



Lottery Capital Programme

Help Notes

Public Art: Implementation



The Arts Council of Wales is committed to making information available in large print, Braille, British Sign Language, Easy Read and on audio. We'll endeavour to provide information in languages other than Welsh or English on request.

We implement an [Equal Opportunities Policy](#).

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Help Notes

Public Art: Implementation

Introduction

Welcome to our Help Notes for the Capital Programme: Public Art - Implementation.

You can apply to this strand of the Capital Programme for funding towards the implementation of your public art project. These notes assume that we've reviewed your completed public art strategy or plan and have invited you to apply for funding to implement your proposals. If this is not the case please [contact us](#) to discuss what to do next.

The aim of these notes is to help you complete your application online.

We'll explain how to start using our online system as well as providing a guide to the information you must tell us about your project. We'll also tell you why we're asking you for certain information and how we'll use the information you give us. All the information you provide should be as accurate and up to date as possible.

You'll also need to submit supporting documents with your application. These notes will explain more about the documents we need from you, and how to submit them online.

How to use these Help Notes

These notes can be read as a "stand-alone" document or you can follow the hyperlinks to look at specific sections of the notes as you fill in your form online. They should be read alongside the [General Guide to the Arts Council of Wales' Capital Programme](#), our [Capital Strategy 2012-2017](#) and our [Additional Guidance Notes: Public Art](#)

"Your Project" and "Project Outcomes"

Throughout these notes we talk about "your project". We use this term to describe what you're applying to us for. For example, your project could be the purchase of new sound and lighting equipment for your theatre.

We also talk about "project outcomes". We use this term to describe what will happen if your application is successful and your project goes ahead. For example, the project outcomes of purchasing new sound and lighting equipment could be the ability to stage more productions, which in turn could mean more earned income.

Finally, we use the term “creative professionals”. We use this term to describe any individual working at a professional level in the arts. It includes curators and producers and individuals who define themselves as artists across all artforms.

Attachments

Throughout these notes we'll highlight in boxes the supporting information that you must provide with your application form. It helps use either check your organisation is eligible to apply and / or helps us with our assessment.

Submitting this information is mandatory.

You can read more about how to upload this information using our online system in section six of these notes. We'll also remind you here about the information you need to provide.

Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for a grant to access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or accessing our services and information, please contact us to discuss the types of support we can provide. You can find our contact details [here](#).

Keeping in Touch

From time to time we may need to make changes to our Capital Programme. These will be publicised on our website.

By registering at <http://www.arts.wales/> you'll receive automatic updates about our Lottery funding, as well as news about consultations and other initiatives. Register now for our Newsletter or subscribe to our News feed. Or follow us on Twitter [@Arts_Wales](#).

Applying online

You can access our online application system by visiting our [website](#), and by following the links. Or, you can click [here](#).

Once you've clicked the *Start an application* button you'll need to complete a simple questionnaire that checks if you're eligible to apply. If your organisation is eligible you'll be asked to choose an application form. If you make any misleading or false statements on this questionnaire you must repay any grant we award you. If you're unsure, please contact us.

If this is your first application you'll need to create an account. Click on the *Cyfrif Newydd / New Account* link to register your email address and password. These will be your login details, and you'll need them every time you use our online application system. You should not share these login details with anybody outside of your organisation.

When you are working on your application online, it is useful to remember:

- You can complete your application in one go, or work on it at different times
- You can fill in the sections of the form in whichever order you prefer, but you will only be able to submit your application when all of the sections are complete
- If you have your application form open on your computer, but you do not work on it for two hours, you will automatically be logged out of our online system. Any work that you haven't saved will then be lost

The Capital Programme has no deadlines. As long as we've reviewed your public art strategy or plan and are happy that it meets our requirements, and you've discussed your project with an officer you can submit your application at any time.

Getting Started Checklist

Make sure you've read our [General Guide to the Arts Council of Wales' Capital Programme](#) and our [Additional Guidance Notes: Public Art](#) before you start to fill in your application form.

Have you got everything you need to complete your application form?

- Your organisation's contact details and information (unless you've applied to us before using our online system)
- Your written proposal
- Details about your project, including its start and end dates, its location and equalities information
- Your public art strategy or plan
- Your governing document, such as a constitution, trust deed or articles of association
- Your project budget (this must be on the downloaded template)

- A brief for each commission that makes up your public art project
- A brief for your public art project manager
- A timetable for the implementation of your project
- Maintenance plans for any permanent artworks that will be completed as part of your project
- A site plan / map
- Photographs of the locations identified for commissions
- Proof that your organisation has a bank account that requires at least two people to authorise transactions
- Your Other Supporting Information (which could include information on your wider strategic scheme, evidence of demand and support for your project, testimonials, confirmation of partnership funding, letters confirming any in-kind support, terms of reference for your Arts Steering Group, a fundraising strategy, planning permission documents, permission from landowner for your project to go ahead etc.).

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Section 1: About Your Organisation

In this section we're asking you to provide some basic information about your organisation.

It's important that the information you give us is accurate and consistent with any other information you've given us, or information which is in the public domain, such as:

- Information on your website or social media
- Information we can find by searching the internet, or
- Information held by regulatory bodies such as the Charity Commission and Companies House

Contact Details

We ask for at least three sets of contact details:

- Your organisation's address (this must be your organisation's main administrative office or base. If you're a company or a charity this must be your current registered address)
- The Chair of your governing body
- The person in your organisation authorised to deal with all matters relating to this application (we call this person the Primary Contact)

The Primary Contact is the person we'll get in touch with regarding all aspects of your application, and they must have your organisation's authority to sign and approve documents and answer any queries we may have.

We must always have the contact details for more than one person from an organisation. So, if your Chair and Primary Contact is the same person, please provide details of an alternate contact with appropriate authority from your organisation.

If your application is successful, the offer of a grant will be sent to the Primary Contact. They'll be responsible for sending us the additional information needed to address any specific conditions, as well as the progress reports we request, and a completion report once the project comes to an end.

We'll only ask you to provide these contact details the first time you apply to us online. If you decide to make another application to us in the future, these details will already be filled in on your form for you to review and update if you need to.

Third party involvement

All applications must be the work of your organisation, and not that of a third party. Even if you've received help with developing your application, the contact details you provide must be for individuals from your organisation who have the appropriate authority to make decisions and sign documents such as contracts and funding agreements on behalf of your organisation.

Please remember that we are not able to support any costs you have been charged for advice on and help with completing your application.

As part of our anti-fraud procedures we will investigate any application form submitted that is substantially similar to others we have received. We will also investigate if an application is submitted in your organisation's name and we discover that you are not aware of the project or the request for funding.

Your organisation and main areas of activity

We're often asked about the types of organisations we fund and what arts activity they deliver. The information you give here will help us answer these questions. It will also help us when we assess your application. There are three things for you to do:

- Tell us about your organisation. You can only write 500 words, so think about the key facts you want to tell us which sum up your organisation, your usual arts activity and the way you work.
- Select the most appropriate categories from the dropdown lists. If you're unsure of the Government region where you're based, just use our [online postcode lookup tool](#).
- Tell us how many paid or voluntary staff you have. This helps us to understand the size of your organisation and the number of people that will be supporting your project. Please round up to the nearest whole number.

Attachment: Governing Document

You must submit your organisation's governing document (such as a constitution, trust deed or articles of association) with your application, unless you are a town council, local authority, health body or university (that's because these are statutory bodies).

Your governing document sets out how your organisation works. It tells us what your organisation is set up to do and how it does it.

We take the responsibility of distributing public funding very seriously, and that's why the way you run your organisation is important to us. We need to be sure that your organisation is properly set up and able to manage a grant appropriately.

If we've received a copy of your governing document since January 2016 you'll only need to submit it again if it has been changed.

You can read more about our eligibility checks and what we'll look for in your governing document in our [General Guide to the Arts Council of Wales' Capital Programme](#). Our [Information Sheet](#) about governance provides further sources of advice.

Please note that we review your governing document to address specific aspects of our eligibility and assessment criteria. In so doing we are not carrying out a full "healthcheck" of your organisation and are not endorsing your approach to governance. If your organisation is registered with Companies House or the Charity Commission it is your responsibility to make sure you have complied with all appropriate regulatory requirements.

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Section 2: Your Project Proposal

In this section we're asking you to tell us in detail about your project. Instead of asking you to answer lots of questions, we'd like you to write a proposal about your project.

We have identified seven broad themes which all applications for Capital Lottery funding must address.

These themes are:

- Meeting an identified need
- Delivering a high quality project
- Benefiting the public
- Ensuring your project is fully accessible
- Demonstrating your strengths and sustainability
- Planning and managing a successful project
- Funding a successful project
- Managing risk

Each section of your proposal will be about one of these themes.

It's important that you follow this structure and the guidelines on the information you need to provide as it helps us compare like with like as part of our assessment process.

In each section you'll need to tell us certain key facts about your project. You'll also need to show us the extent to which your project addresses each of these themes. We'll tell you below the information you must give us.

There is no limit on how much you can write and you must make sure that your proposal provides all of the information we ask you for.

Wherever you can, please provide us with evidence to support your proposal, for example testimonials, evidence of demand, and support for your project. You'll also need to send us a project budget and information to support your project. Click [here](#) to read more about attachments.

Funding priorities

We use funding priorities to help us target our investment and to make choices between applications. We will only consider applications that fit strongly with our priorities.

You can read more about our funding priorities in the [General Guide to the Arts Council of Wales Lottery Capital Programme](#) and our [Capital Strategy 2012-2017](#).

How we use your project proposal

We know that demand for our Lottery Capital funding will be high and that there are many good applications that we aren't able to support because there isn't enough money available.

We use the information in your project proposal to help us make a decision on your application. We consider how well you've addressed the broad themes we have identified. We also take into consideration our strategic and funding priorities, our knowledge about your organisation and your previous projects that we've funded. You can read more about the things we're looking for when we assess your application in the [General Guide to the Arts Council of Wales' Capital Programme](#).

Meeting an identified need

Tell us about your project and why it is needed.

In your project proposal, you should:

- Describe your project. Tell us:
 - The sites / locations identified for your project
 - Whether your proposed commissions are functional, aesthetic or temporary
- Tell us about the legacy of your project, including a statement about the permanency and lifespan of each of the proposed artworks
- Tell us how you've ensured your public art proposals are integrated both conceptually and practically into your wider strategic scheme
- Tell us how your project fits with your organisation's aims:
 - Why is it appropriate for your organisation to deliver this project?
- Tell us why there is a need for public art within your wider strategic project:
 - What added value does your public art project bring to your wider strategic scheme? How does your public art enhance the wider scheme?

- What were the findings of the community engagement and stakeholder consultation that you delivered as part of your research and development work? How have you taken these findings forward?
- Tell us why you think your project meets the need you have identified

Attachment: Public art strategy or plan

You must submit your public art strategy or plan with your application. This is vital to our understanding of your project as a whole and helps us consider whether your project is well-considered and well-planned, as well as appropriate to its context.

We are looking for:

- A clear description of a well-researched and well-planned project
- The extent to which you have shown the need for your project and how well your project meets the need you have identified

Delivering a high quality project

Tell us the vision for your project. What do you want to achieve? What steps will you take to make sure your project is fit for purpose and that it will be of high quality?

In your project proposal, you should:

- Tell us the vision for and aims of your project. How did you agree on these?
- Tell us how you'll ensure you deliver a high quality project:
 - Show us how you'll follow good practice when working with creative professionals
 - Show us how you'll follow good practice principles in the delivery of your public art project
- Tell us about your approach to recruiting and contracting creative professionals
- Tell us about your approach to community engagement during the implementation of your project

- Tell us how you'll achieve maximum independent access to your project for the widest range of people, including disabled people (this includes access to community engagement activities, temporary events and the sites for permanent artworks)
- Tell us how your project will integrate with any other public artworks in the area
- Tell us how you've considered the environmental impact of your project
- Show us how you've considered the principles of sustainable development in its broadest sense
- Tell us how you'll ensure the robustness of any permanent artworks to ensure they're fit for purpose:
 - Tell us how any permanent artworks will be cleaned and maintained. Show us who'll be responsible for this and how the cost will be met.

Attachments: commission briefs and maintenance plan

Commission Briefs

You must submit a brief for each commission that you'll deliver as part of your project. The commission brief is a vital part of the recruitment process. It sets out your expectations of the commission and of the appointed creative professional, and should clearly define their roles and responsibilities. So as to avoid restricting the role of the creative professional(s) you appoint, we would expect the brief to be as open as possible.

We expect creative professionals to be appointed following a recognised selection process which complies with equal opportunities. You can read more about recruitment creative professionals in our [Additional Guidance Notes: Public Art](#).

Maintenance Plan

You must submit a maintenance plan for any permanent artworks that will be completed as part of your project. This shows whether the artworks will be appropriately cared for and how any associated costs will be met.

We are looking for:

- A clear, appropriate and achievable creative vision, that all of your project's stakeholders agree upon

- The extent to which you have shown that you'll deliver a high quality project that will meet your vision

Benefiting the public

Tell us about the impact of your project (the project outcomes) and the benefits it will bring to the people of Wales.

In your project proposal, you should:

- Tell us about your project outcomes. What do you hope the long-term impact of your project will be, both for your organisation and the communities in which your project will be located or take place?
- Describe the people who will benefit from your project and tell us how they'll benefit. For example:
 - Show us that the locations identified for your project have wide public access so that as many people as possible can experience and enjoy your project
 - Tell us how you will expect your appointed creative professionals to engage with the local communities in a meaningful and enjoyable way
- Tell us how you'll make the outcomes of your project as inclusive as possible by explaining how you've considered the needs of disabled people and other hard to reach groups.
- Tell us how you'll market the outcomes of your project to ensure the widest possible involvement with your project.
- Tell us how you'll document your project and provide any interpretation such as a website to accompany it.
- Tell us how your project will make a contribution to the arts sector in Wales. One way you can do this is by showing how your project fits with our funding priorities for the Capital Lottery Programme and with our strategic priorities which are set out in our strategy for Creativity and the Arts, called [Inspire](#). You can read more about our funding priorities in the [General Guide to the Arts Council of Wales Lottery Capital Programme](#) and our [Capital Strategy 2012-2017](#).

We are looking for:

- A clear description of the proposed outcomes of your project
- The extent to which you have shown us that the project outcomes you aim to deliver are achievable
- The extent to which you have appropriately considered issues of inclusion, equality and diversity, and demonstrated that your organisation has a commitment to minimising barriers to attendance and participation

Ensuring your project is fully accessible

- What measures have you taken to ensure that your project satisfies the requirements of the Equality Act? For example, have you undertaken a recent access audit and how will any recommendations be incorporated into your proposal?

Demonstrating your strengths and sustainability

Tell us about your organisation and how it's managed. Show us that you've considered the financial impact of your project on your organisation.

In your project proposal you should:

- Tell us about your management and staff structures, and how your organisation is governed.
 - What skills and experience does your governing body bring to the organisation?
 - Have you taken any steps to strengthen your governing body to help you deliver your project?
- Show us that your organisation is financially robust and well-managed.
- Show us that you have considered fully the financial impact of your project:
 - Demonstrate that you're able to meet any new running costs, maintenance, or lifecycle costs associated with your project on an annual basis. How have you calculated these costs?

Attachments: your bank account

Bank Account

You must submit proof that you have a bank account in your organisation's name that requires at least two people to authorise transactions. (These are usually referred to as the account's signatories). By transactions we mean any withdrawals, transfers or payments made from the organisation's account. Please note that we cannot accept building society accounts that operate with a passbook only. You do not need to submit proof of your bank account if you are a statutory body.

This helps us check that you are eligible to apply and helps us understand how you manage your finances. We take the responsibility of distributing public funding very seriously, and that's why the way you manage your finances is important to us. We expect the organisations we support to have in place appropriate controls that ensure they can manage effectively and appropriately any funds they receive. One of these measures is requiring at least two people to authorise transactions.

We will accept any combination of the following documents to meet this requirement. Please remember that we are looking for proof that the account is in the organisation's name, and that it requires at least two people to authorise transactions:

- A scan of a pre-printed paying slip
- A scan of a blank cheque
- A letter from your bank confirming the details we need to know

If your application is successful we will check this by asking you to provide further details about your account. We will not be able to release any payments until we have received and checked this information. Any discrepancies will be taken seriously and investigated.

We are looking for:

- The extent to which you have shown us that your organisation is well-managed and stable, and well-placed to take on a public art project
- The extent to which you have shown us that your organisation is financially robust
- The extent to which you have considered the financial impact your project may have on your organisation

Planning and managing a successful project

Tell us about your approach to your project. Tell us who'll be responsible for its management and delivery and how you'll keep the project on track.

In your project proposal you should:

- Tell us how you'll manage your project:
 - Who in your organisation has overall responsibility for its delivery?
 - Tell us about your Arts Steering Group, including its terms of reference and membership
 - If you've already appointed your project manager, tell us about them and their role, and how they were chosen. If you've not selected your project manager tell us the process you'll follow to make this appointment.
 - How will you ensure that there is clarity of roles and responsibilities between your Arts Steering Group, creative professional(s) and project manager?
 - Tell us if you've any experience of delivering similar projects. What did you learn from these that you can apply to your project now?

- Tell us about your project timetable and show us it is achievable
 - Show us how your project's timetable integrates appropriately with the programme for your wider strategic project

- Tell us how you'll keep your project on track:
 - How will you and your appointed project manager monitor your project budget?
 - How will you and your appointed project manager oversee your appointed creative professional(s)?
 - How will you and your appointed project manager monitor your project's progress and report this to your governing body?

- How will you know if your completed project has been successful?

Attachments: Project manager's brief and timetable

Public Art Project Manager's brief

You must submit a brief for the public art project manager's role. It should clearly define the post holder's roles and responsibilities and set out what is expected from them in terms of outcomes.

The brief should also clearly set out the terms of the appointment, stating the approach to contracting, payments and line-management.

Timetable

You must submit a timetable for your project. It should clearly show the key milestones in the implementation of your public art project. It should also show how the timetable fits with the programme for your wider strategic project, demonstrating how the two will integrate effectively.

We are looking for:

- The extent to which you've demonstrated that you can deliver and manage your project successfully, ensuring it is completed on time and within budget.
- How well you've demonstrated that those responsible for your project have the required skills and experience.

Funding a successful project

Tell us about your project budget and the other funding you need to raise to be able to deliver your project.

In your project proposal you should:

- Tell us about any assumptions you have made in order to develop your budget:
 - What evidence do you have to support the figures in your budget
- Have you been able to achieve additional value for money by transferring any of the capital budget of your wider strategic scheme to your public art budget?
- Tell us about the other funding you need for your project:
 - Where will it come from?
 - Is it in place?
 - If not secured, tell us your approach to fundraising and demonstrate that it will be raised in time

Attachment: Project Budget

You must submit a project budget with your application form. This must be on our project budget template, which you can download from the application form.

Your public art strategy or plan should contain a detailed breakdown of the costs of each commission. If it doesn't, you should submit this breakdown separately to support your project budget

You can read more about the costs we can and cannot pay for in the [General Guide to the Arts Council of Wales Lottery Capital Programme](#).

How to use the project budget template

Your project budget must be submitted on our [Project Budget Template](#).

The template will automatically calculate subtotals for you and help ensure your budget balances. You should complete the grey boxes on the spreadsheet, where appropriate. If some of the headings aren't relevant to your project you can leave them blank. White boxes cannot be changed. Please use full £ only.

Your project budget should tell us how much your project will cost (expenditure) and how much you'll receive to pay for it (income). The income and expenditure for your project should balance (be equal).

Project Expenditure

Use the template to tell us how much your project will cost. Use the headings given to show us the cost of all the items you'll be paying for as part of your project.

The costs you include must be eligible. You can read more about the costs we can and cannot pay for in the [General Guide to the Arts Council of Wales' Capital Programme](#).

Commissions budget

Tell us the total cost of all of the public art commissions that you'll deliver as part of your project. A commissions budget usually includes artists' fees, materials, fabrication and installation costs.

Your public art strategy or plan should contain a detailed breakdown of the costs of each commission. If this is not the case, you should provide this information separately.

Enabling costs

Tell us about the cost of any enabling work that's needed. This is work that needs to take place in order for a permanent artwork to be installed, for example site preparation work, laying foundations, installing power or a water supply.

You may be able to use the capital budget of your wider strategic scheme to meet the cost of some enabling work. If this is the case, use the "value of support in-kind" budget heading to tell us about it.

Professional Fees: Project Manager

Tell us about the professional fees you will pay your public art project manager.

If you intend to pay any individual or organisation £5,000 or more, you will need to appoint them by using a competitive selection process. We will check to make sure that you make any appointments appropriately.

Read more about the vital role of your public art project manager in our [Additional Guidance Notes: Public Art](#).

Recruitment Costs

Tell us about any costs associated with the recruitment of your creative professional(s) and public art project manager. This may include the cost of advertising the opportunity and travel expenses for those shortlisted to attend interviews.

Engagement and consultation

Tell us about any costs associated with consulting and engaging with the public. This may include room/venue hire for events, workshops or drop-in sessions, the cost of creative consultation sessions and activities, materials and photography and documentation.

Marketing, documentation and interpretation

Tell us about any costs associated with documenting and promoting your public art project. This may include professional photography of the completed works, for example.

Value of support in kind

This can include the work of an unpaid volunteer, and the donation of land, buildings or equipment. We do not accept discounts given by suppliers as an in-kind contribution to your project.

You should submit a letter with your application which confirms the in-kind support and shows the value of the goods or services being given, and how you've calculated it.

VAT

If you are not registered for VAT you should include VAT in your project budget.

If you are registered for VAT, your project budget should only include VAT that you cannot claim back (called "irrecoverable VAT"). Tell us how you have calculated the amount of irrecoverable VAT you have included in your project budget.

Contingency

We recommend a contingency of 5% of the project cost.

Other costs

Tell us any other costs you will have to pay as part of your project that are not covered by the other budget headings.

Project Income

Use the template to tell us about the income you'll use to pay for the project. You should tell us the name of each funding partner, and whether their contribution is confirmed or being applied for.

Local Authority Funding

Tell us here if you are receiving local authority funding towards your project.

Other Public Funding

Tell us here about any grants from public organisations such as the Welsh Government or the European Union.

Support in kind

This should be the same as any in-kind cost you included in your project expenditure figures.

Other Income

Tell us here about any other income you will use to pay for the cost of your project. This can include:

- Your own funds (although if you are a member of Arts Portfolio Wales this cannot come from you revenue grant)
- Income from fundraising, public appeals and donations
- Grants from other Lottery Distributors
- Grants from Trusts and Foundations

We are looking for:

- A project budget that is based on realistic assumptions and that is appropriate to the scale and type of project you are delivering
- How successful you've been at fundraising and how likely it is that you'll raise all of the required funds for your project, if you've not already done so.

Managing Risk

Tell us how you'll identify, monitor and manage any risks associated with your project

In your project proposal you should:

- Tell us if you have already identified any risks
- Tell us how you'll identify and manage risk throughout the delivery of your project
- Tell us who is responsible for managing risk and reporting this to your Board or Management Committee (or equivalent governing body)?

We are looking for:

- A coherent and strategic approach to risk analysis and management.

Section 3: Site Details

In this section we're asking you to tell us some basic information about the location(s) identified for your project.

You must tell us about all of the locations that will benefit from your public art project, and whether they are internal or external sites.

Tell us if you own all of the locations. If you do not, you must have the owner's permission for your project to go ahead. You must provide written confirmation of this permission with your application, if applicable.

Attachments

You must submit a site map or plan as well as photographs of the existing locations. This helps us see your proposed public artworks in context.

Planning Permission

Tell us whether any of your proposed commissions require planning permission. Tell us whether you have made an application for planning permission, and when you are expecting a decision. If planning permission has been granted, tell us about any conditions attached.

Your project itself may be the subject of planning obligations and / or planning conditions relating to your wider strategic scheme. If so, you should tell us in detail about this. Please note that any Arts Council funding must augment the public art budget for your wider scheme and not be used to meet any financial requirements specified by your local planning authority, such as via Supplementary Planning Guidance, planning obligations or planning conditions.

You must submit a copy of any planning documentation that relates to your project with your application form.

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Section 4: Project Details

In this section we're asking you to tell us some basic facts and figures about your project. We use this information to help us monitor what's happening across Wales and to report on the impact of our funding.

Project Dates

We're looking for the date when you'll start work on your project. This should be when you expect to incur costs. For example, when purchasing equipment, the start of your project might be when you have to pay a deposit. We cannot fund any activity that has already taken place.

If we award you a grant, we we'll use these dates to request information from you such as progress and completion reports. If your project dates change, please tell us as soon as possible, and let us know why you have made these changes.

Equalities

Ensuring that the widest possible cross-section of people is able to enjoy and take part in the arts is fundamental to our work. As a public body we have a cultural, moral and legal responsibility to promote equality and inclusion. It's a responsibility to which we attach great importance.

We want to ensure that we and the organisations that we fund develop a comprehensive knowledge and understanding of diversity and equality. We want to see more equal access to the arts whether as audiences or participants, so we want our funding to work harder at reaching those people who are affected by inequality. We also want to celebrate the role the arts can play in advancing equality, including fostering good relations between people who are affected by inequality and those who are not.

In spite of the good work undertaken by many artists and arts organisations, we know that some people face barriers to their enjoyment of the arts. This is one of the reasons why we take Equalities so seriously. As a public body we're required by law 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's needed most.

The Equality Act 2010 talks about people with "protected characteristics" and we're collecting information about arts projects that target and deliver activity specifically for those groups of people. At the current time we're gathering information about groups using the list included in The Equality Act 2010. We're 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, gender reassignment, or pregnancy and maternity.

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Section 5: Declaration

In this section of the application form we're asking you to read some important information about our responsibilities around Data Protection and Freedom of Information. It's important that you understand how the information you submit will be used and stored by us. And 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 a number of statements. By ticking the box you're signing the application form electronically on behalf of your organisation.

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Section 6: Attachments

This section of the form allows you to upload your supporting documents. Our online system calls these attachments.

We've highlighted throughout these notes the attachments that you must submit with your application. Here's a reminder for you:

- Your project budget (this must be on our downloaded [Project Budget Template](#))
- Your public art strategy or plan
- Artists' briefs for each commission
- Project Manager's brief
- A timetable
- Site plan / map
- Photographs of identified locations
- Maintenance plan for any permanent artworks
- Your governing document
- Proof that you have a bank account in your organisation's name that requires at least two people to authorise transactions. (Please note that we cannot accept building society accounts that operate with a passbook only).

Remember that these are mandatory. They form an essential part of our assessment and we won't be able to accept your application without them.

If we've received a copy of your governing document since January 2016 you'll only need to submit it again if it's been changed. You don't need to provide your governing document if you're a town council, local authority, health body or university.

You do not need to submit proof of your bank account if you are a statutory body.

How to upload your documents

Use the dropdown menu at the bottom of the screen to upload your documents. Each of the mandatory documents is included in the menu. There is also an "Other" category. You can

use all of these categories more than once, but please note that there is a maximum total file size of 60MB for attachments.

If you need help with document formats or want further information on other technical issues, please read our [Applying Online](#) Information Sheet, or have a look at our attachments [trouble shooting guide](#).

Other Supporting Information

We know that public art projects are complex, and different types of projects will need to give us different pieces of information. You may find that you need to submit some of the following documents to support your application:

- Fundraising Strategy
- Evidence of partnership funding secured to date
- Letters confirming any in-kind support
- Evidence of demand for your project
- Planning permission documents
- Permission from landowner for your project to go ahead
- Arts Steering Group Terms of Reference

If you are unsure what information you need to submit with your application, please check with us. If some of this information is not yet available, we may request it as a condition of our grant to you.

You may also want to submit examples of your creative work or other similar projects you have completed.

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Section 7: Review my Application

This section allows you to review the information you've filled in so far, and to make any changes. Our online system will also tell you if you've missed any questions. If you're happy with your application you can click Submit. This forwards your application to us for consideration.

A copy of your completed application will always be available on our online system for you to see, once you've clicked the button to submit it. You'll find it saved under the "submitted applications" section on our online system, after you've logged in. You can also print a copy for your own files.

Once you've clicked Submit you'll receive an automatic acknowledgement by email. If you don't receive this please check it's not in your junk mail folder. If you still haven't received your acknowledgement email, please check your application form and try clicking Submit again.

If your application isn't finished, click Save and Finish Later. You'll then receive an email containing a copy of your draft form. Please keep this email for reference.

Checking your application

We'll confirm that we've received your application by sending you an acknowledgement email. This will also ask you to fill in your Equal Opportunities Monitoring Form by clicking the link to a dedicated page on our website. Your application cannot be considered complete unless this form has been filled in and submitted.

We'll check your application and allocate it to an officer. We can only assess applications that are complete. By this we mean providing all of the information we have asked for in sufficient detail to enable us to carry out a proper assessment. If we're not able to assess your application, we'll tell you the main reasons why.

What to do if you're unable to accept money from the National Lottery

If you're unable to accept lottery funding for religious reasons, please upload a letter with your application explaining why this is the case. If your application is successful we will try and fund your project from money we receive from other sources.

Disclaimer

We have tried to make sure the information we give is correct. We do not assume and hereby disclaim any liability to anyone for loss or damage caused by mistakes or omissions in the information we provide, whether these mistakes or omissions are caused by negligence, accident or any other reason.

Contact Us

If you need any more information to help you complete your application on line you can contact us:

Telephone: 0845 8734 900 (at local call rates)

Textphone: 029 2045 0123

SMS: 07797 800 504 (messages are only charged at your standard network rate)

Email: information@arts.wales

Website: www.arts.wales

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