

Easy Read

# Arts Council of Wales

## Stabilisation Fund

Money to support arts organisations during Coronavirus

**Please apply by 8 May 2020**



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

**21 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.



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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# About the Stabilisation Fund



The **Stabilisation Fund** is money that arts organisations in Wales can get to support them through the coronavirus. Coronavirus is also known as **COVID-19**.



The money is to help arts organisations that have been affected by coronavirus. It will help them get back to normal and keep them going over the next few months.



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



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



This money can be used for work that happens over the next 6 months, to help organisations recover from this difficult time.

## Who can apply?



Some organisations in our **Arts Portfolio Wales** will be able to apply. Our **Arts Portfolio Wales** is a group of organisations we support and give money to each year to help them run.



Organisations that are **not** part of our **Arts Portfolio Wales** can apply too.



It is for **not-for-profit organisations only**. This means organisations that work for the good of people. Any money they make goes back into the organisation and doing good work.



You can apply if your organisation is based in Wales and is 1 of these types of organisation:

- a **Company Limited by Guarantee**
- a registered charity
- a **Charitable Incorporated Organisation (CIO)**
- a **Community Interest Company (CIC)**
- a **Company Limited by Shares**
- **Unincorporated Association**
- **Limited Liability Partnership.**



Please read “**Stabilisation Fund - Frequently Asked Questions**” if you need more information about this.



To be able to apply your organisation must also:

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



- Have done work in the last 3 years that was **publicly funded**. This means paid for with money from the public.



- Do most of its work in Wales.



- Have someone who is at least 18 years old who manages the organisation.



- Have an address in Wales. And a UK bank account in the organisations’ name with at least 2 people named as **signatories**. This means at least 2 people have to agree for money to be used from the account.

# Arts Portfolio Wales



This money is not open to all of the members of our **Arts Portfolio Wales**. We do not want you to apply if you are a member of our **Arts Portfolio Wales** and:



- You get more than 55% of all the money that comes into your organisation from us. This is just over half of your money.



Please work out the average over last 3 financial years: 2016 - 2017, 2017 - 2018 and 2018 - 2019.



- You have enough money to keep working for the next 6 months.



- You are part of a larger organisation, like the local council, a university or the BBC.





If you are not able to apply for this money but you think your organisation will have to close if you do not get it, please speak to us.



We need to support organisations from our **Arts Council Portfolio** who get less than half of all their money from us first.



If you are not sure if you can apply please read **“Stabilisation Fund - Frequently Asked Questions”**.



If you want to check if you are able to get money from this fund, or if you have other questions please contact us on:

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

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

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



We will reply to you as quickly 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.



# Important dates



The Stabilisation Fund opens on **Tuesday 21 April 2020**.



You must send us your application by **5pm on Friday 8 May 2020**.

# How much can you apply for?



You can apply for up to £35,000. This money must be used within 6 months.



If you are very desperate you might be able to apply for more than this. But you must ask us first to be able to apply for more money.

# What can this money be used for?

This money can be used for:



- **Work that helps your organisation to keep going and not close down. For example:**
  - Costs like rent and staff costs.
  - Money for equipment so staff can work from home.
  - Payments that you need to make.



- **Planning and doing work in the next 6 months, including:**
  - Getting projects ready for when things get back to normal.
  - Projects for the public that they can enjoy now, like video and things over the internet.

# 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.



- What other organisations we are supporting. Where they are and what type of work they do. We want to make sure we support different art forms across Wales.



We are aiming to make our decisions and get money to the chosen organisations within 4 weeks of the closing date.



If we get a lot of applications it may take longer. We will let you know if this happens.

## Our main aims for this money

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



1. Support organisations to keep doing great work. And make sure they can keep going after coronavirus.



2. Get more people from different backgrounds, different places and with different abilities involved in arts. Especially people who are deaf and disabled. We want you to show us you have thought about these things in your application.



You should also explain how you will support people to take part in the arts in Welsh.

# How do you apply?



1. Please fill out the simple online application form here: [https://www.GrantRequest.com/SID\\_1368?SA=SNA&FID=35428](https://www.GrantRequest.com/SID_1368?SA=SNA&FID=35428).



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.



3. We will read the information you have given us. We might need to ask you for more information.



4. We will check how much money you need and what payments you are planning. We will make sure the money you ask for is fair for the work you want to do.



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



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. We will give you the rest of the money when you have finished the work you said you will do. You will need to send us a report.



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 tell you if things are taking longer for some reason.



Before starting your application we think you should read “**Stabilisation Fund - Frequently Asked Questions**”. This will give you all the information you need to apply: <https://arts.wales/resources/questions-and-answers-stabilisation-fund-for-organisations>



# What information we need from you



We will ask you about you and your work.



We will ask you things like where your work is happening. And what kind of art you do.

**We need to know:**

## About your organisation



1. Who you are. What you do. And how your work benefits people. We also need 2 different people we can contact who can tell us about the work you do.



2. How coronavirus has affected your organisation and the money you have lost.



3. Proof that you run your organisation properly. For example you have rules and set ways for working.

# About your money



4. How much money came into your organisation between **April 2019** and **March 2020**. This is called your **turnover**.



5. Please also tell us how much money you have in **reserves**. This is money you keep aside to pay for things you cannot plan for.



6. If you are part of our **Arts Portfolio Wales**, please tell us how you are using the money you get from us to keep going at this time.



7. Proof that you have a bank account in your name.



8. Tell us if you are trying to get money from anywhere else. And if you think you will get it.

# About your project



9. The money you will need and what you will need it for. You must use the **template** from the application for this. Please remember that the money needs to be spent within 6 months.



10. What difference will money from the **Stabilisation Fund** make to your organisation?

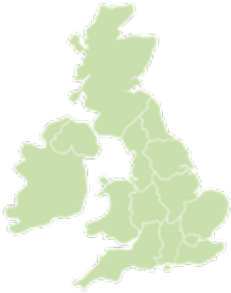


11. The different types of people that will benefit from your work. And how you will work in a fair way for everyone.

# Bank details



We can pay money into a bank account in your organisations' name. It must have at least 2 people as named **signatories**. This means at least 2 people must agree to all payments out of the account.



The 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 - Frequently Asked Questions**" if you have any other questions about this.

# 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.