

Capital Investment in Theatres and Performing Arts Venues



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Arts Council of Wales in partnership with Welsh Government is pleased to invite organisations (specifically Theatres and Performing Arts Venues) based in Wales, to apply for capital funding.

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Accessibility

Arts Council of Wales is committed to making information available in large print, easy read, braille, audio and British Sign Language and will endeavour to provide information in languages other than Welsh or English on request.



Introduction

The Arts Council of Wales has been awarded £1.25m from Welsh Government to support capital initiatives in Theatres and Performing Arts Venues for 2024-2025. The purpose of the funding is to provide organisations with critical capital support, maintenance and/or transformational grants. As this funding is from Welsh Government the capital projects will need to be completed within the financial year and evidence of expenditure will need to be submitted to the Arts Council of Wales by 5 March 2025.

In making an application to this fund you are confirming that you will be able to claim the full grant by 5 March 2025.

Arts Council must report progress to Welsh Government on projects awarded and funding not claimed by 5 March 2025 will be lost and we will not be able to provide funding for completion of your project after this point. It's important therefore that you can confirm your ability to complete your project in the timescale.

What is a Capital project?

A Capital project is expenditure made in relation to capital assets such as buildings and equipment. You can apply to this fund to buy, upgrade and refurbish capital assets.

If you are applying for capital funding to improve an existing asset you will need to show that this investment will extend its life, increase its capacity or improve its quality. For example, if you are applying for funding to purchase new sound and lighting equipment, the project should improve the quality of the venue as it will offer a better experience to audience members and be more appealing to a production company. You should also consider the environmental impact that the capital project will have on your organisation.

In distributing this funding we will be prioritising the following types of projects:

Maintaining the standard of the arts infrastructure

We want to help existing theatres and performing arts venues to keep its facilities up to standard. Improving access to public buildings is a key priority for the Arts Council of Wales. We are keen to hear about how you are improving both front of house and back stage accessibility.

Improving the viability and sustainability of theatres and performing arts venues

We want to support capital initiatives that will help theatres and performing arts venues to increase income and reduce costs.

Equipping the arts to thrive

We want to ensure that theatres and venues have the right equipment to continue to operate effectively and efficiently. In particular we will prioritise projects that have a positive impact on the environment and will reduce the carbon footprint of organisations.

We will use these priorities to help us make decision on the applications for Capital funding.

What will the funding support?

We expect demand for this funding will be high and we might not be able to support all applications. When planning your capital project you should consider what to do if your application is unsuccessful, or you're offered less money than you applied for.

In order to maximise the funding available we expect that the majority of applications will be under £50,000.

You will be able to apply under one of the following categories:

- For applications up to and including £50,000 you can apply for up to 90% of your eligible costs.
- For applications up to and including £250,000 you can apply for up to 75% of your eligible costs.

You will need to provide evidence of how you are funding the remaining percentage from other sources. We will consider the level of your request when assessing your application, as well as the availability of your match funding. This will form part of our assessment of the viability of your project completing within the identified timescale and within the financial year.

Examples of projects that we will consider:

- Enhancing, improving and refurbishing existing theatres and performing arts venues.
- Replacing and upgrading equipment, and purchasing new types of equipment.
- Improving facilities and purchasing equipment that will specifically enhance the accessibility of theatres and venues or have a positive impact on reducing carbon footprint.

You can include professional fees and irrecoverable VAT (VAT that you cannot recover from HM Revenue and Customs) as part of the eligible project costs. You should include the NET amount on your budget unless you cannot recover all of your VAT. Please confirm your VAT status, and tell us if you are including irrecoverable VAT (and how much).

In distributing this funding we will not consider applications for:

- New buildings.
- The purchase of vehicles.
- The purchase of musical instruments.

Who can apply – Eligibility criteria

Only organisations – Theatres and Performing Arts Venues – in Wales can apply for this funding.

You must have:

- An Equal Opportunities Policy that's been reviewed by your governing body within the last three years, and which complies with current legislation.
- A bank account in your organisation's name that requires at least two people to authorise transactions. [For further information on bank accounts for organisations click here.](#)

You won't be able to apply for funding if you're in default of any financial agreement with Arts Council of Wales.

You'll be asked to confirm that your organisation meet these eligibility requirements at the start of the online application process.

You must also:

- Be able to host a seated event for a minimum of 50 people.
- Have an established track record of delivering performing arts activity for audiences or participants.
- Have an ongoing programme of events which includes at least one professional event per month in a seated space specific to that purpose.
- Ensure that the building/project meets the requirements of the Equality Act in terms of accessibility.

We are unable to offer funding to multi-use community facilities through this funding stream.

The deadline for applications will be **12pm midday, 24th May 2024.**

Decisions expect to be made by the end of July 2024.

Selection criteria

Applications will be assessed using the following criteria. Tell us how you meet this criteria in your project proposal:

- The extent to which the application meets the eligibility criteria and demonstrates a clear rationale for the project.
- A strong track record of a professional programme of performing arts activity.
- The viability of being able to complete the capital project within the identified timescale.
- The availability of match funding to ensure your project can be fully funded.
- Whether you have recently benefitted from Capital investment.

In addition to the selection criteria, the panel assessing the application will take into consideration the geographical spread across Wales, and the impact the investment will have on the public.

We won't consider applications for funding if the proposed work/purchases would increase your cost base without it also delivering a similar or greater income increase. That is, your project shouldn't make you more reliant on external funding than you currently are.

We will consider the level of security required (for example a legal charge or deed of covenant in some cases) on a case-by-case basis, depending on the size of grant and the type of project.

Application process

- You must speak to one of our Officers before submitting your application. You can contact us at capital@arts.wales with a brief outline of your project proposal, to access a link to the application form.
- You'll need to use our online 'portal' to make an application. If you haven't done so already you'll need to register for access to the portal. [You can find out how to do this here.](#)
- In the application form you will tell us about your project in the project proposal. You must also include a budget outlining how you anticipate using the grant. Please use the capital budget template that we send you.

Accessibility

If you have any access needs and are thinking of making an application, we can help to make sure that you're supported during the application process. Please contact us our Grants and Information team at grants@arts.wales to discuss how we can help with specific access needs.

[Find out more about access support on our website.](#)

Who will make the decision?

A panel made up of selected members of the Arts Council of Wales will be responsible for assessing the applications and a recommendation will be taken to our Capital Committee for a decision.

If your application is successful, we'll send you a formal offer of grant and any additional conditions of grant.

If your application is unsuccessful, we will explain the main reasons for our decision. You'll be able to discuss this with a member of our Capital Team if you wish.

We pay all capital projects in arrears on receipt of an invoice. A member of our Capital Team will discuss the payment process with you if you're application is successful.

What questions will I need to answer?

1. Pre-application checks

Pre-application checklist.

2. Contacting you

Information about who to contact in relation to the application. This will include your language preferences and bank account information.

3. Tell us about your project

Key information about your project, including its title, start and end date and basic budgetary information including access support costs.

4. Project proposal

In a short summary tell us why we should fund your project. What is it you intend to do, what will it achieve and why do you want to do it? We expect your project proposal to address the following questions.

- How you meet the eligibility and selection criteria.
- What do you intend to do and why? Is there a need for your project and can you provide a convincing case for funding?
- How will you ensure that your project is fit for purpose and will deliver a high-quality project?
- How will your project benefit people, audiences, and artists across Wales?

- What measures have you taken to achieve appropriate access for disabled people and ensure that your project satisfies the requirements of the Equality Act? Have you recently undertaken an access audit?
- Can you demonstrate that your organisation is financially robust and well managed?
- How will you plan and manage the project?
- How will you fund the project?
- How will you manage risk?

You must also include a budget outlining how you anticipate using the grant. Please use the capital budget template we provide.

5. Artform

Information about the range of artform activity that will be part of your project.

6. Activity types

Information about the types of activity that will be part of your project.

7. Proposed targets

Information regarding your proposed project targets, including number of exhibitions, performances, workshops, and audiences/attendees.

8. Language

The impact you think this project will have on the Welsh Language: Positive, Negative or Neutral

9. Project location

Tell us where your project activity will take place.

10. Project equalities information

Give us equalities monitoring information for your project.

11. Review your application

You will see all sections of your application from here. Please check and update if needed.

12. Pre-submission check

Important: once you click the 'next' button below you will not be able to edit any information provided in the previous sections.

Summary information is displayed here. To make any changes to your answers, click the 'previous' button at the bottom of the page to return to the review tab.

13. Supporting documentation

This section allows you to submit all your supporting documentation called attachments.

We've highlighted the attachments that you should submit depending on the scale and type of your project. You can include other documents you feel is necessary to help us understand the project.

- Your project budget (this must be on our Project Budget Template).
- Suppliers' quotations: you must submit three quotations from separate suppliers for all items or packages of items costing £2,500 or more.
- For work valued at over £25,000 you must complete an open competitive tender process (usually via Sell2Wales) and we may ask to be part of this process. If these appointments have already been made you will need to submit an appropriate tender report.

Other examples of supporting information might include:

- A continuation of your project proposal.
- Evidence of demand for your project.
- Evidence of partnership funding.
- Letters confirming any in-kind support.
- Design drawings.

14. Declaration and submit your application

Read declaration and submit your application.

How to use the project budget template

Your project budget must be submitted on our Project Budget Template.

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

Your project budget should tell us how much your project will cost (expenditure) and how much you'll receive to pay for it (income). The income and expenditure for your project should balance (be equal). We cannot accept your budget if it does not balance so check this carefully. You must ensure the budget reflects which percentage of eligible costs you can apply for. Budgets must demonstrate that a project can be delivered within the financial year.

- For applications up to and including £50,000 you can apply for up to 90% of your eligible costs.
- For applications up to and including £250,000 you can apply for up to 75% of your eligible costs.

Project expenditure

Use the template to tell us how much your project will cost. Use the headings given to show us the cost of all the items you will be paying for as part of your project. You can add in additional cost headings depending on the needs of your project.

Equipment

Tell us the cost of the equipment you want to buy. You should separate the cost into individual items or packages. A package is a group of items that you intend to order from one supplier. For example, if you intend to buy LED Stage Lighting from one supplier and some portable sound equipment from another, your budget would look like this:

Equipment		
Equipment (Item 1/ Package 1)	LED Stage Lighting	£1,700
Equipment (Item 2/ Package 2)	Portable sound equipment	£3,500

The cost you include in your project budget should match with any suppliers' quotations submitted with your application.

Building work

Tell us the total cost of any building work. You may want to separate this into different packages of work if you'll be using different contractors to carry out different elements of work. Detail what the building costs are in the budget.

If you intend to pay any individual or organisation/ contractor £5,000 or more, you will need to appoint them using a competitive selection process. We'll check to make sure that you have appointed other people or organisations to work on your project appropriately. We'll expect you to submit a minimum of three quotations from separate contractors.

If you intend to pay any individual or organisation/ contractor £25,000 or more we'll ask you to submit a tender report that tells us why you have chosen to use that contractor. You will also be expected to appoint through an open tender process and you should gain approval from us for the tender documents before advertising.

If you have already received quotations or tenders for your project, you should use the estimates as the basis for your project budget.

If you need more space, you can use the 'Other costs' section of the template to tell us about project costs not outlined in the headings.

Professional Fees

Tell us about any professional fees you will pay and list what they are in the budget. You should tell us in your project proposal why you need to pay professional fees. If you intend to pay any individual or organisation £5,000 or more, you will need to appoint them by using a competitive selection process. We'll check to make sure that you have appointed other people or organisations to work with you on your project appropriately.

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. This means that we cannot accept an in kind contribution from any supplier that you are also paying as part of your project as we would consider this to be a discount.

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 registered for VAT, your project 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 project budget.

If you are not registered for VAT you should include VAT in your project budget. We can fund irrecoverable VAT if you include it within your original request.

Contingency

You should include contingency relevant to the project.

Other costs

Tell us any other costs you will have to pay as part of your project. This may include recruitment costs, surveys such as an asbestos survey, legal fees and statutory charges.

Project income

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

Your own funds

If you are a multi year funded organisation this cannot come from your revenue grant.

Earned income

Tell us here about any income from earned income.

Local Authority funding

Tell us here about any grants from the Local Authority.

Other public funding

Tell us here about any grants from public organisations such as the Welsh Government or the UK Government.

Support in kind

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

Other income

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

- Income from fundraising, public appeals and donations.
- Grants from other Lottery Distributors.
- Grants from Trusts and Foundations.

Need to get in touch?

You must get in touch with the capital team to access the application form. Please contact us via email with a brief account of your project: capital@arts.wales

Should you have any technical issues with the application form or your portal account, please contact our Grants and Information team: grants@arts.wales

You can contact us in a number of ways



Telephone: 03301 242733 (all calls charged at local rates)
9am-5pm Monday to Thursday, 9am-4.30pm Friday



[Contact information on our website](#)



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