

Easy Read

CYMRU YNG NGHÆREDIN
WALES IN EDINBURGH

Edinburgh Festival Fringe

Money for creative people and organisations in Wales

This document was written by the **Arts Council of Wales**. It is an easy read version of 'Cymru Yng Nghaeredin Wales in Edinburgh'.

January 2024



Noddir gan
Lywodraeth Cymru
Sponsored by
Welsh Government



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



wales arts international
celfyddydau rhyngwladol cymru

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 the words in blue mean on **page 24**.



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

Website: arts.wales

Phone: 03301 242733

Email: grants@arts.wales



Easy Read Wales made this document into Easy Read using **Photosymbols**. To tell us what you think about this easy read version, [click here](#).

Photosymbols Licence number 403527247.

Contents

	Page
Introduction.....	4
Who can apply.....	6
When to apply.....	10
How to apply.....	11
How we decide.....	19
More help.....	22
Hard words.....	24

Introduction



We are the **Arts Council of Wales**.



We want to help **creative** people in Wales to perform at the **2024 Edinburgh Festival Fringe**.

Creative people make things. For example, a performer who writes a play.



The **Edinburgh Festival Fringe** is the world's biggest arts festival.



Performing at this festival can help **creative** people. And make them more well known in other countries.



Wales in Edinburgh programme is a fund for **creative** people and performing arts organisations based in Wales.



We are working with **Wales Arts International** to give money to help people who want to perform at this festival.



Wales in Edinburgh programme aims to promote high quality Welsh theatre, dance, music and circus.



This document will tell you more about this money. And how you can apply for it.

Who can apply



Performing arts companies and **creative** people can apply for this money.



You must be based in Wales. Or do a lot of work in Wales.



You must have done high quality performances before.



You must be ready to do more performances. In Wales and in other places.



You must not owe us any money from other projects.

Rules for performing arts companies



You must have an up to date and legal **Equal Opportunities Policy**. This means rules about how to treat people equally and fairly.



You must have a bank account in your company name. At least two people must be able to use this bank account. To find out more about bank accounts, [click here](#).



If you work with children, young people, or **vulnerable adults**, you must have a **Safeguarding Policy**. Or a **Child Protection Policy**.



These are rules to keep adults and children safe. They must be up to date and legal.



Vulnerable adults means people who may need more support to stay safe.



Before you apply, you must show us that you meet all our rules.

Rules for creative individuals



You must be over 18.



You must show us that you understand **equal opportunities**. And that you think about this in your work.



This is about treating people equally and fairly.



You must have a bank account in your legal name.
[To find out more about bank accounts click here.](#)



If you work with children, young people, or **vulnerable adults**, you must work with a **safeguarding partner**. This partner must have proper safeguarding rules in place.



Safeguarding partners help manage issues about keeping people safe. For example, the council, health services or the police.



Before you apply, you must show us that you meet all our rules.

When to apply



You must apply before **5pm on 14 February 2024.**



We will make a decision by **20 March 2024.**

How to apply



Fill out the application form called **Wales in Edinburgh 2024**. This is on our online portal.



You need to register before you can use the online portal. But if you have registered before you do not need to do this again.



To find out more about the online portal, [click here](#).



If you need help with your application, or have **access** needs, e-mail us on: grants@arts.wales

Access is about being able to get somewhere. Or being able to use something. For example, Easy Read is accessible information.

You will need to upload the following information:



1. Your project proposal

Your **project proposal** tells us what your project is about. And why it is a good idea.

You must tell us about:

- Your previous work.
- Your work that is ready for the festival.
- How your work will reach many people.
- How you will be working with other partners to promote your work.
- What venues you will use.

You can give us your **project proposal** in 2 ways:



- Write it down

Or

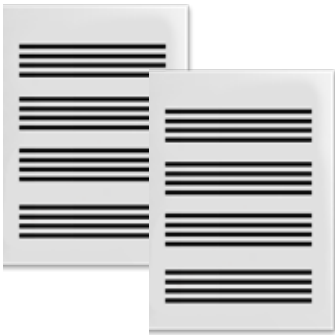


- Make a recording – like an audio or video file.

Written project proposal



- This should be made using a Word file or a PDF file.



- It should be no longer than 5 sides of A4 paper.

Aa

- The text should be 12 point size or bigger.



- The file size should not be bigger than 250 MB.

Audio or video project proposal



- It should be no longer than 4 minutes.



- Send it to us as links to your website. Or a YouTube or Vimeo link.



- You should make sure that we can open the file.

2. Your budget



Your budget should tell us about your project costs. And how you will use the money we give you.

3. Letters



We need 2 letters from people who think your project is a good idea. You can give us more letters if you want.



When we get your application, we will email you to let you know.



If we decide to give you money we will send you an **Award Acceptance Form**. Please fill this in and send it back to us.



When we have your **Award Acceptance Form**, we will send you most of the money.



We will send you the rest of the money at the end of your project.



If we decide not to give you any money we will tell you why.



We will decide who we can give money to by **20 March 2024**.

Questions we will ask you

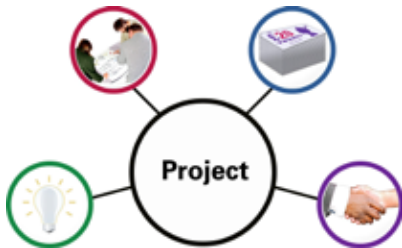
We will want to know:



About you. And how you meet our rules for getting this money.

Name	_____
Age	_____
Address	_____

Your contact information.



Information about your project. Like your project proposal and your budget.

More details about your project. Like:

- The kinds of arts and activities you will be doing.
- How many performances you will run.
- What venues you will use, and why.





If your project will be good for the Welsh language.



How you check for **equality** in your work.

Equality means treating people fairly.

Submitting your application



Before you submit your application, you should check it.



You should make sure you have given us all the information we need. And uploaded all the documents we asked for.



When you are ready to submit your application, click **next**. Once you click **next**, you cannot change anything.

How we decide



We have rules to help us decide who to give money to.



We will think about our **6 priorities** - Creativity, Widening Engagement, Welsh Language, Climate Justice, Nurturing Talent, and Transformation.



We try to be as fair as possible.



We have 80 thousand pounds for this project.



This means we can only help 4 or 5 companies or individuals.



We cannot pay for your whole project. Only some of it. You should think about where else you could get money from.



The fund would pay for things like venue hire, equipment hire, marketing, performance fees, room hire.

You should:



- Have good reasons why you want to perform at this festival.



- Tell us about other countries you want to perform in. And why.



- Show us that you are good at running projects like this. And that you have thought everything through.



- Make sure your project will benefit the public. In Wales and in other places.



- Have worked out all the costs for your project. And where you will get money from.

- Tell us how you will protect the **environment** during your project.



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.



We do not want people's projects to cause harm to the **environment**.

More help



If you want advice about writing your proposal, contact maggie.dunning@arts.wales.



If you need help with your application, or with using the online portal, contact: grants@arts.wales.

Ways to contact us:



Email: grants@arts.wales



Telephone: 03301 242733

9.00am to 5.00pm Monday to Thursday

9.00am to 4.30pm Friday

All calls charged at local rates



Twitter: [@Arts_Wales_](https://twitter.com/Arts_Wales_)



Website: <https://arts.wales>



You can find more information on how to contact us here. <https://arts.wales/about-us/contact-us>

Hard words

Access

This is about being able to get somewhere. Or being able to use something. For example, Easy Read is accessible information.

Creative

Creative people make things. For example, a performer who writes a play.

Environment

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.

Equality

Equality means treating people fairly.

Safeguarding partners

Safeguarding partners help manage issues about keeping people safe. For example, the council, health services or the police.

Vulnerable adults

Vulnerable adults means people who may need more support.