

# Funding for Organisations to Support Jobs Protection and Resilience

## Guidelines





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## Accessibility

Arts Council of Wales makes information available in large print, braille, audio, Easy Read and British Sign Language. We'll also try to provide information in languages other than Welsh or English on request. Arts Council of Wales operates an equal opportunities policy.



## What is this funding?

Following a period of discussions with Welsh Government on the difficult financial position of the arts sector in Wales, we have been awarded funding to assist in protecting jobs and strengthening resilience in the arts sector.

We recognise that this need is urgent and it is therefore important that we can get funding to where it is needed most as quickly as possible.

Early indications from our requests for information on what might be required suggest that demand is likely to exceed the funding available by several times and therefore we have developed an application process that will focus on those most in need.

It is important that you read the eligibility criteria and that you answer all the assessment questions (in the [‘What Questions Do I Need to Answer?’](#) section) clearly and in full if we are to be able to consider your application fully. We won't be in a position to request further information after you have submitted your application and incomplete applications risk being rejected for funding.

## What is the funding for?

The funding is available to assist organisations only that are most in need at the present time, and where you can evidence that support will put you in a stronger, more sustainable position in the coming months and years.

We won't be able to fund organisations that cannot demonstrate a sustainable future financial plan with this funding. This funding is not open to individuals.

## Who can apply?

In order to apply you must meet the following eligibility criteria:

- You should be a legally constituted organisation that is not limited by shares and operates on a 'not-for-profit' basis. Examples include:
  - Company Limited by Guarantee
  - Registered charity (including charitable trusts)
  - Charitable Incorporated Organisation (CIO)
  - Community Interest Company (CIC)
  - Unincorporated Association
  - Local Authority, University, Health Board or other Public Body.

If your organisation type is not on this list please contact us at [businesssupport@arts.wales](mailto:businesssupport@arts.wales) before applying.

Organisations that cannot apply include (but are not limited to):

- Schools
- Government departments
- Organisations based outside of the UK
- Organisations that are not up to date with reporting requirements on other Arts Council of Wales grants.

We will not be able to fund organisations limited by shares or where any profits can be distributed to members/shareholders.

- You should work in the not for profits arts sector.
- You should have at least two directors/trustees (or equivalent) that are not related/connected and that do not live at the same address (if directors are 'registered' at the same address but do not live there, please tell us the situation, otherwise we will not be able to assess your application).
- Your organisation should be based in Wales (if your registered office is not in Wales you should tell us about your fixed base in Wales or we will not be able to consider your application).
- You should be an established organisation and be more than 3 years old as at 31 October 2024, have filed at least one set of accounts (where relevant) and be up to date with legal reporting requirements.
- If, during our initial checks you are not considered eligible then we will not assess your application further and will withdraw your application and let you know why.

## What are the higher priorities for funding?

- Organisations that can evidence particular acute financial risk to their future operations. The level of funding available to distribute means that we are unlikely to be able to support stable organisations to expand for example.
- Organisations that can evidence how financial support now will ensure future sustainability.

## What are the lower priorities for funding?

- Organisations that don't evidence how financial support will improve longer term sustainability.
- Paying for fundraisers where there is not a clear fundraising plan or strategy (a fundraiser should not be the only element of your plan).

## What types of things won't we fund with this money?

- Gaps in budget where there is no evidence of a realistic turnaround plan.
- Capital items (including equipment or larger pieces of building work). There may be small elements of funding available from our capital fund, particularly to support access, environmental sustainability or digital upgrading. See our funding pages which will be updated when funds are available.
- We won't fund any gap between what an organisation requested as part of its Investment Review application and what it eventually received as part of its multiyear funding offer. Funding Agreements have been drawn up based on the offers made and therefore outcomes agreed on this basis.
- With the anticipated high level of demand we are unlikely to be able to fund new posts unless you are able to evidence how these will contribute to the financial resilience of your organisation in the longer term.

Due to the immediate need that several organisations have expressed, the anticipated high demand and the need to support those most urgently in need, we will prioritise funding that will be claimed before 31 March 2025 and those applications where the majority of the spend has taken place by this date.

## What questions do I need to answer?

In order to make the process of application and assessment as quick as possible we are using our basic strategic application form, and therefore the majority of the information you need to provide in order for us to assess your application will need to be included in a separate word attachment (the template on our website must be used for this).

We will ask you standard questions around how much funding you are asking for and basic organisational information. The main part of our assessment however will be based on you answers on the separate Word document. It is therefore extremely important that you read the numbered questions below and ensure you clearly and accurately answer each one in turn in this document. If you don't answer any part then we won't be able to assess you on that element and it is unlikely that your application will be successful.

Within the Word document should clearly answer the following questions (numbered here):

1. Can you confirm that your organisation is facing significant financial risk at present that risks its future operation?
2. What are the issues your organisation is facing at present and how will this funding help you?
3. Is it anticipated that this funding will ensure your organisation's resilience and avoid the need to ask for similar funding in future. You should provide evidence of how your longer-term financial position will improve (you can provide budgets/cashflows in your own format to support this. If you don't provide clear financial information to support your application then it might be more difficult to assess and could increase the possibility of your application being unsuccessful).
4. If this funding is being requested in order to protect jobs, please tell us how many jobs will be protected (full time equivalent and number of individuals' jobs). You should also tell us how long this funding will protect the jobs for. We won't assess this question directly as not all applications will be related to protecting jobs but it will help us report on this important area so you should complete it if it is relevant.

## What documents and information do I need to provide?

### 1. A completed application form

You will need to complete our application form. You will need to request a copy of this from [businesssupport@arts.wales](mailto:businesssupport@arts.wales). You should ensure that all questions are clearly answered and that you upload the separate Word document with your application.

The Word attachment replaces the question that asks you to provide more information about your project. You should just write 'see Word attachment' in this box in order to submit your application.

The short turnaround of applications means that we won't be able to come back to you with any queries. Therefore if you are unsure about anything then please allow time to ask these before the deadline. We won't be able to guarantee answering any questions after 23 October. In some instances we may publish questions and answers that might also assist other applicants.

### 2. The separate Word document

This is available on our website and must be used. You should answer all the questions and upload it with your application form. If you don't include this with your final application then we will not be able to assess your application.

### 3. Financial information (in an excel format)

You should provide a budget (in your own format, depending on your request) that outlines what you are requesting and details, where appropriate, how this will impact your future resilience and financial sustainability. You should ensure that this clearly outlines what your current and future situation look like (assuming you are successful in your application).

## What will we use to assess your application?

The key documents that we will use will be your application form, the Word attachment and any financial information you supply. You should read the assessment questions carefully and answer ALL questions accurately as we will be assessing against each element (apart from the number of jobs protected). If we cannot assess a particular element, then it is unlikely that we will be able to fund your application.

We reserve the right to use information on grants that you have been awarded since 1 April 2021 including application forms, completion reports and, for multiyear funded organisations, your funding agreement information, in order to assist us in our decision making.

Alongside this, the main element of the assessment will be on your answers to each of the questions numbered 1-3 above against the priorities outlined within these guidelines, together with any other financial information you have provided. Looking at these assessments together with the amount of funding available we will make our decisions on funding.

In some circumstances we might not award the full amount requested. If we don't award the full amount requested then we will explain our reasoning in our offer.

If we decide that we are unable to award funding then we will let you know our reason for this.

## Timetable

- Applications open for funding 16 October 2024.
- **Deadline for receipt of applications – midday on 28 October.**
- Depending on the volume of applications we anticipate to communicate our decisions with organisations by mid December at the latest.



## Need to get in touch?

Should you have any technical issues with the application form, please contact us: [businesssupport@arts.wales](mailto:businesssupport@arts.wales)

You can contact us in a number of ways:



Email: [businesssupport@arts.wales](mailto:businesssupport@arts.wales)



Telephone: 03301 242733 (all calls charged at local rates) 9am-5pm  
Monday to Thursday, 9am-4.30pm Friday



Website: [arts.wales](http://arts.wales)



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

You can find [further information on how to contact us](#) here.

## Accessibility

If you have any access needs and are thinking about making an application, we can help to make sure that you're supported during the application process. Please contact us at [businesssupport@arts.wales](mailto:businesssupport@arts.wales) to discuss how we can help with specific access needs.