

ARTS COUNCIL NATIONAL LOTTERY PROJECT GRANTS

# Support in kind

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

**Published 12 February 2018**



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

In this sheet, we will talk about the following.

<b>Support in kind</b>	<b>3</b>
What you cannot include as support in kind	4
<b>How to value support in kind</b>	<b>4</b>
Time given in kind by an applicant or volunteer	5
<b>Fair pay and volunteers</b>	<b>6</b>
<b>Further information</b>	<b>6</b>
<b>Contact us</b>	<b>6</b>

## Support in kind

Support in kind means a non-cash contribution to your project, such as materials or services that are provided free of charge or at a reduced rate. This can contribute to the success of your project, and shows support for your work.

### What you can include as support in kind

Activities, materials, or services that:

- are needed for the project;
- you would otherwise have to pay for; and
- don't already belong to you.

Examples include the following:

- Materials needed to create or present the work (for example, fabric, paint, metal, frames, projectors, cabinets or speakers)
- Equipment that you would normally have to hire for a fee (for example, instruments, vehicles, PA, or IT systems)
- Use of a space that you would normally have to hire for a fee (for example, studio, office, rehearsal, or exhibition space)
- Specialist support (for example, from a mentor, consultant, business advisor, fundraiser) provided for free or for a reduced fee. This would only be seen as appropriate if the specialist has decided that they want to offer their time as support in kind.
- Marketing and promotional support (for example, website development, printing, digital marketing)
- Filming, photography, documenting and so on
- Reduced rates
- Volunteer time (where opportunities to volunteer benefit the volunteers as well as you)

## What you cannot include as support in kind

- Activities, materials or services that are provided before we are due to make a decision on your application
- Cash donations (these should come under project income)

We will not usually support applications that use artists' or creatives' time they provide for free, unless you can show that this is for an appropriate reason and has been accounted for properly (for example, an established artist choosing to give some days free of charge to mentor an emerging artist).

## How to value support in kind

For venue or equipment hire, get quotes or research how much the services would usually cost if you had to pay for them. Ask the providers of the services, or compare with similar local businesses.

For services provided at a reduced rate, include the amount you will pay in the expenditure part of the budget, and include the amount of the discount as support in kind in the income table. For example, if hiring a performance hall usually costs £1,000, but it is being provided for £800, then the expenditure for this item would be £800, with support in kind valued at £200.

If your volunteers are professionals (such as artists, curators or those working in professions such as marketing or building), you should value their time as if they were receiving a professional wage.

Our Fair pay [information sheet](#) provides further details on paying artists, creatives and specialists, and working with volunteers.

## Time given in kind by an applicant or volunteer

### Time given by volunteers

We understand the importance of the voluntary sector. Volunteers make an essential contribution to our cultural life. The relationship between an arts or cultural organisation and its volunteers should benefit both the organisation and the volunteers. Volunteers should be respected, trained properly, and should not feel that they have to take on responsibilities that are beyond their experience.

Time given in kind by volunteers could include things like:

- time to steward a community event, which they benefit from by receiving health and safety training; and
- an organisation providing help with a specific task (such as marketing support)

There is more information on working with volunteers in [guidelines](#) we have published jointly with Creative and Cultural Skills. These guidelines help to clarify the legal duties of organisations in the creative and cultural industries that offer internships.

### Time given by you

If you are including some of your own time as support in kind, explain how you have calculated the value of your time.

Time you give as support in kind could include offering some administration support free of charge.

## Fair pay and volunteers

We are committed to making sure artists and those who work in the creative industries receive proper and fair payment to reflect their professional status, skills, and experience.

We understand that there can be great value in people getting work experience that is offered and arranged properly, and is mutually beneficial, but this should not be used to avoid paying the minimum wage.

If we feel that any of the fees or payments included in an application are not appropriate, or that volunteers or interns are not being treated fairly, we may decide that this could have a negative effect on the quality of your project.

Learn more about volunteering from the [National Council for Voluntary Organisations \(NCVO\)](#)

## Further information

Our Fair pay [information sheet](#) provides further details on paying artists, creatives and specialists, and working with volunteers.

## Contact us

Phone: 0845 300 6200, 0161 934 4317  
Textphone: 0161 934 4428  
Email: [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)  
Website: [artscouncil.org.uk](http://artscouncil.org.uk)  
Post: Arts Council England  
The Hive, 49 Lever Street  
Manchester  
M1 1FN