

Easy Read



Cyngor Celfyddydau Cymru  
Arts Council of Wales

# National Lottery Funding

## Help with your application



This document was written by the **Art Council of Wales**. It is an easy read version of ‘**National Lottery Funding – what you need to know when making an application.**’

April 2021



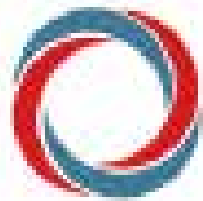
# How to use this document



This is an easy read document. But you may still need support to read it. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. You can check what all the words in blue mean on **page 32**.



Where the document says **we**, this means the **Arts Council of Wales**. For more information contact:

**E-mail:** [grants@arts.wales](mailto:grants@arts.wales)

**Phone:** 03301 242733

**Website:** [arts.wales/about-us/contact-us](https://arts.wales/about-us/contact-us)



This document was made into easy read by **Easy Read Wales** using **Photosymbols**. To tell us what you think about this easy read version, please [click here](#).

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# Introduction



This document is about **National Lottery** funding. And how to apply for a grant. **National Lottery** funding is money that can help support arts projects.



Covid-19 has been bad for the arts. Stay at home rules meant lots of projects got cancelled.



The arts need to change how they do things. To build a better future for the arts.



We want to support projects that have good ideas to make the arts stronger in the future.



We want to support arts projects that make life better for people in Wales.

# People we want to support



We want the arts to bENgle for everyone. This is very important to us.



So we will give lots of thought to **equality**, **diversity**, and **inclusion** when we give out this funding.

## Equality



**Equality** means treating everybody fairly.

**Diversity** means including people with different backgrounds, such as black, Asian and **minority ethnic** people. It also means including people from poorer areas. And people of different **sexualities**.



**Minority ethnic** people are people who live in places where most of the other people are a different race.

**Sexuality** is about who a person fancies.

**Inclusion** means everyone can take part.



# Projects we want to support



There are lots of different types of projects we want to support. Some examples are:



- Projects that think of new ways to enjoy the arts. Especially after Covid-19.



- Projects that help arts business to change. So they are stronger in the future.



- Projects that help **creative** people to learn new skills.



**Creative** people means people who make things.



- Projects that bring more work and knowledge into Wales from other countries.



- Projects that support Welsh speakers.



- Projects that support Welsh or Welsh based **creative** people.

# Who can apply

## Businesses

### Business application rules



There are rules for businesses applying for funding.  
You **must**:



- Be based in Wales. Or the UK.



- Have a business bank account with 2 people who can use it.



- Have an up to date and legal **Equal Opportunities Policy**. This is a policy that makes sure you care about **equality**.





- Not owe us money.



- Not have any funding issues with us.



- If you are applying for more than 1 fund, you need to tell us.



- If you have more than 1 project, you must be able to manage them all.



- If your project includes working with children, young people, or **vulnerable adults**:

**Vulnerable adults** are people who need support in their day-to-day lives.



- You need to have an up to date and **legal Safeguarding or Child Protection Policy**.



- You must have **safeguarding procedures** for all parts of your project.

**Safeguarding policy** or **procedures** means rules about keeping people safe.

**Proof**

- We will need proof in writing that you have **safeguarding procedures**.

## Business set up



You need to be set up to do business properly. For example, you need to be a company or a charity.



You will need to send us documents to show how you are set up.



If you are not sure about your business set up, ask us for help.

You **cannot** apply for funding if:



- You are a government department.



- You are a school. There are other grants for schools.

# Individuals

## Individual application rules



There are rules for individuals applying for funding.  
You **must**:



- Apply in your own legal name.



- Have a bank account in your legal name.



- Be over 18.



- Live in Wales.



- Already have experience working in the arts.



- Be able to show us some arts projects you have already worked on.

## Individuals who cannot apply

You **cannot** apply if you:



- Are a student.



- Owe us money or have other funding issues with us.



We cannot pay for your studies. But we can help you to access training so you can build a career in the Welsh arts.



Some businesses and individuals are not allowed to apply for **National Lottery** money.



But you can still apply. Just include a letter saying why you cannot have **National Lottery** money.



If you have a good application, we might be able to help you find money from somewhere else.

# Your project

There are rules about what types of projects we will support:



- Your project must be mainly in Wales.



- Your project should **add** to work you already do. But not just be the same thing you normally do.



- Your project should include working with other people.



- Your project should have a start and end date.



- Your project should be funded by some money from other places as well.



We will also check if you have thought about **equality, diversity, and inclusion**.



Like including Deaf people and people with hearing loss, disabled and **neurodivergent** people in your project.



**Neurodivergent** people are people whose minds work in different ways.



# Accessibility needs

We want all arts projects to be **accessible**.



**Accessible** means something that is easy to get to or to use.



If you need help with **accessibility** please let us know.



If your application is successful, we can help with **access support costs**. This is extra money we can give you to support you throughout the project.

An illustration of an "Application Form" with four sections: "Name", "Address", "Education", and "Work Experience", each with a small icon and a text input field.

You can include **access costs** for your audiences in your application. For example, for Deaf people, people with hearing loss and disabled people.



You can find out more information about making your work **accessible** [here](#).



For more about the government's **access to work scheme**, [click here](#).

## Other types of projects

If your project is in literature, film, or music, you could get funding from other places. For more information, contact:



### For literature projects:

**Website:** [www.literaturewales.org](http://www.literaturewales.org)

**Email:** [post@literaturewales.org](mailto:post@literaturewales.org)

**Phone:** 029 20 47 2266



### For film projects:

**Website:** [ffilmcymruwales.com](http://ffilmcymruwales.com)

**Email:** [enquiries@ffilmcymruwales.com](mailto:enquiries@ffilmcymruwales.com)

**Phone:** 029 21 679 369



### For music projects:

**Website:** [www.tycerdd.org](http://www.tycerdd.org)

**Email:** [enquiries@tycerdd.org](mailto:enquiries@tycerdd.org)

# About the funding



From April 2021 to March 2022, we have **£20 million** to support the arts.

**We want to support lots of different arts projects. Including:**



- Projects that help people be healthier and feel better after the pandemic.



- Projects that help the arts get better and stronger in the future. Especially after Covid-19.



- Projects that help **creative** people to learn new skills and create new work.



- Projects that are more **inclusive**. Like getting more communities involved in the arts.



- Projects that help people in Wales to work with other countries.

## Paying for yourself and your team



It is important that people working in the arts get paid properly.

An application form titled 'Application Form'. It has four sections, each with a small icon and a text input field: 'Name' (with a person icon), 'Address' (with a house icon), 'Education' (with a graduation cap icon), and 'Work Experience' (with a person at a desk icon).

Funding can pay for these costs. You must include these costs in your application.



These costs should be **industry standard**. This means you should pay people what they normally get paid in the arts.



You should not pay less than what the **government** says people should get paid.



You should also not pay yourself or others too much money. Unless you have a good reason for it. If you think you need to pay someone more than £5000 to work on your project check with us first.



If you are not sure what you should pay yourself or others, ask us for help.

## Things we cannot fund



There are some things we cannot give funding for. These include costs for:



- Advice, finance, or legal fees.



- Your normal rent and bills.



- Fundraising and **promotion**.



**Promotion** means work you do to help people know about your project.



- Things you paid for before we agreed to give you funding.



- Term time projects with schools.



We normally do not fund food and childcare costs. But we might in special cases. Please ask us about this.



# When to apply



For up to **£10 thousand** - you can apply anytime from May 2021.



There is no deadline to apply for up to £10 thousand.



But you cannot start your project until at least **6 weeks** after you apply.



If you want to apply for **more** than **£10 thousand**, you must apply by the set deadlines.



You will find the deadlines on our website. You cannot start your project until at least **9 weeks** after your deadline.

# The application process

## Submitting your application



You will need to register to use our **online portal**. You might need some help with this.



The **online portal** is where you will fill in and submit your application.



We will check your application to make sure you should be applying for this funding.



We will check to make sure you are asking for the right amount of money.



If there are any problems with your application, we will let you know.



If you need help with your application, please contact us.

## Assessing your application



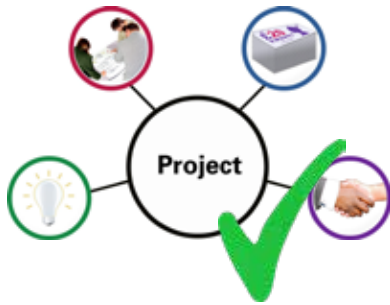
If everything is okay with your application, then we will **assess** it.



**Assessing** means we will check it in detail.



We cannot give money to everyone.



So we must make sure your project is right for this funding.



If we decide to give you funding, we will send you an **Award Acceptance**. And we will explain to you what happens next.



If we decide **not** to give you funding, we will make sure you understand why.

# Help with your application

If you need help with your application, please contact us:



**Website:** [arts.wales/about-us/contact-us](https://arts.wales/about-us/contact-us)

**E-mail:** [grants@arts.wales](mailto:grants@arts.wales)

**Phone:** 03301 242733

**Facebook:** [Arts Council of Wales](https://www.facebook.com/ArtsCouncilofWales)

**Twitter:** [@Arts\\_Wales](https://twitter.com/Arts_Wales)



If you want to talk to someone about your project ideas, you can contact our development team:

**E-mail:** [development@arts.wales](mailto:development@arts.wales)

**Phone:** 03301 242733  
**(select option 1, then option 4)**



# How we use your information



We believe people have the right to see how we spend the money we have.



If you would like to find out more about this please go to our [website here](#).



Because we are a public organisation we have to let people see who we give money to by law. This means some of your information may be seen by other people.



There is more information on this on the **Freedom of Information** [website here](#).



We follow a law called **GDPR (General Data Protection Regulations)**. This means personal information is not shared without your consent. Unless a law is broken.

**GDPR** decides how we store and use people's information.

# Complaints



If you are not happy with how we deal with your application you can make a complaint.



Please go to our [website here](#).



Please note, this is not to appeal our decision if we do not give you money.

# Hard words

## Accessible

Accessible means something that is easy to get to or to use.

## Assessing

This means we will check it in detail.

## Creative people

This means people who make things.

## Diversity

Diversity means including people with different backgrounds, such as black, Asian and minority ethnic people. It also means including people from poorer areas. And people of different sexualities.

## Equality

Equality means treating people fairly.

## Inclusion

Inclusion means everyone can take part.

## Minority ethnic

Minority ethnic people are people who live in places where most of the other people are a different race.

## Neurodivergent

Neurodivergent people are people whose minds work in different ways.

## Promotion

This means work you do to help people know about your project.

## Safeguarding policy or procedures

This means rules about keeping people safe.

## Sexuality

Sexuality is about who a person fancies.

## Vulnerable adults

Vulnerable adults are people who need support in their day-to-day lives.