

Arts Council of Wales

COVID-19: Support for Individuals

Stabilisation Fund

Frequently Asked Questions

April 2020

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

Programme basics

<p>What is this fund and who is it for?</p>	<p>The Stabilisation Fund is for freelance artists and creative practitioners who are trying to sustain themselves through the COVID-19 pandemic.</p> <p>The disruption of COVID-19 is a crisis without precedent whose impact could be felt for some time. It's important that creative practitioners have the opportunity to develop, evolve and sustain their work. Support from this fund is therefore intended to help them to get back on their feet, to protect their creative practice (financially and creatively), and/or to support collaborations and creative networks.</p>
<p>How much can I apply for?</p>	<p>A grant of between £1,000 and £10,000. You may also request funding to help with access costs (more details in the "Financial Matters" section in this document).</p>
<p>When can I apply?</p>	<p>The fund opens for applications on Friday 29 May 2020 and applicants will need to have submitted an online application no later than the deadline of 5.00 pm Monday 15 June 2020.</p> <p>Please note that in exceptional circumstances, for example where demand is much higher than anticipated, we may need to close the application process earlier than this date.</p>

Eligibility

<p>Who can apply?</p>	<p>Freelance creative practitioners who:</p> <ul style="list-style-type: none">• are experiencing financial hardship/loss of income due to the COVID-19• earn 50%+ of their income from freelance work• work mainly (50%+) in one of our supported disciplines (music, dance, theatre, literature, visual and applied arts, combined/multi-disciplinary arts, digital arts)• are sole traders
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- have a track record (within last three years) of working in the publicly funded culture sector (or with a publicly funded organisation)
- are at least 18 years old
- are based in (live in) Wales
- have a UK bank account registered in their legal name

An application can be made by individuals who want to work together collectively as a group. However, one individual would have to apply as the lead applicant on behalf of the wider group. In the interests of offering opportunities as widely as possible, we wouldn't expect any individual to be part of more than **one** individual *and* **one** group/collaborative application.

Who can't apply?

We're not able to support:

- Those who cannot demonstrate evidence of freelance professional creative practice in the not-for-profit arts and creative industries sector
- Organisations
- Anyone who earns less than 50% of their income from freelance work
- Individuals based outside Wales
- Anyone still at school, or studying either full time, or as part of a long term, formal or accredited programme at college or university (at the time of application) including PhD students (who are being paid for their research)
- Academics or other education professionals
- Anyone under 18 years of age

<p>What if I'm not freelance?</p>	<p>If you are not freelance you should not apply. We advise you to investigate UK Government provision for wages and salaries threatened by COVID-19.-</p> <p>(See our information on Alternative Sources of Income.)</p>
<p>What if my role is in retail, catering or other support functions in the creative sector?</p>	<p>We're prioritising support to freelance practitioners whose primary source of income comes from their creative work.</p> <p>We advise you to investigate UK Government provision for benefits, wages and salaries threatened by COVID-19.</p>

Applying for funding

<p>What can I apply for?</p>	<p>Funding to cover:</p> <ul style="list-style-type: none"> • opportunities to develop, evolve and sustain your creative practice • activity and/or equipment that will help you stabilise your practise and/or explore new ways of working • collaborative projects • projects that support artform development and creative networks • opportunities to take creative risks and explore new models of working for the future
<p>What can't I apply for?</p>	<p>We cannot support:</p> <ul style="list-style-type: none"> • activities which aren't related to the arts • activities which have already happened – or are scheduled to begin before we reach a decision on your application • activities taking place in schools, including the development of online activities or resources (we will be

	<p>publishing separate information about funding for schools-related activities)</p> <ul style="list-style-type: none"> • students for higher education tuition fees and associated costs • equipment-only applications • self-publishing • fundraising events or activities • funding for film/screen projects • projects that can't be delivered because they contravene Coronavirus/COVID-19 restrictions that apply at the time of the project • applications from people who generate less than 50% of their income through their freelance status. If you usually generate income through a PAYE position which you have lost as a result of the COVID-19 emergency, you may be able to access the Government's salary guarantee funding
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Definitions

What is a 'creative practitioner'?	Creative individuals and artists who work in the art forms we support including artists, writers of poetry, prose or fiction, playwrights, producers, directors, designers, choreographers, composers, visual artists, makers, curators, performers.
Does your list of supported disciplines include Film?	We don't identify Film specifically. However, we feel that the range of creative practitioners that we're prepared to support covers those aspects of film-making that we'd be likely to fund under digital arts, writing, or producing original artistic/creative material.

<p>What does ‘publicly funded’ mean?</p>	<p>You must either have been awarded a grant to deliver work – or been part of a project where grant funding went to another organisation.</p> <p>This can include funding from bodies such as Arts Council of Wales, National Lottery Heritage Fund, National Lottery Community Fund, local authorities, universities, public sector bodies, trusts and foundations, etc.</p>
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Financial matters

<p>Do I need 10% match funding?</p>	<p>No, you do not need any match funding to apply to this programme.</p>
<p>If I can secure other money for my project will it improve my chances of success?</p>	<p>Other funding is not a requirement and applicants can request the funding they need (up to the limit of the fund). However, given that funds are limited – and that we’re keen to support as many people as we can – applications that ask for lower levels of funding will inevitably present a persuasive case for support.</p>
<p>How would this funding impact on my application for Universal Credit/financial support from the government?</p>	<p>We cannot advise on how our funding might impact on Universal Credit, or any other form of benefit or funding. Please remember that there might be tax implications. You should contact HM Revenue & Customs for advice.</p>
<p>Do I need to give you a budget for how I would spend the funding?</p>	<p>Yes – completing a simple budget template is part of the application process.</p>
<p>How do I complete the project budget?</p>	<p>How you complete the budget template depends on precisely what you’re applying for.</p> <p>If you’re applying for a project or activity, you must upload a project budget to the attachments section of your application. The budget must be on the template provided in the application form. Please note that once you have submitted your application you will not be able to amend the budget so please make sure all costs for the project have been included.</p>

	<p>These are the pages that you will need to complete:</p> <ul style="list-style-type: none"> • Summary – fill in your name and the project title. The remainder of the cells will automatically populate as you complete the expenditure, income and access costs (if applicable) sections. • Expenditure – this page is where you tell us what costs you will incur to deliver your project. • Income – this page tells us what funds you will receive in relation to your project • Access costs – personal access support costs for you, or anyone directly involved in developing and the delivery of your project creatively. <p>Please show in your budget how you have worked out and reached the figures you have included in your budget.</p>
<p>How should I complete the expenditure section of the budget?</p>	<p>Please show in your budget how you have worked out and reached the figures you have included in your budget.</p> <p>You should only include reasonable costs that are relevant to your project and your current situation.</p> <p>You should complete these as fully and accurately as possible.</p> <p>You should give detail on how you have arrived at your figures.</p>
<p>How should I complete the income section?</p>	<p>Please show in your budget how you have worked out and reached the figures you have included in your budget.</p> <p>There are 5 sections in the Income section: Arts Council of Wales grant request Note the amount of funding you are requesting from us.</p> <p>Your own funds Here you can tell us how much of your own funds you are contributing towards the project.</p>

	<p>Earned income List any income you expect to earn from your project. You should be realistic about the level of income you are likely to earn for your activity.</p> <p>Other funding Securing other funding for your project lets us know that there is wider support for your project. Please be realistic about how much other funding, if any, you're hoping to realise.</p> <p>Support in-kind Support in kind can be:</p> <ul style="list-style-type: none"> • volunteer time • loan of equipment <p>Support in-kind can't be from your own time or resources or be suppliers' discounts.</p>
<p>How do I complete the summary section?</p>	<p>Your summary page will summarise your total expenditure, total income and the balance should be £0.</p> <p>It will then show you how much funding you are requesting from the Arts Council of Wales and the percentage level. This must be within our funding limits.</p> <p>If applicable, any funding for additional access costs requests will also be displayed.</p> <p>The total Arts Council of Wales funding will include the project grant request plus any additional access costs. This is the figure to include in the application form under "Amount Applied for".</p>
<p>Can this fund be used to pay off some of my longer-standing debts?</p>	<p>No – funding is specifically to help you tackle the difficulties caused to you by COVID-19.</p>
<p>I have access requirements – what help can I get to fill in the application?</p>	<p>If you have specific access requirements you can contact our grants and information team on grants@arts.wales</p>

<p>Can I include personal access costs in my project budget?</p>	<p>If you've additional costs relating to a disability, you can apply for up to £2,000 in addition to the grant that you're applying for.</p>
<p>What are access costs?</p>	<p>Access costs in this context can include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • personal care support at home • help with transport • travel to medical appointments • personal assistant support • additional therapist support over and above of what you currently receive • an advocate • communication support such as BSL interpreter, note taker, speech to text reporter, lip speaker, audio description, facilitation or translation of documents into Easy Read or other formats such as large print or audio, translation support if English is not your first language • communication support provided remotely or purchasing software and equipment to deliver communication support.
<p>What bank evidence do I need to submit?</p>	<p>We will need to see evidence that:</p> <ul style="list-style-type: none"> • the account is in your legal name • you're providing the bank sort code and account number • the address on the bank account is in Wales <p>This evidence will need to be:</p>

- less than 2 years old at the date of application
- an official bank communication, for example:
 - Photographs of the bank card for the account that show the account name, number and sort code. (If your name is not evidenced on the card then additional information will need to be provided, linking you to the account details)
 - A letter or email which clearly demonstrates that it has been sent by your bank confirming the information required.
 - Screenshots of you logged in to your online banking showing your name and your bank account information

You might need to include several documents to ensure that the information required can be clearly linked to the account details.

If your application is successful, we will check this information by asking you to provide further details about your account. We won't be able to release any payments to you until we have received and checked this information.

Please note:

- we can't accept building society accounts that operate with a passbook only.
- we cannot accept joint accounts.

The budget for this fund

What is the budget for this fund?

We're aiming to allocate just over 20% (£1.5m) of the total available Resilience funds to support the two funds that we're running for individuals – the Urgent Response Fund and this Stabilisation Fund.

At the time of writing we haven't yet decided on a final split of funds between the Urgent Response Fund and

	Stabilisation Fund. We'll monitor the number of applications and decide in the light of actual need.
Where has this money come from?	<p>We have reallocated some of our government grant-in-aid and the Welsh Government has contributed additional funding to the overall funds. We have also taken the difficult decision to suspend for six months our Lottery open-to-application programmes and to divert funding to the Resilience Fund. We will review the situation later in the year and will announce when we can the re-opening of funding programmes.</p> <p>If you're unable to accept lottery funding for any 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.</p>

Criteria and Decision-making

What are the Arts Council's priorities?	<p>We have two overall priorities.</p> <ul style="list-style-type: none"> • The first is to offer the opportunity to sustain artistic practice and build individuals' resilience. • Our second priority is encouraging the arts in Wales to be more inclusive and engaging. We want the projects that we fund to embed the principles of equality and diversity in all that they do. We also want to extend the reach of our funding into areas of acknowledged deprivation.
Are there any specific criteria for this Fund?	<p>Applications will be assessed against the following criteria:</p> <ul style="list-style-type: none"> • the degree and urgency of financial need as demonstrated in your application. (Your application should show how this funding could assist you to work differently during this period in order to support your financial position)

	<ul style="list-style-type: none"> • the creative and/or artistic strength of the project or activity, or its contribution to supporting creativity in others • the extent to which the project or activity meets our priorities • the strength of the impact of the project or activity on your work and the benefit for others, now and in the future • the strength of the practical plans to managed and deliver the project or activity, including financial planning • the balance of activities and funding across artforms, disciplines, communities and places across Wales <p>We want to make sure the arts and culture sector best represents the society we live in. We hope that this funding will enable the widest diversity of creative practitioners to maintain sufficient income so they can continue to operate successfully in the future. We therefore particularly welcome applications from those who are from BAME backgrounds or who are deaf or disabled.</p>
<p>When will I get my decision?</p>	<p>We aim to make decisions within 4 weeks of the closing dates. If we can't do this for any reason, we'll let you know.</p>
<p>If I am successful, when would I receive the funding?</p>	<p>We'll authorise payment as soon as we receive your formal acceptance of an award and have verified you bank details. We will usually pay 90% of any award immediately with the balance at the end of your project or activity on receipt from you of a Completion Report.</p>
<p>Will there be more rounds of this fund?</p>	<p>For the moment there is only one round of this Fund. We will keep matters under review during the year and depending on how long the current Coronavirus/COVID-19 crisis persists.</p>

Can I apply to the Stabilisation Fund for Individuals if I've already secured funding from the Urgent Response Fund?	Yes.
What will the success rate be?	<p>We cannot say at this stage. We naturally hope to be able to support as many good applications as possible, but we cannot know what can be done until we see how many people apply.</p> <p>It's likely that some good and interesting applications will not be awarded funding. This is because we regularly receive more applications than we can support from the available budget. The demand for our funding is regularly larger than the funds that we have, and this is likely to remain the case in the future.</p>
Will you publish the names of people who have been awarded funds?	Yes. As a public funder we're required to publish the names and basic details of all those in receipt of funding through the Arts Council of Wales.

Information and support

How can I get access support while isolating/distancing?	<p>Given the current restrictions in place, it's not possible for face-to-face support (outside of regular caregivers) to take place. We'll continue to support individuals who have support workers (including family members) via the Access Support Fund to interpret the guidance and/or make an application.</p> <p>The best thing to do is to get in touch with us via grants@arts.wales</p>
Can I speak to an Arts Council officer?	<p>Our staff aren't able to offer specific one-to-one advice about how to write your application for this Fund.</p> <p>We have designed this application process to be as straightforward as possible, requesting only the information we need based on your current circumstances.</p>

Our capacity for general advice giving is extremely limited at the moment, but if an individual has access needs and requires further support to complete the application, they can contact grants@arts.wales

Other Lottery funding

I already have a National Lottery Project Grant or Does that impact on me applying for this fund?

You should have been contacted by now so that we can discuss what happens next with that funding.

If you are in receipt of other Arts Council of Wales funds you can still apply to the Stabilisation Fund, though it's recommended that you carefully consider the criteria for this fund and what funding you require during the COVID-19 crisis.

If you're in receipt of other Arts Council funds, please explain why these aren't sufficient to support you at this time.

When will National Lottery Project Grants re-open?

We don't have a date at the moment, but it's likely that our normal 'open-to-application' programmes will remain closed for the first 6 months of 2020/21. We know that National Lottery Project Grants are a vital part of many individuals' and organisations' business planning. We'll do our very best to re-open these funds at the earliest opportunity.

Changes to this guidance

Will you be making any changes to this fund?

We've designed and launched this fund very quickly to make sure we can respond to urgent needs. Because of this, we'll be keeping our processes under review to ensure that we're making best use of our resources, particularly in relation to any further Government announcements and changing circumstances caused by COVID-19.

If we need to make any changes, we'll let you know as soon as possible.
