

Easy Read

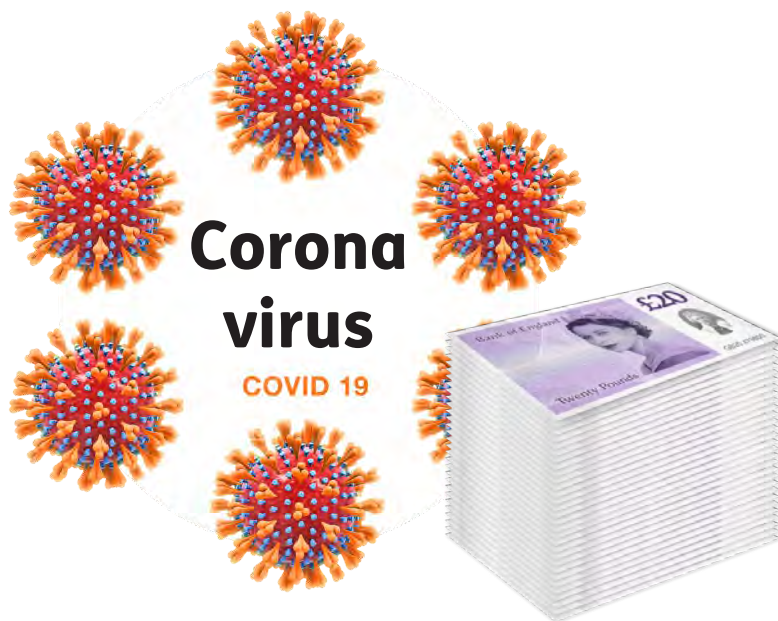


Noddir gan
Lywodraeth Cymru
Sponsored by
Welsh Government

Wales Cultural Recovery Fund round 2 – Revenue

Money to support arts organisations with their running costs through Coronavirus

Please apply by 20 April 2021



This document was written by the Arts Council of Wales. It is an easy read version of Wales Cultural Recovery Fund 2021/22 - COVID-19: Support for Arts Organisations (Revenue).

April 2021

How to use this document



This is an easy read document, but you may still 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. You can check what all the words in blue mean on **page 32**.



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



E-mail: grants@arts.wales

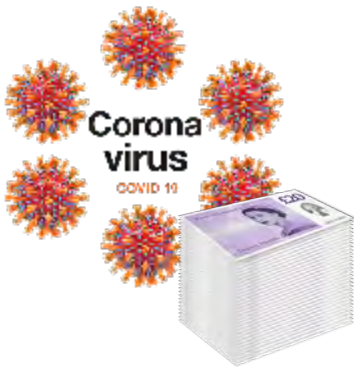


This document was made into easy read by **Easy Read Wales** using **Photosymbols**. To tell us what you think about this easy read document, please [click here](#).

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About the Cultural Recovery Fund round 2



The **Cultural Recovery Fund** is money from Welsh Government to support arts organisations through coronavirus.

The Revenue Fund



The **Revenue Fund** is to cover the costs of running your organisation. For example paying staff wages and paying for gas, electricity and water.

This document is about the **Revenue Fund** round 2.



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.

The Revenue Fund



Llywodraeth Cymru
Welsh Government

We have upto £30 million in the **Cultural Recovery fund 2**. It is from the Welsh Government.

But this amount is not guranteed.

What can this money 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.



This money can also support you with unusual costs like:



- Staff working from home. Or preparing for the reopening of businesses and organisation.



- Getting legal advice about coronavirus issues.



- Keeping arts venues ready to use and in good condition.



- Organisations who need help with the **capital** costs of making venues and facilities COVID safe can apply for **capital costs** up to £5000.

The **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.

Who can apply?



This fund is for organisations that are based in Wales.



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

- a **Company Limited by Guarantee**
- a **Registered Charity** (including charitable trusts)
- a **Charitable Incorporated Organisation (CIO)**
- a **Community Interest Company (CIC)**
- a **Company Limited by Shares**
- an **Unincorporated Association**
- a **Partnership**. Including a **Limited Liability Partnership**
- University of 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.



- Do most of its work in Wales.



- 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 can make payments out of the account.



- Directors or Partners should not be closely related. And they should not live at the same address.



- Not already owe money or owe work on other funding from the **Arts Council of Wales** or **Welsh Government**.



This funding works alongside other Government funding 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 funding to run your organisation this should carry on. You can use this fund as well as your usual public funding.

This fund cannot support:



- Individuals, freelance practitioners and sole traders
- Festivals and Events
- Grassroots music venues and Bands, comedy venues, publishing, film and tv, creative industries



- Technical support services
- Independent cinemas
- organisations and venues directly managed by Local Authorities
- activity that would be a part of your usual programme
- Schools

Welsh Government is organising funds that support these.



Brass bands can apply to the **Arts Council of Wales's Cultural Recovery Fund**.



Venues that support more than 1 art form can also apply for this fund. If your main activity is one of the activities we work with, you can apply to us for funding.



Organisations can only make 1 application either to the **Welsh Government** or to the **Arts Council**.



If you are not sure who to apply to contact the Arts Council of Wales at grants@arts.wales or the **Welsh Government's Creative Wales team**.



If your organisation has got National Lottery funding from the Arts Council in the last 2 years, you may apply for this fund.

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



If your project is funded by National Lottery freelance staff paid by the project will have to apply to the **Welsh Government's Cultural Recovery Fund for Individuals**.



If your organisation works outside of Wales because you tour you can email us at grants@arts.wales to find out if you can apply.



If you work outside Wales you have to email at least 5 working days before the **20 April 2021** to find out if you can apply.



Art forms and activity managed by local authority should apply to the [Welsh Government's Local Government Hardship Fund](#).

How much money can you apply for

You can apply for up to **£1 and a half million** to support your activities until **September 2021**. It depends on how much your organisation usually brings in a year:



- **If you usually bring in £750 thousand or under:**

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



- **If you usually bring in between £750 thousand and £2 million:**

You can apply for up to **£250 thousand**.



- **If you usually bring in over £2 million:**

You can apply for up to **£1 and a half million**.





You should only apply for the amount you need. You must clearly explain why you need the amount you are asking for.

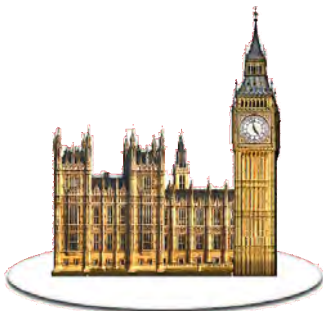


If you usually get funding from us, you should not apply for more than what you usually get.



If you need to apply for more money than we have written about here, you will need to speak to us. Please e-mail us on: grants@arts.wales. you cannot apply for more than £1.5 million.

State Aid and UK subsidy



If you get a lot of money from this fund it may be seen as **State Aid**. The EU rules about this are known as the **State Aid Rules**.



State Aid is public money given to a business or organisation. It may make 1 organisation better off over another. And this may not be fair.

UK has made its own rules about subsidies called the **UK Subsidy Rules**.



You must make sure you are following the **rules of State Aid** and the **UK subsidy rules**. You can read more about it here: <https://www.gov.uk/guidance/state-aid>.

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

How to apply

Important dates

The Cultural Recovery Fund opens on **Tuesday 6 April 2021**.



You must send us your online application by **5pm on Tuesday 20 April 2021**.



What you need to do

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

Check the website <https://arts.wales/funding> to find out what documents you will need to upload before making your application.



1. Fill out the online form here: [Online form](#)

If you have any problems with this please e-mail us on: 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 to make sure you are able to apply to this fund.



4. We will check how much money you need and what you need it for. We will make sure the money you ask for is fair for what 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 you have your Award Acceptance and Bank Details Form and we have checked your bank details we will send you money. We will send you money in stages:

If you get **more than £50 thousand** we will send you:

- Just under half of the total amount straight away.





- The same amount again in **July 2021** once we have had an update report from you.



- The rest of the money once we have received your final report.

If you get **less than £50 thousand** we will send you:



- Most of the money straight away.



- The rest of the money once we have received your final report.



We will reply to everyone who has made an application within 6 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.

Bank details



You need to give us information about your bank account. This is the account that we will pay the funding if we decide to support you.



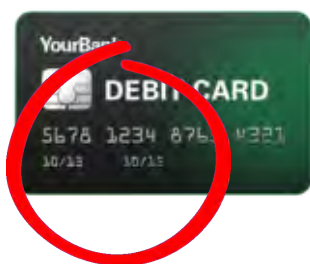
We need to see proof that:



- the bank account is in your organisations' name



- at least 2 people are named as signatories. This means at least 2 people can make payments out of the account.



- shows the sort code and account number.



The proof must be less than 6 months old. And it must be something official from the bank. For example a letter from the bank.



We cannot pay money into a building society account that has a passbook only.

The cultural contract



If you get support from this 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.



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



- working with partners to improve health and well-being



- looking after our environment.



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.

Reports

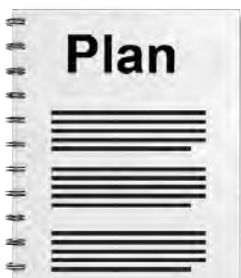


If you get money from this fund, you will need to write a **Completion Report** at the end of **September 2021**. This will explain how you have used this funding.



We will want to know about how the funding has helped you:

- protect jobs
- support individual artists



- a copy of your reopening plan



You will also need to write a report about how you have met the **Cultural Contract**. This will be later in 2021 - 2022.

How we will 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.



We will need proof that that 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 information we need from you



The application form has 18 sections. Please work through each question and answer as fully as you can.

We need to know:



If you are eligible for this fund when you first register before applying for the fund.



Contact information.



About your work.



How much money your organisation has made from 2019 to 2020.



What work your organisation does to support art in Wales.



How coronavirus has affected you.



Why you need this money and how you will use this money to support your organisation until September 2021.



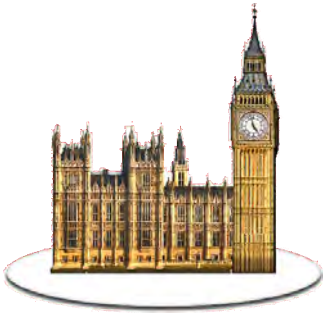
Details about any other funding you have had to support you at this time.



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.



We can only fund you from April 2021 to September 2021. If you think you might need more money for October 2021 to March 2022 it will help us plan if you tell us how much.



About State Aid and UK Subsidy.



About different artforms of your work.



About activity plans for your work.



How your work will benefit Welsh Language.



Where your work will be located.



Equality information.



Information like budget and Cultural Contract. You have to download the templates from the application form. You must provide us information from **1 April 2021 to 30 September 2021**.

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 later on. 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](#)



We will get back to you as soon as we can. 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: <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.



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: <https://arts.wales/privacy-policy>

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

The Revenue Fund

The Revenue Fund is to cover the costs of running your organisation. For example paying staff wages and paying for gas, electricity and water.

The Capital Costs

The 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.