How to apply: £30,000 and under

National Lottery Project Grants is Arts Council England's open access programme for arts, museums and libraries projects

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Awarding funds from
THE NATIONAL LOTTERY ®

artscouncil.org.uk

Access Support

We are committed to being open and accessible to everyone. We realise some people may find that there are barriers to applying for a grant or accessing our services. Our **Access support** information sheet explains the ways we can help.

Do you need this information in another format?

You can find **Easy Read** and **audio versions** of this guidance on our website: artscouncil.org.uk/projectgrants

If you experience or expect any barrier with making your application and would like more information or a copy of our guidance, please **contact us.**

Email	enquiries@artscouncil.org.uk
Web	artscouncil.org.uk
Post	Arts Council England - Project Grants The Hive, 49 Lever Street Manchester, M1 1FN
Telephone	0161 934 4317

You can also **Livechat** with us by visiting our website artscouncil.org.uk/projectgrants

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Welcome to National Lottery Project Grants

Welcome to National Lottery Project Grants

Before you think about applying to National Lottery Project Grants, you should read our strategy **Let's Create**. The full strategy is <u>here</u>, and the Easy Read version is <u>here</u>.

National Lottery Project Grants is our open-access funding programme for arts, museums and libraries projects. It is always open, and has a quick turnaround, so we can respond to people's good ideas. We also aim to broadly reflect the diversity of contemporary England through the grants we make.

National Lottery Project Grants supports a broad range of creative and cultural projects that benefit people living in England. It can support individuals and organisations with grants from £1,000 upwards. Projects can range from directly creating and delivering creative and cultural activity to projects which have a longer term positive impact, such as organisational development, research and development, and sector support and development.

- We can make grants between £1,000 and £100,000+. **This guidance is only for applicants asking for £30,000 or less**

- We can support projects that last up to a maximum of **three years**

- All applications must be made using our online system, **Grantium** – see our <u>separate guidance</u> for details

- Applications must meet the programme's criteria. The application form will ask you to describe your project using <u>these three criteria</u>

Remember - we receive more good applications than we can fund. If you are unsuccessful you can apply again.

Project Grants and Let's Create

This refreshed National Lottery Project Grants (NLPG) programme will continue to be a high volume, flexible programme to help individuals and cultural organisations to recover from the pandemic as well as help deliver our strategy **Let's Create**. It will support a wide range of individuals and organisations, professional companies, and non-professional groups to undertake projects ranging from small-scale research and development, right through to large national tours. It will continue to be targeted primarily at individuals and organisations that are not part of the National Portfolio.

For this new version of the programme, we are:

- aligning the application criteria closely to the delivery of the three Outcomes and their elements and four Investment Principles in **Let's Create**

- targeting our advice-giving to those who might not have previously engaged with the Arts Council so that we ensure a more equitable spread of investment

- raising the threshold for smaller grants from £15,000 to £30,000 so that we can use faster decision-making processes to support more ambitious projects. This guidance is for anyone applying for £30,000 or less

- simplifying our application processes and making clearer what we will, and won't support in advance

- providing improved support for individual artists and creative and cultural practitioners

- supporting libraries to deliver fully against the four Universal Library Offers (Reading, Health and Wellbeing, Digital and Information, and Culture and Creativity)

- supporting museums, including accredited and non-accredited museums, to make them more relevant, inclusive and accessible

- establishing some new strands, with separate budgets, within National Lottery Project Grants:
  - Place Partnership projects to support our place-making work
  - Touring projects to support national and international touring activity
  - Nationally Significant projects to support major projects that can demonstrate national significance

Eligibility

Who can apply?

Individuals and **organisations** are both able to apply to Arts Council National Lottery Project Grants for £30,000 or less.

Anyone who applies to Project Grants – individual or organisation – needs to:

- be based within (live in or have a business address in) England or the wider UK

- have a UK bank account in the exact name they're applying in; and

- be at least 18 years old (for organisations, have an accountable person who is at least 18)

By 'organisation' we mean:

- a group of people working towards a common goal with a governing document that covers the type of project being applied for, such as a charity, a limited company or an unincorporated group. Examples would be arts organisations, museums, libraries and Music Education Hubs, and organisations that use arts and culture in their work

- all organisations need to have a bank account in the organisation's name, with two signatories (people allowed to sign cheques)

- limited companies and registered charities need to have a registered office in the UK

- consortiums and partnerships

- we will accept applications from organisations working as a consortium, partnership, network or group

For non-constituted consortiums or groups, one organisation must act as the lead organisation and send us the application. If the application goes on to be successful, this organisation would then be accountable for the grant.

Who cannot apply?

- **National Portfolio Organisations** cannot apply to Project Grants for £30,000 or less

- Anyone who has **overdue conditions on a previous grant**

  - If you currently have an open Grants for the Arts or Arts Council National Lottery Project Grants award, you cannot make another application unless you have met any payment conditions due on your earlier grant. You must send us any overdue information before you make a new application

What you can apply for – the disciplines we support

Activities we support through Project Grants must have outcomes that focus on one or more of these disciplines:

- **Dance**

- **Combined arts**
  - including festivals and carnivals

- **Libraries**
  - for activity that delivers against at least one of the four Universal Library Offers

- **Literature**

- **Music**

- **Museums and collections**

- **Theatre**

- **Visual arts**

A project might sit exactly within one of our supported disciplines, across a few of them, or work with another discipline.

What you can apply for

We fund projects that focus on the disciplines we support and that engage people in England with creativity and culture. We don't want to be too prescriptive in saying what kind of project is a good fit for Project Grants. We want to hear new ideas.

What do we mean by 'engage people'?

To help people experience, become involved with or participate in creativity and culture.

What do we mean by 'project'?

The main questions to ask yourself about your project are:

- Does it have a start and end date, and things you want to achieve in that time?

- Does it allow people to experience or take part in artistic work, museum-focused work or libraries-related activity (either as part of the project or in the longer term)?

- Does it focus on the disciplines we support?

While you may be eligible for funding for arts, museum or libraries-related activity (such as developing or making new work, showing or touring work, residencies or commissions), our funding can also be used towards associated work such as developing skills, marketing, organisational development and project-related overheads.

When do I need to ask for permission to apply?

There are some circumstances when you will need to ask us for permission before you can make an application. These include:

- **Making a second application**

  If you are already waiting for a decision from us about one application, you can **only** send us a second application in exceptional circumstances. If you want to do this, you must first contact us. We will confirm in writing whether you can apply. You must attach our letter with your second application.

- **Time sensitive**

  In exceptional circumstances we may be able to give you a decision faster than our normal. We don't give permission for time sensitive applications very often, and only in specific circumstances. See our Time Sensitive information sheet on our website artscouncil.org.uk/NLPGinfosheets for more details

Additional Guidance

There are some instances where our eligibility rules are specific. They include:

- **Museum and collections projects**

- **Library applications that deliver against the Universal Library Offers**

- **Using digital technology**

- **Education and learning-related projects**

- **Buying equipment or assets -** including instruments and vehicles

Before you fill in an application for these types of projects, it is important that you read the related information sheets. These are available on our website: artscouncil.org.uk/NLPGinfosheets. Your application will not be eligible if you do not meet any specific requirements related to these types of activity.

A **full list of information sheets** is included in the appendix of this document.

What you cannot apply for

- Activities that **do not focus on the art forms and disciplines we support**

- Direct or indirect **costs of statutory education, further education or higher education** (undergraduate or postgraduate) for activities directly linked to a formal course of study

- **Ongoing overheads or running costs** outside of your project timeline

- **Re-applications** (activity you have applied for and been unsuccessful) **unless** your new application for the same activity addresses the reasons that the original application was not successful. We will not be able to consider any reapplications that have not addressed this

- **Activities, goods or services that have already taken place, or been bought or ordered** before we can make a decision on your application

- **Showcasing work at Edinburgh Festival Fringe** - While we don't directly fund applications that include taking work to the Edinburgh Festival Fringe, we are committed to increasing opportunities for international exchange and market development for creative practitioners and arts and cultural organisations based in England. We have supported Horizon Performing Arts Showcase for England-based individuals and organisations to present work including theatre, dance, circus and live art, within the Edinburgh Festival Fringe

- **Cash prizes and re-granting** - You cannot use Project Grants funding to give cash prizes or make grants as part of your project. We can only support costs that are for specified items of expenditure on goods (products) or services (time) that will be used to deliver the project. If your project includes giving cash prizes as part of a wider activity (for example, a publishing project that includes the publication of an anthology of new writing and a cash prize to a writer), you should either exclude that strand of activity from your budget, or show clearly that the cash prize is completely paid for using other **confirmed** income

- **Projects that make a profit -** If your project budget includes surplus income that is not being spent within the project, then your project will not be eligible

Ineligible applications

We will view your application as ineligible if it doesn't focus on the disciplines we support, or if it doesn't clearly demonstrate how the project will engage people in England.

We might also view an application as ineligible if it is not developed enough for us to be able to make a decision (for example: if it does not include the level of detail we need). We can view an application as underdeveloped against one or more of our criteria.

We can also view your application as ineligible if it doesn't include the supporting documents or permission letter we need.

We cannot use our funding to support activities, goods or services that have already taken place, been bought or been ordered before we can make a decision on your application. We cannot support mitigation of losses and/or debt mitigation through Project Grants.

There are also some types of activity that we are not able to support due to technical restrictions on the Lottery funds that we distribute. If one of these reasons applies to your activity, we will write to you and let you know why it is not eligible.

Our Information sheet on Ineligible Applications explains the main reasons an application could be ineligible.

What are the criteria we'll use to make decisions on applications?

The application form is made up of four parts;

- **Essential information**

  Here we'll ask for a description of your project, and some basic details about you and the activity.

The next three section make up the Project Grants criteria:

- **Feasibility and risk**

- **Your project and the Outcomes**

- **Your project and the Investment Principles**

We'll make our decision based on how strongly your application responds to the questions in each of the three criteria sections.

This guidance lists the questions in each part of the application form

In the application form section of this guidance we outline the parts of the application form, and tell you the things to think about when answering the questions in that section. These are the things we think about when we make a decision on your application

We'll take into account all of the information you tell us in the application form.

If you're an individual

National Lottery Project Grants: How to apply – £30,000 and under

If you're an individual

Arts Council National Lottery Project Grants is one of our two main programmes that can support individuals, the other is Developing your Creative Practice. Developing your Creative Practice supports people to carry out a focused programme of development work that does not necessarily involve any direct public engagement.

You cannot apply to both programmes at the same time. If you apply to one, you will need to wait until you have received a decision from us before you are eligible to apply to the other.

When you decide which programme you want to apply to, the main things to think about are:

- will your project include opportunities for people to become involved with or experience your work; or

- is your project mainly focused on developing your own pratice?

If you are planning to apply as an individual, use the checklist on the following page to see which programme might suit you best. For more information on Developing your Creative Practice, visit: artscouncil.org.uk/DYCP.

Which fund is right for me?

Developing your Creative Practice	Arts Council National Lottery Project Grants
Only open to individuals	Open to individuals, arts organisations, museums, libraries, and other organisations who use the creativity and culture in their work
You are at an early to mid-point stage in your practice and you need support to make a major change or carry out a period of focused development work	You may be an emerging creative and cultural practitioner all the way up to an international touring company. Your project may be creating new work, reaching new audiences, research and development a tour or something totally different
The main beneficiary is you	The main beneficiaries are usually the people engaging with your project
Grants of £2,000 to £10,000	Grants of £1,000 to £100,000
For activities up to one year in length	For projects up to three years in length
There are up to four deadlines per year	You can apply at any time. There are no deadlines
Decisions on applications usually take up to 10 weeks from the relevant deadline	Decisions on applications for £30,000 or less take up to eight weeks. Decisions on applications for over £30,000 take 12 weeks
Please see our latest DYCP applicant guidance for how often you can apply	You can apply at any time (unless you are waiting for a decision on a previous application)

Additional Strands

Time Limited Priorities

From time to time, we may ask for specific types of applications through Arts Council National Lottery Project Grants to help us achieve our Strategy.

The opportunity to respond to any priority is part of Arts Council National Lottery Project Grants programme and is not a separate programme. Any application must meet the criteria for Project Grants, as well as respond to the specific characteristics of any priority.

While we encourage applications to respond to time limited priorities we remain open to all other types of applications through the other strands of Project Grants.

For details of how to respond to any current Time Limited Priorities, visit the Project Grants: Time limited priorities [notice board](#) on our website.

The application form

The application form

Before you start applying to National Lottery Project Grants, you should read our strategy **Let's Create**. The full strategy is [here](#), and the Easy Read version is [here.](#)

This section lists all of the questions in the application form and explains what we will think about when we read your answers.

We will use the information you give us in your application form to decide whether we will offer you a grant.

The form is made up of four parts:

- [Essential information](#)

- [Feasibility and risk](#)

- [Your project and the Outcomes](#)

- [Your project and the Investment Principles](#)

We can only fund applications that meet our criteria. See each section for more details.

Before you start

Applications are made using our online system, Grantium. For details, please visit our website
artscouncil.org.uk/welcome-grantium

- You need to have a validated, up to date applicant profile
- You will need to complete the short eligibility questionnaire. This will show up automatically if you start an application
- **We recommend having this guidance to hand to help you answer the questions**

Essential information

In this section we'll ask you for some basic details about you and your project.

The questions

› **Tell us the total amount you are applying to us for, including any personal access costs**

Personal access costs
If you or the people you are working with are:

- deaf or disabled

- neurodivergent

- experience learning difficulties

- have a mental health condition

- long term health condition

there may be extra costs relating to your access needs. These could be to help you deliver your project or for the online management of your grant. Some examples are: a BSL interpreter, a notetaker, or specialist tutor for admin support, counselling costs for your project.

If there are extra costs please include them in this figure.

› **Do you, or does your organisation object to receiving National Lottery funding for religious reasons?**

If you answer 'yes', you will need to upload a letter explaining why you or your organisation object to receiving National Lottery funding for religious reasons later in the application form.

If we decide to offer you a grant, it will not come from our budget from the National Lottery.

› **Fair Pay**
Have you used a recognised industry standard to work out how to pay artists and professionals involved in your project (including you)?

If you answer 'yes', tell us which one.

If you answer 'no', tell us how you I have calculated fees in a different way.

Fair pay

We are committed to making sure those who work in creativity and culture are properly and fairly paid.

We expect you to show how fees for artists, creatives and specialists for projects funded by us are in line with, or better than, recognised codes of practice and guidelines set by the relevant lead bodies.

When putting the budget together for your application, you should make sure you can provide proper and fair payments to artists and practitioners. Applications that include touring should make sure that, as well as adequate fees, payments for accommodation, food and so on are in line with the relevant trade union agreements.

We are not able to offer specific guidelines on rates of pay for artists or creatives from parts of the sector that don't have a lead union body. We would encourage you to find out and put in place best practice guidelines and industry standards from the relevant bodies. See our **Fair pay** information sheet for a list: artscouncil.org.uk/NLPGinfosheets.

When you employ someone on a contract or freelance basis, you should agree the number of hours needed to complete the activity, which should include research, development and planning as well as delivery.

If there are other people included in delivering your project, either as workers or volunteers, we will ask you to confirm that you are aware of your statutory responsibilities. For information, visit HM Revenue & Customs' (HMRC) website at gov.uk/HMRC.

- **Fees and salaries for those aged 23 or over**

  We expect that fees and salaries for those aged 23 or over should match the National Living Wage as an

  absolute minimum.

- **Fees and salaries for those aged under 23**

  Fees and salaries for under 23s vary, but should match, or be more than, the National Minimum Wage. We

  ask you to confirm in the application that you are aware of your responsibilities if you are employing people

  as part of your project.

For more details on the National Minimum Wage and the Living Wage:

- Visit HM Revenue & Customs' website: https://www.gov.uk/national-minimum-wage; or

- ACAS runs a helpline for workplace advice online acas.org.uk and by phone (0300 123 1100)

Volunteers

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.

You should respect volunteers, train them properly, and not ask them to take on responsibilities that are beyond their experience.

You can find more information on working with volunteers in our guidelines on our website artscouncil.org.uk/artsinternships. This guidance has been jointly published with Creative and Cultural Skills.

Fair pay, volunteering and our decision making

Your application may be negatively affected if we feel that any of the fees or payments included in it are not appropriate, or that volunteers or interns are not being treated fairly. Arts Council England is committed to ensuring proper and fair payment to artists and those who work in the creative industries. Please see our information sheet on our website for more details artscouncil.org.uk/NLPGinfosheets.

› **In your own words, tell us what your project is. Give us a 50 word summary (300 characters)**

› **Then, give us a more detailed description of what you want to do using our funding (800 characters) We'd like to know:**

- what your project is

- what will happen

- who it is aimed at; and

- how your project is developing and delivering excellence

›   **What <u>type of activity</u> does your project mainly focus on?**

This gives us a good sense of the different elements of your project. Tick as many as you feel are relevant.

- **Developing new creative or cultural work mainly on my own, or within my organisation**
  - For example: new visual artwork, a theatre piece, a piece of research

- **Developing new creative or cultural work mainly with other people**
  - For example: co-creation, learning or participation activities

- **Developing my own skills, or the skills within my organisation**
  - For example: skills development, talent development, mentoring

- **Showing, performing or exhibiting something to/with, people in your/ their, communities**
  - For example: a show, an exhibition, a tour, a programme of activities

- **Working in a way that is focused on a specific place (a village, town, city or region) or community in England**
  - For example: developing or delivering a cultural strategy for a specific place

- **Developing our organisation**
  - For example: trying out new business models, business planning, testing out a new approach

- **Working internationally**

  - For example: international exchange, network development, or touring

- **Working at significant scale or scope, with a national impact**

  - For example: national touring, an event for a national anniversary or commemoration

- **Working innovatively and/or collaboratively**

  - For example: working across sectors, with new partners, learning from inter/national best practice

- **Something else (narrative text box – 200 characters)**

› **Who will experience your project?**

We'll show you these definitions and ask you to tell us how many people from each category will experience your project:

Creative practitioners	People taking part in the project to deliver creative activity or directly benefitting from the project in their role as creative or cultural practitioner
Active Participants	People taking part in or contributing to the project. This might include taking part in a workshop, performing in a community show, or joining a class
Volunteers	Those supporting or benefitting from the project in a voluntary role
Live Audiences, visitors and public	Those who are present during the live presentation of a creative product, such as a live show or creative exhibition
Streaming Audiences	Those who experience a recording or broadcast of a live presentation through a digital platform
Digital Audiences	Those who experience a creative product designed to be experienced through digital technology

How have you worked out these figures? (Up to 800 characters)

› **How many of the people taking part in/contributing to your project are employed on a freelance basis?**

› **How will people experience your project?**

We'll show you these definitions and ask you to select all the ways that people will experience your project:

Live event(s) – static	A creative event or programme (such as a show in a theatre or an exhibition in a museum) with a live audience, happening in one location over a single or multiple number of events
Live event(s) – multiple locations/ touring	A creative event that is happening in multiple locations either simultaneously or consecutively. This can include touring shows and exhibitions visiting multiple venues, or purpose-built structures that are moved from one location to another
Digital Experience	A creative product that is designed to be distributed and experienced through digital platforms or hardware such as headsets or personal devices
Streaming or Broadcasting	A creative event that is presented live but either streamed live or broadcast as a recording of a live event
Longer term public engagement in England	This activity will allow you to engage individuals and communities in the future rather than during your project. For example: if your project solely focuses on research and development, organisational development, creating a product, or only touring outside of England.

Feasibility and Risk

This section helps us to understand how you will successfully deliver your project. We need to know your plans for managing the project, what your budget is and how you will respond to any risks or challenges.

You don't need to have managed a project before, but you need to be able to demonstrate that you have given consideration to how you will manage the project, the budget, and any risks/challenges, and that you or your project partners have the skills, to ensure it is delivered successfully.

When we look at your answers to the questions in this section we will think about:

- whether the budget is appropriate for the scale and type of activity

- if the areas of income and spending are appropriate

- whether all items in the budget are relevant and reasonable. For example: are fees or wages appropriate to the context? Have quotes for assets/equipment been appropriately researched for any purchases?

- whether the activity is attracting income from other sources. Is any other income confirmed? If not, are your potential income sources realistic?

- if appropriate financial controls are in place. Do you, or the people you're working with, have the necessary skills to mangage the budget?

- if the activity is realistic, well-planned, and if you have demonstrated that you, or the people you are working with, are able to deliver the project

The Questions

› **Tell us the start and end dates for your project**

Please give a start date and end date for your project, making sure they will give you enough time to complete all the main stages of the project that you are asking us to support. For example, if your activity is a short festival but you are asking us to support the development and marketing of that festival as well as delivering it, you should give dates that include the development and marketing period as well as the festival itself.

The start date you give must allow enough time for us to decide on your application.

We need at least eight weeks to make a decision on applications for £30,000 or less. You can still submit your application if your start date is in exactly eight weeks, but we would not view this as good practice and it is likely to be noted in our risk check.

We cannot fund any goods or services that you have bought, ordered or contracted before we make a decision on your application.

If your application is successful, we cannot make payments immediately. We will first let you know that your application has been successful and wait for you to accept the grant, authorise your bank details, consider any material to meet the payment conditions we have set, and go through necessary financial checks. This can take two weeks or longer, depending on the circumstances. You should allow for this when choosing your start date.

> › **Project timeline**
> **Please use the table to list the main stages and tasks of the project from the start date onwards, and to show who will lead on each part of the project.**

You can add as many lines as you need to this table to tell us about the main stages of the activity, for example; planning, developing partnerships, research, delivery (any performances, shows, exhibitions, workshops and events), evaluation, and so on.

In the final column 'task lead', please tell us who will be managing each stage of the project. This could be you, or one of your partners.

> › **Budgets**

The main things to remember about budgets:

- **The budget you present should describe the most likely scenario**

- **Your budget should be for the total cost of the project you are applying to do**

  We view your application as a contribution towards the overall cost of your project. We do not generally allocate our funding to specific items of spending in your project budget.

- **We can't support projects that make a profit. If your budget includes surplus income that is not being spent within the project, then your project will be ineligible**

- **Your budget has to balance, so your income amount needs to be the same as your expenditure amount**

- **If you can, you need to find at least 10% of your project budget from sources other than Arts Council England**

- **We need to be able to see how you have worked your figures out, so please break them down clearly under the headings provided in the budget table**

- **We will consider the strength of your budget using both your calculations and your explanations**

- **Things are likely to change between the application and the end of your project**

  We understand that projects can change between the start and the end. If your application is successful you should tell us about any changes in your final report form. For example: **tell us what you spent your contingency on**

› **Income budget**

How to fill in the income table

- You should make sure that you show how your figures have been worked out in the Description field, for example:

  Example:
  Ticket sales (7 dates @ 60% of 100 capacity x £8 ticket price) £3,360

- Enter all the cash income specific to this project on this page (excluding the amount you are applying to us for), as well as any support in kind you will receive

- Include any other income that is either confirmed or expected towards the project, including any applications to other funding bodies, trusts or foundations, under the appropriate budget headings. We take this into account when we are carrying out the risk check, and we think about how realistic any expected income is when we look at financial risk. If you are successful, we may ask you to provide evidence of income you have shown as a condition for your first payment

Tell us about your project income by using the income headings:

Earned income

Include any income you will earn from this activity (for example, from ticket sales, workshop fees or selling work or publications). Be realistic about earned income. For touring activities, please provide details of guaranteed fees from venues, your estimated income, or both. Please provide a clear breakdown for each entry to show us how you have reached your figures.

> **Example: Earned income**
> Four performances at a venue with 600 seats and a 70% full audience (420 people)
> is 4 x 420 tickets at £6 = £10,080

If VAT is charged on ticket sales or admission prices, do not include it in your earned income figures. For information about VAT and other taxes, contact HM Revenue & Customs (HMRC) through their website: gov.uk/HMRC

Local authority funding

Include any funding you have received or applied for from local authorities for this activity. Please give us the name of each local authority

Other public funding

Include any funding you have received or applied for from any other public organisation (for example: the British Council). Please give us the name of each organisation and the amount.

Private income

Include any income from private sources, for example from you or your organisation, donations or grants from trusts and foundations, or from crowdfunding. This should include funding you have already confirmed and funding you expect to receive (for example, applications you have made but have not received a decision on yet, or applications that you intend to make during the project). If you are an individual and you are providing some cash income towards the activity, please include it here.

Support in kind

Support in kind means any materials or services that you would otherwise have to pay for but that are being provided free of charge or at a reduced rate. The value of support in kind contributes towards the percentage of funding we need you to have from other sources.

Income budget Questions

› **Tell us more about the match funding for your project? (Up to 1,500 characters)**

This is to help us understand how realistic your budget is, including any partnership support that is in place.

Tell us:

- what you have done to secure income from other sources for this specific project

- how you plan to raise any remaining amounts from other sources shown in the income section (if you have a fundraising plan, you can refer to it here); and

- if your budget includes earned income, tell us how you have worked this out (e.g. how you decided on ticket prices

If you tell us about other specific sources of funding you have applied for, include when you expect to know if you have been successful. Please include an appropriate figure in the income section of your budget, or we may treat your budget as unbalanced.

You may have made (or plan to make) several applications for funding elsewhere, amounting to more than you will need, on the basis that some of them will be unsuccessful. If this is the case, base your budget on the applications you think are most likely to be successful and tell us about your approach. Tell us how you will allocate any extra funding if you raise more than you expect.

› Expenditure budget

Tell us about your project expenditure by using the expenditure headings:

Artistic, creative or specialist costs

In this section, please include the fees and wages of artists, creatives or specialists involved in the activity, as well as any artistic, creative or specialist costs you need to pay for.

For example, actors, musicians, dancers, visual artists, stage designers, directors, producers, composers, writers, choreographers, stage managers, library specialists, lighting designers, curators, workshop leaders, conservators and so on.

We are committed to making sure that artists and creatives are paid appropriately for activities we support. The amount is likely to depend on a number of factors, including experience and skills, the type of work and the length of the contract. If you are involved in the activity as an artist or creative, you can include your own fees here. Please see the section on fair pay on page 28, and our Fair Pay information sheet on our website.

If you are employing people to take part in your activity, you may need to budget for statutory costs relating to this (for example, paying an employer's National Insurance contributions, holiday pay and pension contributions).

When including costs or fees, show how you have calculated them.

> Example:
> 2 x Creative specialists @ £150 per day for 10 days = £3,000

If you are registered for VAT, your expenditure figures should not include VAT that you can claim back. If you are not registered for VAT, your costs should include VAT.

You should get financial advice from your own accountant or the relevant tax office. For information about VAT and other taxes, contact HM Revenue & Customs (HMRC).

Other artistic or creative costs of delivering the activity

For example, the cost of events, commissions, research and development, preparation, conservation, productions and residencies, including any materials or equipment you hire to carry out these things.

For touring activities, please include costs for creating and preparing the tour, and costs that are the direct result of touring (for example, travel, transport and accommodation).

Making your work accessible

Please include the costs of making sure your activity is accessible to those taking part and audiences with access

needs. These might include costs of signing for performances or producing exhibition materials in other formats such as in Braille or on audio. Please use the budget heading 'personal access costs' to tell us about costs relating to your own access needs, or any access needs of those who you will need to pay to help you deliver your project and manage your grant online.

Developing your organisation and people

Include the costs of any activity aimed at developing your organisation. This could include things like business planning, support from consultants, staff training and professional development costs.

Marketing and developing audiences

Include all marketing and audience development costs that relate directly to the activity you are applying for.

Overheads

You can apply for extra, time-limited overhead costs that are directly related to the activity you are asking us to support for example: payments to staff, phone bills, postage and insurance. You can apply for a contribution to your ongoing overheads if these are not covered by other funding. The amount you apply for must relate directly to the amount of time spent on the activity you are asking us to support, so please explain how you have worked this out.

Assets – buildings, equipment, instruments and vehicles

Include any costs relating to refurbishing buildings, improving access, buying property or leasing a building. In general, we would not expect to fund feasibility studies (studies to test the potential of a building plan) or early development of designs.

For more information, see our 'Building Projects' information sheet on our website: artscouncil.org.uk/ NLPGinfosheets

Include the costs of buying assets such as equipment, instruments and vehicles. You should get competitive quotes from more than one business or supplier. We ask you to tell us about them in the question below this section of the budget. As part of our eligibility and risk checks we will decide if proposed asset purchases are appropriate. You may be asked to send invoices for any purchases.

You can find out more in the information sheet 'Asset purchase', on our website: artscouncil.org.uk/NLPGinfosheets

Environmental Responsibility costs

Include any spending specifically relating to making your project environmentally responsible.

Other spending

Include any other spending for your activity that is not included elsewhere. This can include an amount for

unexpected costs (contingency spending).

Personal access costs

If you, or the people you are working with, are:

- deaf or disabled,
- neurodivergent,
- experience learning difficulties; or
- have a mental health condition
- a long term health condition

there may be extra costs relating to your access needs. These could be to help you deliver the project, or for the online management of your grant.

Some examples are a BSL interpreter, a notetaker or specialist tutor for admin support, counselling costs during your project.

Only include **personal access costs you will incur if your application is successful** in your expenditure table. Do not include costs relating to preparing, planning and submitting your application.

To find out more about personal access costs please read our **Access support** information sheet: artscouncil.org.uk/ NLPGinfosheets.

Expenditure budget Questions

> ›   **How have you worked out the costs included in your budget? (Up to 1,500 characters)**

We'll ask you to tell us about each expenditure heading you've included in your expenditure table.

> ›   **How much of your total budget is being spent on international costs (such as visas, carnets, freight, travel, accomodation, per diems)?**

We're asking this question so that we can understand how much international work we support through Project Grants.

> ›   **What experience do you have of managing a project budget of this size?**

Pick from the list below:

- I have managed a project budget of this size or larger before

- I have managed a smaller project budget before

- I have not managed a project budget before, but I can draw on the experience of other people involved in this project

    - which people involved in the project will support you?

- This is the first time I've managed a project budget, it's a good opportunity to learn
  - what do you plan to do to manage the budget for this project?

> **Who will be working with you to deliver your project?**

There will be a table where you can tell us about the people involved in your project.

You should include any partners helping you deliver the work. This may include individuals and organisations working outside the creative and cultural sector or those working within the sector, as well as any artists, or creative or cultural practitioners you are working with.

> **What experience do you have of managing a project?**

Choose from the list below:

- I have managed projects like this before

- I have managed some tasks of projects like this before

- I have not managed a project like this before, but I can draw on the experience of other people involved in this project
  - which people involved in the project will support you?

- This is the first time I've managed a project like this, it's a good opportunity to learn

  - what do you plan to do to manage your project?

› **What are the main risks and challenges to your project meeting its aims, and what will you do to manage these risks? (Up to 1,500 characters)**

Your Project and the Outcomes

Our strategy, **Let's Create** sets out three outcomes;

Creative People - Everyone can develop and express creativity throughout their life

Everyone can be creative, and each of us has the potential to develop our creativity further. Taking part in creative acts such as singing, photography or writing delights and fulfil us, and helps us to think, experiment, and better understand the world. The public has told us how much they value opportunities for children to take part in creative activities and that they want to see us to do more to widen and improve these opportunities.

Cultural Communities -Villages, towns and cities thrive through a collaborative approach to culture

Culture and the experiences it offers can have a deep and lasting effect on places and the people who live in them. Investment in cultural activities and in creative and cultural practitioners, arts organisations, museums and libraries helps improve lives, regenerate neighbourhoods, support local economies, attract visitors and bring people together. But this can only work, if there is a shared commitment to removing the geographic, economic and social barriers that currently prevent many people from taking part in publicly funded cultural activity.

A Creative and Cultural Country - England's cultural sector is innovative, collaborative and international

The cultural sector will only ever be as strong as the talent on which it is built. Its future success depends on being able to draw on a talent pool that reflects society as a whole and is much wider and deeper than it is now. To achieve the first two Outcomes, we need a professional cultural sector that generates new ideas, works easily and effectively with others, and is adept at developing talent from every community. It should aspire to be world-leading – in the way it makes art, in the imagination and expertise with which it makes exciting use of collections and develops libraries, and in the culture it creates and shares.

> Your project doesn't have to address all three outcomes, but we do want projects to align to at least one, and to set out in detail how particular components are being addressed and how your project is helping to deliver our strategy.

You can read more about our Outcomes here.

› **For each outcome you have selected, you'll get a text box (up to 1,500 characters) to tell us how your project will contribute to that outcome.**

When we look at your answers, where relevant we will think about:

- how your project is supporting people at all stages of their lives to design, develop and increase their

  participation in high quality creative activities:
  - If your project focuses on children and young people
  - If your project reaches families from a wide range of backgrounds
  - If you are widening and improving opportunities for children and young people to take part in creative activities outside schools

- if your project is supporting children and young people to develop their creative skills and potential

- if you are working with communities to better understand and respond to their needs and interests,

  resulting in increased cultural engagement and the wide range of social benefits it brings

- if your project is exploring new types of creative practice, new forms of cultural content and new ways of

  reaching new and existing audiences and participants

- if you are collaborating with other cultural organisations and/or with the commercial creative industries

  and/or with further and higher education that focuses on innovation, research and development and

  training, especially in relation to the use of new technologies

- if your project is strengthening the international connections of cultural organisations and creative and cultural practitioners, including co-production and touring

- if your project is bringing world-class culture to audiences in England

- if your project helps to ensure people have opportunities to sustain their careers and fulfil their potential in the creative industries, especially those who are currently under-represented

- if your project is connecting people and places, nationally and internationally

Your Project and the Investment Principles

The Investment Principles are an important part of our strategy and we encourage you to use them to strengthen the planning and delivery of your project.

Our Investment Principles are:

- **Ambition and Quality**

- **Dynamism**

- **Environmental Responsibility**

- **Inclusivity and Relevance**

You can read about our Investment Principles [here.](#)

In this section you can use the Investment Principles to build up an in-depth picture of your project, which in turn will give us a stronger understanding of your intentions and plans, and how your project will contribute to delivering our Strategy. Each text box in this section has a limit of 1,500 characters.

All applicants need to complete the section on Inclusivity and Relevance.

When we look at your answers to the questions in the 'Your Project and the Investment Principles' section we will think about:

- if the Investment Principles you have responded to are relevant to the scale of your project, and what you want it to achieve

- if you have used the Investment Principles to give an in-depth picture of your project

- if the target audiences for the activity are clearly identified

- if you have thought about how your project could help you to make a contribution to the Creative Case for Diversity

- how the activity might align with our Equality Objectives

- if there is meaningful engagement

- if the project will develop you and your work, or the work/skills of the people/organisations involved

- the quality of the experience for the people taking part in the project

- if the activity increases opportunities for people who don't currently get involved in the creativity and culture or are involved a little in creative and cultural activity

- if the activity increases opportunities for people already taking part in creative and cultural activity

- if plans to market the activity to audiences are well-defined, and are likely to achieve your aims

- if there is no immediate opportunity to involve people (for example: research and development), whether there is potential for the public to get involved in the future; and

- if you are you taking steps to improve the environmental responsibility of your project

Our four Investment Principles:

We will expect successful applicants to use these Investment Principles as development tools to help them focus and track that journey of continuous improvement and help to underpin their commitment to excellence. Over the next three years, we will increasingly direct our investment to applicants that show a demonstrable commitment to the following Investment Principles:

Inclusivity & Relevance

This Investment Principle is about England's diversity being fully reflected in the organisations and individuals we support and the culture they produce through:

You can read more about Inclusivity and Relevance [here.](here)

Communities

- Tell us who you want to reach with this project, how you have identified them, and how they have been involved in the planning and/or creative process
- Tell us about the steps will you take to make sure your project is open and accessible to people within the communities you plan to work with

Workforce

If you're engaging a team of people to work on your project, tell us:

- how you will ensure they reflect the communities you wish to reach
- how you will make sure access to opportunities are open and accessible

Creative Case

- Tell us how your project addresses the Creative Case for Diversity

Read about the Creative Case for Diversity here.

The application form will only ask you to respond to the Investment Principle questions that are mandatory for the amount/strand you are applying to. You will see a list of questions for the other Investment Principles and you can tick the boxes and respond, if you feel that they are relevant to your project.

Any information you provide in your application form we will use when making a decision.

You can read more about Inclusivity and Relevance here.

Environmental Responsibility

This Investment Principle is about leading the way in your approach to Environmental Responsibility.

Using data

- Has your project been informed by your own, or other environmental data? If so, tell us about this here

Plan, action, change

- If you plan to measure the environmental impact of your project, tell us about the data you will collect and how it will be used

Advocacy, education and influence

- If you plan to develop you or your organisation's skills and knowledge on environmental responsibility, tell us about it here

Ambition & Quality

This Investment Principle is about cultural organisations and creative individuals being ambitious and committed to constantly improving the quality of their work through:

Understanding what others think

- If you are taking steps to understand what people (audiences, participants, co-creators, customers, peers, staff, or other people) think about your work and how you make it, tell us about it here

Developing your work

- If this project aims to develop your skills (and those you work with) and contribute to your longer-term ambitions for strengthening the quality of your work, tell us about it here

Measuring your progress

- If you are setting out what 'good' looks like for your project; know how you'll track how well you're doing, and how well your project been received, tell us about it here

Dynamism

This Investment Principle is about being dynamic and able to make the most of opportunities, as well as respond to the challenges over the next decade.

The way you work

- If you are testing your organisation's model or your individual practice to ensure you can account for change, or adjust when things do not go as planned, tell us about it here

Developing people

- If you plan to develop you/your organisation's skills and knowledge tell us about it here

Technology and data

- If you are using technology and/or data and evidence to deliver and develop your project, and assess its impact, tell us about it here

Attachments

Letter attachments

This screen will only be visible if you have told us in the eligibility questionnaire that your activity requires permission to apply:

Please upload a copy of any letter we have sent you giving you permission to apply under certain circumstances:

- If you are making an additional application while you are still awaiting a decision from us on a first application

If you do not attach the appropriate letter(s) here, we will be unable to process your application.

Other attachments

If you would like to include a document or web link to give us a sense of your work (or that of any artists or creatives you are working with) you can do it here. For example, this could be an image, a music file, a sample of your writing, a video, a link to an online portfolio or a review of your work.

You can upload a maximum of one document or web link. A document can be a maximum of five pages, and we can only look at a single web page. If they are longer than this, we cannot guarantee the information will be taken into account as part of our decision making process.

You can use this attachment to:

• illustrate the quality of your work

Your combined document size must not exceed 10 MB. We can accept the following formats:

• PDF

• JPEG (image file)

• Microsoft Word

• Microsoft PowerPoint

• web link (please note we will only view a single website page)

Please do not upload links to folders or sites containing lots of documents. We will not be able to take these into account.

Monitoring information

We are asking you for this information so that we can think about the range and balance of different projects we're supporting. We want to support a diverse range of applicants that work in a broad range of artforms and disciplines and geographical areas. We need to think about our investment in areas of least engagement with arts and culture.

We also want to make sure that the projects we support help us to achieve our Equality Objectives.

We will only ever use this information in balancing. Please see the 'How we make decisions' section of this guidance for more information.

We will also consider whether applicants identify as being from an under-represented protected characteristic group to make sure that we support people who are representative of this country and who can best continue to contribute to our Creative Case for Diversity.

What happens next?

National Lottery Project Grants: How to apply – £30,000 and under

1. Eligibility check

When we get your application, we first check whether it is eligible. You can find more information on eligibility in the [Eligibility section](#) of this guidance.

If your application is **eligible**, we will send you a confirmation email using our online system, Grantium.

If your application is **not eligible**, this means that we cannot process it any further and we will not consider it for funding. We will tell you using our online system, Grantium, and will explain our decision.

We will usually complete our eligibility check within 10 working days of receiving your application. If this step is going to take us longer than 10 working days (for example, if we're receiving high volumes of applications) we will contact you to let you know.

2. Feasibility and risk check

If your application is eligible, we will next carry out a risk check. We look at how realistic and achievable your plans and budget are and consider other risks that might be relevant.

Our check may include the following, among other things:

- **timeline** - is the timeline achievable and detailed enough?
- **partnerships** - are appropriate partnerships in place to support the activity, and are they confirmed?
- **planning** - is the activity planned well enough?

- **tour schedule** - is any tour schedule at an appropriate stage of confirmation?

- **budget** - is the budget reasonable and appropriate?

- **partnership funding** - is there an appropriate level of partnership funding, and is any expected funding likely to be secured?

- **financial management** - are there appropriate measures in place to manage the budget?

- **asset purchase** - are any assets you want to buy justified clearly, and are the costings based on quotes?

- **previous grants from us** - how have you managed any previous funding you have had from us?

- **governance (organisations)** - we will check your Companies House or Charity Commission registrations where appropriate and may check that your governing document allows you to deliver the activity you are proposing.

We may contact the people involved in your project as part of our risk checks.

We can give any of these factors a risk rating of **major, moderate** or **minor.**

Major risk - means that an issue gives us concern that the activity is not likely to be managed successfully and/or there are serious concerns about your budget.

If we consider any aspects of your activity's management or finances to be major risk, we will not fund it.

If your application is not successful at the feasibility and risk check stage, we will tell you using the online system, Grantium, and will explain our decision.

Moderate risk - means that although an issue represents some risk to successfully delivering the activity, we have decided that this can be dealt with.

If we award you funding, and we have noted any moderate risks we will ask you to send us more information before we release your first payment. We call these additional pieces of information 'payment conditions'. For example: we might ask for a confirmed tour schedule or confirmation that the other income for the activity is in place.

Minor risk - means that although we have noted an issue, we do not think it represents a risk to successfully delivering the activity, and we will take no action.

We'll ask everyone who is offered a grant in this period to confirm that they have an appropriate risk management plan in place and that they are able to follow all current UK Government guidance on COVID-19. Our Terms and Conditions set out grantholders' responsibilities around adhering to UK Government guidance.

How we make decisions

We will use the information you give us in your application form and in any attachments (and any other information we hold about you) to decide whether we will offer you a grant.

Decisions on application for £30,000 and under are made by a panel of staff based in our Area offices. They meet every week.

We will look at the **strength of the activity against our criteria** as shown in the application and consider the strength of your application alongside other applications we receive.

We will also think about the **range and balance** of different projects we're supporting. We want the projects we fund to cover a broad range of **activity types, disciplines, applicants, geographical areas** and **Priority Places.** We will review our internal data on our spending so far and look at applications in the light of future demand on our budget.

We want to make sure that individual applicants are well supported through Project Grants. As we make decisions we will be making sure that the success rate for individual applicants is at least the same as it is for organisations.

We think about our investment in activities in **areas of least engagement with arts and culture.** These are the areas that have been identified as being in the bottom 33% of areas in England for engagement with arts and culture by the Active Lives Survey: artscouncil.org.uk/ALS.

We think carefully about diversity when making our decisions, and we may choose to prioritise applications that are likely to make a stronger contribution to the Creative Case for Diversity. We also consider our Equality Objectives carefully, and how the projects we fund might align with them. We try to make sure that – over time – the grants we make broadly reflect the diversity of contemporary England.

We also think about how applications contribute to our strategy **Let's Create**: artscouncil.org.uk/letscreate

We receive many more good applications than we can fund, and we choose to support the ones that help us achieve a balanced spread of projects.

If your application is successful

If we award funding, your online account will show an offer letter and other information that will allow you to accept the grant.

Your grant will usually be split into three instalments:

- The first instalment will usually be **90%** of your grant, and will be made at the start of your project.
- The final **10%** is made at the end of your project, after you have submitted your **final report.**

We might also list some other information ('payment conditions') you will need to give us before we will release your first payment.

Accepting your offer

We will ask you to acknowledge and accept your offer letter and our Terms and Conditions using our online system, Grantium.

Everyone who receives a grant must accept our standard conditions. You can also contact us for a copy by email enquiries@artscouncil.org.uk or phone 0161 934 4317.

If your application is not successful

If we decide not to fund your activity, your online account will show a letter explaining our decision and outlining your next steps.

This letter contains the full level of feedback that we can provide, but there is further guidance available in our **Unsuccessful applications** information sheet: artscouncil.org.uk/NLPGinfosheets.

Arts Council National Lottery Project Grants is a rolling programme and you can apply again. Any new application for the same activity must sufficiently deal with the reasons that the original application was not successful.

If you would like to apply again, you will need to begin a new application form using our online system, Grantium.

Further 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: artscouncil.org.uk/contact-us. Additionally, you can email complaints@artscouncil.org.uk or call our Customer Services team on 0161 934 4317 for more information.

What to do if you cannot accept National Lottery funding for religious reasons

The funding we can provide from other sources is very limited, but we can arrange other funding if you cannot accept National Lottery funding for religious reasons. You should apply using our normal application materials and tick the box in the Essential information section to state that you cannot accept National Lottery funding. We will process your application in the same way that we process all applications.

Making records of your project available to us for audit

You should be aware that we carry out checks on a sample of applications every year to make sure that our funding is being used appropriately. We reserve the right to ask successful applicants for access to all or part of their documentation relating to their activity. If you receive a grant, you must keep clear records of project management and financial records (including all invoices) for us to see when we ask.

Individual applicants

We will ask all individual applicants for their date of birth when they complete the declaration in their application form. This will be a mandatory requirement which will help reduce the possibility of fraud. Your Date of Birth will not be used in any decision-making processes or for any other purpose. For further information about how we process your data, please refer to our General privacy notice.

Freedom of Information Act

We are 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 how we have reached our decision 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.uk for information about freedom of information generally and the exemptions.

We will not release any information about applications while we are making a decision, as this may interfere with the decision making process.

You can find out more on the Freedom of Information section of our website: artscouncil.org.uk/freedom-information.

Public sector equalities 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 grants.

Under the Public Sector Equalities Duty we must research and monitor the different backgrounds of people who receive our grants.

Applications we invite

We may occasionally ask for specific applications to help us achieve our strategy. We call these 'solicited applications'.

For more details about our strategy, please see our website at artscouncil.org.uk.

Data protection

We are 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 - Information sheets

To provide more detail on specific types of projects, we've put together a range of information sheets. You won't need most of them, but they may come in handy, depending on the type of activity you apply for. Find them on our website: artscouncil.org.uk/NLPGinfosheets

- Access support
- Asset purchase: Buying equipment and vehicles
- Audience development and marketing
- Buildings projects
- Building permission request form
- Children, young people and learning
- Evaluating your project
- Fair pay
- Festivals and Carnival arts
- Final Income and expenditure
- Funded Organisations (NPOs and MEHs)
- Governing Documents and Project Grants
- Ineligible Project Grants applications
- International activity
- Libraries projects

- Literature projects
- Museum and collections projects
- Music projects
- Nationally Signifcant projects
- Payment conditions
- Place Partnership projects
- Repeat projects, ongoing overheads and salaries
- Research and development (R&D)
- Support in kind
- Touring activity
- Unsuccessful and major risk
- Using digital technology

Questions? We're happy to help

Reach out to our customer services team here:

Email enquiries@artscouncil.org.uk

Web artscouncil.org.uk

Twitter @ace_national

Facebook /artscouncilofengland

You can also **Livechat** with us by visiting our website: artscouncil.org/projectgrants