

Culture Recovery Fund: Continuity Support

Guidance for applicants

The below is an outline summary of key information. Please see [Section three](#) for full eligibility criteria.

Summary of key information	
What is the focus of the fund?	<p>The aim of Culture Recovery Fund: Continuity Support is to support cultural organisations who have previously received funding from the Culture Recovery Fund: Grants programme, in the first or second rounds, and can clearly demonstrate the financial need for further funding in order to operate on a viable and sustainable basis by 31 January 2022.</p> <p>We want to ensure that the additional funds made available via Culture Recovery Fund: Continuity Support are allocated to those organisations with the greatest need for further financial support, as the legal limits on social contact continue to lift and other government support schemes come to an end.</p> <p>Organisations must be able to demonstrate, via cashflow forecast, that without further financial support they are at risk of no longer trading viably by 31 March 2022.</p> <p>By ‘at clear risk of no longer trading viably’ we mean you can demonstrate that, without additional support through Continuity Support, your organisation would not have the ability to generate sufficient income or sufficient cash reserves (or near-cash reserves where it is appropriate to liquidate them) in order to meet operating payments and debt commitments, then you are at risk of no longer trading viably.</p>

This is similar to the definition of cash-flow insolvency. However, given the unique circumstances of many cultural organisations (including the importance of cultural assets in their reserves) we will review and consider all the information in your application, together with any other information we hold about your organisation, or which is publicly available, as to whether your organisation is at risk of no longer trading viably.

This programme is also open to live music venues who were awarded funding from the Emergency Grassroots Music Venues Fund (excluding sole traders).

Through this round of the Culture Recovery Fund: Continuity Support, organisations with a pre-Covid turnover of over £1 million and who have received at least £250,000 in Culture Recovery Fund awards to date, may also have the opportunity to apply for additional investment towards Sustainability. This strand of the Culture Recovery Fund is to ensure the protection of the country's most important cultural, creative and heritage assets. By important, we mean organisations of local, national, or international significance. Through this strand we also want to ensure that the benefits of previous Culture Recovery Fund investment are realised, by supporting long-term sustainability among recipients.

If you wish to apply for additional investment towards Sustainability you will need to provide an outline proposal in your application form showing what you could do, if, exceptionally, you were awarded additional funding. You will also need to demonstrate a commitment to working with Arts Council England on implementing long-term organisational changes.

	<p>Any additional Sustainability request you may make also contributes towards the cumulative caps as outlined on page 5.</p> <p>Please note that bids for Sustainability will only be awarded in exceptional circumstances, at the discretion of the Arts Council, and there is a possibility that we may not support any bids.</p> <p>Further information about Sustainability funding, including full eligibility criteria and guidance on how to apply for this additional investment, can be found at Appendix A.</p>
<p>Who can apply?</p>	<p>This round of funding is only open to organisations who have received funding from the Culture Recovery Fund: Grants programme, in the first or second rounds.</p> <p>Live Music Venues who were awarded funding from the Emergency Grassroots Music Venues Fund are also eligible to apply (excluding sole traders).</p> <p>Organisations that received funding via the Cultural Capital Kickstart Fund <i>and</i> from the Culture Recovery Fund: Grants programme or the Emergency Grassroots Music Venues fund are also eligible to apply for Continuity Support funding.</p> <p>Please note – Organisations in receipt of Cultural Capital Kickstart Funding <i>only</i> are <u>not</u> eligible to apply.</p> <p>Please see page 19 for further information on who can apply</p> <p>The lead organisation (the organisation submitting the application) should be properly constituted as an</p>

organisation. The kinds of organisations that are eligible to apply include:

- limited companies registered at Companies House
- community interest companies (CICs) registered with the CIC regulator
- charitable incorporated organisations (CIOs) registered with the Charity Commission
- charitable companies or charitable trusts registered with the Charity Commission
- limited liability partnerships registered at Companies House
- partnerships established under a partnership deed governed by the Partnership Act 1890 or the Limited Partnerships Act 1907, where a signed partnership agreement in writing is in place
- community benefit and co-operative societies regulated by the Financial Conduct Authority (FCA)
- Royal Charter bodies
- statutory bodies and other public bodies including Universities and Local Authorities who run or maintain cultural services
- organisations with a museum with either [Accreditation or working towards Accreditation status](#)

Organisations must be up to date with all necessary submissions to their regulatory body. The financial statements must show that your organisation has been trading during the two- or three-year period and has not been dormant.

Public Authority library services are not eligible to apply to this programme.

	<p>Culture Recovery Fund: Repayable Finance loan recipients are <u>not</u> eligible to apply to this programme.</p> <p>If your projected reserves position at 31st January is greater than 8 weeks or more free cash reserves, you are still eligible to apply to Culture Recovery Fund: Continuity Support, however please provide information on any restricted balances and an explanation as to why these reserves are insufficient to support your viability, and why you need additional support from the Continuity Support fund. You will be unable to apply to reflate your reserves any further.</p>
<p>When is the deadline for applications?</p>	<p>12pm (midday) on Friday 27 August 2021</p> <p>Please note the online portal (Grantium) will open for applications at 12pm (midday) on Monday 16 August 2021.</p>
<p>How much can be applied for per application?</p>	<p>The total budget available for this round is up to £150,000,000.</p> <p>The minimum amount that can applied for is £25,000.</p> <p>The limits to how much you can apply to this programme for are as follows:</p> <ul style="list-style-type: none"> ● We would not expect you to apply for more than 25% per cent of your annual turnover (pre-Covid-19) ● If you are a Not for profit organisation the maximum that you can receive in total across the three rounds is £4,000,000

	<ul style="list-style-type: none"> ● If you are a Local Authority or University, the maximum that you can receive in total across the three rounds is £4,000,000 ● If you are a For profit organisation or group, the maximum that you can receive in total across the three rounds is £1,500,000 <p>Please note that the cumulative caps are inclusive of any additional Sustainability request you may make.</p> <p>For applicants with Culture Recovery Fund: Second Round funding, we would not expect the amount you apply for to exceed your second round award.</p> <p>For applicants in receipt of Culture Recovery Fund: First Round funding only, we would not expect the amount you apply for to exceed 50% of your first round award (this is the equivalent of three months of that award).</p> <p>Whilst we do not anticipate that awards will be made above and beyond these limits, we will, by exception, consider applications which exceed the cumulative limits where it can be strongly demonstrated that additional funding is essential for survival and all other funding sources have been exhausted.</p> <p>Please see section 3 for further eligibility requirements</p>
<p>When must the activity take place?</p>	<p>Our funding is for the period 1 November 2021 – 31 January 2022</p>
<p>Minimum match funding from other sources</p>	<p>There is no match funding requirement for this programme</p>

When will we make our decision?	We aim to notify applicants of the outcome of their applications by the end of October 2021
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Changes to this guidance or our programmes

We reserve the right to make changes to the guidance and/or programme after its launch. We will communicate any changes as quickly and clearly as we can.

Assistance with your application

We are committed to being open and accessible and want to make the Culture Recovery Fund: Continuity Support application process accessible to all who need it.

We are producing this guidance in a range of alternative formats including Easyread, Audio and Large Print. We will publish these formats at soon as possible. If you require a copy of this guidance in BSL or Braille, please [contact our Customer Services team](#).

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Section one – Introduction

Welcome

Thank you for your interest in Culture Recovery Fund: Continuity Support.

On 5 July 2020, the Department for Digital, Culture, Media and Sport announced a £1.57 billion package to protect the UK's culture and heritage sectors from the economic impacts of Covid-19. To date, over £1.2 billion has been allocated from the Culture Recovery Fund, reaching over 5000 individual organisations and sites.

At the 2021 Budget, the Chancellor announced an additional £300 million to support the Culture Recovery Fund in 2021/22, to continue to support key cultural organisations, bridge the sector as audiences begin to return, and continue to ensure a vibrant future for the cultural sector as the nation recovers from the pandemic. Government will keep the delivery of this funding under active review and consider how best to adapt it in line with the needs of the sector.

The aim of this strand of the fund is to continue supporting those culturally significant organisations that have had money invested in their organisation through the Culture Recovery Fund and need further financial support to help them transition back into full operation as we begin to emerge from the pandemic.

In line with previous rounds of Culture Recovery funding, the central aims of this strand are to enable cultural organisations to:

- reopen/restart their operations, where appropriate

and/or

- operate on a sustainable, cost-efficient basis, in line with Government guidance

You should be aware that this element of the package is up to £150,000,000. You will need to clearly demonstrate the need for further funding in addition to funds already awarded in the first or second rounds of the Culture Recovery Fund: Grants programme. Competition for funds is expected to be very high and we do

not expect that we will be able to fund every application that meets the criteria. In order to support as many organisations as possible, we may offer funding below the level requested in your application.

The criteria for the Culture Recovery Fund have been set by the Department of Digital, Culture, Media and Sport (DCMS) and the grants are administered, awarded and monitored by Arts Council England on behalf of DCMS.

Other Culture Recovery Fund programmes

There are further grant programmes being delivered by [National Lottery Heritage Fund](#) and [the BFI](#). As this funding is ringfenced for current Culture Recovery Fund recipients you must apply to the cultural agency that is managing your existing grant.

The Culture Recovery Fund will also maintain an Emergency Resource Support strand. This will provide exceptional emergency funding to culturally significant organisations that were financially sustainable before Covid-19 but are now at imminent risk of failure and have exhausted all other reasonable options for increasing their resilience.

Organisations must be able to demonstrate they are at risk of no longer trading viably within 12 weeks of the point of application. They can apply for funding to cover the period up to a point where they can demonstrate a return to financial viability no later than 31 December 2021. Applicants should have a plan to maintain this sustainability through the financial year 2022-23 without further emergency support.

By ‘at clear risk of no longer trading viably’ we mean you can demonstrate that, without additional support through Continuity Support, your organisation would not have the ability to generate sufficient income or sufficient cash reserves (or near-cash reserves where it is appropriate to liquidate them) in order to meet operating payments and debt commitments, then you are at risk of no longer trading viably.

This is similar to the definition of cash-flow insolvency. However, given the unique circumstances of many cultural organisations (including the importance of cultural

assets in their reserves) we will review and consider all the information in your application, together with any other information we hold about your organisation, or which is publicly available, as to whether your organisation is at risk of no longer trading viably.

Emergency Resource Support is open to all organisations that meet the strict criteria above, including organisations that have not received Culture Recovery funding previously and are therefore not eligible to apply for Culture Recovery Fund: Continuity Support. If you are eligible for Culture Recovery Fund: Continuity Support but are at imminent risk of failure and require funding more quickly than is available through this programme, you should consider applying for Emergency Resource Support. You will need to request permission to apply for this programme, if granted, you will need to apply within five working days and we aim to make our decision within six weeks. Further information can be found on our website [here](#).

Organisations that are successful in applying to Emergency Resource Support would not be expected to apply for Continuity Support. Similarly, organisations that are successful in applying to Continuity Support would not be expected to apply for Emergency Resource Support. However, we may, by exception, consider an application where the applicant is able to present a clear and credible rationale for why further funding is needed.

About Arts Council England

Arts Council England is the national development agency for creativity and culture. We have set out our strategic vision in [Let's Create](#) that by 2030 we want England to be a country in which the creativity of each of us is valued and given the chance to flourish and where everyone of us has access to a remarkable range of high quality cultural experiences. We invest public money from Government and The National Lottery to help support the sector and to deliver this vision. www.artscouncil.org.uk.

Advice giving

We have designed this application process to be as straightforward as possible, requesting only the information we need. We will not be able to offer specific, one-

to-one advice about how to write your application, or to read draft applications for this programme. Our Customer Services team can help you to use the online application form or to set up or make any required updates to your applicant profile.

On our website you can find more information to help you make your application, including [Frequently Asked Questions](#) for this fund. We will continue to update these until the programme closes for applications on 27 August 2021, clearly outlining when changes have been made and what they entail.

If you feel you face particular barriers in making an application, please contact our Customer Services team by visiting www.artscouncil.org.uk/contact.

Section two – Purpose of Culture Recovery Fund: Continuity Support

Aims and outcomes

The aim of this strand of the fund is to continue supporting those culturally significant organisations that have had money invested in their organisation through the Culture Recovery Fund and need further financial support to help them transition back into full operation as we begin to emerge from the pandemic.

In line with previous rounds of Culture Recovery funding, the central aims of this strand are to enable cultural organisations to:

- reopen/restart their operations, where appropriate

and/or

- operate on a sustainable, cost-efficient basis, in line with Government guidance

This programme is also open to live music venues who were awarded funding from the Emergency Grassroots Music Venues Fund (excluding sole traders).

Organisations that received funding via the Cultural Capital Kickstart Fund *and* from the Culture Recovery Fund: Grants programme or the Emergency Grassroots Music Venues fund are also eligible to apply for Continuity Support funding.

Please note – organisations that received Cultural Capital Kickstart Funding *only* are not eligible to apply.

Organisations should aim to minimise the cost to the public purse by demonstrating that they have been prudent in their plans and have done what they can to minimise the income gap they are seeking support to fill. Organisations must be able to demonstrate this in their application as competition for funds is expected to be very high. We want to ensure that the additional funds made available via Culture Recovery Fund: Continuity Support are allocated to those organisations with the greatest need for further financial support, as the legal

limits on social contact begin to lift and other government support schemes come to an end.

Organisations must be able to demonstrate, via a mandatory cashflow forecast, that without further financial support they are at risk of no longer trading viably by 31 March 2022.

By ‘no longer trading viably’ we mean you can demonstrate that, without additional support through Continuity Support, your organisation would not have the ability to generate sufficient income or sufficient cash reserves (or near-cash reserves where it is appropriate to liquidate them) in order to meet operating payments and debt commitments, then you are at risk of no longer trading viably.

This is similar to the definition of cash-flow insolvency. However, given the unique circumstances of many cultural organisations (including the importance of cultural assets in their reserves) we will review and consider all the information in your application, together with any other information we hold about your organisation, or which is publicly available, as to whether your organisation is at risk of no longer trading viably.

What we can fund

Through this programme, we can cover costs to support you to meet the shortfall between your operating costs and income during the period November 2021 – January 2022. We expect this shortfall to be a result of reduced trading and ongoing loss of earned income despite restrictions being removed. Please note that the application and amount of funding applied for must be calculated with reference to income and expenditure from previous years, adjusted to reflect the current situation, to ensure the application is evidence based and not inflated.

Through Culture Recovery Fund: Continuity Support, we can support:

- Essential business expenditure, such as staff salaries and fixed/operational costs for the duration of the funding period

- Costs for projects/activity that are/is essential to your continued operations and that are/is related to the reopening of businesses in a Covid-safe manner and that will drive future income
- Costs to cover the income gap to ensure that disabled people and those that are clinically vulnerable have access to cultural organisations and activities, for instance, by making activity available online
- Full or partial repayment or clearance of Covid-related debt incurred since 01 April 2021, not including affordable lending
- Building reserves, up to a maximum value of eight weeks' turnover¹ (Local Authorities and Universities cannot include these costs)
- Proportionate redundancy pay outs where decisions have been made to reduce the workforce
- Running risk management and financial reviews and testing any identified actions to safeguard the organisation as needed
- One off costs arising from organisational development including reconfiguring business plans, governance and activity needed to help safeguard the future of your organisation – in particular costs that will enable organisations to increase income
- One off costs up to a maximum of 10% of the full grant request in order to adapt any existing activities and core business. These costs can include: purchasing or installing essential Covid-19 related equipment; adaptations to help you operate; essential IT equipment and connectivity costs to support homeworking; activities to enable your organisation to put information online and to interact with your community/customers if your site is closed, for example, digital expertise, equipment or customer relationship management system

Please note the grant must be spent or committed during the period 1 November 2021 – 31 January 2022, on either costs incurred during this period or repaying debt as necessary.

What we cannot fund

We will not be able to consider the following costs:

¹ For the purposes of this fund please calculate turnover based on the most recent pre-Covid financial year, unless this was exceptional (e.g. due to expenditure on Capital projects) in which case this should be noted

- Operational costs beyond 31 January 2022
- New projects or activity that are/is not essential to your continued operations or that is unrelated to the reopening of businesses in a Covid-safe manner
- Full or partial repayment or clearance of Covid-related debt without sufficient evidence that this debt is not affordable and will have a significant impact on the short and long-term financial viability of the organisation
- Clearing historic debt incurred prior to 01 April 2021
- Full or partial repayment of CBILS, Bounce Back loans or other Government or local authority lending schemes
- Full or partial repayment of historic structured loans
- Full or partial repayment of tax bills and/or fines
- Building reserves beyond the maximum value of eight weeks' turnover or at all for Local Authorities and Universities
- Redundancy pay outs that are not deemed to be proportionate
- One-off costs beyond 10% of the full grant request or that is not related to the adaptation of existing activities and core business to operate safely
- Costs that are eligible to be covered by other strands of Government support including Covid-19 support received through other schemes that are incompatible with the Culture Recovery Fund, such as the Coronavirus Job Retention Scheme (Furlough)
- The optional salary costs not covered by the Government's Job Retention Scheme for hours not worked by staff on furlough, or any additional optional salary costs for hours not worked above the furloughing cap
- Costs/losses already supported through other sources, including any previous Culture Recovery Fund awards or other Arts Council funding (for example National Portfolio funding) and Government or local authority schemes. This includes staff costs already supported through the Furlough scheme
- Costs that are covered by an insurance pay-out, i.e. if planned activity does not take place. In such a situation we would expect to reduce the grant accordingly at final payment, or if necessary, to reclaim funds already paid
- Costs related to the promotion of the beliefs of political or faith organisations
- Anything that contravenes Government's advice on Covid-19

As this is funding provided by the Department for Digital, Culture, Media and Sport, it must not be used for the following purposes:

- Paid for lobbying, which means using grant funds to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, Government or political activity; or attempting to influence legislative or regulatory action
- Using grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant
- Using grant funding to petition for additional funding
- Expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy
- Input VAT reclaimable by the grant recipient from HMRC
- Payments for activities of a party political or exclusively religious nature

How much funding is available?

The total budget for this fund is up to £150,000,000.

Government will keep the delivery of this funding under active review and consider how best to adapt it in line with the needs of the sector.

Financial Sustainability funding

Through this round of the Culture Recovery Fund, organisations with a pre-Covid turnover of over £1 million and who have received more than £250,000 in Culture Recovery Fund awards to date, and who need additional funding to support business model changes that will drive financial sustainability, will also have the option to apply for additional investment. This Sustainability strand of the Culture Recovery Fund is to ensure the protection of the country's most important cultural, creative and heritage assets, i.e. organisations of local, national, or international significance. Through this strand we want to ensure the benefits of the government's Culture Recovery Fund are realised, by supporting financial sustainability among recipients, as well as protecting previous investment.

Organisations that meet the eligibility criteria for Sustainability funding will have the option to apply for additional investment separately within the Continuity

Support application form. You will need to provide an outline proposal showing what you could do if you were awarded additional funding. You will need to clearly demonstrate how the proposed activity will increase your financial sustainability, and your commitment to working with Arts Council England to implement organisational changes.

Any award is entirely discretionary on the part of the Arts Council. Your proposal will be considered in light of the criteria for Continuity Support. Additionally, we will consider whether your proposal demonstrates:

- strong outputs and outcomes in relation to the Sustainability objectives
- that all other reasonable options have been exhausted or are likely to be insufficient
- sufficient evidence of your organisation's commitment to make changes to their operating and business models
- that additional investment from sustainability funds will improve the financial position of the organisation beyond the initial funding period
- there is sufficient evidence of the board's ownership/leadership's commitment to making long-term changes to the organisations operating and business models

Further information about Sustainability funding, including eligibility criteria and guidance on how to apply for this additional investment can be found at [Appendix A](#).

Culture Recovery Fund, Continuity Support: programme specific Government Covid-19 guidance

For consistency of assessment, all applicants should apply using the assumption that the public health measures at the time of application will remain in place throughout the grant period. However, as set out elsewhere in this guidance, you should make clear if and how your plans would be impacted by changes in the public health situation.

When assessing your application, although we will take into account your trading performance from recent months, there is no assumption that future months' trading performance will fully align with this period. Organisations should outline

their best forecasts in their application, detailing why this deviates from July/August performance.

Section three – Eligibility

Please read the eligibility requirements for the fund carefully. If you do not meet any of these requirements, we will be unable to consider your application for funding.

Who can apply?	<p>This round of funding is only open to organisations who have received funding from the Culture Recovery Fund: Grants programme in the first or second rounds.</p> <p>Live Music Venues who were awarded funding from the Emergency Grassroots Music Venues Fund are also eligible to apply (excluding sole traders).</p> <p>Organisations that received funding via the Cultural Capital Kickstart Fund <i>and</i> have received funding from the Culture Recovery Fund: Grants programme or the Emergency Grassroots Music Venues Fund are also eligible to apply for Continuity Support funding.</p> <p>Please note – organisations that received Cultural Capital Kickstart Funding <i>only</i> are <u>not</u> eligible to apply.</p> <p>The lead organisation (the organisation submitting the application) should be properly constituted as an organisation. The kinds of organisations that are eligible to apply include:</p> <ul style="list-style-type: none">• limited companies registered at Companies House• community interest companies (CICs) registered with the CIC regulator
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- charitable incorporated organisations (CIOs) registered with the Charity Commission
- charitable companies or charitable trusts registered with the Charity Commission
- limited liability partnerships registered at Companies House
- partnerships established under a partnership deed governed by the Partnership Act 1890 or the Limited Partnerships Act 1907, where a signed partnership agreement in writing is in place
- community benefit and co-operative societies regulated by the Financial Conduct Authority (FCA)
- Royal Charter bodies
- statutory bodies and other public bodies including Universities and Local Authorities who run or maintain cultural services
- organisations with a museum with either [Accreditation or working towards Accreditation status](#)

If applying for £1,000,000 and under, the organisation must have submitted a minimum of two years' financial statements with your appropriate regulatory body (Companies House or FCA), ensuring that at least two years are publicly available online by 16 August 2021.

If applying for £1,000,001 and over, the organisation must have submitted a minimum of three years' financial statements with your appropriate regulatory body (Companies House or FCA), ensuring that at least three years are publicly available online by 16 August 2021.

Organisations must be up to date with all necessary submissions to their regulatory body. The financial statements must show that your organisation has been trading during the two or three year period and has not been dormant.

Museums with either [Accredited or working towards Accreditation status](#) should apply to this programme. Otherwise, please consider applying for CRF via the National Lottery Heritage Fund.

There are further grant programmes being delivered by the [National Lottery Heritage Fund](#) and [the BFI](#). As this funding is ringfenced for current Culture Recovery Fund recipients you must apply to the cultural agency that is managing your existing grant.

If you plan to apply to the Culture Recovery Fund programme run by the National Lottery Heritage Fund or the BFI, you cannot make an application to this fund, unless you are a Local Authority, University or other Public Body applying for wholly separate, distinct services (which you have already received a Culture Recovery Fund grant from the Arts Council for).

Where a parent company or organisation is in receipt of funding from the Culture Recovery Fund in the first and/or second rounds to support specific members or subsidiaries, they are only eligible to apply for Continuity Support for costs related to the same members or subsidiaries.

	<p>Where a parent company/organisation was in receipt of funding from the Culture Recovery Fund in the first and/or second rounds but have subsequently dissolved, the subsidiaries or members of the dissolved company/organisation can apply to Continuity Support provided they were a direct beneficiary of the original grant/s. They must be properly constituted as an organisation and meet the other eligibility criteria in their own right.</p> <p>If your projected reserves position at 31st January is greater than 8 weeks or more free cash reserves, you are still eligible to apply to Culture Recovery Fund: Continuity Support, however please provide information on any restricted balances and an explanation as to why these reserves are insufficient to support your viability, and why you need additional support from the Continuity Support fund. You will be unable to apply to reflate your reserves any further.</p>
<p>Who cannot apply?</p>	<ul style="list-style-type: none"> ● Culture Recovery Fund: Repayable Finance loan recipients ● Individuals ● Sole traders ● Unincorporated organisations/associations that have a constitution but are not registered at Companies House, Charity Commission or regulated by the FCA ● Charitable unincorporated organisations ● Organisations that do not have either an Accredited Museum or Museum Working towards Accreditation (support provided by National Lottery Heritage Fund)

	<ul style="list-style-type: none"> ● Non-Accredited museums (except those working towards Accreditation)² ● DCMS-sponsored museums ● MOD sponsored museums ● Independent cinemas (support provided through BFI) ● Private members’ clubs constituted as companies and registered at Companies House or as unincorporated associations ● Library services ● Organisations within wider commercial group structures (the application must be submitted by the parent company)
<p>How much can be applied for per application?</p>	<p>The total budget available for this round is up to £150,000,000.</p> <p>The minimum amount that can be applied for is £25,000.</p> <p>The limits to how much you can apply to this programme for are as follows:</p> <ul style="list-style-type: none"> ● We would not expect you to apply for more than 25% per cent of your annual turnover (pre-Covid-19) ● If you are a Not for profit organisation the maximum that you can receive in total across the three rounds is £4,000,000 ● If you are a Local Authority or University, the maximum that you can receive in total across the three rounds is £4,000,000 ● If you are a For profit organisation or group, the maximum that you can receive in total across the three rounds is £1,500,000

² Non-Accredited Museums should apply to National Lottery Heritage Fund’s programme

	<p>For applicants with Culture Recovery Fund: Second Round funding, we would not expect the amount you apply for to exceed your second round award.</p> <p>For applicants in receipt of Culture Recovery Fund: First Round funding only, we would not expect the amount you apply for to exceed 50% of your first round award (this is the equivalent of three months of that award).</p> <p>Whilst we do not anticipate that awards will be made above and beyond these limits, we will, by exception, consider applications which exceed the cumulative limits where it can be strongly demonstrated that additional funding is essential for survival and all other funding sources have been exhausted.</p>
How much match funding from sources other than ACE is required?	There is no match funding requirement for this fund.
Delivery timetable	Our funding is for the period 1 November 2021 – 31 January 2022

Further eligibility requirements

For Culture Recovery Fund: Continuity Support, there are specific eligibility criteria that apply depending on your organisation:

Organisation type	Maximum Cumulative Amount you are eligible for
For profit organisation or group	£1,500,000 in total

Local Authority or University	£ 4,000,000 in total <i>For Local Authorities or Universities, if you are submitting another application to another body (for example, National Lottery Heritage Fund) then you may not apply for more than £4,000,000 across all applications.</i>
Not for profit organisation	£4,000,000 in total

Organisation type	What you can apply for/ Who should apply
For profit group	<p>The parent company in the group should submit a single application on behalf of: the whole group; one member of the group; or specific, named members of the group.</p> <p>Where a parent company is in receipt of funding from the Culture Recovery Fund in the first and/or second rounds to support specific members or subsidiaries, they are only eligible to apply for Continuity Support for costs related to the same members or subsidiaries.</p> <p>Applications must make it clear which members of the group will receive and use Culture Recovery Fund funding and must be submitted by the parent company.</p> <p>If an application is submitted by a subsidiary/member of a wider group, the application will not be considered eligible.</p> <p>We expect the parent companies to do everything possible to maintain support and</p>

	<p>ensure sustainability for members of its group. You will need to provide a clear explanation of measures taken.</p> <p>For parent companies submitting an application on behalf of a subsidiary, financial information provided must relate to the company that will be in receipt of funding.</p>
<p>Local Authority or University</p>	<p>Local Authorities, Universities and other single not for profit organisations running multiple distinct cultural services should submit one application to this Arts Council programme. This application should cover all of the services that you require funding for from Arts Council England.</p> <p>It is necessary to provide the required financial information for all the services included within the application and meet eligibility criteria, as well as the criteria for the programme, in respect of each individual service for which you are applying.</p> <p>Local Authorities or Universities can apply to more than one programme (for example, National Lottery Heritage Fund or BFI), so long as the applications are for totally separate, discrete services and the total request across applications and rounds is no more than £4,000,000.</p> <p>We expect parent organisations to do everything possible to maintain support for individual services, and where this is not the case, to provide a clear explanation of the change in support and the reasons behind it. If budgets for</p>

	<p>the next financial year are not known, a clear explanation of the assumptions being made is required.</p> <p>Where a Local Authority or University is in receipt of funding from the Culture Recovery Fund in the first and/or second rounds to support a specific service or subsidiaries, they are only eligible to apply for Continuity Support for costs related to the same services or subsidiaries.</p>
<p>Organisation or service with an Accredited museum or a museum working towards Accreditation</p>	<p>If you are an Accredited museum or a museum working towards accreditation then you should apply to Arts Council England’s Culture Recovery Fund: Continuity Support. This includes organisations with a museum (accredited or working towards accreditation) as part of a wider heritage site.</p> <p>All other museums should apply to National Lottery Heritage Fund’s Culture Recovery Fund programme.³</p> <p>We cannot transfer applications and if you apply to the incorrect body, we cannot consider your application and it will be deemed ineligible.</p>
<p>National Portfolio Organisation with an independent cinema</p>	<p>As part of our regularly funded organisations, you can apply to this programme and can include costs for your independent cinema.</p>

³As a previous recipient of Culture Recovery Fund: Grants funding, you should submit any new application to the same body that processed and awarded your previous grant/s.

<p>Organisation which does not receive regular funding from the Arts Council with an independent cinema</p>	<p>Cultural organisations which include an independent cinema can apply to this programme, and can include relevant costs and any projected lost income that may be caused by their independent cinema’s partial or full closure.</p> <p>Any application must cover wider cultural activity, and not solely an independent cinema. If you require funding solely or primarily for your independent cinema, you should apply to the BFI.</p>
<p>Organisations awarded Culture Recovery Fund: Emergency Resource Support funding</p>	<p>We would not expect organisations awarded funding through Culture Recovery Fund: Emergency Resource Support to make an application to this fund. However we may, by exception, consider an application where the application is able to present a clear and credible rationale for why further funding is needed.</p>
<p>National Portfolio Organisation (NPO), Music Education Hub (MEH) or Creative People and Places programme (CPP)</p>	<p>Organisations who receive regular funding from the Arts Council can apply to this programme, but should carefully consider the overall aims and outcomes.</p> <p>You cannot apply for costs that are covered by your other grant from the Arts Council.</p>

Section four – Making an application

You can only submit one application to Culture Recovery Fund: Continuity Support.

Please note that 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.

We aim to notify applicants of the outcome of their application by the end of October 2021.

Application process

The application portal will open for applications on 16 August 2021.

If you do not have a profile in our online application system, you will need to set one up. It can take a few days to validate profiles, so please do this immediately.

The deadline for registering for this programme is 5pm, Friday 20 August 2021. If you do not have a validated profile by this time, it may not be possible to make an application to the fund.

You can find [guidance on our website](#) and if you need further support you can contact our Customer Services team by visiting www.artscouncil.org.uk/contact.

1. Read this guidance carefully

This guidance gives you information on how to apply.

2. Check the information in your applicant profile on Grantium is accurate and up to date

See the [guidance on our website](#).

3. Prepare and submit your application

You must apply through our [online application portal](#). You can only submit **one** application to this fund.

How to apply

The application form will ask you a series of questions, ask for a set of mandatory attachments and ask you to detail your anticipated expenditure.

We have tried to keep the questions as straightforward as possible so that you can provide us with the information we need to make a decision. Some questions have prompts you need to consider when providing your answer; if you fail to address these prompts, we may be unable to assess applications fairly and consistently.

- The portal will **open** for applications at **12pm (midday) on Monday 16 August 2021**
- The **deadline** for applications is **12pm (midday) on Friday 27 August 2021**

Please note, we will not be able to accept late applications to this programme.

Basic Details

The application will firstly ask for some basic details including:

- an overview of your organisation and its work
- the amount you are requesting from us
- the amount you are requesting for Sustainability (where applicable)
- last two year's turnover
- whether you are a for profit organisation
- the value of your previous grant/s from Culture Recovery Fund: Grants programmes
- the value of your Emergency Grassroots Music Venues Fund grant (if you applied and were successful)
- the value of your Cultural Capital Kickstart grant (if you applied and were successful)
- whether you are a for-profit organisation

We will also ask you to complete two tables detailing:

- what your current organisational reserves are
- your predicted reserves position
- how many members of staff you would regularly employ, how many staff you currently employ (at the point of application), and how many staff you project you will employ on 1 February 2022
- how many freelancers you would regularly contract, how many freelancers you currently have contracted (at the point of application), and how many freelancers you project to have contracted on 1 February 2022

Financial information

You will be asked to tell us about the income that you have received to date, and that you are expecting to receive until the end of January 2022, from other Government Covid-19 relief schemes.

We will ask you to briefly explain how you have factored these Covid-19 relief funds into your application (including your financial attachments) and why you cannot draw down additional funding via those routes.

If you have not received income from one or more of the Covid-19 relief funds that we have listed, you will be asked to briefly explain why this scheme/s was not appropriate for your organisation, with specific reference to the financial details provided elsewhere in your application.

We will use this information to determine how far you have utilised all other reasonable options to ensure that your organisation remains financially viable, including government relief schemes⁴; affordable lending, such as use of CBILS; viable alternative options for commercial, contributed and philanthropic income; and using your own resources.

We will then ask you to provide answers to the following questions:

1. Making the case to support your cultural operation

⁴These schemes include but are not limited to the Coronavirus Job Retention Scheme, Restart Grant Scheme, Recovery Loan Scheme, Additional Restrictions Grant Scheme, Coronavirus Statutory Sick Pay Rebate Scheme, Coronavirus Business Interruption Loan Scheme, Coronavirus Bounce Back Loan Scheme, Retail, Hospitality and Leisure Grant Fund, Small Business Grant Fund, Kickstart Scheme

(up to 4,000 characters including spaces, approximately 700 words)

You will need to tell us:

- why you are requesting additional funding and what your financial need is
- whether you have taken advantage of other Government schemes and measures which have been introduced since the pandemic began
- how you have exhausted all other reasonable options to cover your anticipated shortfall for November 2021 – January 2022 including affordable lending, such as use of CBILS; viable alternative options for commercial, contributed and philanthropic income; and using your own resources
- tell us what your reserves position was on 1 April 2020, whether you rebuilt reserves using funding from the Culture Recovery Fund in the first or second rounds, and to what extent you plan to deploy your reserves between 1 November 2021 to 31 March 2022
- how you have managed financial risk in your organisation during this period and, if appropriate, how you have adapted your plans as the public health context has changed
- how you used your previous Culture Recovery Fund grant/s prudently and in line with agreed plans including, if appropriate, how you repurposed it as the public health context has changed
- if you are a for profit parent company applying on behalf of a group, what steps you have taken to provide additional support to the companies within your group
- how you have minimised the gap between your income and expenditure and how your plans represent the most financially prudent way to return to financial viability
- any necessary one-off costs your organisation will incur during this period that are essential to your current plan, including rebuilding reserves to the equivalent of eight weeks' turnover pre-Covid

2. Tell us how you plan to ensure your financial viability and sustainability for the period 1 November 2021 - 31 March 2022 and into the next financial year

(up to 4,000 characters including spaces, approximately 700 words)

You will need to tell us:

- how you will use this grant to continue supporting your cultural operation between November 2021 – January 2022 in a way that represents value for money. (Please factor in the assumptions about restrictions for November 2021 – January 2022 at the point of application, based on the Culture Recovery Fund: Continuity Support programme specific Government Covid-19 guidance on p.16)
- the current state of your organisation: are you operating, partially operating or have you temporarily closed/ceased trading
- what cultural activities you plan to deliver or support between November 2021 – January 2022, and how that is the most appropriate way for you to transition to a full operation, what conclusions you have drawn about likely consumer behaviour during this period, and its impact on your plans
- how you will adapt your plans in response to potential ongoing changes, including a scenario where consumers are slower to return to cultural venues or cultural activities than you've planned for
- what measures you have in place that allow your organisation to react to and mitigate risk, and their effectiveness
- how alternative scenarios can be managed

Using your cashflow and budget template to 30 June 2022, use this question to provide a narrative and tell us:

- after the grant has been spent, what measures you are taking to control expenditure
- how any future income or fundraising plans will contribute, and how realistic these plans are
- whether there are any risks associated with your current plans, and how you intend to mitigate those
- what reserves you expect to have on 1 November 2021
- how any future income or fundraising plans will contribute, and how realistic these plans are

Expenditure

We will ask you to complete an expenditure table, so that we can see how the grant will be spent. You should select the relevant headings when outlining what costs the grant will cover, which are listed in the application as:

- Staffing costs
- Overheads
- Operational costs
- Consultancy fees
- Organisational development
- Covid-19 Debt
- Maintenance costs
- Programme delivery
- Reserves
- Freelance contract costs
- Other

Delivery - Your Plans

We will ask you to complete a table outlining a headline plan for delivery, to give us an overview of what you intend to deliver over the three months that the Culture Recovery Fund: Continuity Support grant will cover.

Area of Benefit

You should complete the table on this page with any details of other sites or venues that are included within the application, or if the area/s you work in is in a different geographic location to the address your organisation is registered. For example, if you have a number of venues that are covered within the application, or are a touring organisation and therefore will work at multiple sites.

Attachments

If you do not use the mandatory cashflow and budget templates, we may not be able to consider your application and it may be deemed ineligible.

You must upload the following mandatory attachments on the 'Attachments' screen:

All applicants must provide:

- a completed [mandatory cashflow template](#) for the period 1 July 2021 – 30 June 2022
- a completed [mandatory detailed budget template](#) for the period 1 November 2021 – 1 April 2022
- a balance sheet⁵ as at the point of application, showing actual levels of restricted and unrestricted reserves
- a balance sheet projection for 31 January 2022, showing projected levels of restricted and unrestricted reserves
- last financial year's full financial statements (preferably 2019/20 where possible), prepared to the relevant legal standard for an organisation of your size and status⁶

Allowable formats: xls, xlsx, pdf, doc, docx

The limit on file size is **10 megabytes**.

Attachments - Applications covering multiple organisations, services, venues or sites

As Local Authorities, Universities and For profit organisations can submit one application on behalf of a wider group, applicants are required to merge their attachments as necessary.

We can only accept one document per attachment but do still want to see the necessary level of financial information for each venue, site, service or organisation you are requesting funding for.

⁵ A balance sheet shows the value of an organisation on a particular date, including what the organisation owns and owes (its assets and its liabilities)

⁶ For this programme, where possible, applicants are asked to submit accounts that have been independently audited or certified, though we understand this may not be possible in the timeframe available

Where a template is mandatory, this must be in Microsoft Excel format. Applicants should:

- save a copy of the template
- create new sheets for the number of organisations, venues, sites and services that the application will cover
- copy the main template
- paste the template into each necessary sheet
- complete as necessary

If you do not use the mandatory cashflow and budget templates, we may not be able to consider your application and it may be deemed ineligible.

Section five – How we will make our decision

We aim to notify applicants of the outcome of their application by the end of October 2021.

We will check your application to ensure that you have provided all the information we have requested.

We will use the information you give us in your application form and in any attachments (and any other information we hold about you if you are in receipt of our funding, for example a National Portfolio Organisation or Creative People and Places lead organisation) to decide whether we will offer you a grant. We will also refer to information in previous Culture Recovery Fund: Grants programme applications and other publicly available information such as Companies House records.

If your application does not contain the information we need in the format we ask for it to be in⁷, we may not be able to consider your application and it may be deemed ineligible.

If we require clarification on any of the information provided, we may seek additional information, but because of the speed at which this fund has to be delivered we will be unable to do so in the majority of cases. You are therefore advised to include **all relevant information** in your application.

We will make our decision based on the information you provide in your application, and any further information that we may have requested. We will refer to your regulatory body (for example, Companies House, FCA or Charity Commission) to ensure you are up to date with all necessary submissions. If you have overdue submissions, we may consider your application ineligible.

Ratings

⁷ Applicants must use the mandatory cashflow and budget template documents

Your answer to the two questions will be assessed using the ‘prompts’ that reflect the criteria set out in the ‘Programme aims and objectives’ and ‘Making an application’ sections of this guidance:

- **Making the case to support your cultural operation** (question 1) where we will apply a rating of either:
 - **Not met:** *The application does not meet the criteria*
 - **Met:** *The application meets the criteria*
 - **Strong:** *The application strongly meets the criteria*

- **Financial viability and sustainability of activity** (question 2) where we will apply a rating of either:
 - **Not met:** *The application does not meet the criteria*
 - **Met:** *The application meets the criteria*
 - **Strong:** *The application strongly meets the criteria*

These ratings will determine whether an application is suitable for funding. If the application scores “not met” against either of the two questions, then it will not be recommended for funding.

We will use the scores when making decisions.

If you are a museum (either with Accredited or Working towards Accreditation status), we will share your application with [National Lottery Heritage Fund](#) for their review and comment.

If you are an organisation whose work primarily focuses on our remit but also includes cinema and/or film, we may share your application with the [BFI](#) for their review and comment.

Balancing and decision process

We want to ensure that the additional funds made available via Culture Recovery Fund: Continuity Support are allocated to those organisations with the greatest need for further financial support, as the legal limits on social contact begin to lift

and other government support schemes come to an end. Therefore, this round of funding will prioritise applications from organisations that can clearly demonstrate the financial need for further funding, in order to be able to operate on a viable and sustainable basis by 31 January 2022.

We are expecting more demand for this programme than we have resources available. Following our assessment of all applications received, we will then look at a range of additional 'balancing criteria' to consider if we are achieving the right spread of investment. The balancing criteria we will consider are as follows:

- **Cultural Significance:** we will take into account the cultural significance of organisations as evidenced in previous Culture Recovery Fund: Grants programme applications
- **Geographic spread:** we will take into account the need to support cultural organisations across England. We will also consider whether your organisation is based in an area of low cultural engagement.⁸
- **Opening up access and participation in culture:** we want to support organisations who are committed to opening up access by developing diversity within their audiences, participants, workforce, and governance, and for those organisations which are important to their local places and audiences and which promote understanding of diverse communities across the country. We will use previous assessments to inform our judgements.
- **Range of artforms and disciplines:** we want to support a range of organisations across the cultural ecosystem including our defined artforms and disciplines. These are: combined arts (multiple artform, cross artform or hybrid artforms), dance, literature, museums, music, theatre and visual arts
- **Size and type:** we want to support a mix of cultural organisations across a range of sizes and scales including, for example, building-based companies, touring companies, arts venues, festivals and other types of organisations

⁸ As defined within the [Active Lives Survey](#).

These balancing criteria will be used to ensure a good spread of funded projects according to each balancing criterion, and to differentiate between a number of proposals that we consider fundable.

If you have applied for more than £1 million (either in this Round, or cumulatively over this and previous Rounds), we may share your application with the Culture Recovery Board (or a subset of the board) appointed by DCMS and ask them for comment before a final decision is taken. Where applications are judged to be complex, these may also be shared with the Culture Recovery Board.

When an amount awarded is less than what you had requested

We believe that there will be considerable demand for this funding, and we want to ensure that organisations across the sector can benefit. In considering your application, we will make a judgement on whether sufficient evidence is provided in support of the level of funding requested and may offer funding below the level requested.

We will deduct any ineligible expenditure from your request and may make other reductions based on the level of demand for funding.

Should an adjustment be necessary to the overall fund budget, we may need to offer reduced grants accordingly.

Section six – After our decision

As this programme is administered, awarded and monitored by Arts Council England on behalf of DCMS, all successful applicants will be required to participate in a post-programme evaluation and to comply with proportionate reporting and monitoring arrangements. All successful applicants will be asked to publicise the decision in an appropriate manner.

Should your application for a grant be successful, we will ask you to provide a statement by your board (or equivalent) confirming the acceptance of the following conditions:

- the organisation will exercise pay restraint for at least 18 months from the date of the Continuity Support funding agreement, where legally possible for them to do so, including imposing a pay freeze for all senior staff⁹ and 10% pay reductions to pre-Covid-19 pay for those contracted to receive above £150,000 per year¹⁰
- the organisation will demonstrate a commitment to open up access and increase the diversity of its audiences, visitors and/or participants, as well as its organisational diversity
- the organisation will demonstrate a commitment to progress towards net zero greenhouse gas emissions by 2050 and reporting against it
- the organisation will demonstrate a commitment to increase educational/outreach work
- the organisation will comply with legislation relating to Subsidy Control
- the organisation will ensure they take reasonable steps to protect the heritage assets they are responsible for, in particular their physical estates.

In considering any future application you make to the Arts Council, we will take into consideration whether these conditions have been implemented.

We will split the grant across two payments, 70% as your first payment and 30% on receipt of all final conditions at the end of the grant. Please be aware that funding must be paid into and administered via a UK based bank account.

⁹ In relation to this fund, senior staff are defined as any employee earning over £100,000

¹⁰ Local Authorities and Universities are exempt from applying the pay restraint condition

If your application scored Not Met against Opening up access in your application to the Culture Recovery Fund: Grants second round, we will ask you to provide a progress update on your Opening up access Milestone Plan as a condition of your first and final payment.

Section seven – For information

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 appeals 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’ (www.artscouncil.org.uk/contact). Additionally, you can email complaints@artscouncil.org.uk for more information.

Public sector equality duty

Your application form gives us information we may use to report to the Government or to monitor the different backgrounds of people who receive awards. Under the Public Sector Equality Duty we must research and monitor the different backgrounds of people who receive our investment.

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 conducting checks at the point of application and award, and random sampling checks on a proportion of grants made. All grant holders are required to retain their financial and other documentation relating to the grant and maintain a full audit trail. Arts Council England reserves the right to request this at any time.

Subsidy Control

There are new legal requirements that apply to the award of subsidies in the United Kingdom. These new requirements came into effect from 11pm 31 December 2020 and they have largely replaced EU “State aid” rules. These new requirements are known as the Subsidy Control rules.

As part of your application, you must provide a declaration. This declaration is whether or not any grant awarded to you by the Arts Council constitutes a “Subsidy” within the meaning of the Subsidy Control rules.

A "Subsidy" only exists when the following cumulative characteristics are present:

- financial assistance which arises from the resources of the UK or EU;
- that financial assistance confers an economic advantage on economic actors;
- that financial assistance is specific insofar as it benefits, as a matter of law or fact, certain economic actors over others, in relation to the production of certain goods or services; and
- has, or could have, an effect on trade or investment between the Parties.

“Economic actors” is a technical term within the Subsidy Control rules. Where "economic activity" is not present then no “Subsidy” occurs. In this context "economy activity" is the offering of goods or services on a market. Many arts and culture organisations are considered not to be engaged in “economic activity” and therefore not in receipt of a “Subsidy”.

If you are familiar with the previous EU “State aid” regime, the definition of what is a “Subsidy” is substantively similar to what is “State aid”, which recognises that certain activities related to culture, heritage and nature conservation may be organised in a non-commercial way and as a result be non-economic in nature.

Public funding in such circumstances may therefore not constitute “Subsidy”. For example, public funding of a cultural or heritage conservation activity accessible to the general public free of charge will normally fulfil a purely social and cultural purpose, which is non-economic in nature. In the same way, the fact that visitors of a cultural institution or participants in a cultural or heritage conservation activity (including nature conservation) open to the general public are required to

pay a monetary contribution that only covers a fraction of the true costs should not alter the non-economic nature of that activity, as it cannot be considered genuine remuneration for the service provided.

Most arts and culture organisations as a result consider the public funding they receive not a "Subsidy". However, this is not always the case and before you complete your declaration, we recommend that you carefully read through and consider this section.

We have also prepared a FAQ on [Subsidy Control](#).

Where a "Subsidy" is present then the award must comply with the requirements set out in the [Trade and Cooperation Agreement with the EU](#) ("TCA"). Where a "Subsidy" is declared you will be required to provide further information to us. This is to establish whether the "Subsidy" would be considered lawful under the TCA.

You may want to also consider taking legal advice before completing the declaration, but this is not mandatory.

Organisations that receive funding may be subject to additional conditions relating to Subsidy Control. We note that the Government has recently consulted on the Subsidy Control rules and, therefore, the Arts Council reserves the right to impose further requirements and additional conditions in relation to this matter.

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 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 Freedom of Information website at www.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 UK General Data Protection Regulation, the UK Data Protection Act 2018 and other applicable laws that regulate the use and privacy of personal data (Data Protection Law).

As part of us meeting 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/

Appendix A – Guidance and information for applicants applying for Sustainability funding

Aims and objectives of Sustainability funding

The aim of this additional Sustainability funding is to ensure the protection of the country's most important cultural, creative and heritage assets, i.e. organisations of local, national, or international significance.

Through this strand we want to ensure the benefits of the government's Culture Recovery Fund are realised, by supporting financial sustainability among recipients, as well as protecting previous investment.

Sustainability funding is for strongly cultural significant organisations who have previously received funding via the Culture Recovery Fund but whose financial future is particularly vulnerable.

If you meet the eligibility criteria for Sustainability funding (set out below), you will have the option to apply for additional investment separately within the Culture Recovery Fund: Continuity Support application form. You will need to clearly demonstrate the need for additional Sustainability support and your commitment to working with Arts Council England on implementing long-term organisational changes.

You can use up to 4,000 characters (approximately 700 words) for this section. You should provide an outline proposal showing what you could do if, exceptionally, you were awarded additional funding, using the prompts set out below to help you.

You must have met all the criteria for Culture Recovery Fund: Continuity Support and your application must be recommended for funding in order to be considered for additional Sustainability investment.

Please note that bids for Sustainability will only be awarded in exceptional circumstances, at the discretion of the Arts Council, and there is a possibility that we may not support any bids. Organisational development costs may be included in your main application to Continuity Support

and you should carefully consider whether any Sustainability bid is appropriate for your organisation.

Who can apply

To be eligible for Sustainability funding, you must meet the following criteria:

- You must have previously received funding from the Culture Recovery Fund: Grants programme in the first or second rounds to the cumulative value of at least £250,000
- You must have a pre-Covid annual turnover of over £1 million¹¹

Who cannot apply

- Arts Council National Portfolio Organisations
- Universities
- Local Authorities
- Organisations who have not received funding from the Culture Recovery Fund: Grants programme in the first or second rounds to a cumulative value of at least £250,000
- Organisations whose pre-Covid annual turnover was less than £1 million

How much can be applied for?

- The minimum amount that can be applied for is £250,000
- The maximum amount that can be applied for is £1,000,000

Eligible costs

Eligible costs are those necessary to carry out operational reforms, such as:

- A change in governance structure
- Increasing capacity in revenue-raising and operational management roles
- tackling (but not pay for) significant ongoing liabilities (such as a burdensome lease), or major system risks (such as supporter databases at risk of data-breach etc)
- Legal fees

¹¹ This should be an average of your organisation's annual turnover from 2017/18, 2018/19 & 2019/20

- Consultancy fees
- Specialist accountancy fees
- Corporate systems upgrades and investments
- Restructuring your staffing
- “One-off costs” up to a maximum of 25% of the Sustainability grant request in order to adapt any existing activities and core business. These costs can include: purchasing or installing essential Covid-19 related equipment; adaptations to help you operate and with social distancing measures in place, should you choose; essential IT equipment and connectivity costs to support homeworking; activities to enable your organisation to put information online and to interact with your community/customers if your site is closed, for example, digital expertise, equipment or customer relationship management system
- Where operational reform is also likely to involve revenue risk, increasing organisational reserves may also be considered eligible. We are proposing that Sustainability funds could also be used to increase reserves to 16 weeks (8 weeks for the Continuity Support strand and a further 8 weeks for Sustainability)

Making the case for Sustainability funding

(up to 4,000 characters including spaces, approximately 700 words)

You will need to demonstrate:

- strong outputs and outcomes in relation to the Sustainability objectives
- that all other reasonable options, including cost savings measures, have been exhausted or are likely to be insufficient to support your long-term viability
- sufficient evidence of your organisation’s commitment, including relevant skills and experience available at a senior level, to make changes to their operating and business models
- that the identified sustainability activity will improve the financial position of the organisation beyond the initial funding period
- there is sufficient evidence of the board’s ownership/leadership’s commitment to delivering proposed long-term changes to the organisations operating and business models
- that key organisational development milestones have been identified

Attachments

If you do not use the mandatory budget templates, we may not be able to consider your application and it may be deemed ineligible.

You must upload the following mandatory attachments on the ‘Additional Attachments’ screen:

All applicants must provide the following mandatory attachments:

- A completed [Sustainability funding outline](#)¹² budget for the period 1 November 2021 – 1 April 2022
- A completed [organisational outline budget](#) for the period 1 April 2022 – 31 Mar 2023

How we will make decisions

Your answer to the additional question will be assessed using the ‘prompts’ that reflect the criteria set out above and we will apply a rating of either:

- **Not met:** *The proposal does not meet the criteria*
- **Met:** *The proposal meets the criteria*
- **Strong:** *The proposal strongly meets the criteria*

Following our assessment of proposals for additional investment, we will then look at a range of additional ‘balancing criteria’ to consider if we are achieving the right spread of investment. The balancing criteria we will consider are as follows:

¹² By ‘outline’ we mean a budget that gives an overview of the applied for activity, but which is preliminary or draft rather than finalised. We understand that outline budgets may be work in progress and subject to change. The plans and accompanying budgets may be revised in response to feedback from the Arts Council and ongoing work to develop plans, which may be subject to change pending your organisation’s board approval.

- **Cultural Significance:** we will take into account the cultural significance of organisations as evidenced in previous Culture Recovery Fund: Grant programme applications
- **Geographic spread:** we will take into account the need to support cultural organisations across England. We will also consider whether your organisation is based in an area of low cultural engagement.¹³
- **Opening up access and participation in culture:** we want to support organisations who are committed to opening up access by developing diversity within their audiences, participants, workforce, and governance, and for those organisations which are important to their local places and audiences and which promote understanding of diverse communities across the country.
- **Range of artforms and disciplines:** we want to support a range of organisations across the cultural ecosystem including our defined artforms and disciplines. These are: combined arts (multiple artform, cross artform or hybrid artforms), dance, literature, museums, music, theatre and visual arts
- **Size and type:** we want to support a mix of cultural organisations across a range of sizes and scales including, for example, building-based companies, touring companies, arts venues, festivals and other types of organisations

We are expecting demand for Culture Recovery Fund: Continuity Support to be high and we will only be making awards for Sustainability by exception. Final decisions on any Sustainability awards will be at the discretion of Arts Council England.

After our decision

Should your proposal for Sustainability funding be successful, you will be assigned a named Arts Council England Monitoring Manager who will work with you to enhance and develop your plans for long-term sustainability. Any awarded figure

¹³ As defined within the [Active Lives Survey](#).

would be indicative and final plans must be made in agreement with the Arts Council. You should be ready to work quickly with the Monitoring Manager during the November-December period to develop your plans appropriately before final sign off by the Arts Council.

All development activity for Sustainability funding should be completed by 31 March 2022. However, monitoring of the Sustainability grant may continue beyond 31 March 2022, so we will require successful organisations to provide an ongoing commitment to working with the Arts Council beyond the end of the funding period.

Contact details

Arts Council England
The Hive
49 Lever Street
Manchester
M1 1FN

Website: www.artscouncil.org.uk

Customer Services: www.artscouncil.org.uk/contact

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