

Easy Read

Arts Council of Wales

Money to support people in the arts during the Coronavirus.

This document was written by the **Arts Council of Wales**. It is an easy read version of '**COVID-19: Support for Individuals Urgent Response Fund**'.

April 2020

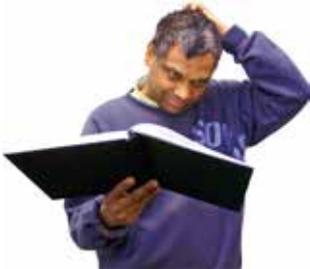


How to use this document

This is an easy read version. The words and their meaning are easy to read and understand.



You may need support to read and understand this document. Ask someone you know to help you.



Words in **bold blue** writing may be hard to understand. They have been explained in a box below the word.



If the hard word is used again it is in **normal blue** writing. You can check what the words in blue mean on **page 15**.



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



E-mail: grants@arts.wales



This document was made into easy read by **Easy Read Wales** using **Photosymbols**.

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Urgent Response Fund



The **Urgent Response Fund** is money people who work in the arts can get during the Coronavirus crisis.



It is for people who cannot make money at the moment because of the Coronavirus.



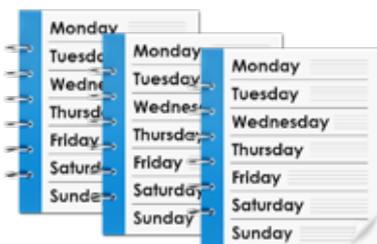
You can apply for up to £2500 from the **Urgent Response Fund**.



Your work must be **non-profit** to be able to use the **Urgent Response Fund**. This means work done for the good of others, not to make money.



We need to give the money to people who need it most. For example people who have not been able to get help from other schemes. **Please think about whether you need it.**



We will tell people if they will be getting money from the **Urgent Response Fund** within **3 weeks** of the closing dates.



The **Urgent Response Fund** gives people 1 payment only.

Who can apply

Examples of people who can apply:



- A craft person



- A writer



- A dancer



- A musician



- A gig promoter - this is someone who puts on arts or music events

- A theatre producer



If you have another job you need to see if you can get support from them first.

Who cannot apply?



- People who do not work in the arts



- Organisations



- People who do not live in Wales



- Students



- People who work in education

How to apply



There are **2** chances to apply. You can apply online. You may need someone to support you.



The first chance to apply opens on **14 April 2020**. And closes on **20 April 2020**.



The second chance to apply opens on **28 April 2020**. And closes on **6 May 2020**.



You can apply for up to £2500. If you have additional needs you may be able to apply for more than this.



Please read **page 15** of '**Urgent Response Fund Frequently Asked Questions**' for more information.



You should only apply if you are struggling right now because of the Coronavirus.

What we need from you



We need you to fill out an online application form.

We will also need:



1. Your CV (Curriculum Vitae)

A **CV** is a document that tells us about your skills and experience.



OR a short letter telling us about your work.
Please tell us:



- what you do and more information about your work



- how the Coronavirus has affected the money you get from your art



- about any other money you have had from us



- about any other help you can get. If you cannot get any other help please tell us why not.

2. The name and email address of a **referee**



A **referee** is a person you have worked for or a professional who knows about your work in the arts. We will ask them to tell us about you and the work you do.



3. Proof that you have a bank account in your name

What happens next



1. Fill out an application form

You can get this here: <https://arts.wales/urgent-response-fund-for-individuals#start>. If you cannot get the online form please email: grants@arts.wales



Please answer all questions as fully, clearly and honestly as you can. Please also send us your **CV** or letter with your application form.



2. We will then email you an **equalities monitoring form**. This is a form we use to check our services are fair. Please fill out this form and send it back to us.



3. We will check your information.



4. We may contact your **referee**.



5. We will contact you if we need any extra information.



6. If we agree that you should get money from the **Urgent Response Fund**, we will ask you to fill in a form. It is called **Award Acceptance and Bank Details Form**.



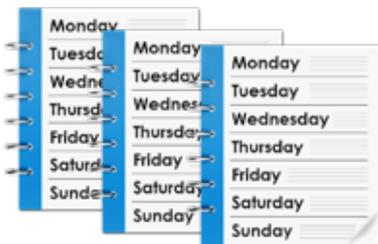
7. When we have this form back from you we can pay you.



8. We will not need any further information from you after this. For example, we will not need any reports.



We will tell people if we cannot give them any money.



We will contact everyone within 3 weeks of the deadline date. Or sooner if possible.



We will let people know if things are taking longer for some reason.

Bank details



- We can **only** pay the money into your personal bank account.



- We can only pay into a bank account in the UK.



- We will send the money straight into your bank account. You will not have to pay a cheque or cash in.

Help with your application



If you need any help with your application, please email us at: grants@arts.wales



Or fill out a help form online here: <https://arts.wales/about-us/contact-us>



Or tweet us: [@Arts_Wales](https://twitter.com/Arts_Wales)

How we use your information



We believe people have the right to see how we spend the money we have.



If you would like to find out more about this please go to our website: <https://arts.wales/about-us/accountability/freedom-information>



Because we are a public organisation we have to let people see who we give money to by law. This means some of your information may be seen by other people.



There is more information about this on the **Freedom of Information** website: <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>



We follow a law called **GDPR (General Data Protection Regulations)**. This means personal information is not shared without your consent. Unless a law is broken.



GDPR decides how we store and use people's information.

Complaints



If you are not happy with how we deal with your application you can make a complaint.



Please go to our website: <https://arts.wales/about-us/accountability/complaints>



Please note, this is not to appeal our decision if we do not give you money.

Hard words

CV

This is a document that tells us about your skills and experience.

Referee

This is a person you have worked for or a professional who knows about your work in the arts. We will ask them to tell us that they know you do the work you say you do.

