

Easy Read

Arts Council of Wales

Urgent Response Fund - Frequently Asked Questions

A guide to some of the questions you may have about our Urgent Response Fund and how to apply



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. Frequently Asked Questions'.

April 2020

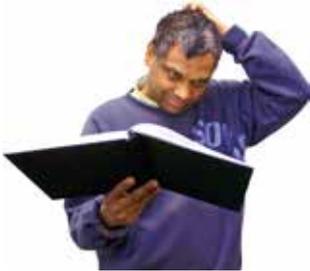


How to use this document

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 26**.



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

What is it and who is it for?

The **Urgent Response Fund** is money for people who:

- work **freelance** in the arts sector

Freelance means working for yourself or self-employed. You may do small pieces of work for organisations as a **freelancer**.

- cannot make money at the moment because of Coronavirus.

This could be people like:

- A craft person

- A writer

- A dancer

- A musician





It is emergency money to help them pay for the things they need to live.



You can only apply for this money if you do not have any other way of making money at this time.



It is really important that we can give money to the people that need it most. If you have other ways to make enough money to support you through this time, **please do not apply.**



There are other ways the UK Government and Welsh Government can help. You can find out more about this here: <https://arts.wales/news-jobs-opportunities/arts-council-wales-responding-coronavirus-covid-19>



We will also start a new fund called the **Stabilisation Fund** in April 2020. This will help people who work in the arts to get back to normal after the Coronavirus.

How much money can you apply for?



You can apply for up to £2,500.



If you have extra costs because of a disability you may be able to get extra money. Please go to **page 15** to find out more about this.

When can I apply?



You have 2 chances to apply to the **Urgent Response Fund**:



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**.

Who can apply?



You can apply to the **Urgent Response Fund** if you work in the arts sector and:



- You are having money problems because of Coronavirus.

- You earn at least half of your money from **freelance** work.



- Over half of your work is in a type of art form that we support.

- You have had a job or been part of work in the last 3 years that was **publicly funded**.



Publicly funded means paid for with money from the public. It could be organised by someone like Arts Council of Wales, the National Lottery or a university.

- You are 18 years old or over.

- You live in Wales.

- You have a UK bank account in your name.



Who cannot apply?



You cannot apply if:



- You have other ways to make or get money

- You have been **furloughed**

Furloughed is when you and your employer agree that you should take time off because you are not able to do any work. You still get most of your pay.



- You are a full-time student

- You work in education



- You are under 18 years old



- You do not work **freelance**.

What can you apply for?

You can apply for money to pay for:



- important things for everyday life that you need now
- things you need to support you to keep making your art and doing your work
- the time you need to think and make a plan for your future.



What can I not apply for?

This money cannot be used for:



- new project work
- student tuition fees and other costs of studying
- people who do not do at least half of their work **freelance**.



Can more than 1 person living in the same house apply?



Yes. We know that you may work in the arts **freelance** and live with other people who do the same. You just need to make sure that:



- you meet the rules for applying to the **Urgent Response Fund**



- **and** you have your own bank account.

You can only ask for money that covers **your own personal costs**.

What if I work in shops, food or other support jobs in the arts?



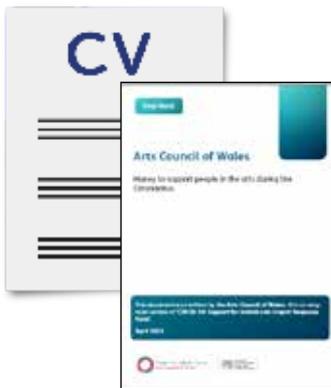
Please look into other UK Government schemes that can help you. See **page 13** for details.

Making an application

How do I apply?



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



Send your **CV** or supporting letter with the application form. Please read '**Money to support people who work in the arts during the Coronavirus**' for more information about this.

How do I show you that I have money problems because of Coronavirus?



You just need to tell us about any money you have lost out on because of Coronavirus. This includes money you thought you would make.



You need to tell us if you have tried to get money and support from other places. And explain why you could not use or have that support.



We might ask you to show us proof that you have tried to get money and support from somewhere else. Please keep a record just in case. For example emails or application forms.

Other ways of getting money and support that we expect you to try:



It is really important that money from the **Urgent Response Fund** goes to people who **need it most**.



If you have other ways of getting money and support at this time, please do not apply to the **Urgent Response Fund**.



Here are some other ways of getting support:

- **UK Government Self-employed Income Support scheme**
- **UK Government Job Retention (furlough) scheme**
- Benefits like **Universal Credit** and **Employment and Support Allowance (ESA)**
- **Economic Resilience Fund** from **Business Wales**.



HM Revenue
& Customs

How does this money affect my Universal Credit or other benefits?

We do not know and cannot give you advice about this. Please contact **HM Revenue & Customs** for advice:

Website: www.gov.uk/government/organisations/hm-revenue-customs

Phone: 0800 024 1222



Do I need to tell you how I would spend the money?

No, you just need to tell us why you need the money. And how much you need.



Do I need match funding?

No, you do not need any match funding.



Can I get help to fill in the application form?

If you have additional needs, you can contact our **grants and information team** at grants@arts.wales.

Can I get money for the extra costs I face because of disability?



You can apply for up to £2,500.



You can apply for **extra** money, up to £2000, if you have other costs because of disability. For example:



- Personal care support at home.



- Help with transport.



- An **advocate** – this is a person that can speak up for you and help you have your say.



- Communication support like a British Sign Language interpreter, special software for your computer or easy read information.

What proof do I need to give you about my bank account?

You must give us proof that shows:



- that the account is in your name



- the account number and sort code



- that the address on your bank account is in Wales.

This proof needs to be:



- less than 2 years old



- something official from the bank. For example a picture of your bank card that shows the account name, number and sort code. Or a letter or email from your bank.



You may need to give us a few different documents as proof.



If we decide to give you money from the **Urgent Response Fund** we will ask you for more information about your account.



We will not be able to give you any money until we have checked this information.



We **cannot** pay money into:

- a building society account that only has a passbook
- a joint account.



Can I go back to my online application form at any time?

Yes. You can go back to your application form at any time to finish it.

About the Urgent Response Fund

How much money is in the Urgent Response Fund?



We are aiming to spend around £300,000 on the **Urgent Response Fund** and **Stabilisation Fund**.



We have not decided which fund will get how much money. We will wait to see how many applications we get.

Where has this money come from?



We are using some of the money we have had from the government for our work. And the Welsh Government has given us some extra money.



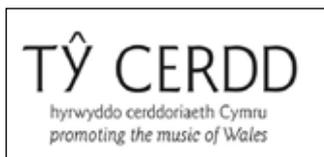
We will stop our **Lottery open-to-all application programmes** for 6 months.



We will use the money from this for our **Resilience Fund** instead.



We will look at this plan again later in the year. We will let you know when the **Lottery open-to-all application programmes** start again.



Tŷ Cerdd and **Literature Wales** are giving some money too.



We are speaking with other organisations to see if they want to give money too.



People can get money and support from other places like **Trade Union Hardship Funds** and **Benevolent Societies**.

Making our decision

How will you stop lots of people who do not need this money applying?



We need to help people most in need.

We are asking people to only apply if they have no other way to make money at this time.



We are trusting the arts community to respect our emergency money.

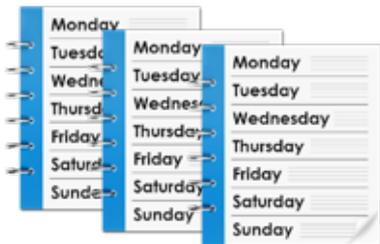
Is there anything specific you will look for to help you decide who gets money?



You do not have to compete with other artists to get this support. And we have made it easy to apply for the support.



We want to make sure everyone is able to apply if they need to. This includes people who are deaf or disabled. And people from **Black, Asian and Minority Ethnic** groups.



We aim to tell you our decision within 3 weeks of the closing dates.



We will let you know if this is not possible for any reason.



When will I get the money?

We will give you the money as soon as we get a reply from you, and we have checked your bank details.



Will there be more chances to apply for this money?

There will be 2 chances. If you apply the first time you cannot apply again.



Why are there 2 chances to apply?

To give everyone a fair chance and time to apply.



Can I apply to the Stabilisation Fund, if I have already had money from the Urgent Response Fund?

Yes



How many applications will be successful?

We hope to be able to support all applications. But we do not know for sure until we see how many people apply.



Are you going to print the names of people who get money?

Yes. We have to print the names and some information about the people who got money from us.

Information and support

How can I get access support when I am social distancing or socially isolating?



Because of the rules from Welsh Government we cannot give you face-to-face support.



We will keep supporting care workers and family members through the **Access Support Fund**. The best thing to do is contact us at: grants@arts.wales.

Can I speak to someone who works for the Arts Council?



Because of Coronavirus, our staff are working from home. This can be difficult and a lot of our staff are trying to work whilst taking care of their family.



So we cannot give you 1-to-1 advice about how to apply for the **Urgent Response Fund**.



We have made it as easy as possible to apply. If you have additional needs and you need support you can contact us at grants@arts.wales.

Other Lottery funding

I already have a National Lottery Project Grant. Can I still apply for this money?



Please only apply to the **Urgent Response Fund** if you do not have enough money to meet your needs.



We have already contacted everyone who gets a **Lottery Grant** to let them know what they should do.



If you get other Arts Council money and you want to apply for the **Urgent Response Fund**, please tell us why the money you already get is not enough.

When will the National Lottery Project Grants start again?



We do not know yet. It is likely that our **open-to-all application programmes** will stay closed until around **September 2020**.



We know that **National Lottery Project Grants** are an important part of planning for artists and organisations.



We will do our best to start the **National Lottery Project Grants** as soon as possible.

Hard words

Freelance

A freelance worker is someone who works for themselves or are hired by organisations for some jobs.

Furloughed

Furloughed is when you and your employer agree that you should take time off because you are not able to do any work. You still get most of your pay.

Publicly funded

Publicly funded means paid for with money from the public. It could be organised by someone like Arts Council of Wales, the National Lottery or a university.

