

Easy Read

Cultural Recovery Fund 3

Money to help arts organisations during coronavirus

This document was written by the **Arts Council of Wales**.

It is an easy read version of 'Cultural Recovery Fund 3 – Arts Organisations Guidance'.

January 2022

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 31**.

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



E-mail: grants@arts.wales

Phone: 03301 242733

Website: arts.wales/about-us/contact-us



If you need this information in a different format, please ask us. If you need information in another language, we'll try to help you.



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](#).

Contents

Page

Introduction.....	4
About this document.....	5
About the Cultural Recovery Fund 3.....	6
What this money can be used for.....	7
Who can apply.....	8
How much can you apply for.....	11
UK subsidy rules.....	13
When to apply.....	14
The cultural contract.....	15
What you need to do.....	17
What you need to tell us.....	20
About the money you need.....	20
About your organisation.....	22
How we make our decision.....	25
What if I have a question?.....	27
How we use your information.....	28
Complaints.....	30
Hard words.....	31

Introduction



We are the Arts Council of Wales.



We know the pandemic has been hard for arts organisations. Especially in winter when the coronavirus can be worse.

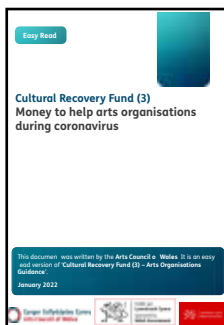


We have a **fund** called the **Cultural Recovery Fund 3**.

A **fund** is money that organisations can get to help them do their work.



This **fund** will help you to keep running in the winter.



This document will help you to apply for the **Cultural Recovery Fund**.

About this document



This document is for arts organisations.



If your organisation is a museum, library, or cinema, do not use this document.

About Cultural Recovery fund



This **fund** is for arts organisations who have been affected by the pandemic.



For example, you might have to close down. Or people might lose their jobs.



This **fund** is for organisations in Wales who will be open until March 2022.



You need to show that you have no other money you could use.



You should have applied for our **Cultural Recovery Fund** in May 2021.



If you did not, you need to get permission before you can apply for this **fund**.

What this money can be used for

This money can be used to support you with your running costs. This includes your usual business costs like:



- staff wages



- rent and building costs. Like insurance, building work and security



- utilities – water, electricity, gas, phone, and internet



- rented equipment like computers for office. Preparing for reopening of organisations



- legal and professional costs.

Who can apply



Your organisation must be set up as 1 of the following:

- **Company Limited by Guarantee**
- **Registered Charity (including charitable trusts)**
- **Charitable Incorporated Organisation (CIO)**
- **Community Interest Company (CIC)**
- **Company Limited by Shares**
- **Unincorporated Association**
- **Partnership. Including a Limited Liability Partnership**
- **University or other public organisation running an arts activity.**

Your organisation must:



- provide arts activities that people can enjoy and take part in. You must be able to show this



- do at least half of its work in a type of art that we support. For example, music, dance, theatre or visual arts.



- do most of its work in Wales



- not already owe money or work on other **funds** from the **Arts Council of Wales** or **Welsh Government**



- not have broken any **COVID rules**. If you break any **COVID rules**, we might ask for the money back.



You can get this **fund** alongside other Government **funds** to support organisations through coronavirus.



You cannot get money from this **fund** to spend on things that are already covered by another **fund**.

If you normally get **public funds** to run your organisation this should carry on.



Public fund 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.

This fund is not for:



- individuals, **freelance**, and sole traders

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

- organisations and venues directly managed by local authorities
- festivals and events
- music venues and bands, comedy venues, publishing, film and tv, creative industries
- technical support services
- **independent** cinemas

Independent means doing things for yourself and making your own decisions.

- activities that would be a part of your usual programme
- schools



How much can you apply for



You can apply for up to **100 thousand pounds**.

We think most organisations will apply for less than 50 thousand pounds.



This money can help to cover money you have lost between **December 2021 and 14 February 2022**.



If you are a venue or an organisation that works face to face with the public and charges for your work you can also include costs from **October 21**



If you need **more** than 100 thousand pounds, talk to us first. You might be able to apply for up to £500,000



You must have very good reasons to apply for **more** than 100 thousand pounds.



You can also request money to cover the costs of making your facility COVID safe.



But only if you don't have any money to do it yourself.



These costs are called **Capital Costs**.

Capital costs is to buy 1 off things that you need to keep your organisation open. For example, equipment to make your building safe to re-open. You can apply for up to 5 thousand pounds of capital costs in this application.



Lots of organisations have been affected by coronavirus. We must support organisations that are most in need.



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

UK subsidy rules



If you get a lot of money from this **fund** it may be seen as unfair.



It may make 1 organisation better off over another.



The UK has rules about this called the **UK subsidy rules**.



You can find out more about these rules by clicking here: www.gov.uk/government/collections/subsidy-control-bill.



You must make sure you are following the **UK subsidy rules**.



If you want more help you will need to get your own **legal advice**.

Legal advice is getting help to understand information about law and your rights.

When to apply



The **Cultural Recovery Fund** opens on **Wednesday 12 January 2022**.



You must send us your online application by **5pm on Wednesday 26 January 2022**.



We might need to change these dates.



Please check our website for the most up to date information.

The cultural contract



If you get support from the **Cultural Recovery Fund** you will need to sign up to the **Welsh Government's Cultural Contract**.



The **cultural contract** means you will think about how to improve people's lives through your work.

We want to see you include things in your plans like:



- fair work. Making sure there is fair pay. And working with different types of people on your staff team.



- make opportunities to grow and support people in **freelance** who work in arts in Wales.



- working with partners to improve health and **well-being**

Well-being means a person is happy, healthy and is comfortable with their life and what they do.



- looking after our **environment**.

The **environment** is where we live. It includes the land, the sea, the air, and everything that lives in and on it. For example: plants, animals and fish.



This is an important part of your application. Make sure you give us details about what you will do to improve the lives of people in Wales.

What you need to do



You must register on our website before you make an application. If you have registered before you do not need to do this again.



To find out what documents you need to upload before making your application, check our website: arts.wales/funding.



Fill out the online form here: Online Form: <https://portal.arts.wales>.



If you have any problems with this, please e-mail us on: grants@arts.wales.



When we get your application, we will email you to let you know we have it.



We will read the information you have given us. We might need to ask you for more information to make sure you are able to apply to this **fund**.



We will do some basic checks and pay **45%** of your request up front. This means you can get some money quickly before we fully assess your application.



If we decide to give you money we will send you an **Award Acceptance**. Please fill this in and send it back to us.



We will read your application and check that the money you have asked for is fair and will then pay the next **45%**. This amount might be less if we think you need less than you have asked for.



We will send you the rest of the money once we have your **Completion Report**.



Your **Completion Report** should tell us how you used the money. And how many jobs were saved.



We will try to get back to you as quickly as possible. We will let you know if things are taking longer for some reason.

What you need to tell us

About the money you need

We need to know:



If you are eligible for this **fund**.



Contact information.



Why you are applying for this **fund**. And what you will use the money for.



How coronavirus has affected your business. And how much money you think you will lose.



What would happen if you did not get this **fund**.



What money you think you might save. For example, because you are closed more.



About any other costs you might have because of coronavirus.



About any spare money you have that you could use.



About any other money you are getting to help you.



How you plan to make your business stronger for the future.



Please give us proof to support everything you tell us.

About your organisation

We need to know:



How you will help us meet our main aims for improving the lives of people in Wales. Your plans for this money and how this will benefit people, staff, and volunteers. Now and in the future.



How your work will benefit Welsh Language.



Equality information.

Equality means treating people fairly and making sure they have the same chances in life.



What work your organisation does to support art in Wales. And about different artforms of your work.



About activity plans for your work.



Where your work will be located.



How your work supports the Welsh Government's Wellbeing of Future Generations Act (Wales) 2015. www.futuregenerations.wales/about-us/future-generations-act.



About **UK Subsidy**.



Information like budget. You must download the templates from the application form.



Your UK bank account details. Your bank account must meet our requirements. Click here to find out more. arts.wales/sites/default/files/2021-02/Bank%20Accounts%20-%20Organisations.pdf



Information about how your organisation is set up and organised properly. Please read our Eligibility and Governance document to find out more. arts.wales/sites/default/files/2021-02/Eligibility%20and%20Governance.pdf

How we make our decision

We cannot support everyone. To help us decide who to support we will think about:



- how serious your money problems are
- how important your work is for people in Wales
- if you provide opportunities for artists to work.

It is important to us to support organisations that:



- treat everyone fairly
- work with lots of different types of people
- are working to reach people who do not normally get involved in the arts.

We especially want to support organisations who are trying to work more with:



- deaf and disabled people and neurodivergent people.
- black, Asian and ethnically diverse people.
- Welsh speakers.





Make sure you tell us about all the good work you do. So we can make a fair decision.



We will need proof that your staff are paid the **National Minimum Wage** and that **freelance** workers are paid an agreed fee.



The **National Minimum Wage** is the minimum pay per hour that workers should get by law.

What if I have a question?



We want to organise this funding quickly. To help us do this well, please make sure you answer all the questions clearly and honestly.



If you answer a question with wrong information, we may need to take your **funding** back. Or we may take legal action if we think it was on purpose.



If you want to talk to us about your application, please e-mail us or message us on social media:

Email: grants@arts.wales

Website: [Fill out a form on our website](#)

Twitter: Send us a tweet [@Arts_Wales](#)



If you want to speak to us on the phone, please send us your telephone 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: 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>.



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.



We will share some information with outside organisations that help protect us against fraud. Fraud is when someone lies to get money.



If you want to know more about any of this, please read our privacy policy here: arts.wales/privacy-policy.

Complaints



If you are not happy with how we deal with your application, you can make a complaint. To find out how to complain, please go to our website: 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 a **fund** or not.

Hard words

Capital Costs

Capital costs is to buy 1 off things that you need to keep your organisation open. For example, equipment to make your building safe to re-open. You can apply for up to £5 thousand of capital costs in this application.

Environment

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Equality

Equality means treating people fairly and making sure they have the same chances in life.

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Well-being means a person is happy, healthy and is comfortable with their life and what they do.