how to write your application for this fund. We have designed this application process to be as straightforward as possible, requesting only the information we need. Our Customer Services team can help you to use the online application form, and to make or update your applicant profile.

On our [website](#) you can find more information to help you make your application, including frequently asked questions for this fund.

### **Access support**

We are committed to being open and accessible to everyone. We realise some people may find that there are barriers to applying to this fund, and we want to

help people with access requirements to apply. If you do have an access support requirement, we may be able to offer you some additional support. Please contact our Customer Services team on [enquiries@arts council.org.uk](mailto:enquiries@arts council.org.uk) or visit <https://www.arts council.org.uk/contact-us>

We are currently producing this guidance in a range of alternative formats including Easyread, BSL and Large Print. We will publish these as soon as possible. If you have any access requirements please [contact our Customer Services team](#).

## What our funding will cover

The aim of this funding is to ensure that we have a freelance sector that is still in a position to practice once the situation created by the Covid-19 emergency has eased. We want to provide basic financial support during this time and afford practitioners **time to stabilise, think and plan for the future**.

We recognise that you may have experienced loss of income, or additional costs, due to cancelled or curtailed work as a result of the emergency. You might need additional equipment (such as IT equipment) or licenses for digital products to be able to work remotely and keep in touch. You might want to take some time to research or work up other activities that you are able to undertake in the next few months. We do not expect you to deliver creative outputs using this funding during this time. However, we recognise you may want to explore new opportunities or refocus your practice.

Each practitioner can apply for funding of **up to £2,500**.

If you have additional costs relating to a disability, you can apply for **up to £3,000 in total**: up to £2,500 of the amount of income you have lost (or costs incurred) and up to £500 of additional costs relating to your disability.

## Requesting funding from us

Think about how much you need to request from us. If you already have sufficient funding from another source during this period, please do not apply. If you are applying jointly to us and other funds or sources of support, let us know in your application. If you go on to receive payments in relation to cancelled work after you have applied, please get in touch with Customer Services and let us know. We understand the situation is changing day by day. We're anticipating that there will be heavy demands on everyone's support, so we want to make sure our funding goes as far as possible.

We encourage you to consult the [gov.uk coronavirus guidance website](https://www.gov.uk/coronavirus-guidance) to see if there are other avenues of financial support that could help you during this time. We will also regularly update our advice on our [website](#).

We know that this funding is unlikely to cover all losses or costs incurred, but the intention is to relieve pressure where possible.

## Eligibility criteria

### Who can apply?

We can support **freelance creative practitioners** whose main work is focused on our supported artforms and disciplines (combined arts, dance, libraries, literature, museums, music, theatre and visual arts).

- The term 'freelance creative practitioners' includes writers, translators, producers, editors, educators, directors and designers in the disciplines and artforms we support, as well as choreographers, composers, visual artists, craft makers and curators.
- 'Main work' means that you generate more than 50 per cent of your income through your freelance work.

Anyone who applies to the **Arts Council Emergency Response Fund: For individuals** needs to:

- apply as an individual (organisations can apply to the Arts Council Emergency Response Fund: For organisations; sole traders should apply as individuals)
- have a validated applicant profile on Grantium – [register for a profile now](#) if you don't have one already, check it is up to date if you do
- be based within (live in) England
- have a UK bank account in the exact name you're applying in
- be at least 18 years old
- have a track record working in the publicly funded culture sector during the last three years. This means that you have experience of making and delivering work supported by funds from arm's length bodies (such as the Arts Council, National Lottery Heritage Fund, or the National Lottery Community Fund), local authorities, universities, other public sector bodies or trusts and foundations. This can be **direct support** (you have had a grant from one of these organisations) or **indirect support** (you have had a grant or a commission from an organisation that itself receives public funding). We'll ask you to tell us about this when you make an application

You can only apply to one round of this fund. If you apply to the first round you will not be able to apply to the second round, even if we are unable to offer you a grant in the first round.

## What can I apply for?

If the Covid-19 emergency has affected your work and has resulted in a loss of income, additional costs and financial challenge, we can support:

- Activity and/or equipment that will help you to sustain your practice and support you in continuing with your work
- Time to stabilise, think and plan for the future

### We can't support:

- Output-focused proposals for project work, for example, creation of new work, or touring (there will be other opportunities to apply for this type of project as the emergency situation eases)
- Students specifically for their higher education tuition fees and associated costs
- Applications from people who do not generate more than 50 per cent of their income through their freelance work. If your primary income is through a PAYE position which you have lost as a result of the Covid-19 emergency, you may be able to access the Government's salary guarantee funding

## How much can I apply for?

Each practitioner can apply for funding of **up to £2,500**. You can apply for up to the amount of income that you have lost (or costs incurred).

If you have additional costs relating to a disability, you can apply for **up to £3,000 in total**: up to £2,500 of the amount of income you have lost (or costs incurred) and up to £500 of additional costs relating to your disability.

## Ineligible applications

We will view your application as ineligible if it does not meet our eligibility criteria outlined above.



## How to apply

We will keep the application process as straightforward as possible. We do not expect that it will take more than half a day to complete in most cases.

We will ask you:

1. To identify the work you have had cancelled or curtailed due to the Covid-19 emergency and the income you have lost or costs you have incurred, up to the value of £2,500 (we might contact you to ask for evidence of this at a later date).
2. To tell us about your practice and your track record working in the publicly funded culture sector. This means that you have experience of making and delivering work directly or indirectly supported by funds from arm's length bodies (such as the Arts Council, National Lottery Heritage Fund, or the National Lottery Community Fund), local authorities, universities, other public sector bodies or trusts and foundations.
3. To tell us how you will use the time this funding affords you to stabilise, think and plan for the future.

You don't need to have any income from other sources (or 'match funding') to apply to this programme.

You will use [Grantium, our online application portal](#), to apply.

**If you do not already have a profile on Grantium, please set one up before you need to apply. Please make sure that all the information in your Grantium profile is up to date before you apply. Use [this guidance](#) to help you.**

## **Balancing and decision making**

We will use our expertise and judgment to make decisions based on the answers to the questions we ask in the application form and information from your applicant profile. We know we will receive a high number of deserving applications and, unfortunately, we won't be able to give funding to everyone who applies.

We will think about the range and balance of different applications we're supporting. We want to support a diverse range of applicants that work in a broad range of artforms and disciplines and geographical areas. We need to think about our investment in areas of least engagement with arts and culture.

We will prioritise applications that demonstrate how funding could help to sustain the applicant's practice and allow them to continue working in the future.

We will also consider whether applicants identify as a D/deaf or disabled person, have a long-term health condition or are from an under-represented protected characteristic group (based on the information collected on protected characteristics in their applicant profile on Grantium), to make sure our funding goes to those who may be most vulnerable at the moment and that we support artists and creative practitioners who are representative of this country and who can best continue to contribute to our [Creative Case for Diversity](#).

We may also consider whether you have any other open grants from Arts Council England that have not been used in full, and whether those already-awarded funds could be or have been repurposed.

We are expecting enormous demand for this fund. This means if we are unable to offer you funding, we will unfortunately not be able to give feedback.

## Timeline

There will be **two rounds** of this fund.

You can apply to **only one** of these rounds. If you apply to the first round you will not be able to apply to the second round, even if we are unable to offer you a grant in the first round.

**We will split our budget equally across both rounds.** Please apply to the round that suits your circumstances best.

Please note that, since this is an emergency response fund, our notice period for making and processing applications is much shorter than usual. We may need to adjust our timelines depending on the volume of applications we receive.

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If you start an application for Round one but don't submit it, you will be able to access it when the portal opens for Round two. You will then be able to submit it in Round two.

We will let applicants know about the outcome as soon as decisions have been made (approximately two to three weeks after the portal closes) – this means that some applicants will hear the result of their application before others, but all will be advised as quickly as possible.

If you don't already have a Grantium profile, please try to register by Monday 13 April 2020 for the first round, or we can't guarantee that we will have validated it in time. Use [this guidance](#) to help you.

## Important information

### Terms and conditions

If you are offered funding, all grant holders must agree to our [terms and conditions](#).

### 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 appeal 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'](#). Additionally, you can email [complaints@artscouncil.org.uk](mailto:complaints@artscouncil.org.uk).

### Counter fraud measures

Arts Council England has a [Counter Fraud Strategy and Policy](#) and appropriate measures will be taken to ensure that grant holders given funding through this programme use the funding appropriately. This will include random sampling checks on a proportion of grants made. All grant holders must retain their financial and other documentation relating to the grant, and Arts Council England reserves the right to request this at any time.

### Freedom of Information Act

The Arts Council is 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 funding 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 our assessment 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 Information Commissioner website at <https://ico.org.uk/> for information about freedom of information generally and the exemptions.

We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.

### **Data Protection**

The Arts Council is 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 EU General Data Protection Regulation (2016/679), the UK Data Protection Act 2018 and other applicable laws that regulate the use and privacy of personal data (Data Protection Law).

To meet 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](http://www.ico.org.uk)

### **Contact us**

Arts Council England

**Website:** <https://www.artscouncil.org.uk/>

**Email:** [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)