**DO NOT SEND US THIS COMPLETED FORM.  IT IS FOR PLANNING PURPOSES ONLY AND YOU MUST SUBMIT YOUR APPLICATION VIA OUR ONLINE PORTAL BY THE PUBLISHED DEADLINE.**

**WE WILL NOT ASSESS ANY APPLICATIONS SENT TO US OUTSIDE OF THE ONLINE PORTAL**

Investment Review Application Preparation Template

# General

|  |  |
| --- | --- |
| Portal Admin Contact |  |
| Primary Contact |  |
| Secondary Contact |  |
| Other Contact |  |
| Organisation |  |
| Organisation Chair |  |
| Contact language |  |
| ACW Affiliations |  |
| ACW Affiliations Detail |  |

# Basic Information

|  |  |
| --- | --- |
| Amount Applied For 2024/25 |  |
| Amount Applied For 2025/26 |  |
| Amount Applied For 2026/27 |  |

# Vision, Mission, Aims

We’ll start of by asking you about your vision, mission and aims as an organisation. We want to understand the longer-term change you want to make. It will help us understand why you want to do the things you want to do in the next three years and what they are working towards.

Word limit: 500 but you might just want to clearly reference the relevant section of your business plan.

|  |
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# The Six Principles Questions

The main part of the application is a set of questions around the [six principles.](#_The_six_principles) Your answers to these should be linked to your longer-term mission, vision and aims.

We want to understand how your plans for the next three years relate to and support our six principles. Therefore, for each principle, we will ask you to complete two questions.

When answering, you can refer to your business plan, budgets and supporting weblinks for more detail or context.

You’ll need to clearly reference when you do this (e.g. p13, Section 12.3, para 4). Without a clear and specific reference, officers at Arts Council of Wales will not be able to consider it as supporting material. The business plan or supporting material weblinks are not being assessed or scored separately as part of this process.

1. Creativity:

Tell us how:

* Your strong artistic vision is created in collaboration with your audiences and communities and can be communicated clearly with the public.
* Yourprogramme of work is ambitious, exciting and inclusive. You can measure success from the response of the communities and audiences you serve, and you are open to new ways of delivering and presenting.
* You actively support artists and freelancers, respecting the contributions they make to your work. You will offer everyone fairness and parity in work and pay terms.
* You’re committed tocollaborating, learning, sharing best practice and engaging with colleagues across the sector. You have the connections with other organisations and networks – be those locally, nationally or internationally, or inside and outside the arts - to excel in the delivery, growth and evolution of your vision.
* You understand your audience and communities and this is reflected in the demand for your work.You are continually examining and evolving your plans to strengthen existing relationships with those groups, whilst striving to reach and engage with even more people.
* In your work, you consider the Seven Goals of the Well-being of Future Generations Act and the Cultural Contract. You also take into account the opportunity for responding to demands for arts in other settings, such as arts & health (including social prescribing) arts for older people, for younger people (including the new curriculum in Wales) and international opportunities.
* You successfully communicatewith people inside and outside your organisation, to ensure they understand you and your work. Your interaction with others should also inspire them to participate and provide avenues and information to help them get involved.

1 a) Your potential

What do you aim to achieve (outcome) and what activity will you be doing in each year to make this happen (outputs)?

Word limit: 500 per outcome

Outcome 1 (and annual outputs)

|  |
| --- |
|  |

Outcome 2 (and annual outputs)

|  |
| --- |
|  |

Outcome 3 (and annual outputs)

|  |
| --- |
|  |

1 b) Your evidence

What have you been doing in this area recently to evidence that you are committed to this work and have the potential to deliver your outputs and outcome?

Word limit: 500

|  |
| --- |
|  |

2. Widening Engagement

Tell us how:

* You support people from underrepresented groups and communities to actively and creatively engage in deciding what counts as culture, where culture happens, who makes and experiences it and how.
* You are deeply rooted in the communities that you serve with your work, particularly those that are currently underrepresented and those that continue to face barriers to engaging with the arts.
* You are committed to anti-racist and anti-ableist actions and recognise the multiple barriers that come with socio-economic deprivation, and how you consider these when planning your work. What actions are you taking to address any institutional barriers within your organisation.
* You consider the needs and experiences of users, audiences and visitors that are deaf, disabled or neurodiverse. What actions are you taking to be more inclusive in this area?
* You consider the needs of different generations. Tell us how you are involving and reflecting young people, families and the growing, aging population.
* Your organisation ensures that different perspectives and diverse voices are involved in your decision making and work, by incorporating views and perspectives from your staff and board, the artists and communities you work with.

2 a) Your potential

What do you aim to achieve (outcome) and what activity will you be doing in each year to make this happen (outputs)?

Word limit: 500 per outcome

Outcome 1 (and annual outputs)

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| --- |
|  |

Outcome 2 (and annual outputs)

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| --- |
|  |

Outcome 3 (and annual outputs)

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|  |

2 b) Your evidence

What evidence do you have that supports your answer to the above question? Your proposals should be achievable within the budget that supports your application. You can draw on past examples but should focus on your future vision and potential to deliver.

Word limit: 500

|  |
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3. Welsh Language

Tell us how:

* Your organisation is proactive and ambitious in their Welsh language plans and policies across all aspects of the organisation and monitors them regularly.

* You are committed to increasing the number of Welsh speakers in the organisation at all levels
* Your programme of work maximises opportunities to connect with, learn and use the language for all, developing creative strategies to positively promote Welsh as a minority language in a global context.
* You ensure creative ways to share and celebrate the story of Wales and the Welsh language, raising awareness of its evolution within the context of contemporary culture.
* You implement all requirements expected under the Welsh language measure and gain a Cynnig Cymraeg quality mark to improve, expand and evolve your Welsh language services.
* You work collaboratively with other organisations and individuals, ensuring a creative shared ownership which draws on others experience and knowledge to develop the Welsh language within your organisation and communities.

* You ensure a commitment to developing and maintaining Welsh language career paths and Welsh speaking skillsets that facilitate, promote and enhance the foundations of the Welsh language arts sector.
* You are willing to explore opportunities to link the Welsh language to other languages, intersectional practice, and initiatives, e.g. United Nations Decade of Indigenous Languages

3 a) Your potential

What do you aim to achieve (outcome) and what activity will you be doing in each year to make this happen (outputs)?

Word limit: 500 per outcome

Outcome 1 (and annual outputs)

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|  |

Outcome 2 (and annual outputs)

|  |
| --- |
|  |

Outcome 3 (and annual outputs)

|  |
| --- |
|  |

3 b) Your evidence

What have you been doing in this area recently to evidence that you are committed to this work and have the potential to deliver your outputs and outcome?

Word limit: 500

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4. Climate Justice

 Tell us how:

* You will be engaging with the climate and nature emergenciesand understand the importance of a just and fair approach to tackling these emergencies. This could include joining relevant networks to learn how you can progress in this area.
* You will be committed to developing an environmental policy and/or action plan. This will include monitoring and understanding your current carbon consumption and how it might be reduced to reach Carbon Net Zero, or an ambition to do so.
* You will play an active role in managing your resources responsibly. You reuse and recycle materials and avoid harmful and unsustainable materials. You undertake ethical procurement.
* Your plans will evidence a commitment to considering the impact of your choices on our populations and our planet, and to making ethical choices in all your decisions, from operational to creative.
* Where relevant, your artistic programmesupports work and artists, or opportunities to create work, that brings an ambition to improve our behaviours related to the climate and environment.
* There is responsibility at both staff and board level for these actions and your environmental impact of your work is discussed at Board level.
* Where you engage in international working, you are committed to embedding an ethical and values-led approach

4 a) Your potential

What do you aim to achieve (outcome) and what activity will you be doing in each year to make this happen (outputs)?

Word limit: 500 per outcome

Outcome 1 (and annual outputs)

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|  |

Outcome 2 (and annual outputs)

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|  |

Outcome 3 (and annual outputs)

|  |
| --- |
|  |

4 b) Your evidence

What have you been doing in this area recently to evidence that you are committed to this work and have the potential to deliver your outputs and outcome?

Word limit: 500

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5. Nurturing Talent

Tell us how:

* You invest in the development of people in your organisation - board, staff and freelance artists. You have a proactive approach to succession planning andinclusive recruitment.
* You are a learning organisation, committed to reflection and evaluation. You build in time and resources to do this.
* You are committed to development of new and existing talent pathways for your artform(s)or creative area(s). In line with the five ways of working of the Well-being of Future Generations Act, you take the long view on your own responsibility for this. From nurturing young people as future leaders, through to later years with life-long learning and development opportunities.
* You operate within an inclusive and welcoming ethos when working with artists and creative practitioners, regardless of age, background, language, place of birth, career stage or status. You actively encourage a diverse and Welsh speaking team.
* You actively consult and network within your sector and across the arts to understand current and future needs, as well as understanding and addressing potential and real barriers to access to creative and professional development.
* You are committed to fair work and the fair pay and well-being of the people who you work with. This includes paying for time spent learning, as well as the people you consult with

5 a) Your potential

What do you aim to achieve (outcome) and what activity will you be doing in each year to make this happen (outputs)?

Word limit: 500 per outcome

Outcome 1 (and annual outputs)

|  |
| --- |
|  |

Outcome 2 (and annual outputs)

|  |
| --- |
|  |

Outcome 3 (and annual outputs)

|  |
| --- |
|  |

5 b) Your evidence

What have you been doing in this area recently to evidence that you are committed to this work and have the potential to deliver your outputs and outcome?

Word limit: 500

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6. Transformation

Tell us how:

* You have good governance. An active and engaged board (or equivalent) of appropriate size and skills, recruited in alignment with organisation needs. Good leadership is diverse leadershipand should reflect the communities you want to connect with your work.
* You are committed to a healthy way of working and a positive culture which considers the well-being of your people.
* Your approach is relevant and responsive, clearly demonstrating and open and inclusive approach to your decision making, what voices are heard and the power they have at the table.
* In your role as sector leaders, you act as collaborators and connectors, supporting and partnering with individual artists, freelancers, and other organisation, in the arts and beyond, across your communities, locally and where relevant, nationally and internationally
* You are committed to the highest level of accountability with robust and resilient governance and organisational structures to deliver on their plans, take and manage risks and to identify areas that require assistance and support.
* You are open about your plans and your progress against them, you take and manage informed risks appropriately and responsibly, and you identify and communicate areas that require assistance and support as they arise
* You will embrace innovation, this doesn’t necessarily mean growth or new for new’s sake, but open to exploring different ways of working to be better.
* You are looking to maximise the value gained from public funding through opportunities to earn income and diversifying and growing income from a range of sources to support your future sustainability.

6 a) Your potential

What do you aim to achieve (outcome) and what activity will you be doing in each year to make this happen (outputs)?

Word limit: 500 per outcome

Outcome 1 (and annual outputs)

|  |
| --- |
|  |

Outcome 2 (and annual outputs)

|  |
| --- |
|  |

Outcome 3 (and annual outputs)

|  |
| --- |
|  |

6 b) Your evidence

What have you been doing in this area recently to evidence that you are committed to this work and have the potential to deliver your outputs and outcome?

Word limit: 500

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# Art Forms

We collect and monitor information about funding that has been awarded to each art form. This helps us report in detail on the money that has been spent and also helps us target funding where it is needed most.

In the table below, please use a percentage to indicate the proportion of your intended activity that relates to each art form. For example, if your activity is purely related to dance, put 100 next to dance in the table.

If your activity involves more than one art form, please estimate the percentages of the art forms included, for example: dance 20, drama 50, music 30.  
  
These must add up to 100. Percentages may be amended on completion of your project.

To help you select the appropriate art form headings for your activity, please click on the following link to see the full list of examples found in the [Art Form Definition Guide](https://arts.wales/resources/art-form-definitions).

|  |  |  |  |
| --- | --- | --- | --- |
| Carnivals | Craft | Dance | Digital Arts |
| Drama | Film | Literature | Music |
| Opera | Theatre | Visual Arts |  |

# Activity Types

We collect and monitor information about funding that has been awarded to each activity type. This helps us report in detail on the money that has been spent.

In the table below, please use a percentage to indicate the intended proportion of your activity that relates to each activity type.

For example, if your activity is purely related to Research and Development, put 100 next to it in the table. If your project activity involves more than one activity type, please estimate the percentages of the activity types included. These must add up to 100.

|  |  |  |  |
| --- | --- | --- | --- |
| Business Development | Exhibition/Presentation | Performance/Presentation | Residencies |
| Career Development | Festival/Presentation | Production/Presentation | Touring |
| Commissions | Marketing | Research & Development | Training |
| Workshops | Networking Meetings |  |  |

# Language

What language/s you will be using to deliver your activity? For percentage fields please enter a whole number - do not use decimal points. For example, for 6.7% round up to 7.

|  |  |
| --- | --- |
| Welsh |  |
| English |  |
| Other including BSL |  |
| What impact do you think this project will have on the Welsh Language? |  |

In no more than 150 words, explain why the project will have the impact on the Welsh Language indicated:

|  |
| --- |
|  |

# Project Locations

**In this section, we're asking you to tell us where your project activity will take place.**

Postcodes

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

Local Authorities

Please use a percentage to indicate the proportion of your activity that takes place in each Local Authority. For example, if your project is taking place in one location, put 100% next to the relevant area. If your project activity involves more than one area, you’ll need to estimate how much of the project takes place in each. This should add up to 100.

|  |  |  |  |
| --- | --- | --- | --- |
| Postcode |  | Local Authority |  |
| Postcode 1 | Postcode 11 | Conwy | Cardiff |
| Postcode 2 | Postcode 12 | Denbighshire | Gwynedd |
| Postcode 3 | Postcode 13 | Carmarthenshire | Neath and Port Talbot |
| Postcode 4 | Postcode 14 | Pembrokeshire | Newport |
| Postcode 5 | Postcode 15 | Ceredigion | Monmouthshire |
| Postcode 6 | Postcode 16 | Powys | Vale of Glamorgan |
| Postcode 7 | Postcode 17 | Swansea | Blaenau Gwent |
| Postcode 8 | Postcode 18 | Flintshire | Caerphilly |
| Postcode 9 | Postcode 19 | Wrexham | Rhondda Cynon Taff |
| Postcode 10 | Postcode 20 | Anglesey | Torfaen |
|  |  | Bridgend | Merthyr Tydfil |
|  |  | Outside Wales | Outside UK |

# Equalities

As a public body we're fully committed to increasing access to the arts and broadening arts audiences. We want the widest possible cross-section of people to enjoy and take part in the arts.  
  
We are required to collect and monitor information about who our funding is benefitting. This helps us report on our progress in addressing inequalities in the arts and helps us target funding where it is needed most.

[The Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents) talks about people with protected characteristics and we are collecting information about arts projects that are being funded to deliver activities specifically for these groups of people.  
  
We are looking for information about particular groups of people you are targeting your activities for.

At the current time we are gathering information about groups using the list included in [The Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). We are therefore asking you to tell us if your activities are for people from a particular age group, disabled people, people of a specific race, religion or belief, whether the activity is for men only, women only or has a focus on sexual orientation, pregnancy and maternity or gender reassignment.  
  
Roughly, what percentage of your activity has a specific focus on engaging the following groups?  
  
For any zero values in this page, please leave blank.

# Culturally and Ethnically Diverse People

|  |  |  |  |
| --- | --- | --- | --- |
| White Welsh | Black Welsh | Bangladeshi | Middle Eastern Arab |
| White British | Black British | Chinese | Arab Other |
| White Scottish | Black African | Indian | White and Black Caribbean |
| White Irish | Black Caribbean | Pakistani | White and Black African |
| White Cornish | Black Other | Asian Other | White and Asian |
| White Other | Asian Welsh | Arab Welsh | White and Arab |
| Gypsy or Irish Traveller | Asian British | Arab British | Mixed Other |
|  |  | North African Arab | Other ethnic group |

# Age groups

|  |  |  |
| --- | --- | --- |
| People aged 0-11 | People aged 17-25 | People aged 50-59 |
| People aged 12-16 | People aged 26-49 | People aged 60+ |

# Disabled People

|  |  |
| --- | --- |
| Cognitive impairments | Mental ill health |
| Learning impairments | Sensory impairments |
| Mobility impairments  tri\_mobilityimpairments | Long-term health conditions |
|  | Disabled (other) |

# Other Protected Characteristics

|  |  |
| --- | --- |
| People who are pregnant, or have given birth within the past 12 months |  |
| People who have undergone or are undergoing gender reassignment |  |

# Religious Beliefs

|  |  |
| --- | --- |
| Atheist | Buddhist |
| Christian | Hindu |
| Jewish | Muslim |
| Sikh | No religion |
| Other Religion |  |

# Sexuality

|  |  |
| --- | --- |
| Lesbian, Gay, Bisexual people or people with other sexualities |  |

# Other Groups

|  |  |
| --- | --- |
| Carers | Arts & Health |
| Homelessness | Low-income families |
| Refugees and/or asylum seekers | Young People not in Education, Employment or Training |

# Supporting material weblinks

These could be links to examples of your work, or reviews of your work. These will not be scored or assessed and should only be used as references to enhance and support your application answers. As with the business plan, it’s your responsibility to include a clear and specific reference to a webpage or a section of a webpage. Be as exact as possible in your referencing.

Web link 1:

Web link 2:

Web link 3:

# 

# Please upload your application supporting documentation

# You should upload:

# Your business plan: As a minimum, your business plan should cover the tax years 2024/25, 2025/26, and 2026/27.

# Your budget: There is a template you must use, [which you can download here](https://arts.wales/sites/default/files/2022-12/Templed%20Cyllideb%20-%20Budget%20Template.xlsx).

# We are unable to accept any documentation submissions outside of this system. These will not be considered as part of your application.