

Easy Read

# Arts Council of Wales

## Stabilisation Fund - Frequently Asked Questions

A guide for organisations about the Stabilisation 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 Organisations - Stabilisation 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.



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



**E-mail:** [grants@arts.wales](mailto:grants@arts.wales)



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

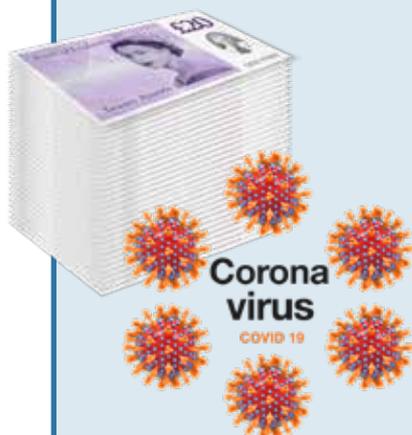
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# Stabilisation Fund



## What is it and who is it for?

The **Stabilisation Fund** is money that arts organisations in Wales can get to support them through the **Coronavirus (COVID-19)**.

The money is to help them keep going over the next few months.

It can be used by organisations who are members of our **Arts Portfolio Wales**. And also by organisations who are not.

But not all organisations who are part of our **Arts Portfolio Wales** will be able to apply. Please read **pages 8 and 9** for more information.

## How much can I apply for?

You can apply for up to £35,000. This money must be used within 6 months.

If you are very desperate and if you are a member of our **Arts Portfolio Wales**, you may be able to apply for more. But you must ask us first to be able to apply for more money.



## When can I apply?



The **Stabilisation Fund** opens on **Tuesday 21 April 2020**.



You must send us your application by **5pm on Friday 8 May 2020**.

# Who can apply from our Arts Portfolio Wales

## Which organisations from our Arts Portfolio Wales can apply?

If you are a member of our **Arts Portfolio Wales** you can only apply if:



- You get less than 55% of all the money that comes into your organisation from us.

Please work out the average over the last 3 years: 2016 - 2017, 2017 - 2018 and 2018 - 2019.



- You can show us that you have tried to get support from UK Government and Welsh Government.



- You can show us that you are using all the money you possibly can to support yourself at this time.

## What organisations from our Arts Portfolio Wales cannot apply?



We do not want you to apply if:



- You get more than 55% of all the money that comes into your organisation from us. Please work out the average over the last 3 years: 2016 - 2017, 2017 - 2018 and 2018 - 2019.



- You have enough money to keep working for the next 6 months.
- You are part of a larger organisation, like the local council, a university or the BBC.



If these rules mean you are not able to apply for this money, but you think your organisation will have to close if you do not get it, please speak to us.

## Why can't all organisations from our Arts Portfolio Wales apply?

Members of our **Arts Portfolio Wales** get a lot of money from us.

Because of coronavirus we are not being so strict about how they must use this money.

We think this means they will be able to keep going without extra support.

It is most important to support members of our **Arts Portfolio Wales** who do not get much money from us.

This is because they are likely to have lost out on a lot of money because of coronavirus. For example because they cannot sell tickets for shows right now.



# What other organisations can apply?

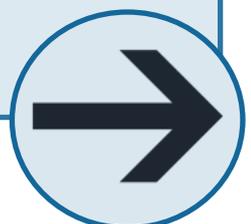
## What organisations, who are not members of our Arts Portfolio Wales, can apply?

If you are an arts organisation in Wales you can apply. But we need to make sure your organisation is set up properly.

So please send us a signed copy of your **governing document** with your application.

If you have applied for money before, you still need to send us a signed copy of your **governing document** if:

- it has been 2 years since you last sent it to us
- your **governing document** has changed since you last sent it to us.





Your organisation must be based in Wales. And must be 1 of the following types of organisations:

- a **Company Limited by Guarantee**
- a registered charity (including charitable trusts)
- a **Charitable Incorporated Organisation (CIO)**
- a **Community Interest Company (CIC)**.

To be able to apply your organisation must also:



- Do at least half of its work in a type of art that we support. For example, music, dance, theatre.
- Have done work in the last 3 years that was **publicly funded**. This means paid for with money from the public.
- Do most of its work in Wales.



- Have someone who is at least 18 years old who manages the organisation.
- Have an address in Wales.
- Have a UK bank account in the organisations' name with at least 2 people named as **signatories**. This means at least 2 people have to agree for money to be used from the account.

# How should different types of organisations be set up?

If your organisation is:

- a **Company Limited by Guarantee**
- a **Charitable Incorporated Organisation**
- a **Community Interest Company**
- a **Charitable Trust**
- or **Company Limited by Shares**



You must have at least **2 trustees**. They must not be part of the same family. And they must not live at the same address.

**Your Governing documents must also:**

- be signed by at least 2 trustees
- be registered with **Companies House** or the **Charity Commission**
- say that you have Trustee Board meetings organised throughout the year
- say how many trustees you need to be able to make decisions for the organisation. This is called a **quorum**.



## Unincorporated Association

If you are an **Unincorporated Association** you must have all of these things too.



Except you do **not** need to be registered with Companies House or the Charity Commission.

# Making an application

## What can the money be used for?

You can use this money for any work that helps you to keep going during coronavirus. For example:

- Changing your plan for how you work, how you get money and what you spend money on.
- Costs like rent and staff costs.
- Money for equipment so staff can work from home.
- Payments that you need to make.



You can use this money for planning and doing work during the next 6 months, including:

- Getting projects ready for when things get back to normal.
- Projects for the public that they can enjoy now, like video and things over the internet.



## What can't the money be used for?

You cannot use this money for:



- Creating new work that you cannot show to people now.
- Any work that you would usually get money from the **Arts Council National Lottery Project Grants** for.



- Any costs or loss of money because of something other than coronavirus.
- Any money you owed before coronavirus.

# Definitions – what words and terms mean

Here are some important words and terms that we use and what they mean.



## What is the Arts Portfolio Wales?

The **Arts Portfolio Wales** is a group of 67 organisations in Wales. We support them and give them money each year to help them run.

## What does publicly funded work mean?

Publicly funded work is any work you have done before that was paid for with public money.

This could mean that you had grant money to do the work. Or you might have been part of a project that had grant money.

This kind of grant money comes from organisations like:

- Arts Council of Wales
- National Lottery Heritage Fund
- National Lottery Community Fund
- Local authorities
- Universities



## What kind of costs can this money be used for?



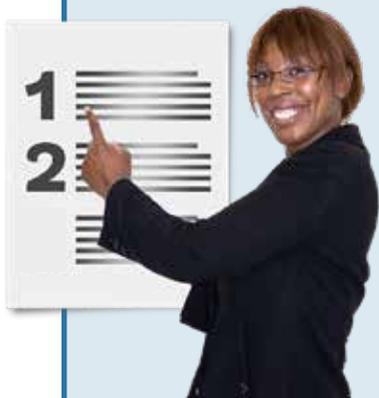
You should tell us what you need money for at this time. We know this is different for different organisations.

But the types of costs you might need this money for include things like:

- Rent or other building costs.
- Staff costs.
- Insurance, gas, water and electric.
- Costs of staff working from home. And changing how you work over the next 6 months to make sure you stay open.

# How we will make our decision

## What is most important to the Arts Council?



We want to use this money to help achieve 2 important things:

1. Support organisations to keep doing great work. And make sure they can keep going after coronavirus.
2. Get more people from different backgrounds, different places and with different abilities involved in arts. Especially people who are deaf and disabled. We want you to show us you have thought about these things in your application.

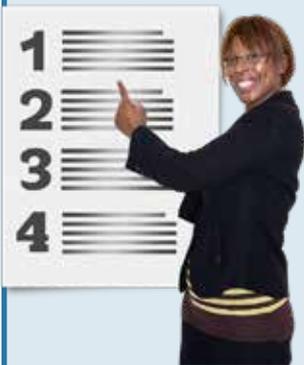


# Is there anything in particular we want to support with this money?

No. We will think about these things when making our decision:



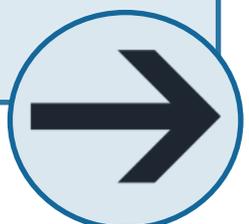
- How serious your money problems are. You should tell us about this in your application.
- How important your work is. This could be because it is great art. Or it supports people to be creative.



- How well your work helps us to meet our main aims.
- How your work benefits others, now and in the future.



- How good your plans are for managing and doing the work or project. This includes your plans for how you will manage the money.
- What other organisations we are supporting. Where they are and what type of work they do. We want to make sure we support work across Wales. In all different art forms.





We want to make sure we support all different types of organisations. We want to make sure they represent everyone in Wales.

We would like applications from people who are **Black, Asian or Minority Ethnic**. And people who are deaf or disabled.

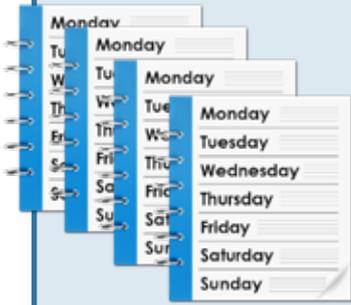
We will think about all the applications we have had. We will try to make sure we have supported all different types of arts. And organisations in different places across Wales.



**Do organisations that are members of the Arts Portfolio Wales have a better chance of getting this money?**

No. We will think about all organisations. We will make our decisions based on how urgent an organisations needs are. And how strong their application is.

Please read **pages 19-21** for more information about how will make a decision.



## When will I get my decision?

We will try to make our decision within 4 weeks of the closing date. We will tell you if this will be longer for any reason.

## When will I get the money?



If we decide to support your organisation we will send you a form. As soon as we have this and we have checked your bank details we will send you money.

We will usually pay 90% of the money first. We will pay you the rest at the end of your work or project.



## Will there be more chances to get money from the Stabilisation Fund?

At the moment there is only 1 chance. We will keep checking this. If coronavirus goes on for a long time we may need to offer this money again.

## Can I apply now for work that will happen next year?

For example for work that we want to take on tour? Or a tour that we have already booked for later this year?



No. Please read **page 15** for more information on what you can use this money for.

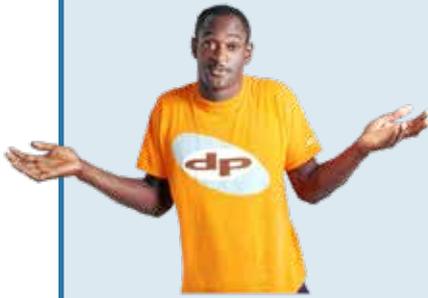


We will focus on supporting organisations that need help right now to get through coronavirus.

We cannot support any work for live audiences. Unless this happens over the internet.

This money cannot support work that you would like to do in the future.

## How many organisations will get money from the Stabilisation Fund?



We do not know. We want to support as many good applications as we can. But we do not know how many people will apply.

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



Yes. This is public money. So we have to print the names and some information about everyone we give money to.

# Money

**If I can get other money for my project will I be more likely to get money from the Stabilisation fund?**



No. You should only apply for this money if you cannot get money to pay for your work anywhere else.

You can ask for the amount of money that you need, up to £35,000. But we do not have enough money for everyone.



And we want to support as many organisations as we can. People who apply for lower amounts of money will be good choices for us.

## How will getting money from the Stabilisation Fund make a difference to any other support I try to get?



We do not know. We cannot give you advice about this.

Please remember that this money might make a difference to the tax you pay. You should contact **HM Revenue and Customs** for advice:

**Website:** [www.gov.uk/government/organisations/hm-revenue-customs](http://www.gov.uk/government/organisations/hm-revenue-customs)

**Phone:** 0800 024 1222

## What proof do you need to show we have lost money?



You just need to tell us about any money you have lost because of coronavirus. We might contact you for proof later on. Please keep a record, for example e-mails and contracts.



## Do I need to get match funding?

No.



## Do I need to give you a plan for how I would spend the money?

Yes. This is part of the application. It is a short form. We will ask you what money will be coming in and going out over the next 6 months. Please read the next question for more information.

## How do I fill out the form that says how the money will be spent?



As part of the application you will need to fill out a form to tell us your plan for how you will spend the money. This is called the **budget template**.

If you are applying for money for a project you must attach a **project budget** to your application.

You must use the **budget template** that is in the application.

You cannot change this once you have sent us your application. Please make sure you include all the costs.

These are the pages you will need to fill out:

- **Summary** – fill in your organisation's name and the project name. The form will work out the costs as you enter the information.



- **Expenditure** – this is where you tell us what costs you will have to pay for to do your project.
- **Income** – this is to tell us what money you will get because of your project.
- **Access costs** – costs that you or someone working on the project has because of additional needs.

## How should I fill out the expenditure part of the budget template?

You should fill this out with as much information as you can.



Please show us how you have worked everything out. You should give us as much detail as you can about what the costs will be.

You should only include costs that are fair and reasonable for the work you are doing.

## What about VAT?

If you are registered to claim back VAT from the Government you should not include VAT in your costs.



If you cannot claim back VAT on something you should write about this separately.

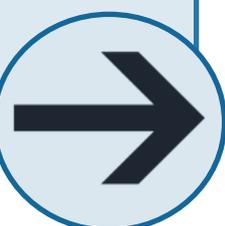
If you are not registered to claim back VAT you should include VAT in all your costs.

## How should I fill out the income section?



This section is about all the money your organisation has coming in.

Please show us how you have worked everything out.



There are 5 sections in the income section:

### 1. Arts Council of Wales grant request

Please write the amount you are asking from us.

### 2. Your own money

Please tell us how much of your own money you will spend on the project.

### 3. Earned income

Tell us about any money you will make from your project.

### 4. Other money

If you have other money for this project, this shows us that it has a lot of support. Please tell us how much money you are hoping to get from other places.

### 5. Support in kind

This can be things like the time your volunteers give. And borrowing equipment from others. This cannot include your own time and equipment. Or things like discounts.



## How do I fill out the summary section?

This page will work out the total amount of money you will spend. And the total amount of money you will get in.



This should equal out to £0. So in other words, you should spend all of the money you get.

It will show you how much money you are asking from us. This must be within our rules.



If you have costs because of additional needs this will also be shown. You should add these costs to the total amount of money you are asking for. You should write this under **Amount Applied For**.

## Can this money be used to pay off debt we have had for a long time?



No. This money is to help you get through coronavirus only.



## I have additional needs, can I get help with the application?

Yes. You should contact our **grants and information team** on [grants@arts.wales](mailto:grants@arts.wales).

## Can this money be used to pay for access costs?

Yes. We can help you to pay for things that you or anyone involved in the work need because of disability. Or additional needs.



This could be things like special equipment, support workers or paying for an interpreter.

In your budget please give us the details about these costs. For example: Support worker £80 per day for 10 days.

This money is separate from the amount you are applying for to do the work.

## What are access costs?



Access costs are things like:

- 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.



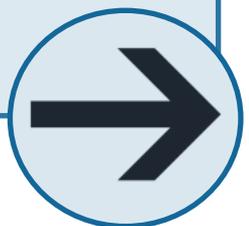
## What bank account proof do you need?

We need 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 e-mail from your bank.





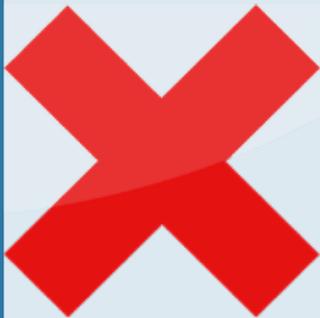
You may need to give us a few different documents as proof.

If we decide to give you money 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.

Please note that we cannot pay money into:



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

# About the Stabilisation Fund

## How much money is in the Stabilisation Fund?



We are aiming to spend around **£5½ million** on the **Stabilisation Fund** for organisations.

We have not decided how much of this money we will give to members of our **Arts Portfolio Wales**. And how much we will give to organisations **not** members of our **Arts Portfolio Wales** yet.

We will see how many applications we get and try to meet the needs of organisations as best we can.

## Where has this money come from?



Llywodraeth Cymru  
Welsh Government

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.

# Information and support

## How can I get access support when I am social distancing or self 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](mailto: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.



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](mailto:grants@arts.wales).

## Other Lottery funding

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



We should have contacted you by now about what to do next.

If you already get money from us, you should talk to us about how to use this money to help you through coronavirus.

### When will the National Lottery Project Grants start again?

September

2020

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.

# Changing the Stabilisation Fund

**Will you be making any changes to the Stabilisation Fund?**



We have set up the **Stabilisation Fund** very quickly. Because of this we will keep checking to make sure we are doing the best thing.

If we need to make any changes we will tell you as soon as we can.