

Connect and Flourish (Stage 1): Expression of Interest Questions

This document contains details on the Expression of Interest form which is the first step in applying for the Connect and Flourish fund.

If you're unable to access the online form or require further assistance, please contact us at grants@arts.wales.

Using the Portal

You can find the Expression of Interest form on our online application portal. The 'host' organisation will need an account for our portal to access the form. You can register [here](#) if you've not applied to us before.

If your organisation has applied to us before but you're not sure if you have a portal account, please contact us at grants@arts.wales and we can check. You may need a 'redeem code' if you've applied for funds from Arts Council of Wales in the past but haven't used our portal.

Please ensure you register in good time before you wish to apply. It can take up to five working days for new organisations to be registered on our system before you are granted access.

Portal – Admin

When you log into the portal, we ask that you review the **Admin** section of your account and ensure the information is up to date. This includes organisation contacts, organisation details, governance details, bank details and equalities information. It's important that you complete this first, as our online forms will try and 'look up' the information you provide here.

Portal – Grants

You'll find the **Connect and Flourish: Expression** of Interest form under **Start New Application** in the **Grants** section of the portal.

Once you've started a form, you'll find it under Continue Application in the Grants section of the portal.

What does the Expression of Interest include?

You can see details of each section of the online form below, including character counts (where they apply). We've provided as much detail as we can to enable you to plan your submission. Please note that we can only accept applications that are submitted via the portal.

Welcome page

- This Expression of Interest form is Stage 1 of the Connect and Flourish application process. You'll have to submit an Expression of Interest if you're considering making a full application to the fund. If your Expression of Interest is successful, we'll invite you to apply for Stage 2.
- Try and be as clear as possible about your idea and the potential impact it will make. We understand you may not know all details in full but please try and give your best estimate. We may contact you if we need more information.
- If you have or have had Connect & Flourish funding and want to apply for the next stage, please make sure you tell us your learning and the impact of the first stage and explain why it's important to keep going.
- When we refer to 'you' and 'yours' in the questions, we are talking about the collective involved in the project.
- For administrative purposes, we'll need a 'host' organisation to submit the application and manage funds on behalf of the collaboration. This organisation doesn't need to be the main driver in delivering the project – we'd welcome examples where it's artists and creative professionals who are leading project activity.
- We're aiming to give you a decision on whether your Expression of Interest has been successful within 6 weeks of the Stage 1 deadline date. The deadlines are published on our [website](#).
- Our funding decisions will be informed by any COVID-19 guidance, policies or restrictions from the Welsh Government that apply at the time.
- You can find a list of Connect and Flourish grants awarded in previous rounds [here](#).

Before progressing further, please make sure that you've completed the 'Admin' section of your account, including your Organisation Details and Bank Details.

1. Pre-Application Check

This section includes some things you need to know about the online system. For example, the system uses character counts (not word counts), which includes spaces. Please keep this in mind as you write your answers to each question.

We'll also ask that you confirm that the **Admin** section of your account is up to date with the most recent information about your organisation.

2. Contacting you


In this section you'll need to tell us who the best people to contact are about the application.

We ask for three sets of contact details:

- the Application Primary Contact
- your Chair or equivalent
- if your Chair and Application Primary Contact are the same, please provide details of an alternate contact from your organisation.

Please note email addresses for all contacts cannot be the same, such as a general company address.

The Primary Contact is the person we will get in touch with regarding all aspects of your application. They must have your organisation's authority to sign and approve documents and answer any queries we may have. Your chosen Primary Contact will be responsible for sending us the additional information needed to address any specific conditions placed on the grant, as well as any interim reports as the project progresses. They will also be responsible for sending us a completion report once the project has ended.

You'll need to use the magnifying glass  to look up contacts. You'll need to ensure that the contact you want to add has been saved in 'Manage Contacts' in the Admin section of your account for it to appear here.

To add the **Chair/Equivalent** for your organisation, you'll need to use the magnifying glass again. If the Chair/Equivalent doesn't appear, make sure that this information has been saved in the relevant field under **Organisation Details** in the **Admin** section of your account.

We'll ask you to confirm whether you or any members of your organisation/group are employed by or have a close family connection to anyone currently employed by Arts Council of Wales. If you tick yes, you'll be asked to provide details.

We'll ask you to tell us which language you'd like us to use to contact you about this application (Welsh or English). Note that all correspondence relating to this grant, including the decision, will be in the language you select.

At the end of this page, you'll be asked to select your bank details. You'll need to look this up using the magnifying glass. Please ensure that you have added this information, including [uploading evidence](#) under **Bank Details** in the **Admin** section of your account. We need this information at this stage so that we can verify your account details and eligibility.

3. About your project

In this section we'd like you to tell us:

- Project Title
- Expected project start and end dates – please use the calendar to look up dates
- How much do you anticipate the project costs will be?
- How much do you anticipate applying for? (excluding any additional access costs)
- Any additional access support costs. **If your application is successful, we can help cover access support costs for you, or anyone directly involved in shaping your project creatively, during delivery, e.g., interpreter costs, support workers or specialist equipment or software.**

We understand you may not know all details in full but please try and give your best estimate.

Note that an end date is needed in order to process your application, but if successful we are happy to discuss amending the date, if necessary, once the project is underway.

When completing this section, please remember that we can't fund any activity that has already taken place. The start date of your project should be from when you expect to incur costs.

4. Project Proposal

Have you had previous Connect & Flourish funding? (Tick one)

Yes No

If yes, is this project a continuation or development of that programme of activity?
(Tick one)

Yes No

Which of the Connect & Flourish priorities is your proposal addressing?

You can choose as many options as apply.

Involve and reflect the creativity of D/deaf, disabled and neurodiverse people

Involve ethnically and culturally diverse people and communities

Supports the arts sector to respond, adapt and diversify in the face of new and future challenges

Have a focus on establishing new opportunities within the Welsh Language

Involve and engage those individuals and communities experiencing and living in socio-economic inequality

Respond innovatively, imaginatively and meaningfully to the Climate Emergency

What is your project proposal? How is it innovative and transformative and what do you want to achieve? Character limit: 3,000.

5. The Collective

Tell us about the collective. Who are you and what are your shared objectives? Why are you best placed to deliver this project? Character limit: 900.

6. Impact

Tell us about the potential impact of your project and how it will support us to meet our priorities? Character limit: 1200.

7. Engagement

How will the beneficiaries be involved? Character limit: 600.

8. Project location

Postcodes

Please enter the postcode/s your intended activity will take place. If your intended activity will take place in multiple locations, you can enter up to 20 postcodes.

If your delivery is solely digital, please note the location of those organisations and artists involved in the project.

Local Authorities

Please tell us what proportion of your intended activity takes place in the Local Authority areas named. It may be that your project takes place 100% within one Local Authority, or that it is spread over 5 Local Authorities. Please estimate the percentage amount for each area. The total must add up to 100%. If a proportion of your work is taking place outside of Wales, indicate this in either the Outside Wales or Outside UK option.

9. Attachments

Please upload a draft budget showing your anticipated project costs. You may use any of the following formats: Word, Excel or PDF. This does not have to be on our standard template, but if you do want to use it, it's available [here](#).

You can find information on project costs in our [National Lottery Guidelines](#).

We'd recommend checking that the costs in your budget (amount applied for and total project costs) are the same as in Section 3 of the form.

10. Declaration

Please read the declaration statement carefully.

In this section, we're asking you to read some important information about **our responsibilities** around General Data Protection Regulations and Freedom of Information.

It's important that you understand how the information you submit will be used and stored by us. You need to know what to do if you believe that any of your information is commercially sensitive or confidential.

We're then asking you to confirm several statements as part of the declaration.

By ticking the box, you're signing the application form electronically on behalf of your organisation and the collective.

When you're ready, you can submit your Expression of Interest.

Once you have pressed **Submit**, you should see your application listed under **Submitted Applications** in the **Grants** section of your account. We'll also send you an acknowledgement by email.

Contact Us

We've tried to make the application process and guidance as straightforward and clear as possible, but if you have any questions about the process or need further advice please get in touch.

If you have a technical query, please contact our Grants and Information Officers by email grants@arts.wales or phone 03301 242733 then select option 1, then option 1.

If you wish to discuss your project in more detail, please contact our Development Officers by emailing development@arts.wales or phone 03301 242733 then select option 1, then option 4.



03301 242733



9.00am — 5.00pm Monday — Thursday
9.00am — 4.30pm Friday



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