

Worksheet: Project Grants Under £30K

Tina Smith x No Jobs in the Arts, 2022

The resource is intended to be a simplified worksheet for putting together an application for Art Council England's National Lottery Project Grants. This worksheet does not include all of the questions, nor are they ordered as they may appear on the application system, Grantium. The worksheet can be filled in as your application is developed and is approximately half the length of the Arts Council's own Application Form Questions. From our previous fundraising for projects, working in a word editor can be more familiar, and an easier way to edit, re-word, and amend your grant application; for example, working in this format enables you to share a draft version with a critical friend. Once you are happy with the final version, you can copy and paste the contents of the worksheet into the Grantium system.

For the full information please refer to Arts Council online resources and the full guidance information.

Please note, before being able to access the grantium system, you will be required to register as an applicant (individual or organisation). The applicant profile will gather basic personal information, including your name, contact information and bank details - which has to match the name of the applicant or organisation you are applying under. Once submitted, the registration can take a few days to be approved.

Resource Contents:	Pg.
National Lottery Project Grants Eligibility Questionnaire	2
Essential Information About your Project	3
Feasibility and Risk	5
Delivering the Outcomes	10
Your Project and the Investment Principles	11
Attachments	14

National Lottery Project Grants Eligibility Questionnaire

Please note, to start an application, you'll be asked to complete a questionnaire to ensure your activity meets the basic eligibility criteria for National Lottery Project Grants, ensuring your project focuses on something they can support. We recommend completing this questionnaire before drafting your application. It's relatively quick and easy, but requires some basic information about your project, such as, how much you are thinking of applying for and a project name.

Project Name

Tell us the total amount you are applying to us for, including any personal access costs (£):

How much of this amount will be spent on your/ your collaborators' personal access costs? (£) If you, or the people you are working with, are; deaf or disabled, neurodivergent, experience learning difficulties, have a mental health, or long term health condition, there may be extra costs relating to access needs.

Essential Information About Your Project

First, give us:

A 50-word/300 characters summary of your project:

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Then:

A more detailed description of your project (up to 150 words/800 characters):

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Estimate how many people will experience your project?

A table will ask you to include figures for the different types of participants in your project.

<u>Type</u>	<u>Description</u>	<u>How many people will benefit from your project?</u>
Creative participants	People taking part in the project to deliver creative activity or directly benefiting from the project in their role as a creative or cultural practitioner	
Active participants	People taking part in or contributing to the project, going beyond being audience members. This might include taking part in a workshop, performing in a community show, or joining a class	
Volunteers	Those supporting or benefitting from the project in a voluntary role	
Live audiences/visitors	Those who are present during the live presentation of a creative product such as a live show or an exhibition	
Streaming audiences	Those who experience a recording or broadcast of a live presentation through a	

	digital platform	
Digital audiences	Those who experience a creative product designed to be experienced through digital technology	

How many of the people taking part in/contributing to your project are employed on a freelance basis?

How have you worked out these figures? (up to 800 characters)

How will people experience your project?

Tick all that apply:

- ☐ Live event(s) - Static
- ☐ Live event(s) - multiple locations/touring
- ☐ Streaming or Broadcasting
- ☐ Digital Experience - static
- ☐ Longer term public engagement in England

If you select longer term engagement, you will have 800 characters to answer who are you hoping will benefit from your project in the longer term, and how will they experience it?

If you are delivering live events in a specific place, you will be asked to enter the location(s) where each activity is happening. The questions include:

- Type of activity (live/digital/touring)
- Venue name, address, contact name, and contact email address
- Start date and end date of activity
- Number of performances, or number of exhibition/ event days
- Status of booking (expected or confirmed)

Feasibility and Risk

You will need a start and end date (start date must be at least 8 weeks after the date you submit your application) -

Project Dates

Tell us the start date and end date of the project:

<u>Start Date of Project:</u>	
<u>End Date of Project:</u>	

Project plan

We'll ask you to fill in a table to identify the main stages and tasks of the project. For each stage and task identified.

<u>Start Date</u>	<u>End Date</u>	<u>Activity or Task Details</u>	<u>Task Lead</u>

Budget - Income Details

Please complete the income table below with all your cash income, as well as any support in kind you will receive.

Please note, the possible income heading options are

- Earned income
- Local authority funding
- Other public funding
- Private income
- Support in kind: goods or services that you would otherwise have to pay for, but are being provided for free

<u>Income Heading*</u>	<u>Description</u>	<u>Expected or Confirmed*</u>	<u>Amount (£)</u>

*If you list an item as expected, the system will prompt for an expected confirmation date.

Tell us more about the match funding for your project (You can use up to 1500 characters/approx. 300 words to answer this)

- Consider you match/partnership funding (ACE will expect at least 10%)
- How have you worked out the earned income you expect to receive during the project?
- Why is it realistic?
- How will your project meet its aims if you receive less income than expected?

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Budget - Expenditure Details

Please complete the expenditure table below with all your cash expenditure.

Please note, the expenditure heading input options are:

- Artistic spending
- Making your work accessible
- Developing your organisation and people
- Marketing and developing audiences
- Overheads
- Assets - building, equipment, instruments and vehicles
- Environmental responsibility costs
- Other
- Personal access costs

<u>Expenditure Heading*</u>	<u>Description</u>	<u>Amount (£)</u>

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Budget management experience – please note you will only have to answer questions about this if you have not managed a budget before. Again, you will be expected to complete up to 1500 characters/300 words to explain who will support you etc..

Choose one option that applies from the following list:

- ☐ I have managed a project budget of this size or larger before
- ☐ I have managed a smaller project budget before
- ☐ I have not managed a project budget before, but I can draw on the experience of other people involved in this project
- ☐ This is the first time I've managed a project budget, it's a good opportunity to learn

How much of your total project budget is being spent on International costs (such as visas, carnets, freight, travel, accommodation, per diems)?

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What do you plan to do to manage the budget for this project?
(Up to 1500 characters to answer the questions)

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Have you used a recognised industry standard to work out how to pay artists and professionals involved in your project (including you)? Please explain in more detail (up to 600 characters).

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Partners and Collaborators

You will need to fill a table including the people involved in your project. Here you should include any partners helping you deliver the work, as well as any artists, or creative or cultural practitioners you are working with. This includes information such as **name, email address, their role in your project** and whether their involvement in your project is **confirmed or expected**.

<u>Name</u>	<u>Main Contact</u> (E.g. if <u>organisation</u>)	<u>Email Address</u>	<u>Role in project</u>	<u>Confirmed or expected</u>	<u>What will they be doing?</u>

Project management experience

Similarly to the budget management questions, you will only have to provide details about how you will be supported if you've not managed a project like this before.

Choose one option that applies from the following list:

- ☐ I have managed projects like this before
- ☐ I have managed some tasks of projects like this before
- ☐ I have not managed a project like this before, but I can draw on the experience of other people involved in this project
- ☐ This is the first time I've managed a project like this, it's a good opportunity to learn

Risks and Challenges - you will have 1500 character space available to talk about what the main risks and challenges are for meeting your project aims and how you will manage them.

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* It is always useful to think about potential challenges, particularly during times of lockdown or high Covid cases. It is worth thinking about risk mitigation should indoor audiences be limited or artists/participants have to isolate and how delivery might be affected.

Delivering the Outcomes

Arts Council strategy sets out three outcomes: Creative People, Creative Communities, and A Creative and Cultural Country. Your project must align to at least one and to set out in detail how particular components are being addressed. For every outcome selected you will have up to 1500 characters to answer how your project will meet that outcome – use the prompts/bullet points that are available with each [outcome](#).

How will your project contribute to the delivery of at least one of our Outcomes, including which, if any, of the Outcome components?

Creative People: Everyone can develop and express creativity throughout their life
How will your project contribute to this outcome? (Up to 1500 characters)

AND / OR

Cultural Communities: Villages, towns and cities thrive through a collaborative approach to culture. How will your project contribute to this outcome? (Up to 1500 characters)

AND / OR

A Creative and Cultural Country: England's cultural sector is innovative, collaborative and international. How will your project contribute to this outcome? (Up to 1500 characters)

Your Project and the Investment Principles

The four Investment Principles are an important part of Arts Council strategy and you are encouraged to use them to strengthen the planning and delivery of your project. You can read about the Investment Principles [here](#) (Ambition and Quality, Dynamism, Environmental Responsibility, Inclusivity and Relevance).

Inclusivity and Relevance

All applicants need to answer the questions in the **Inclusivity and Relevance** section. (Up to 1500 characters):

- *who you want to reach with this project,*
- *how you have identified them, and*
- *how they have been involved in the planning and/or creative process*
- *the steps will you take to make sure your project is open and accessible to people within the communities you plan to work with*

Workforce

If you're engaging a team of people to work on your project (Up to 1500 characters)::

- how you will ensure they reflect the communities you wish to serve
- how you will ensure access to opportunities are open and accessible

If you're not working with anyone else on your project you should explain why and consider how working with others would help you to reflect the communities you wish to reach.

Creative Case

Tell us about how your project addresses the creative case for diversity – you can read about the Creative Case for Diversity [here](#) (Up to 1500 characters):

The other three OPTIONAL investment Principles that your project may address. You only need to fill in this section if you think it is relevant to your project. For every optional investment principle selected you have 1500 characters available to answer the following:

Environmental Responsibility - Using Data

Has your project been informed by your own or other environmental data?

AND/OR

Environmental Responsibility - Plan, Action and Change

If you plan to measure the environmental impact of your project

AND/OR

Environmental Responsibility - Advocacy, Education and Influence

If you plan to develop you or your organisation's skills and knowledge on environmental responsibility

AND/OR

Ambition and Quality - Understanding What Others Think

If you are taking steps to understand what people (peers and/or the public) think about your work and how you make it

AND/OR

Ambition and Quality - Developing Your Work

If this project aims to develop your skills (and those you work with) and contribute to your longer-term ambitions for strengthening the quality of your work

AND/OR

Ambition and Quality - Measuring Your Progress

If you are setting out what good looks like for your project and know how you'll track how well you're doing and how well it's been received

Dynamism - The way you work

If you are testing your organisation's model or your individual practice to ensure you can account for change, or adjust when things do not go as planned

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AND/OR

Dynamism - Developing People

If you plan to develop you/your organisation's skills and knowledge

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AND/OR

Dynamism - Technology and Data

If you are using technology and/or data and evidence to deliver and develop your project and assess its impact

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Attachments

The application form is designed to give the Arts Council the information they need to come to a decision on your application. However, you can upload a supporting document (up to 5 pages) or one web link to illustrate your work and why you are best placed to deliver this project - in addition to any mandatory attachments you may be required to submit.

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Tina Smith has worked in the arts sector for over 20 years, starting out at the Arts Council where she worked for both the East Midlands offices and National Office facilitating strategic partnerships and projects to benefit artists and audiences. Tina assessed and evaluated arts capital and project grant applications and after leaving the Arts Council utilised her knowledge to become a freelance assessor and independent creative and cultural consultant. Tina has a proven track record in supporting artists, arts organisations and recently secured significant funding for UK Young Artists and Bamboozle Theatre.

NO JOBS IN THE ARTS

No Jobs in the Arts create professional development opportunities for early-career creatives working in the Visual Arts, through projects linked to the East Midlands. They deliver a creative program of events, talks, exhibitions, mentoring, publications, and resources. More information can be found by visiting www.nojobsinthearts.co.uk or you can find them on Instagram, [@nojobsinthearts](https://www.instagram.com/nojobsinthearts).