

## **Arts Council England Emergency Response Fund: For organisations outside the National Portfolio**

### **Guidance for applicants**

**This guidance gives you the information you need to apply to the Arts Council England Emergency Response Fund: For organisations. 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 organisations that form the backbone of our sector, particularly as cultural organisations are required to close their doors to the public for the foreseeable future.

We want to support organisations during this difficult time by making grants to help organisations that are not regularly funded by the Arts Council and are losing income because of the Covid-19 pandemic. As one of three [Emergency Response Funds](#), we have allocated £50 million to support arts and cultural organisations.

Our National Portfolio Organisations, the lead organisations of Creative People and Places programmes, and Music Education Hubs are not eligible to apply to this fund. We will shortly publish guidance for these regularly funded organisations.

### **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.

	<b>Round one</b>	<b>Round two</b>
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 organisations whose main work is focused on these artforms and disciplines:

- Combined arts
- Dance
- Libraries (for activity that delivers the Universal Library Offers)
- Literature
- Museums and collections (Accredited museums only)
- Music
- Theatre
- Visual arts

We want to make sure this fund best supports our sector. If over 50 per cent of your organisation's work focuses on one or more of the above artforms or disciplines, you can apply to this fund. If your organisation's work is focused on something else, you may not apply to this fund.

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

We have designed and launched this fund very quickly in order to ensure we can best support organisations. 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.

If your organisation is disabled-led and you require further support to complete your application, please contact our Customer Services team on [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk) or visit <https://www.artscouncil.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

We want to support organisations that do not receive regular funding from the Arts Council by providing some financial assistance during this time and giving them the best chance to be in a position to continue once the situation created by the Covid-19 emergency has eased.

Our funding could be used to cover:

- Activity intended to **prevent your organisation ceasing operation** due to the financial impact of the Covid-19 emergency, for example:
  - urgent changes of business model
  - essential operational costs (such as rent and staff costs)
  - IT and other equipment-related costs to support home working

**and/or**

- Development and delivery of **activity specifically designed to be deliverable during the next six months**, including:
  - development projects in readiness for organisations restarting normal operations, for example organisational development, and/or
  - public facing projects, for example digital/online projects

We will expect organisations who benefit from this fund to show how they will do all they can to support the freelance creative practitioners on whom they rely.

Applicant organisations must have a track record (during the last three years) of publicly funded work in arts and culture in England, which can include work in and with libraries. This means that you have experience making and delivering work directly supported by funds or commissions from Arts Council England, other arm's length bodies such as National Lottery Heritage Fund or National Lottery Community Fund, local authorities, universities, other public sector bodies, or trusts and foundations (such as the Paul Hamlyn Foundation, the Esmée Fairbairn Foundation or the PRS Foundation).

Organisations can apply for funding of **up to £35,000** to be used within six months of receiving a grant.

### Requesting funding from us

This funding is intended to complement other funding and support available to organisations, rather than duplicate it. You should only apply for funding if you cannot access support for those costs elsewhere.

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.

If your organisation is an **Accredited museum** and you are applying to both Arts Council England and National Lottery Heritage Fund to support Covid-19 response work, you should only accept funding from one funder. You must indicate in your application to each funder if you have also applied to the other.

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?

Organisations:

- that are not an Arts Council England National Portfolio Organisation, Music Education Hub or Creative People and Places lead organisation

**and**

- whose main work (over 50 per cent) is focused on our supported artforms and disciplines

Non-lead consortium members of National Portfolio Organisations can apply in their own right.

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

- apply as an organisation (individuals may be able to apply to the Arts Council Emergency Response Fund: For 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
- have a registered address in England
- have a UK bank account in the exact name they're applying in
- have an accountable person who is at least 18
- have a track record (within the last three years) of publicly funded work in arts and culture. This means that you have experience of making and delivering work supported by grants or commissions you have received 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, the Esmée Fairbairn Foundation or the PRS Foundation). 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?

### We can support:

- Activity intended to **prevent your organisation ceasing operation** due to the Covid-19 emergency, for example:
  - urgent changes of business model
  - essential operational costs
  - debt mitigation related to issues caused by the Covid-19 emergency
  - IT and other equipment-related costs to support home working

**and/or**

- Development and delivery of **activity specifically designed to be deliverable during the next six months**, including:
  - organisational development projects in readiness for restarting normal operations, for example organisational development; and/or
  - public facing projects, for example digital/online projects

### We can't support:

- Any other activity you would normally apply to Arts Council National Lottery Project Grants for, such as touring work or delivery of future activity beyond the next six months. We cannot support proposals for project work that can't be delivered now, for example touring and other work that is for live audiences. We have suspended Arts Council National Lottery Project Grants during this emergency period, but we will reopen it as soon as we can. This will include the ringfenced budget for supporting Grassroots Live Music organisations
- Costs or losses not incurred as a result of the Covid-19 pandemic
- Any historic organisational debt

## How much can I apply for?

Organisations can apply for funding of **up to £35,000** to be used within six months of receiving a grant.

## Ineligible applications

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

## How to apply

Please check the information [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.

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 losses your organisation has incurred due to the Covid-19 emergency (we might contact you to ask for evidence of this at a later date).
2. To tell us about your organisation's work and its track record working in the publicly funded arts and culture sector.
3. To tell us what difference an emergency grant from this fund would make to your organisation. We'll ask you to provide a simple budget and cashflow, your last year's turnover and your reserves position. We'll ask you to tell us how you might use the funding within the next six months. While there is no requirement for match funding for this programme, please still detail any other emergency funding that you are reasonably expecting to receive from other sources.
4. If you plan to deliver any immediate activity (including delivery or organisational development), how this would help your organisation contribute to delivering our new Strategy for 2020-2030, [Let's Create](#).
5. How funding you receive now will help you to contribute to delivering *Let's Create* in the future.

Please answer the questions as fully as you can to give us as much information as possible to help inform our decision making.

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 make decisions based on the answers to the questions we ask in the application form, the information held in the applicant profile on Grantium and our knowledge and expertise as the development agency for creativity and culture. We know we will receive a high number of applications and, unfortunately, we won't be able to award funding to all organisations that apply.

In order to help our decision making, we will also consider the balancing criteria set out below. These considerations will help ensure that we have as strong an infrastructure as possible to rebuild our sector once the current crisis is over.

1. We will consider the evidence of financial need demonstrated in your application.
2. We will consider whether your organisation is disabled-led, as noted in your applicant profile on Grantium, to make sure our funding goes to those organisations that may be most vulnerable as a result of the Covid-19 emergency.
3. We will also consider whether your organisation is based in an [area of low cultural engagement](#) as we want to make sure our funding will go on to benefit the audiences and participants who need it most in the longer term.
4. We will consider investment across the artforms and disciplines we support.
5. We will also consider how organisations can help deliver *Let's Create* when the Covid-19 emergency eases. This would include consideration of whether the organisation is diverse-led, as noted in each organisation's Grantium applicant profile.

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) for more information.

### **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:** [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

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