ARTS COUNCIL ENGLAND

Emergency Response Fund: Organisations

(outside the National Portfolio)

Guidance for applicants

Easy Read version

We can make grants to organisations during the Covid-19 emergency

This guide can help you think about your application form

31 March 2020

Arts Council Response Fund: Organisations

This is our fund for creative organisations directly affected by the Covid-19 coronavirus emergency

We want to help organisations to **keep going.** Our funding might help to support your business

We also want to support **activities** delivered over the next **6 months**. This could be **development activity**…

…or it could be a **public facing activity**, like a digital project

We can make grants of up to **£35,000**, to be used within **6 months**

If your organisation needs any extra money for Access Support, contact us to find out more.

Can I apply?

You can apply if:

Your organisation is **not** a National Portfolio Organisation, Music Education Hub or Creative People and Places

Your main work focuses on one of these areas:

- **Combined arts**
- **Dance**
- **Libraries**
- **Literature**
- **Museums**
- **Music**
- **Theatre**
- **Visual arts**

Your work has been funded by public money over the last three years. This might be from the Arts Council, other Lottery funders, a university or local government, for example

18+ Your organisation has a responsible person who is **18 or over**

You must be based in **England**

You must apply as an **organisation**, not as an individual. Make sure you have a **UK bank account** in the name you're applying in

Plan ahead

If you have enough money from another source, please don't apply. Let us know if you are applying to any other funds or sources of support.
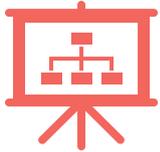
This fund will be very popular. We won't be able to fund everyone who applies

Think about what you will do if we can't fund your application

✓ What can we use the money for?

Activities over the next **6 months** that will help you **keep going.** These might include:

Changes to your **business model**

Operational costs, like rent or staff costs

IT equipment or **software**, to help your staff do their job from home, or to deliver digital work

Development activities to help your organisation get ready to restart

Public facing activities, like a digital project

✘ What can't we apply for?

Projects we would normally fund through Project Grants, like a tour or activities taking place beyond the next 6 months

Costs, losses or debts that have **not** happened because of the Covid-19 emergency

Individuals cannot apply. We have a separate <u>Response Fund for Individuals</u>

Before you apply

Set up a profile on our <u>online application portal</u> if you don't already have one

Go to <u>www.artscouncil.org.uk/welcome-grantium</u> to find out more

If you need help, contact our Customer Services team.

Applying

All applications must be made online. Use our online application portal to apply

There will be **two rounds** in 2020.

You can only apply to one of these rounds. **Don't rush an application if you think you need more time**

	Round one	Round two
Portal opens for applications	Thursday 9 April 2020	Thursday 16 April 2020
Portal closes for applications	Thursday 16 April 2020 12pm midday	Thursday 30 April 2020 12pm midday

We aim to start notifying applicants of the outcome of their applications to **Round one** by the **end of April**.

What we will ask you

How much money do you need?

Up to £35,000

Show us the losses your organisation has faced because of the Covid-19 emergency

Keep any emails, contracts or bank statements that prove you have lost money. We might contact you later to ask for evidence

Tell us about your organisation's work in the publicly funded arts and culture sector

Tell us about any projects or work you have done in the past that got money from bodies like the Arts Council, other Lottery funders, universities, local

authorities, public sector bodies or trusts and foundations

We want to hear:

- What you've worked on
- Who you've worked with
- Who paid for the work

Tell us what difference a grant would make to your organisation.

We'll ask to see the following things:

- A simple budget and cashflow
- Your last year's turnover
- Your reserves position

We'll ask you how you might use the funding over the next 6 months

You don't need to have match funding, but we'd like you to tell us if you are expecting to receive emergency funding from any other sources

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Tell us if you will be delivering any activities that go towards our new strategy, *Let's Create*

Use the three outcomes in <u>our new strategy</u> to explain how your work will deliver against them in the next 6 months

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Tell us how the funding will help you contribute to *Let's Create* in the future

Use the three outcomes in <u>our new strategy</u> to explain how your work will deliver against them beyond the next 6 months

How do we make decisions?

To decide which applications to fund, we will use:

The **answers** to the questions we ask in the **application form**

The information on your applicant profile in **Grantium**

Our **knowledge** as the development agency for creativity and culture

To help us make decisions we also think about the following things:

Whether the organisation is **disabled-led**. We want our funding to go to the organisations that are most vulnerable

Whether the organisation is based in an area of **low cultural engagement**. We want to make sure that our funding benefits the people who need it most

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Whether our funding will be used to cover the artforms and disciplines we support

Whether the organisation can help deliver *Let's Create* once the Covid-19 emergency eases

What happens next?

Your application will be considered alongside other applications at a decision meeting

We'll start to let people know the outcome by the end of April for Round 1. Later for Round 2.

You'll get an email asking you to log in to find out your result

If you're successful, you'll need to provide your bank details and ask for your first payment from us

Go to www.artscouncil.org.uk/welcome-grantium to find out more

More information:

More help on answering the questions is in the full Guidance for Organisations

Find out more about our response funds at:

artscouncil.org.uk/covid-19

Need help?

Our friendly **Customer Services** team can help you with the form or talk about other ways we can help you.

The **phones are closed right now** so our staff can stay safe, but you can talk to us online:

✉ enquiries@artscouncil.org.uk

artscouncil.org.uk/contact-us