

# Arts, Health and Wellbeing

## Example Online Application Form

This document contains all the information in the online application form for the Arts, Health and Wellbeing fund. Its purpose is to help you plan your application

We expect all applications to be submitted on our [online form, which you can access on our Portal](#).

Before you get started, here are few things you need to know:

- After 60 minutes of inactivity the system will timeout and you will lose any unsaved progress to date.
- You'll need to fill in each section in order before moving on to the next one. You'll be able to edit and review your application before submitting it.
- Please ensure you click 'Save' to save each section. The system will not automatically save your work.
- You can save your application as many times as you want and come back to it later.
- There are word count limits for some responses. You don't have to reach that amount; these are maximum limits; we encourage you to be clear and concise.
- Please ensure you review your application and include the relevant attachments before submitting. [You can read more about supporting information here](#).
- You will need to submit your project income and expenditure figures on our project budget template. [You can download the template here](#).
- For currency fields please enter a number – do not enter any symbols, such as £, commas, or words, such as pounds. For example, for £2,500 enter 2500.

## 1. Pre Application Checks

### Governing Documents

I confirm the latest version of our Governing Documents meet the requirements detailed here have been uploaded to the portal at Admin – Governing Document

- I confirm I have met the requirements

### Equalities

I confirm that the equalities monitoring record at Admin – Equalities reflects the current organisation. If it needs updating, please do so before proceeding.

- I confirm I have reviewed and updated the equalities monitoring information

### Bank Evidence

I confirm that the organisation has a bank account that meets the requirements as outlined here. If successful you will need to create a bank record at Admin – Bank Information before you can accept any offer.

Note: if awarded we will not be able to release any funds until we have successfully reviewed your bank evidence. Failure to provide sufficient evidence may result in the offer being withdrawn.

- I confirm I have met the requirements

## 2. Contacting You

Organisation	
Organisation Chair	
Portal Admin Contact	
Application Primary Contact	
Secondary Contact	
Other Contact	
ACW Affiliations	
ACW Affiliations Detail	
Contact Language	

### 3. About your project

Project Title	
Project Start Date	
Project End Date	
Total Cost of Project	£
Grant Amount	£
Access Support Costs	£

### 4. Project Proposal

**In this section tell us in detail about your activity.**

Which of the following Arts & Health priorities does your project aim to address?

- Mental Health & Wellbeing
- Physical Health & Wellbeing
- Health Inequalities
- Staff Wellbeing (within the NHS/ Social Care/ Arts Sectors)

Which of the following best describes the development stage of your project?

- Groundwork and Test (We want to build partnerships and test ideas)
- Invest (We have tested this idea and now want to develop it further)
- Scale (We want to bring our new idea to new partners, people and places)

Please give us a short summary of your project. We may use this information in any publicity we produce about your project. Please enter no more than 150 words.

## 5a. Your Partnership

Who are your Partners for this Arts & Health project? You may add up to 5 Health/Social care partners or other partners (e.g. Third Sector, Housing Association, Evaluation partners etc.)

PLEASE NOTE There must be at least one arts partner and one health or social care partner for your project to be eligible for this fund.

Main Arts Partner 1 – Name	Main H&S Care Partner 1 – Name	Other Partner 1 – Name
Main Arts Partner 1 – Role	Main H&S Care Partner 1 – Role	Other Partner 1 – Role

Arts Partner 2 – Name	H&S Care Partner 2 – Name	Other Partner 2 – Name
Arts Partner 2 – Role	H&S Care Partner 2 – Role	Other Partner 2 – Role

Arts Partner 3 – Name	H&S Care Partner 3 – Name	Other Partner 3 – Name
Arts Partner 3 – Role	H&S Care Partner 3 – Role	Other Partner 3 – Role

Arts Partner 4 – Name	H&S Care Partner 4 – Name	Other Partner 4 – Name
Arts Partner 4 – Role	H&S Care Partner 4 – Role	Other Partner 4 – Role

Arts Partner 5 – Name	H&S Care Partner 5 – Name	Other Partner 5 – Name
Arts Partner 5 – Role	H&S Care Partner 5 – Role	Other Partner 5 – Role

## 5a. Your Partnership

**We want to support strong and equal partnerships between health and arts organisations.**

Please tell us more about the partnership between the arts and health partners working on your project – when the partnership was established; what brought you together; the working relationship.

Please upload a short partnership statement with your application. This should be written and signed by your main partner on headed paper and should explain why they are committed to the project; how the project aims align with their strategic priorities and what the nature of their involvement will be. This doesn't need to be long (no more than one side of A4) but should demonstrate and confirm their commitment as equal partners. You can upload your partnership statement on the uploads page of the application. Please enter no more than 100 words.

## 6. Health Challenge

Which health challenge are you wanting to explore through this project? What different perspectives and experience do your partners bring to the project?

Please enter no more than 150 words.

## 7. Your Project

What do you want to do? (Be as clear as you can about the creative activity that will take place). Why do you want to do it? Which artists will be involved? Where will the activity take place? Who will benefit? How will participants be recruited/referred to your project?

Please enter no more than 500 words.

## 8. Equalities, Diversity, Inclusion

We want to support projects that seek to address the longstanding health inequalities that exist across Wales and **we're particularly keen to support projects that are designed to bring health and wellbeing benefits to more diverse groups of people through the arts.**

**This includes D/deaf, Disabled and Neurodivergent people, Black, Asian and Ethnically diverse people, as well as people and communities whose health and wellbeing has been adversely affected through poverty.**

How will you make sure your project includes under-represented communities and benefits people who may not usually engage with the arts? How will you monitor diversity and inclusion within your project?

Please enter no more than 500 words.

## 9. Your Impact

What's the improvement / change you want to bring about through your project? Please fill in the fields below to indicate your target outcomes for each of your participant groups. You can add up to 5 Participant groups

Under Participant Group please provide a broad, general description (NHS workforce; rurally isolated older adults; marginalised groups; children experiencing poor mental health etc)

In the Group Profile section please provide more detail and expand (eg nursing staff in ICU; older adults living alone in RCT; disabled young adults in Swansea; Welsh speakers living with dementia; teenagers dealing with bereavement; residents in social housing in Denbighshire; etc)

<b>Participant Group 1</b>
Group 1 Profile
What health improvement are you looking to achieve for this group?
Please provide the approximate scale/ numbers engaged

<b>Participant Group 2</b>
Group 2 Profile
What health improvement are you looking to achieve for this group?
Please provide the approximate scale/ numbers engaged

<b>Participant Group 3</b>
Group 3 Profile
What health improvement are you looking to achieve for this group?
Please provide the approximate scale/ numbers engaged

<b>Participant Group 4</b>
Group 4 Profile
What health improvement are you looking to achieve for this group?
Please provide the approximate scale/ numbers engaged

<b>Participant Group 5</b>
Group 5 Profile
What health improvement are you looking to achieve for this group?
Please provide the approximate scale/ numbers engaged

## 10. Learning & Evaluation

In a sector that is evidence-driven, evaluation is critical, and we want to support projects that build learning in from the start. **In this section, tell us how you plan to evaluate your project.** Please use bullet points if you find this helps.

Your answer should respond to all the following questions:

- Who will lead on your project evaluation?
- What is the existing evidence base around the work you are undertaking?
- What do you want to find out through this project? (What are the questions you and your partners hope to answer)?
- How will you monitor and measure impact?
- How might your work contribute to wider learning within the Arts & Health sector?

Please enter no more than 500 words.

## 11. What are your hopes for this project beyond the grant funded period?

Tell us how you see the project being further developed and/or sustained. Please enter no more than 100 words.

## 12. Art Form

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 activity that relates to each art form. For example, if your project is purely related to dance, put 100 next to dance in the table.**

If your project 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](#).

Carnivals, festivals and circus	Craft	Dance	Digital Arts
Drama	Film	Literature	Music
Opera	Theatre	Visual Arts	

### 13. 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 proportion of your project that relates to each activity type.

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

These must add up to 100. These percentages may be amended on completion of your project.

Business Development	Exhibition (Presentation)	Performance (Presentation)	Residencies	Career Development
Festival (Presentation)	Production (Presentation)	Touring	Commissions	Marketing
Research & Development	Training	Workshops		

### 14. Targets

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.

Please note the number of exhibitions, performances, workshops, or events in your project, and the total number of attendances you expect.

You can add any other activity in the 'Other Beneficiaries' category. This field accepts text.

Please make sure that all of the activity you propose to be carried out is included.

**Field guidance:** 'Proposed number of workshop sessions' and 'Proposed number of training sessions' – 1 session equals ½ a day or less.

Proposed number of activities or events	
Proposed number of performances	
Proposed Total attendance at performances	
Proposed number of exhibitions	
Proposed total attendance at exhibitions	
Proposed number of exhibition days	
Proposed Number of workshop sessions	
Proposed total participants at workshops	
Proposed number of training sessions	
Proposed Attendances to Training	



## 15. Language

What language/s you will be using to deliver your project? 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?

Positive / Negative / Neutral

Please explain why the project will have the impact on the Welsh Language indicated. Please enter no more than 150 words.

## 16. Project Location

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

### Postcodes

Please enter the postcode where 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 takes place in 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	
Postcode 1	Postcode 2
Postcode 3	Postcode 4
Postcode 5	Postcode 6
Postcode 7	Postcode 8
Postcode 9	Postcode 10
Postcode 11	Postcode 12
Postcode 13	Postcode 14
Postcode 15	Postcode 16
Postcode 17	Postcode 18
Postcode 19	Postcode 20

Local Authority	
Conwy	Cardiff
Denbighshire	Gwynedd
Carmarthenshire	Neath and Port Talbot
Pembrokeshire	Newport
Ceredigion	Monmouthshire
Powys	Vale of Glamorgan
Swansea	Blaenau Gwent
Flintshire	Caerphilly
Wrexham	Rhondda Cynon Taf
Anglesey	Torfaen
Bridgend	Merthyr Tudfil
Outside Wales	Outside UK

## 17. Equalities – Culturally and Diverse People

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](#) 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](#). 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.

### Ethnicity

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

<b>Age groups</b>	People aged 0-11	People aged 26-49
	People aged 12-16	People aged 50-59
	People aged 17-25	People aged 60+
<b>Disabled people</b>	Cognitive Impairments	Mobility impairments
	Mental ill health	Long-term health conditions
	Learning impairments	Disabled Other
	Sensory impairments	
<b>Protected Characteristics: Other</b>	People who are pregnant, or have given birth within the past 12 months	
	People who have undergone or are undergoing gender reassignment	
<b>Religious Beliefs</b>	Atheist	Muslim
	Buddhist	Sikh
	Christian	No religion
	Hindu	Other Religion
	Jewish	
<b>Sexuality</b>	Lesbian, Gay, Bisexual people or people with other sexualities	
<b>Other groups</b>	Carers	Refugees and/or asylum seekers
	Arts & Health	Young People not in Education, employment or training
	Homelessness	
	Low-income Families	

## 18. Review

## 19. Pre-submission Check

Almost finished! Please review the summary information on this page to ensure that it's correct and is in line with your project budget and any other supporting information. [You can download a project budget template here.](#)

To make any changes to your answers, click the 'previous' button at the bottom of the page to return to the review tab.

You may also navigate back through the form using the 'previous' button if you wish to see the additional information provided at each section and update your answers.

**In the next two sections you will be able to upload supporting information, read the declaration and submit your application.**

## 20. Upload

**Please upload your application supporting documentation.**

For this application you **must** upload the following

- [Project budget](#)
- A short **partnership statement**. This should be written and signed by your main partner on headed paper and should explain why they are committed to the project; how the project aims align with their strategic priorities and what the nature of their involvement will be. This doesn't need to be long (no more than one side of A4) but should demonstrate and confirm their commitment as equal partners.

For applications over £10,000 you may also submit one supporting document that is no longer than five A4 pages long written in a font that is 12 points or larger.

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

All answers need to be submitted on to the online application form and cannot be accepted as an attached document.

We expect all applications to be submitted on our [online form, which you can access on our Portal.](#)