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| This document contains all the information in the online application form for the Edinburgh Bursary 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: <https://portal.arts.wales/> |

# Edinburgh Bursary: Example Online Application form

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

Some questions have word limits – these are noted where they apply.

If you have any difficulties with the application, please contact us at grants@arts.wales

## For this fund

For Edinburgh Festival Fringe 2025, Arts Council Wales is focussing on support for sector engagement with the well-established UK and international networks attending the Fringe, with a view to increased connections and exploring future showcasing, collaboration and presentation opportunities.

The aim ofEdinburgh Bursary 2025 is to connect with and explore UK and international networking opportunities at the Edinburgh Festival Fringe. We will be looking to support a combination of emerging and established individuals and organisations.

The Edinburgh Bursary 2025 programme will give you a chance to attend networking and Fringe Connect events, alongside an opportunity to see high quality work

## Pre Application Check

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 and Continue’ 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 and/or character limits for some responses. You don't have to reach that amount; these are maximum character limits, it's fine to be clear and concise
* Please ensure you review your application and include the relevant attachments before submitting.
* 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.

## You will also have to confirm statements regarding your:

## For organisations: governing documents, equality, bank account

## For individuals: bank account and equality

Please note: if you receive a grant, we will not be able to release any funds until we have reviewed your bank evidence and found it satisfactory. Failure to provide sufficient evidence may result in the offer being withdrawn.

## Contacting You

Select your grant contacts

Are you employed by the Arts Council of Wales, or do you have a close family connection ('close' means parents, brothers or sisters, spouse/partner, or children) with an individual currently employed by the Arts Council of Wales?

|  |  |  |
| --- | --- | --- |
| Tick if Yes |  |  |
| If Yes, please give us details. |  |

Contact Language

|  |  |
| --- | --- |
| Please tell us which language you'd like us to use to contact you about this applicationEnglish | Cymraeg  |  |

## Tell us about your project

|  |
| --- |
| Project Title |
| Project Start Date |  |  |  |
| Project End Date |  |  |  |
| Total cost of project |  |  |  |
| Amount applied for: This should exclude any additional access costs |  |  |  |

**If you have any additional access needs we can help to cover access support costs for you, or anyone directly involved in shaping your project creatively, during delivery. We don't include your access costs when we work out the financial limit that you can apply for**

|  |  |  |  |
| --- | --- | --- | --- |
| Please note any access support costs here |  |  |  |

**If you have discussed your project with a Development Officer, please note their name here. Please note this is optional, however this will help us match your application to the relevant officer for continuity.**

## Project Proposal

In this section tell us in detail about your activity.

Please give us a short summary of your project. We may use this information in any publicity we produce about your project.

Word Count 150

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|   |

Please provide more information about your project. Please review any guidance related to the funding scheme for information on what we would like to see here.

Word Count 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 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**  | **Craft**  | **Dance**  | **Digital Arts**  |
| **Drama**  | **Film** | **Literature**  | **Music**  |
| **Opera**  | **Theatre**  | **Visual Arts**  |  |

## Activity Types

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

## 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.

All categories need to be completed, so if any of the boxes aren't applicable, please input '0'

Please add any other activity in the 'Other Beneficiaries' category. This field accepts text. Please state 'None' if not applicable.

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 Session - (1 session equals 1/2 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 |  |

## 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? |  |

Please explain why the project will have the impact on the Welsh Language indicated:

|  |
| --- |
|  |

## Project Location

**Postcodes**

Please enter the postcode your activity will take place. If your activity will take place in multiple locations you can enter up top 20 postcodes. You can click on the following link, enter the postcode and click on 'Search'. Keep the window open so you can search easily for all your postcodes. Postcode Lookup Tool below

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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** | **Glamorgan** |
| **Postcode 7** | **Postcode 17** | **Swansea** | **Blaenau Gwent** |
| **Postcode 8** | **Postcode 18** | **Flintshire** | **Caerphilly** |
| **Postcode 9** | **Postcode 19** | **Wrexham** | **Rhondda Cynon Taf** |
| **Postcode 10** | **Postcode 20** | **Anglesey** | **Torfaen** |
|  |  | **Bridgend** | **Merthyr Tydfil** |
|  |  | **Outside Wales** | **Outside UK** |

## Equalities – Culturally and 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** |

## Equalities - Age groups

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 application/project has a specific focus on engaging the following groups?**

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

## Equalities – Disabled People

|  |  |
| --- | --- |
| **Cognitive Impairments** | **Mental ill health** |
| **Learning impairments** | **Sensory impairments** |
| **Mobility impairments** | **Long-term health conditions** |
|  | **Disabled Other** |

## Protected Characteristics Other

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

## Equalities – Religious Beliefs

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

## Equalities – Sexuality

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

## Equalities – Other Groups

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

# 11. Review

You can review and edit your application in this section. You’ll need to click ‘Save and Continue’ at the bottom of the page for these changes to be saved.

# 12. Pre-submission check

Almost finished! Please review the summary information on this page to ensure that it’s correct.

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.

Once you click the 'next' button at the end of this section, you will not be able to edit any information provided in the previous sections.

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

# 13. Supporting Documents

For this application you must upload the following:

* up-to-date CV
* links to relevant websites or online material
* group bursary document (if relevant)

Supporting information must be complete and submitted with your application. Please note, we are unable to accept any attachments following submission of your application.

|  |
| --- |
| You can upload your Supporting Documents in this section by clicking ‘Add files’. |

# 14. Declaration

IMPORTANT

Applications will be barred from the round if the applicant is found to have lobbied any of our Arts Associates, Committee or Council Members. Award recipients are personally responsible for any tax liability arising from any award and are advised to check in advance of an award being made and to take appropriate professional advice. We may need to request documentation that is over and above that which is being requested at this stage. We reserve the right to request references if required. Please note that any misleading statements, whether deliberate or accidental, given at any stage during the application process will result in the application becoming invalid. You will then be liable to return any money already paid out as an Arts Council of Wales grant.

GENERAL DATA PROTECTION REGULATIONS AND FREEDOM OF INFORMATION

It's important that you're aware of the Arts Council of Wales’ obligations and responsibilities under the General Data Protection Regulations (GDPR) and Freedom of Information Act 2000. The GDPR regulates how we collect, manage, share and store personal data and your rights in relation to our management of your data. Further information may be found in our published Privacy Policy. The Freedom of Information Act regulates how we provide you, on request, access to recorded information that we hold. One of the consequences of these statutory responsibilities is that information we hold about you may be subject to disclosure, in response to a request, unless we decide that one of the statutory exemptions applies. If you send us information that you believe to be commercially sensitive or confidential, this will need to be clearly marked. It would help us if you could explain briefly the reason(s) and appropriate timescales you would consider confidentiality to apply. This will assist us, in the event of a request, to substantiate our reason for applying the necessary exemption should we decide it would be appropriate to do so. However, you can't assume that by marking information as confidential or commercially sensitive that an automatic exemption will apply. Other factors would also need to be considered at the time, such as the nature and scope of information requested and the timing of that request. (Freedom of Information rules assume that confidentiality/commercial sensitivity usually diminishes over time). Sometimes information, data and material of any nature comprises Personal data or Sensitive Personal data, (as terms are defined in the General Data Protection Regulations). If this applies, we'll not disclose any such confidential information to a third party without your consent.

DECLARATION

 By submitting this application form, I confirm to the following statements:

* I confirm that all the information provided in this application, and any material submitted in support of it, is truthful and accurate.
* I confirm that all other applications for funding that relate to this project have been declared and undertake to inform the Arts Council of Wales immediately if any changes in circumstance require the application or the supporting material to be amended. I understand that you share information about grants with other grant awarding bodies and will therefore be in a position to verify my disclosure of these other grants.
* I confirm that I am committed to the principles of equal opportunities and non-discriminatory behaviour.
* I confirm that, if this project involves working with children, young people and/or vulnerable adults, I can provide evidence that appropriate and adequate safeguards have been put in place. This includes having any necessary safeguarding checks carried out by the Disclosure and Barring Service.
* I confirm that this application, if successful, will form part of the agreement with the Arts Council of Wales.

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| By ticking the box you are confirming that you agree with the above statements. |