The Capital Programme fund

Information about the Capital Programme fund

This document was written by the **Arts Council of Wales**. It is an easy read version of '**General Guide to the Arts Council of Wales' Capital Programme**'.

November 2021

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 27.**

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

E-mail: capital@arts.wales

Phone: 03301 242733

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

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

Introduction

We are the **Arts Council of Wales**. We want the arts to be a big part of life in Wales.

One way we do this is by giving **funds** for arts projects.

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

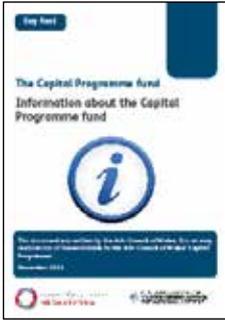We have a **fund** called the **Capital Programme**.

We got this **fund** from the **National Lottery**.

This **fund** helps arts organisations get the right buildings or equipment for their work.

About this document

This document will help you to apply for the **Capital Programme fund**.

In this document we will be using the word, '**your project**'. **Your project** is what you want the **fund** for. For example, your project might be to get new lights for a theatre.

Projects can be hard to plan and organise. We have officers to help you.

We also have up to date information on our website: arts.wales/funding.

You should read our Capital Strategy 2021-2017. This will tell you about our plans. And what we want this **fund** to be used for.

What the fund is for

We want this **fund** to make the Welsh arts better.

Our goals are:

1. For the Welsh arts to be **inclusive** and **accessible**.

> **Inclusive** means everyone can take part, and everyone has a fair chance.
>
> **Accessible** means it is easy to go somewhere. And to get around. It also means something is easy to understand.

2. For the Welsh arts to be strong and long lasting.

3. For us to work with more creative people across Wales.

   Any money we give you must help us to meet these goals. You can find out more by reading **For the benefit of all** here: arts.wales/sites/default/files/2019-02/Corporate_Plan_2018-23.pdf

Who can apply

Only arts organisations in Wales can apply for this **fund**. Your project must be in Wales too.

Your organisation must:

- Have at least two people who run it. They cannot be related or live at the same address.

- Have an up to date and legal **equal opportunities policy**.

- Have a bank account that at least two people oversee.

- Have done arts projects before.

You cannot apply for the **fund** if you owe us any money.

You must upload your **governing document** when you apply. Unless you already gave it to us in the last 2 years.

Your **governing document** will show us that:

- You are properly set up. And can manage money well.

- You have a plan for what would happen if you closed down.

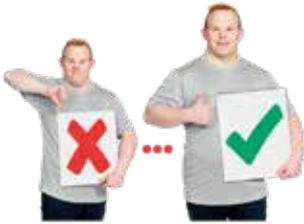You must be a member of **Arts Portfolio Wales** to apply.

If not, we might still consider your project. But you will need to check with us first.

What we will pay for

You can use this **fund** for things that are useful for your business. Like:

- Buildings

- Equipment

- Vehicles

You can use this **fund** to buy or improve these things.

For example, you might want to improve your theatre by making it more **accessible**.

You need to tell us how your project will make things better.

We might also pay for:

- Professionals or experts. If you can show they will improve your project.

- Artists or craftspeople.

- Tax that you can't claim back from the government.

- Legal costs for your project.

- Costs for changing where or how you work. If it is unexpected.

We might change what we can **fund** at any time. Before you apply, check our website for the most up to date information.

What we will not pay for

This fund will not pay for:

- Buying musical instruments.

- Doing up council or school buildings that do not fit with our plans.

- Permanent arts or cultural projects.

- Things you paid for already. Or things you agreed to pay for already.

- Normal costs to do your work. Like insurance, maintenance or for an accountant.

- Money you are charged for help with this application.

The following projects are not as important to us:

- New buildings. We prefer to use this **fund** to improve existing buildings.

- Community buildings used for lots of different projects. We prefer to give this **fund** to buildings that only do arts projects.

You must use proper procedures to get goods or services.

If you don't use proper procedures, we won't **fund** these goods or services.

Make sure your project costs are right when you apply.

If you need more money later, we can't give it to you.

What you can apply for

The Capital Programme has 3 different funds:

- for buying equipment

- for small building projects

We call these minor capital projects.

- for big building projects.

We call these major capital projects.

How you apply is different for each **fund**. The amount of money you get is different for each **fund**.

Buying equipment

You can apply for this **fund** if you want to get new equipment.

Or improve equipment you already have.

If you apply for up to **50 thousand pounds**, it should be for things like:

- equipment for theatres

- technical equipment for exhibitions

- dance floors you can move

- vehicles.

If you apply for up to **100 thousand pounds**, it should be for things like:

- getting brand new light and sound equipment

- new digital projection equipment

- new stage equipment.

The most money you can apply for is 100 thousand pounds.

Minor capital projects

This **fund** is for small building projects.

You can use it to make your building better. And help your business to last a long time.

You could use this fund for:

- making changes so you can have new technology in your building

- improving your restaurant or café area

- doing up parts of the building so it looks nicer for customers

- making your building more **accessible**.

You can use this **fund** for things to do with Covid 19.

Like putting up signs. Or making the air quality better.

You can use this **fund** to make your building better for the **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.

For example, improving your building so it uses less heating or electricity.
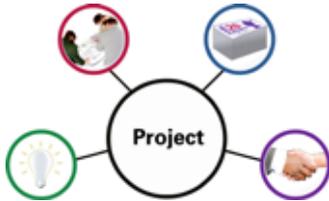
The most money you can apply for is **100 thousand pounds**.

Major capital projects

This **fund** is for much bigger building projects.

We will only give this **fund** to few projects.

These projects must make a big difference to the arts all over Wales.

You can apply for **100 thousand pounds or more**.

But we will let you know exactly how much money we can give you.

We will work very closely with you to plan your project.

More information about these funds

We will only give you money for **part** of your project. We won't ever pay for it all.

We are more likely to help you if you have **funds** from other places too.

If you have **funds** from other partners, it shows us you have a good idea.

Other places you could get help and **funds** from:

- your own money

- fundraising

- money from other partners

- money from the Government

- other lottery funds

- things you get for free. Like work by volunteers. Or equipment donations.
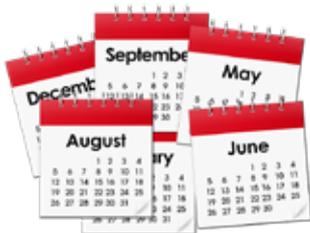
How to apply

You can apply once a year to the **Capital Programme**.

You must talk to one of our officers before you apply.

Our officers will tell you the rules for your particular project.

There is **no deadline** to apply for the **Capital Programme**.

But there might be deadlines for some parts of the **funds**.

You should check our website for more information
arts.wales/funding

If you want more than 50 thousand pounds:

- first tell us some basic information about your project

- we will check if your project fits well with our plans

- if your project fits well with our plans, then we will ask you to apply

- remember just because you apply for a **fund** does not mean you will get it.

You should think carefully about how much money your whole project will cost.

Applications for major capital projects are in 3 stages:

- check your project is possible to do. And worth doing

- plan the details of your project

- work out the costs.

We will check your application at each stage to make sure it is right.

You can find out more about applying for major capital projects in our document: **Major capital projects - Help with your Major Capital projects application.**

About the application process

First you need to register to use our online portal. Register by clicking here portal.arts.wales.

Then you can apply for the **Capital Programme** using the online portal.

If you need help please contact us at grants@art.wales.

We will let you know when we get your application.

We will let you know if your project fits with our plans. And if anything is missing.

If your project fits with our plans, we will then decide if we can **fund** it.

How we decide what projects to fund

We have rules to decide what projects we will **fund**. We will check:

- If your project fits with our goals and plans.

- If your project meets a need.

- If you have a good quality project.

- If your project helps people.

- If your project is **accessible**.

We will also check:

- How strong your organisation is.

- If we think you can plan and manage a project well.

- If we think the project will be successful.

- How you will deal with any problems.

You should read **The Capital Programme - Help with your application**. This will tell you what you should tell us in your application.

Who decides what projects to fund

We have different people to decide what projects to **fund**.

It depends on the amount of money. And what it is for.

For up to **50 thousand pounds** for equipment, an **officer group** will decide.

Our **capital committee** will decide about all other equipment applications.

Our **capital committee** will decide about minor and major capital projects.

For major capital projects of **more than 250 thousand pounds**, the **council** will decide.

What happens next

If your application is successful, we will let you know.

We will also let you know if we need any more information.

You must agree to certain things before we give you any money.

For **major capital projects** you will need to sign a contract.

If your application is not successful, we will let you know why.

You can talk to us about our reasons if you want to.

How we check your project

We will need to check that you spend the lottery **funds** properly.

How we check will depend on the type of project you have.

We will do more detailed checks on bigger projects.

If you don't spend the money properly, you might need to pay it back.

You can find out much more information about **funding** on our website arts.wales/funding.

This information will help you to make a good application.

Hard words

Accessible

Accessible means it is easy to go somewhere. And to get around. It also means something is easy to understand.

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.

Fund

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

Inclusive

Inclusive means everyone can take part, and everyone has a fair chance.