The Capital Programme fund

Help with your application

This document was written by the **Arts Council of Wales**. It is an easy read version of '**Capital Lottery Programme Application Help Notes**'.

November 2021

Cyngor Celfyddydau Cymru
Arts Council of Wales

Yn dyfarnu arian / Awarding funds from
**Y LOTERI GENEDLAETHOL
THE NATIONAL LOTTERY®**

How to use this document

This is an easy read document. But you may still need support to read it. Ask someone you know to help you.

Words in **bold blue writing** may be hard to understand. You can check what all the words in blue mean on **page 28.**

Where the document says **we**, this means the **Arts Council of Wales**. For more information contact:

E-mail: capital@arts.wales

Phone: 03301 242733

Website: arts.wales/about-us/contact-us

This document was made into easy read by **Easy Read Wales** using **Photosymbols**. To tell us what you think about this easy read version, please click here.

Contents

About this document

This document will help you to apply for the **Capital Programme**.

The **Capital Programme** is a **fund** for Welsh arts organisations.

> A **fund** is money that organisations can get to help them do their work.

You should also read **The Capital Programme – Information about the Capital programme fund.** And our **Capital Strategy 2012-2017**.

These documents will tell you about our plans. And how we want our **fund** to be used.

We also have up to date information on our website: arts.wales/funding

About the application process

First you need to register to use our online portal. Register by clicking here: portal.arts.wales

Then you can apply for the **Capital Programme** using the online portal.

If you need help, please contact us at grants@art.wales

We will let you know when we get your application.

We will let you know if your project fits with our plans. And if anything is missing.

If your project fits with our plans, we will then decide if we can **fund** it.

What to do before you apply

Gather all the information you need. This includes:

- your organisation's contact details

- your organisation's **equality** information

- your written plan about your project

- your project budget. This must be on our **project budget template**. You can find this template on our website

- any other documents you need to show us.

What we will need to know

When you have everything ready, you can apply. The application form has **22 sections:**

1. Pre-application checks

This includes an introduction and a check list.

2. Contacting you

Tell us how we can contact you. And your bank account details.

3. About your project

Tell us about your project. And what you want to use the **fund** for.

4. Project focus

Use the tick box to choose your **application type**. And **funding priorities.**

> **Priorities** are the things that are most important.

Application type will tell us what **fund** you want to apply for. **Funding priorities** will tell us how your project fits with our plans.

You can find out more about our **priorities** by reading **The Capital Programme -Information about the Capital programme fund**. And by reading our **Capital Strategy 2012-2017**.

5. Project proposal guidance

Your **project proposal** will help us decide if we will **fund** your project.

Your **project proposal** should tell us:

- how you will meet a need

- how you will deliver a high quality project

- how your project will help people

- how you will make your project **accessible**

> **Accessible** means it is easy to go somewhere. And to get around. It also means something is easy to understand.

- how strong your organisation is

- how you will plan and manage the project

- how you will make the project successful

- how you will deal with any problems.

We will explain more about what to include in the next section.

6. How you will meet a need

Tell us about your project and why you want to do it.

Tell us about the equipment you want to buy. And what you will do with it.

Or tell us about the building you want to work on.

Tell us how your project will make things better.

Tell us how you know this project is needed. Tell us who else you will work with.

7. How you will deliver a high quality project

Tell us what the aim of your project is.

Show us how you have thought the whole project through. And how you will make it good quality.

Tell us how you will protect the **environment** during your project. Now and in the future.

The **environment** is where we live. It includes the land, the sea, the air, and everything that lives in and on it. For example, plants, animals, and fish.

Tell us about the equipment you want to buy. And why it is the best choice.

Tell us how you decided who to work with on your project.

When you buy goods or services for a business, you must follow the law. Show us how you have done this.

8. How your project will help people

Tell us how your project will help people in Wales. Now and in the future.

Tell us who your project will help. And how. For example, artists. Or people who don't usually enjoy the arts.

Tell us how you will make your project **inclusive**.

Inclusive means everyone can take part, and everyone has a fair chance.

Tell us how your project will be good for the Welsh arts.

Tell us how your project fits with our plans.

Tell us how you plan to let people know about your project.

9. How you will make your project accessible

Show us how your project follows the law. For example, the **Equality Act.**

Tell us what you have done to check your project is fully **accessible**.

Tell us how you have made your project **accessible** for as many people as possible. This includes staff and the public.

Tell us how you have considered the needs of disabled people.

10. How strong your organisation is

Tell us about your organisation. We want to know how you run it. And what money it has.

Show us all the costs of this project. And how you plan to pay for it all.

Tell us about all the people working in your organisation.

Your staff should have all the right skills and experience to run your project.

If they don't, tell us what you have done to solve this.

Your organisation should be able to do this project and still do its usual work too.

Tell us how this project will make your organisation better and stronger. Now and in the future.

You should make sure your organisation can run a successful project.

Find out more about running a successful project in **The Capital Programme - Help with your Major Capital projects application.**

11. How you will plan and manage the project

Tell us how you will plan and manage the project.

Tell us who will be working on the project. And how they will make sure it is successful.

You might need to hire someone to run your project. Tell us about them. And the work they will do for you.

Tell us if you have done a project like this before. And how this will help you with this project.

Show us the timetable for your project.

Show us all the costs for the project. And how you plan to pay for everything.

If you are doing a **major capital project**, you need to set up a **steering group** to run it.

A **steering group** is a group of people who are experts in what they are talking about. Like disabled people talking about disabilities.

Tell us about your **steering group**. And how they will run and manage the project.

You can find out more about major capital projects in **The Capital Programme - Help with your Major Capital application.**

12. How you will make the project successful

You should use our **Project Budget Template** to write down all your costs.

You should also write down how much money you have to spend. Like from your own money. Or from funding.

Your costs and the money you have to spend should be the same amount.

Working out costs can be hard.

You might need help to fill in the **Project Budget Template**.

You must upload your **Project Budget Template** with your application.

13. How you will deal with any problems

You might have problems during your project.

Like running out of money.

Or someone getting hurt.

You should think about what bad things could happen.

And then make plans to avoid them. Or fix them.

You need to show us that you have thought about problems. And solutions.

14. Building details

Do not fill in this section if your application is for equipment.

Tell us about the building you want the fund for.

You must have permission to work on this building.

Show us all the documents about your building. Like surveys. And planning permission.

You might have asbestos in your building. Asbestos can be dangerous.

The **Health and Safety Executive** can help you to keep people safe. Find out more on their website. www.hse.gov.uk/asbestos/regulations.htm

15. Art forms

Tell us about all the different art forms you will have in your project. Like theatre. Or sculptures.

16. Targets

Tell us about the different activities that you will have in your project.

17. Language

Tell us if your project will be good for the Welsh language.

18. Location

Tell us where your project will be.

19. Equalities

Equality is important to us.

> **Equality** means treating people fairly.

Tell us how you have considered **equality** in your project.

20. Declaration

This section has important information. You should read it carefully.

Some of your project information might be private. You need to understand what we will do with your information.

We must follow **General Data Protection Regulations**. Find out more here: www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation

You should also know about **Freedom of Information**. Find out more here: www.gov.uk/make-a-freedom-of-information-request.

You will need to read some statements in this section. And then tick boxes next to the statements.

By ticking the boxes, it means you and your organisation agree with the statements.

21. Uploads

This section is where you can upload any documents we need to see.

Like your **project budget template**.

Or documents about your building.

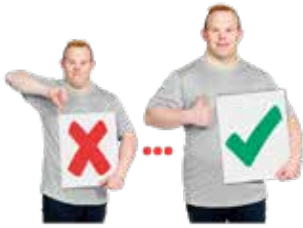These documents are called **attachments**.

You must read **The Capital Programme - What documents we need for the application.**

This document will tell you what **attachments** you need to upload.

22. Review my application

This section lets you check everything you have told us so far. And make any changes you need to.

When you are ready, press **submit**.

Then your application will be sent to us.

We will tell you by email when we get it.

Disclaimer

We have tried to make sure the information we give is right. We take no responsibility for problems you have because of what we have told you.

How to get more help

If you want to discuss your project in more detail, contact our **Capital Team**:

Email: capital@arts.wales

Website: Fill out a form on our website.

Twitter: Send us a tweet @Arts_Wales_

You can also talk to our Grants team:

Email: grants@arts.wales

Phone: 03301 242733
Then select 1, then option 1.

Hard words

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