



Lottery Capital Programme

Help Notes

Project Registration



The Arts Council of Wales is committed to making information available in large print, Braille, British Sign Language, Easy Read and on audio. We'll endeavour to provide information in languages other than Welsh or English on request.

We implement an [Equal Opportunities Policy](#).

Capital Programme: Project Registration

The Process

If you would like to apply to the Arts Council of Wales for Capital Lottery funding for £50,000 or more, you must first register the project with us. We do this so that you can test whether we're likely to support your project without having to spend a lot of time developing a complete application. It also helps us plan and allocate our resources appropriately.

We have designed the project registration form so it is simple and will allow you to describe your project in brief. It also gives us some information about the arts activity you deliver.

An Officer will write a report on your project registration form and this will be considered by Capital Committee. We will then let you know whether you can go ahead and make an application.

Your project will be judged on its ability to meet our strategic priorities and the criteria set out in our [General Guide to the Arts Council of Wales' Capital Programme](#), as well as the funds available for distribution. Our Capital Strategy shows how we will target our investment by setting out the specific funding priorities of the Capital Programme. You should read our Capital Strategy before completing your project registration form.

Please note that if you are invited to submit an application this does not imply or guarantee that funding will be awarded.

If you are applying for a grant of £100,000 or more for a building project, (we call these major capital projects), your project will move through three stages before it can begin. We use the Royal Institute of British Architects (RIBA) Plan of Work 2013 to guide this process. The three stages are:

- Feasibility Study (RIBA Stage 2: Concept Design)
- Design Development (RIBA Stage3: Developed Design)
- Application for full funding towards the construction and associated costs

For projects between £50,000 and £100,000 you can normally submit an application for full funding as soon as your project registration is approved.

If you are invited to make an application you must do so within nine months of your project being registered, otherwise it will be considered null and void. If after this time you still would like to submit an application form you would usually need to go through the project registration process again.

The Project Registration Form

The notes below set out the information you need to provide on your project registration form.

Your Organisation and main areas of activity

Here we're asking you to tell us some basic information about your organisation and your main areas of activity.

We ask for three sets of contact details:

- Your organisation's address (this must be your organisation's main administrative office or base. If you're a company or charity this must be your current registered address)
- The Chair of your governing body
- The person in your organisation authorised to deal with all matters relating to this application (we call this person the Primary Contact)

We're often asked about the types of organisations we fund and what arts activity they deliver. Telling us about your activity helps us understand more about your organisation and the people that benefit from your work. It also helps us assess how well you and your work contributes to our priorities for Creativity and the Arts in Wales, as set out in our strategy called *Inspire*. It will also help us when we consider your project registration form.

Project Description

Please describe the capital project that you are looking for funding towards. This could be the purchase of equipment, public art works or the redevelopment of your existing premises. You should briefly tell us why you think your project is needed and the potential outcomes and benefits of your project,

Within the form we ask you for figures in relation to your total project cost or how much you might be applying for. We realise that you may not be in a position to give us an accurate figure at this early stage. You should include your best estimate based on current knowledge to date. If your project progresses we will identify more accurate figures during future stages. The figure here is used purely for an indication of scale of your project.

Summary of arts activity for the last twelve months

The level and type of arts activity you deliver is very important to our consideration of your project. In this section please summarise the activity you have delivered over the past year. Please tell us the number of people that have been involved in your arts activity either as participants, audience members or attenders. Estimated figures are acceptable.

Other funding partners identified

Capital Lottery funding cannot cover the total cost of your project. (Please refer to our [General Guide to the Arts Council of Wales' Capital Programme](#) for details of the maximum percentage we could contribute to your project).

Please tell us if you have identified any other organisations as funding partners for the project. If you have made applications to these organisations tell us how much you have applied for and when you are expecting a decision. If you have secured funding already please tell us how much you've raised and the source of these funds.

Indicative timetable for the project

It is important for our planning that you tell us the timetable that you are working to for your project. Please tell us the proposed start date for your project and, if you are able to do so, you should also tell us when you think that you would be submitting your application to us. If there are any mitigating factors that you already know of that could impact on your timetable, please let us know.

Have you undertaken any of the following?

Please tell us if you have already started work on your project, and if so, what RIBA Stage your project has reached.