



Lottery Capital Programme

## Help Notes

Public Art: Research and Development



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](#).

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# Help Notes

## Public Art: Research and Development

### Introduction

Welcome to our Help Notes for the Capital Programme - Public Art: Research and Development. This strand of the Capital Programme enables us to support the development of a public art strategy or plan for your project. These notes assume that if you intend to apply for more than £50,000 to implement your public art project you've completed our Project Registration process and we've invited you to apply for funding. If this isn't the case, please read more about registering your project in the [General Guide to the Arts Council of Wales' Capital Programme](#).

The aim of these notes is to help you complete your application form online.

We'll explain how to start using our online system as well as provide you with a guide to the information you must give us about your project. We'll also tell you why we're asking you for certain information and how we use the information you give us. All the information you provide should be as accurate and up to date as possible.

You'll also need to submit supporting documents with your application. These notes will explain more about the documents we need from you, and how to submit them online.

### How to use these Help Notes

These Help Notes can be read as a "stand-alone" document or you can follow the hyperlinks to look at specific sections of the notes as you fill in your form online. They should be read alongside the [General Guide to the Arts Council of Wales' Capital Programme](#) and our [Capital Strategy 2012-2017](#).

### Definitions

Throughout these notes we talk about "your project". We use this term to describe the public art project you're in the process of developing.

"Your research and development work" is the term we use to talk about the public art strategy or plan that you'll complete if the application you're submitting to us now is successful.

We also talk about "project outcomes". We use this term to describe what will happen if your application for funding towards your public art project is successful, and / or your major capital project goes ahead.

Finally, we use the term “creative professionals”. We use this term to describe any individual working at a professional level in the arts. It includes curators and producers and individuals who define themselves as artists across all artforms.

## Attachments

Throughout these notes we'll highlight in boxes the supporting information that you must provide with your application form. It helps us either check your organisation is eligible to apply and / or helps us with our assessment.

Submitting this information is mandatory.

You can read more about how to upload this information using our online system in section five of these notes. We'll also remind you here about the information you need to provide.

## Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for a grant to access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or access our services and information, please contact us to discuss the types of support we can provide. You can find our contact details [here](#).

## Keeping in Touch

From time to time we may need to make changes to our Capital Programme. These will be publicised on our website.

By registering at <http://www.arts.wales/> you'll receive automatic updates about our Lottery funding, as well as news about consultations and other initiatives. Register now for our Newsletter or subscribe to our News feed. Or follow us on Twitter [@Arts\\_Wales](#).

## Applying Online

You can access our online application system by visiting our [website](#), and by following the links. Or, you can click [here](#).

Once you've clicked the *Start an application* button you'll need to complete a simple questionnaire that checks if you're eligible to apply. If your organisation is eligible you'll be asked to choose an application form. If you make any misleading or false statements on this questionnaire you must repay any grant we award you. If you're unsure, please contact us.

If this is your first application you'll need to create an account. Click on the *Cyfrif Newydd / New Account* link to register your email address and password. These will be your login details, and you'll need them every time you use our online application system. You should not share these login details with anybody outside of your organisation.

When you're working on your application online it's useful to remember:

- You can fill in your application in one go, or work on it at different times
- You can fill in the sections of the form in whichever order you prefer, but you'll only be able to submit your application when all of the sections are complete
- If you have your application form open on your computer, but do not work on it for two hours, you'll automatically be logged out of our online system. Any work that you haven't saved by then will be lost

You'll need to talk to one of our officers before making an application. We'll help you identify the right officer to talk to.

Our Capital Programme has no deadlines. As long as you have discussed your project with an officer you can submit your application at any time.

### **Getting Started Checklist**

Make sure you've read our *General Guide to the Arts Council of Wales' Capital Programme* and our *Additional Guidance Notes: Public Art* before you start to fill in your application form.

Have you got everything you need to complete your application form?

- Your organisation's contact details and information (unless you've applied to us before using our online system)
- Your written proposal
- Details about your research and development work, including its start and end dates and equalities information
- Details about your public art project, including the wider strategic scheme that it will be part of

- Your governing document, such as a constitution, trust deed or articles of association
- Your research and development project budget (this must be on the downloaded template)
- Your briefs for the creative professional(s) and public art project manager with whom you'll be working to complete the research and development work
- Proof that your organisation has a bank account that requires at least two people to authorise transactions
- Your Other Supporting Information (which could include any initial ideas about your public art project, information on your wider strategic scheme, evidence of demand and support for your project, testimonials, confirmation of partnership funding, CVs of creative professional(s) and public art project manager if already appointed, letters confirming any in-kind support, terms of reference for your Arts Steering Group etc.)

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## Section 1: About Your Organisation

In this section we're asking you to provide some basic information about your organisation. It's important that the information you give us is accurate and consistent with any other information you've given us, or information which is in the public domain, such as:

- Information on your website or social media
- Information we can find by searching the internet, or
- Information held by regulatory bodies such as the Charity Commission and Companies House

### Contact Details

We ask for at least 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)

The Primary Contact is the person we'll get in touch with regarding all aspects of your application, and they must have your organisation's authority to sign and approve documents and answer any queries we may have.

We must always have the contact details for more than one person from an organisation. So, if your Chair and Primary Contact is the same person, please provide details of an alternate contact with appropriate authority from your organisation.

If your application is successful, the offer of a grant will be sent to the Primary Contact. They will be responsible for sending us the additional information needed to address any specific conditions placed on the grant, as well as the progress reports we request, and a completion report once the project comes to an end.

We'll only ask you to provide these contact details the first time you apply to us online. If you decide to make another application to us in the future, these details will already be filled in on the form for you to review and update if you need to.



## Third party involvement

All applications must be the work of your organisation, and not that of a third party. Even if you've received help with developing your application, the contact details you provide must be for individuals from your organisation who have the appropriate authority to make decisions and sign documents such as contracts and funding agreements on behalf of your organisation.

Please remember that we are not able to support any costs you have been charged for advice on and help with completing your application.

As part of our anti-fraud procedures we will investigate any application form submitted that is substantially similar to others we have received. We will also investigate if an application is submitted in your organisation's name and we discover that you are not aware of the project or the request for funding.

## Your organisation and main areas of activity

We're often asked about the types of organisations we fund and what arts activity they deliver. The information you give here will help us answer these questions. It will also help us when we assess your application. There are three things for you to do:

- Tell us about your organisation. You can only write 500 words, so think about the key facts you want to tell us which sum up your organisation, your usual arts activity and the way you work.
- Select the most appropriate categories from the dropdown lists. If you're unsure of the Government region where you're based, just use our [online postcode lookup tool](#).
- Tell us how many paid or voluntary staff you have. This helps us to understand the size of your organisation and the number of people that will be supporting your project. Please round up to the nearest whole number.

### Attachment: Governing Document

You must submit your organisation's governing document (such as a constitution, trust deed or articles of association) with your application, unless you are a town council, local authority, health body or university (that's because these are statutory bodies).

Your governing document sets out how your organisation works. It tells us what your organisation is set up to do and how it does it.

We take the responsibility of distributing public funding very seriously, and that's why the way you run your organisation is important to us. We need to be sure that your organisation is properly setup and able to manage a grant appropriately.

If we've received a copy of your governing document since January 2016 you'll only need to submit it again if it has been changed.

You can read more about our eligibility checks and what we'll look for in your governing document in our [General Guide to the Arts Council of Wales' Capital Programme](#). Our [Information Sheet](#) about governance provides further sources of advice.

Please note that we review your governing document to address specific aspects of our eligibility and assessment criteria. In so doing we are not carrying out a full "healthcheck" of your organisation and are not endorsing your approach to governance. If your organisation is registered with Companies House or the Charity Commission it is your responsibility to make sure you have complied with all appropriate regulatory requirements.

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## Section 2: Your Project Proposal

In this section we're asking you to tell us in detail about your project and your study. Instead of asking you to answer lots of questions, we'd like you to write a proposal.

We have identified six broad themes which all applications for Capital Lottery funding must address.

These themes are:

- Meeting an identified need
- Delivering a high quality project
- Benefiting the public
- Ensuring your project is fully accessible
- Demonstrating your strengths and sustainability
- Planning and managing a successful project
- Funding a successful project

Each section of your proposal will be about one of these themes.

It's important that you follow this structure and the guidelines on the information you need to provide as it helps us compare like with like as part of our assessment process.

In each section you'll need to tell us certain key facts about your project and your study. You'll also need to show us the extent to which your project and your study address each of these themes. We'll tell you below the information you must give us.

There is no limit on how much you can write and you must make sure that your proposal provides all of the information we ask for.

Wherever you can, please provide us with evidence to support your proposal, for example testimonials, evidence of demand, and support for your project. You'll be able to attach your research and development project budget and supporting information later on. [Click here](#) to read more about attachments.

## Funding priorities

We use funding priorities to help us target our investment and to make choices between applications. We'll only consider applications that fit strongly with our priorities. When thinking about funding priorities you should think about how they relate to your project outcomes, and not to the research and development work itself.

You can read more about our funding priorities in the [General Guide to the Arts Council of Wales' Capital Programme](#) and our [Capital Strategy 2012-2017](#).

## How we use your project proposal

We know that demand for our Capital Lottery funding will be high and that there are many good applications that we aren't able to support because there isn't enough money available.

We use the information in your project proposal to help us make a decision on your application. We consider how well you have addressed the broad themes we have identified. We also take into consideration our strategic and funding priorities, our knowledge about your organisation and your previous projects that we've funded. You can read more about the things we're looking for when we assess your application in the [General Guide to the Arts Council of Wales' Capital Programme](#).

## Meeting an identified need

*Tell us about your project and why a public art strategy or plan is needed.*

### In your project proposal, you should:

- Your public art project must form part of a wider strategic scheme. Tell us about this scheme. Tell us why you think your public art research and development work is needed:
  - What is the opportunity you have identified?
- Tell us why you think your project fits with your organisation's aims:
  - Why is it appropriate for your organisation to deliver this project?
- Tell us why you think your public art project is needed:
  - Do you have any evidence of demand / need at this stage?
  - Who have you talked to and what did you find out?
  - Who will you consult and engage with as part of your research and development work? What do you want to find out from them?
  - Show us how your project fits with your local authority's arts strategy and / or public art strategy, or other key strategic plans

You must submit any initial ideas you may have about your public art project.

You can read more about why your public art project needs to be part of a wider strategic scheme or plan in our Additional Guidance Notes: Public Art.

### **We are looking for:**

- The extent to which you have shown the need for your research and development work

## **Delivering a high quality project**

*Tell us the vision for your project. What do you want to achieve? What steps will you take to make sure your study is fit for purpose and that it will be of high quality?*

### **In your project proposal, you should:**

- Tell us the aims and objectives of your research and development work. How did you agree on these?
- Tell us how you will ensure you deliver a high quality public art strategy or plan:
  - What steps have you taken to ensure that your research and development work will meet your organisation's needs and will be fit for purpose?
  - Tell us how you'll ensure that your public art project is integrated both conceptually and practically into your wider strategic project
- Tell us how and why you've selected the creative professional(s) and public art project manager who'll work with you to develop your public art strategy or plan. If they're not yet selected, tell us how you'll appoint them
- Show us how you'll follow good practice when working with creative professional(s) as part of your research and development work
- Show us how you'll ensure that your public art strategy or plan is based on good practice principles for public art projects
- How will you agree the creative vision for your public art project as part of the process of completing your research and development work?
- Show us that your project / design team supports your proposed public art project, and is in a position to work in partnership with your creative professional(s) and public art project manager, in order to develop your public art strategy or plan

- How will you consider the potential environmental impact of your public art projects as part of your research and development work
- How you will ensure that your research and development work considers the principles of sustainable development in its broadest sense.

If you intend to pay any individual or organisation £5,000 or more they'll need to be appointed through a competitive selection process that complies with equal opportunities good practice. On rare occasions it may be appropriate to make a direct approach to a creative professional to ask them to consider the brief for your project. If you think this applies to your research and development work please check with us before submitting your application.

You can read more about good practice for public art projects, including approaches to recruiting creative professionals, in our [Additional Guidance: Public Art Projects](#).

### **Attachment: Briefs for Creative Professionals and Public Art Project Manager**

You must submit your brief(s) for the research and development work. These are key project documents and getting them right is vital to the success of your research and development work. They should clearly define roles and responsibilities and set out what is expected from each appointment in terms of outcomes.

The brief(s) should also clearly set out the terms of each appointment, stating the approach to contracts, payments and line-management.

We'll review your brief(s) to make sure you'll get the outcomes you need at this stage of your major project's development, and to make sure your expectations are in line with the budget available for your study.

### **We are looking for:**

- A clear, appropriate and achievable set of aims for your study, that all of your project's stakeholders agree upon
- The extent to which you have shown that you will deliver a high quality study that will meet your requirements
- The extent to which your public art project is integrated into your wider strategic scheme and supported by its key stakeholders and partners

## Benefiting the public

*We know that the public benefit from the research and development work itself will be very limited. Instead, tell us about the potential impact of your project (the project outcomes) and the benefits it will bring to the people of Wales.*

### In your project proposal, you should:

- Tell us about your project's potential outcomes, and the benefits you aspire to achieve with your project.
  - Tell us about your project's legacy, and how you'll ensure it has a degree of permanency
  - What do you think will change if you are able to deliver this project?
- Tell us how you'll ensure that the proposed locations for your public art project will have wide public access so that as many people as possible can experience and enjoy the outcomes of your project
- Tell us the community engagement you'll carry out as part of your research and development work, and how you'll ensure that this is meaningful and an enjoyable experience for those taking part
- Describe the people who'll potentially benefit from your project and tell us how they could benefit
- Tell us how your project will make a contribution to the arts sector in Wales. You should do this by showing how your project fits with our funding priorities for the Capital Programme and with our strategic priorities which are set out in our strategy for Creativity and the Arts, called [Inspire](#). You can read more about our funding priorities in the [General Guide to the Arts Council of Wales Lottery Capital Programme](#) and our [Capital Strategy 2012-2017](#).

### We are looking for:

- A clear description of the potential outcomes of your project

## Ensuring your project is fully accessible

- What measures have you taken to ensure that your project satisfies the requirements of the Equality Act? For example, have you undertaken a recent access audit and how will any recommendations be incorporated into your proposal?

## Demonstrating your strengths and sustainability

*Tell us about your organisation and how it is managed. Show us that you have considered the financial impact of your project on your organisation.*

### In your project proposal you should:

- Tell us about your management and staff structures, and how your organisation is governed.
  - What skills and experience does your governing body bring to the organisation?
- Show us that your organisation is financially robust and well-managed
- Show us how your research and development work will be considered fully the financial impact of your project, for example whole-life costs such as maintenance, the cleaning of permanent artworks and costs associated with decommissioning

### **Attachment: Your bank account**

You must submit proof that you have a bank account in your organisation's name that requires at least two people to authorise transactions. (These are usually referred to as the account's signatories). By transactions we mean any withdrawals, transfers or payments made from the organisation's account. Please note that we cannot accept building society accounts that operate with a passbook only. You do not need to submit proof of your bank account if you are a statutory body.

This helps us check that you are eligible to apply and helps us understand how you manage your finances. We take the responsibility of distributing public funding very seriously, and that's why the way you manage your finances is important to us. We expect the organisations we support to have in place appropriate controls that ensure they can manage effectively and appropriately any funds they receive. One of these measures is requiring at least two people to authorise transactions.

We will accept any combination of the following documents to meet this requirement. Please remember that we are looking for proof that the account is in the organisation's name, and that it requires at least two people to authorise transactions:

- A scan of a pre-printed paying slip
- A scan of a blank cheque
- A letter from your bank confirming the details we need to know



If your application is successful we will check this by asking you to provide further details about your account. We will not be able to release any payments until we have received and checked this information. Any discrepancies will be taken seriously and investigated.

### **We are looking for:**

- The extent to which you have shown us that your organisation is well-managed and stable, and well-placed to take on a public art project
- The extent to which you have shown us that your organisation is financially robust

### **Planning and managing a successful project**

*Tell us about your approach to your research and development work. Tell us who'll be responsible for its management and delivery and how you'll keep the study on track.*

### **In your project proposal you should:**

- Tell us how you'll manage your research and development work:
  - Who in your organisation has overall responsibility for its delivery?
  - Tell us about your public art project manager, if you've already made this appointment
- Tell us if you have any experience of delivering similar projects. What did you learn from these that you can apply to your research and development work?
- Tell us about the timetable for completing your research and development work and show us it is achievable
- Tell us how you'll keep your research and development work on track:
  - How will you manage and monitor your budget?
  - How will you manage your appointed creative professional(s) and public art project manager?
  - How will you ensure that your appointed creative professional(s) and public art project manager are given every opportunity to work with your project / design team and are given timely access to all of the information they need to be able to complete their work?
  - How will you monitor your study's progress and report this to your governing body?

- Have you identified any risks? How will you identify and manage risk throughout the delivery of your research and development work?

### **We are looking for:**

- The extent to which you have demonstrated that you can deliver your research and development work successfully, ensuring it is completed on time and within budget.
- How well you have demonstrated that your appointed team has the required skills and experience.

## **Funding a successful project**

*Tell us about your budget and the other funding you need to raise to be able to complete your research and development work*

### **In your project proposal you should:**

- Tell us about any assumptions you have made in order to develop the budget for your research and development work.
  - What evidence do you have to support the figures in your budget?
- Tell us about the other funding you need to be able to complete your research and development work:
  - Where will it come from?
  - Is it in place?
  - If not secured, tell us your approach to fundraising and demonstrate that it will be raised in time

### **Attachment: Project Budget**

You must submit a project budget with your application form. This must be on our project budget template, which you can download from the application form.

### **How to use the project budget template**

Your budget for the research and development work must be submitted on our Project Budget Template, which you can download [here](#).

The template will automatically calculate subtotals for you and help ensure your budget balances. You should complete the grey boxes on the spreadsheet, where appropriate. If some of the headings aren't relevant to your project you can leave them blank. White boxes cannot be changed. Please use full £ only.

Your budget should tell us how much your research and development work will cost (expenditure) and how much you will receive to pay for it (income). The income and expenditure for your research and development work should balance (be equal).

### ***Project Expenditure***

Use the template to tell us how much your research and development work will cost. Use the headings given to show us the cost of all the items you will be paying for in order to complete your public art strategy or plan.

The costs you include must be eligible. You can read more about the costs we can and cannot pay for in the General Guide to the Arts Council of Wales' Capital Programme.

### **Professional Fees**

Tell us about the professional fees you will pay. We have allowed room for you to tell us about the cost of a creative professional and a public art project manager. If this is not enough space, you should use the other costs section of the budget template.

We will check to make sure that you have appointed other people or organisations to work with you on your project appropriately.

### **Recruitment Costs**

Tell us about any costs associated with the recruitment of your creative professional and public art project manager. This may include the cost of advertising the opportunity and travel expenses for those shortlisted to attend interviews.

### **Engagement**

Tell us about any costs associated with community engagement. This may include room/venue hire for events, workshops or drop-in sessions, the cost of creative consultation sessions and activities, materials, photography and documentation.

### **Value of support in kind**

This can include the work of an unpaid volunteer, and the donation of land, buildings or equipment. We do not accept discounts given by suppliers as an in-kind contribution to your project.

You should submit a letter with your application which confirms the in-kind support and shows the value of the goods or services being given, and how you've calculated it.

## **VAT**

If you are not registered for VAT you should include VAT in your project budget. If you are registered for VAT, your budget should only include VAT that you cannot claim back (called "irrecoverable VAT"). Tell us how you have calculated the amount of irrecoverable VAT you have included in your research and development work budget.

## **Contingency**

For research and development work we recommend a contingency of no more than 5% of

## **Other costs**

Tell us any other costs you will have to pay in order to complete your research and development work.

## ***Project Income***

Use the template to tell us about the income you will use to pay for your research and development work. You should tell us the name of each funding partner, and whether their contribution is confirmed or being applied for.

## **Other Public Funding**

Tell us here about any grants from public organisations such as the Welsh Government, Local Authority or the European Union.

## **Support in kind**

This should be the same as any in-kind cost you included in your expenditure figures.

## **Other Income**

Tell us here about any other income you will use to pay for the cost of your research and development work. This can include:

- Your own funds (although if you are a member of our Arts Portfolio Wales this cannot come from your revenue grant)
- Income from fundraising, public appeals and donations

- Grants from other Lottery Distributors
- Grants from Trusts and Foundations

**We are looking for:**

- A budget that is based on realistic assumptions and that is appropriate to the scale and type of project you are developing
- How successful you have been at fundraising and how likely it is that you'll raise all of the required funds for your research and development work, if you have not already done so.

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## Section 3: Project Details

In this section we're asking you to provide some facts and figures about your research and development work. We use this information to help us monitor what's happening across Wales and to report on the impact of our funding.

### Project Dates

We're looking for the date when you'll start your research and development work. This should be when you expect to incur costs. For example, when purchasing equipment, the start of your project might be when you have to pay a deposit.

We cannot fund any activity that has already taken place.

If we award you a grant, we'll use these dates to request information from you such as progress and completion reports. If these dates change, please tell us as soon as possible, and let us know why you have made these changes.

### Total Project Cost

Here we are looking for the total cost of your research and development work, and not the cost to implement your public art project

### Equalities

Ensuring that the widest possible cross-section of people is able to enjoy and take part in the arts is fundamental to our work. As a public body we have a cultural, moral and legal responsibility to promote equality and inclusion. It's a responsibility to which we attach great importance.

We want to ensure that we and the organisations that we fund develop a comprehensive knowledge and understanding of diversity and equality. We want to see more equal access to the arts whether as audiences or participants, so we want our funding to work harder at reaching those people who are affected by inequality. We also want to celebrate the role the arts can play in advancing equality, including fostering good relations between people who are affected by inequality and those who are not.

In spite of the good work undertaken by many artists and arts organisations, we know that some people face barriers to their enjoyment of the arts. This is one of the reasons why we take Equalities so seriously. As a public body we're required by law to collect and monitor information about who our funding is benefitting. This helps us report on our progress in addressing inequalities in the arts and helps us target funding where it's needed most.

The Equality Act 2010 talks about people with "protected characteristics" and we're collecting information about arts projects that target and deliver activity specifically for those groups of people. At the current time we're gathering information about groups using the list included in The Equality Act 2010. We're therefore asking you to tell us if your activities are for people from a particular age group, disabled people, people of a specific race, religion or belief, whether the activity is for men only, women only or has a focus on sexual orientation, gender reassignment, or pregnancy and maternity.

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## Section 4: Declaration

In this section of the application form we're asking you to read some important information about our responsibilities around Data Protection and Freedom of Information. It's important that you understand how the information you submit will be used and stored by us. And you need to know what to do if you believe that any of your information is commercially sensitive or confidential.

We're then asking you to confirm a number of statements. By ticking the box, you're signing the application form electronically on behalf of your organisation.

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## Section 5: Attachments

This section allows you to upload your supporting documents. Our online system calls these attachments.

We've highlighted throughout these notes the attachments that you must submit with your application form. Here's a reminder for you:

- A budget for your research and development work (this must be on our downloaded [Project Budget Template](#))
- Briefs for the creative professional(s) and public art project manager with whom you'll be working
- Your governing document
- Proof that you have a bank account in your organisation's name that requires at least two people to authorise transactions. (Please note that we cannot accept building society accounts that operate with a passbook only).

Remember that these are mandatory. They form an essential part of our assessment and we won't be able to accept your application without them.

If we've received a copy of your governing document since January 2016 you'll only need to submit it again if it's been changed. You don't need to provide your governing document if you're a town council, local authority, health body or university.

You do not need to submit proof of your bank account if you are a statutory body.

### How to upload your documents

Use the dropdown menu at the bottom of the screen to upload your documents. Each of the mandatory documents is included in the menu. There is also an "Other" category. You can use all of these categories more than once, but please note that there is a maximum total file size of 60MB for attachments.

If you need help with document formats or want further information on other technical issues, please read our [Applying Online](#) Information Sheet, or have a look at our attachments [trouble shooting guide](#).

## Other supporting information

We know that capital projects are complex, and different types of project will need to provide us with different pieces of information. You may find that you need to submit some of the following to support your application, which you can upload using the “other” category on the dropdown menu:

- Initial ideas about your public art project
- Information on your wider strategic scheme
- CVs of consultants creative professionals and public art project manager, if already appointed
- Letters confirming any in-kind support
- Evidence of demand for your project
- Permission from landlord for project to go ahead
- Confirmation of partnership funding
- Terms of reference for your Arts Steering Group

If you are unsure what information you need to attach to your application, please check with us.

You may also want to submit examples of your creative work or other similar projects you have completed.

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## Section 6: Review my Application

This section allows you to review the information you've filled in so far, and to make any changes. Our online system will also tell you if you've missed any questions. If you're happy with your application you can click Submit. This forwards your application to us for consideration.

A copy of your completed application will always be available on our online system for you to see, once you've clicked the button to submit it. You'll find it saved under the "submitted applications" section on our online system, after you've logged in. You can also print a copy for your own files.

Once you've clicked Submit you'll receive an automatic acknowledgement by email. If you don't receive this please check it's not in your junk mail folder. If you still haven't received your acknowledgement email, please check your application form and try clicking Submit again.

If your application isn't finished, click Save and Finish Later. You'll then receive an email containing a copy of your draft form. Please keep this email for reference.

### Checking your application

We'll confirm that we've received your application by sending you an acknowledgement email. This will also ask you to fill in your Equal Opportunities Monitoring Form by clicking the link to a dedicated page on our website. Your application cannot be considered complete unless this form has been filled in and submitted.

We'll check your application and allocate it to an officer. We can only assess applications that are complete. By this we mean providing all of the information we have asked for in sufficient detail to enable us to carry out a proper assessment. If we're not able to assess your application, we'll tell you the main reasons why.

### What to do if you're unable to accept money from the National Lottery

If you're unable to accept lottery funding for religious reasons, please upload a letter with your application explaining why this is the case. If your application is successful we will try and fund your project from money we receive from other sources.

## Disclaimer

We have tried to make sure the information we give is correct. We do not assume and hereby disclaim any liability to anyone for loss or damage caused by mistakes or omissions in the information we provide, whether these mistakes or omissions are caused by negligence, accident or any other reason.

## Contact Us

If you need any more information to help you complete your application on line you can contact us:

Telephone: 0845 8734 900 (at local call rates)

Text phone: 029 2045 0123

SMS: 07797 800 504 (messages are only charged at your standard network rate)

Email: [information@arts.wales](mailto:information@arts.wales)

Website: [www.arts.wales](http://www.arts.wales)

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