

Easy Read

# Arts Council of Wales

## Stabilisation Fund for Individuals

Money to support people working in the arts through coronavirus



This document was written by the **Arts Council of Wales**. It is an easy read version of “**COVID-19: Support for Individuals Stabilisation Fund**”

28 April 2020

# How to use this document



This is an easy read version. The words and their meaning are easy to read and understand.



You may need support to read and understand this document. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. They have been explained in a box below the word.



If the hard word is used again it is in **normal blue writing**. You can check what the words in blue mean on **page 25**.



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)



This document was made into easy read by **Easy Read Wales** using **Photosymbols**.

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# Stabilisation Fund



The **Stabilisation Fund** is money to support people who work **freelance** in the arts during the coronavirus emergency.

**Freelance** means working for yourself or self-employed. You may do small pieces of work for organisations as a **freelancer**.



Your work must be **not-for-profit** to be able to use the **Stabilisation Fund**. This means work done for the good of others, not just to make money.



You can apply for any amount between £1000 and £10,000.



This money is for work that finishes within 6 months of getting it.



Lots of people have been affected by coronavirus. It is important that this money is given to people most in need.



For example, people who cannot get much help from things like the Governments' **Job Retentions scheme** or **Self Employment Income Support Scheme**.



Please think very carefully about whether you should apply for this money.



We also want to support the best projects. Please read this document carefully. If we get a lot of applications we will use the rules in this document to help us make decisions.

## Who can apply?

This money is open to:



- **Freelance** artists. You might be a writer, dancer, musician, designer or a craft person.



- People who work **freelance** to support art in some way. For example a gig promoter (someone who puts on arts or music events), a theatre producer or a lighting designer.



- People who want to work with others as part of a group. 1 person would need to apply for the group. You should only apply once. You should not apply as an individual if you are involved in a group who are also applying.



You must be able to show us that you work **freelance**.



If you are not an artist you must be able to explain how your work supports art. And this must be **not-for-profit**.

## Who cannot apply?



- People who do **not** work **freelance** in the **not-for-profit** arts sector.



- Organisations.





- People who earn over half of their money from work that is **not** *freelance*.



- People who do not work in Wales.



- Students.



- People who work in education.



- Anyone under 18 years old.

## Important dates



The **Stabilisation Fund** for individuals opens on **Friday 29 May 2020**.



You must send us your application by **5pm on Monday 15 June 2020**.



If we get too many applications, we may have to stop taking applications before **Monday 15 June 2020**.



# How much can you apply for?



You can apply for any amount between £1000 and £10,000. This money must be used within 6 months.



You may be able to apply for extra money if you have additional needs. For more information about this please read **“Stabilisation Fund for Individuals -Frequently Asked Questions”**.



If you are applying for a higher amount of money we will look at your application carefully. The more money you ask for, the more benefit your project should have for people and art.

## What this money cannot be used for

**This money cannot be used for:**



- Work that has nothing to do with art.



- Work that has already happened. Or will have already started before we make a decision about your application.



- Work taking place in schools. Including online activities for pupils. We will have another fund to support this type of work.



- Student tuition fees and other costs of studying.



- Just for buying new equipment.



- **Self-publishing.** This means paying to make your work available to the public with your own money.



- Events or activities to raise money.



- Film projects.



- Work that cannot happen right now because of the coronavirus rules about staying home.



- People who do not do at least half of their work [freelance](#).

# What are our main aims for this money?

We want to use this money to help 2 important things:



1. Support people to keep doing great work. And make sure they can keep going after coronavirus. We want to support projects that are working in new, creative ways because of coronavirus.



2. Get more people from different backgrounds, different places and with different abilities involved in arts. We want to reach as many people as possible. We especially want to work with people who are **Black and Minority Ethnic**, deaf and disabled.



The Welsh language is also very important to us. We want people to be able to take part in the arts in the language of their choice.



You do not need to do work that the public will see. But we want you to show that you have thought about these things in your application.

# How we will make our decision

We will think about these things to help us make decisions:



- How serious your money problems are. You should tell us about this in your application.



- How important your work is. This could be because it is great art. Or it supports people to be creative.



- How well your work helps us to meet our main aims.



- How your work benefits others, now and in the future.



- How good your plans are to use the money you get for work.



We want to make sure the arts in Wales represent the people of Wales. We hope this money will help all different types of art and artists.



We would like applications from people who are **Black, Asian or Minority Ethnic**, deaf or disabled.



To help us make our decisions we will think about what other projects we are supporting to make sure we support work across Wales. In all different art forms.

# How do you apply?



1. Please fill out the simple online application form here: <https://arts.wales/stabilisation-fund-for-individuals>

If you cannot get the form for some reason please contact us at [grants@arts.wales](mailto:grants@arts.wales).



2. When we get your application we will email you to let you know we have it. It will include an **Equality Monitoring Form**. Please fill out this form and send it back to us. We will not use this form to help us make our decisions. This is just to help us with our reports.



3. We will read the information you have given us. We will make sure you work **freelance** in the arts, and are able to get money from the **Stabilisation Fund**.



4. We might need to contact you if we need more information.





5. If we decide to give you money we will contact you. We will ask you to fill in an **Award Acceptance Form** and a **Bank Details Form**.



6. When we have your **Award Acceptance** and **Bank Details Form**, and we have checked your bank details, we will send you money. You will get 90% of the money. This is nearly all of it.



7. At the end of your project you will need to send us a short **Completion Report**. We will then give you the rest of the money.

### **Please note:**



If it is not clear that you work **freelance** in the arts, and that you have lost money because of coronavirus we will not be able to support you.



We will reply to everyone who has made an application within 4 weeks of the closing date. We will try to get back to you quicker if possible. We will let you know if things are taking longer for some reason.



We often get more applications than we are able to support. So it is likely that some good and interesting applications will not be given money.



Before starting your application please read **“Stabilisation Fund for Individuals - Frequently Asked Questions”**.

This will give you all the information you need to apply: <https://arts.wales/stabilisation-fund-for-individuals>

# What information we need from you

We need to know:



- Your contact details. Unless you have applied to us before using our online application.



- How coronavirus has affected the money you get from your **freelance** work.



- What **publicly funded** work you have done before.

**Publicly funded** means paid for with money from the public. It could be organised by someone like Arts Council of Wales, the National Lottery or a university.



- About your project. Please explain what you want to do. Tell us about the idea for your project and why you want to do it.



- Your project start date and finish date.



- How your work will help us meet our aims to support different people from different backgrounds get involved in arts.



- How you will spend the money. Please use the **budget template** for this.



- How you manage the project. What planning have you done so far? Tell us how you will make sure your project happens during this time.



- Proof that you have a bank account in your name. This must be the same name you are using on your application.



- How this money will help you. Please tell us how this money will help you or others. What do you hope will happen because of your project?

## Bank details



- We can only pay money into a bank account in your name. This must be the same name that you have used in your application.



- Your account must be based in the UK.



- We will pay by **BACS**. This means the money will go straight from our account into your account. This could take up to 3 days.



- You must fill out the **Bank Details Form** and send it back to us. Even if you have had money from us into the same account before.



Please read “**Stabilisation Fund for Individuals - Frequently Asked Questions**” if you have any other questions about this.

# Help with your application



Before starting your application please read **“Stabilisation Fund for Individuals - Frequently Asked Questions”**: <https://arts.wales/stabilisation-fund-for-individuals>.



This will give you all the information you need to apply.



Please answer all the questions fully, clearly and honestly.



If you give us information that is wrong or not true, we may have to take the money back from you. Or take legal action against you.



If you want to check if you are able to get money from the **Stabilisation Fund**, or if you have questions please contact us:



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



**Website:** <https://arts.wales/about-us/contact-us>



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



We will answer you as soon as we can. If you want us to call you back please give us your number. We will call you as soon as we can.



# 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: <https://arts.wales/about-us/accountability/freedom-information>



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 about this on the **Freedom of Information** website: <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>



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.

# Complaints



If you are not happy with how we deal with your application you can make a complaint. Please go to our website: <https://arts.wales/about-us/accountability/complaints>.



You can only complain if you think we have not dealt with your application properly. You cannot complain to try and change our decision about giving you funding or not.

# Hard words

## Freelance

Freelance means working for yourself or self-employed. You may do small pieces of work for organisations as a freelancer.

## Publicly funded

Publicly funded means paid for with money from the public. It could be organised by someone like Arts Council of Wales, the National Lottery or a university.

