



## Access needs and Grants for the Arts

### Contents

<b>1</b>	<b>Grants for the Arts .....</b>	<b>2</b>
<b>2</b>	<b>Access needs and Grants for the Arts.....</b>	<b>2</b>
<b>3</b>	<b>Pre-application support .....</b>	<b>3</b>
3.1	I am unable to read the ‘How to apply’ guidance .....	3
3.2	I am unable to use the online system.....	3
3.3	I do not have a computer and/or access to the internet .....	4
<b>4</b>	<b>Access support workers.....</b>	<b>4</b>
4.1	Choosing an access support worker .....	5
4.2	What we can pay for .....	5
4.3	What we cannot pay for.....	5
4.4	How access support workers should use our online system .....	6
4.5	Paying the access support worker .....	6
<b>5</b>	<b>Personal access costs (managing your grant) .....</b>	<b>7</b>
5.1	Personal access costs .....	7
5.2	Managing your grant online.....	9
<b>6</b>	<b>Making your work accessible.....</b>	<b>9</b>
<b>7</b>	<b>Contact us .....</b>	<b>10</b>



## **1 Grants for the Arts**

Grants for the Arts (GFTA) is our Lottery-funded grant programme for individuals, arts organisations and other people who use the arts in their work. Grants are available for activities carried out over a set period and which engage people in England in arts activities and help artists and arts organisations in England carry out their work.

Activities we support must be clearly related to the arts and must be project-based, up to a maximum of three years in length. Grants normally range from £1,000 to £100,000 and we can fund up to 90 per cent of the cost of an activity.

## **2 Access needs and Grants for the Arts**

We want to help applicants with access needs to apply to Grants for the Arts, and we want the projects we fund to be accessible to everyone.

This information sheet explains

- The 'pre-application support' we can provide to help applicants with access needs to make an application
- How to present your 'personal access costs' in the application form. These are any costs relating to your own access needs that you will need to pay to help you deliver your project and manage your grant online
- How to tell us about your plans to make sure everyone can enjoy your work. We call this 'making your work accessible'



### **3 Pre-application support**

This section explains how we can help applicants with access needs, and support them to use our systems and guidance to make an application.

If you experience or anticipate any barriers within the application process, or require help to make an application or access services and information, we will make a reasonable adjustment to support you. We will consider the most practical and cost effective response to each request taking into consideration the applicants preferred solution.

#### **3.1 I am unable to read the ‘How to apply’ guidance**

The ‘How to apply’ guidance is available in Word and PDF formats. If you need a copy in Large Print, please contact us. The ‘How to apply’ guidance contains detailed system diagrams and screen shots that we cannot reproduce in other formats.

If you are unable to use the ‘How to apply’ guidance please read the information sheet ‘An Introduction to Grants for the Arts’ which explains the programme, criteria and how to approach the questions in the application form, but does not include the system guidance. We can produce this guidance in audio, BSL and Braille.

#### **3.2 I am unable to use the online system**

Applications to Grants for the Arts are made online via our website and [online application system](#). The system allows applicants to manage all of their projects online. All applications, along with decision letters, payment requests and any communication regarding your application, are managed through the online system.



If you are unable to use the online system we can pay for a support worker to help you use the online system. Applicants will be asked to complete an offline version of the eligibility questionnaire and application form, which they can share with the support worker who will act as a scribe and complete an application form on their behalf.

If you are unable to use the online system you should also read section 4 '[Access Support Workers](#)' and section 5 '[Managing your Grant](#)' of this information sheet.

### **3.3 I do not have a computer and/or access to the internet**

We can provide support to applicants who are unable to *use* a computer, but this does not extend to applicants who cannot *access* a computer.

Your local council might be able to provide access to a computer with internet access and/or signpost to a local service provider who can help, for example a local library.

We are able to send out printed copies of the How to apply guidance to applicants. The guidance lists all the application questions and will allow you to plan your activity, but please note you will need to access a computer and complete your application in our online system.

## **4 Access support workers**

If you need a support worker to use the online system on your behalf, please contact our Customer Services team. Customer Services will put you in contact with a member of Arts Council staff in your local Area who will coordinate your request for access support.

Applicants must provide Customer Services with:

- an overview of the barrier experienced and what access support has been requested



- artform/type of project
- customer name, address, contact details, and preferred contact time and method

#### **4.1 Choosing an access support worker**

Access support workers should be nominated by the applicant requiring assistance (many people will regularly use the same note taker or interpreter).

Your Arts Council contact will discuss what help your support worker can provide.

#### **4.2 What we can pay for**

- note taking support for disabled people requiring it in one to one meetings
- note taking support to help a disabled applicant complete the application form
- British sign language (BSL) interpretation support for Deaf applicants in one to one meetings
- translation of applications made in BSL into English. We are unable to support translation from other verbal languages
- personal assistants for people with experience of the mental health system
- personal assistants for people with learning disabilities

The provision of access support does not require an application to be submitted. Applicants should be able to access information on our grant programmes and decide not to apply.

#### **4.3 What we cannot pay for**

- project development, such as the cost of an arts worker / development consultant
- translation from verbal languages (other than British Sign Language )



- 'Personal access costs' - access requirements for the project delivery (these should be accounted for within the project budget in your application form)

The Arts Council contact will review the project timelines with the applicant and access support worker. After agreeing the support to be provided (and timescale for support), a quote for their services will need to be obtained and a fee agreed.

#### **4.4 How access support workers should use our online system**

People working on our online system in an access support capacity should use the applicant's 'user account' to create a profile for the applicant in the applicant's name and with the applicant's contact details. The support worker should then set up a user account for themselves (with their own username, password and email address).

The support worker should then email [grant.management@artscouncil.org.uk](mailto:grant.management@artscouncil.org.uk) with:

- name and applicant number of the applicant profile
- username and email address for the person acting as support worker

We will link the support worker's user account to the profile in the name of the applicant. Both user accounts will then receive any notifications about any applications made.

Instructions for setting up a user account can be found on pages 6-8 of this document: [How to create and manage your account and applicant profile](#)

#### **4.5 Paying the access support worker**

Each request is considered on an individual's identified needs and the level of support that they will require. We do however recommend that a daily rate should not be higher than £300 per day. This is not a maximum amount and we will consider increased fees if exceptional needs or circumstances are presented. If



one particular supplier is seen to be requesting a daily rate that is clearly above an average amount, alternative quotes should be requested.

The access support worker should submit their invoice to the Area office. Once we have confirmed with applicant that work has been carried out satisfactorily, we can authorise payment.

## **5 Personal access costs (managing your grant)**

### **5.1 Personal access costs**

If you are deaf or disabled or experience learning difficulties there may be extra costs relating to your own access needs, and/or any access needs of the artists you're working with, that you will need to pay to help you deliver your Grants for the Arts project and manage your grant online. For example, payment for a sign language interpreter to help you manage your activity.

This section explains how to present the cost of your personal access needs in the application form.

#### **Completing the eligibility questionnaire**

Before you start your application form, as part of the eligibility questionnaire we ask you to tell us whether your budget includes personal access costs. We ask applicants to clearly identify their personal access costs so we can deduct them from the total project costs when we decide how long it will take us to make a decision.

This is particularly important if you are requesting close to £15,000 from us. For example, if you are applying for £15,350 but £650 of this relates to your personal access costs, we would still view this as the same as an application for under £15,000 and would make a decision on your application within six weeks. You should use the guidance notes for applications for £15,000 and under to complete your application form.



### **Paying for personal access costs**

Personal access costs should be included in the budget, as with any other project expenditure. If we award funding, our grant may be used to cover these costs, or the applicant may pay for them using their match funding.

### **Completing the budget**

The budget line 'personal access costs' should show the costs relating to your own access needs, and/or any access needs of the artists you're working with, that you will need to pay to help you deliver your activity.

You will have told us about the expected costs of your personal access costs, as part of the eligibility questionnaire. The figure you provided will be automatically entered onto the online application form, and 'pre-populate' the basic details section and the expenditure table.

If you need to change the amount you will need to edit the figure in this box, and the budget line for personal access costs in your expenditure table will automatically update. If you are changing the amount to above or below the £15,000 threshold you may need to start a new eligibility questionnaire and application form. Contact us for more details.

Remember, you can only include future costs in your Grants for the Arts budget, as we cannot fund retrospective activity. Only include the personal access costs that you will have to pay to deliver your Grants for the Arts project in your expenditure table. Do not include costs relating to preparing, planning and submitting your application (please read [section 3](#) of this document for information about pre-application costs).

### **Personal access costs and match funding**

If your personal access needs and the costs associated with managing those needs, prevent you from finding the required 10% match funding (in cash or Support in kind), please tick the 'I am applying for more than 90% of the activity costs' box and explain your situation. We will take that into consideration as part of our eligibility and risk checks.



If you are applying for personal access costs and have any queries please contact us on 0845 300 6200 or [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)

## **5.2 Managing your grant online**

Our online system operates by a user account and all communication is now electronic. If you are unable to receive or read email communications due to access needs, you may provide us with an alternative email address eg that of a support worker. It is important that any alternative email provided is that of someone who you trust as they will be receiving all grant communications on your behalf. If at any time you want to change the email contact that you have contact us and we will make the change according to your instructions.

The Arts Council will cover the cost of support needed by applicants up to the point of finding out their decisions. Applicants must allocate sufficient funds to cover 'support to use the online system' as part of their 'Personal access costs'. This includes using the online system to manage their applicant profile, request payments and uploading monitoring information. Read more about [using our online system throughout your project](#)

Make sure you have enough money in your budget to pay for any unexpected access support that you may need during the project. You can include costs in your contingency for this.

## **6 Making your work accessible**

We want applicants to make sure that everyone can enjoy the work we fund.

Use the 'Making your work accessible' budget line to show the costs of making your activity accessible to audiences and/or participants. Include any costs that you will need to pay to make your activity accessible to a wide range of people.

For example:



- booking a BSL signer for your event
- making your website compatible with screen readers
- costs of producing materials in other formats such as in Braille or on CD
- paying more to use a wheel chair accessible venue

You should also tell us about your plans to make your work accessible as you answer the questions in the public engagement section of the application form. In this section please tell us how you will make your activity accessible to a wide range of people, for example, signed performances and materials in other formats such as in Braille or on CD.

We support some National Portfolio Organisations (NPO's) who have specialise knowledge about accessibility and may be able to provide guidance or advice:

- Carousel (learning disability)
- Attitude is Everything (music / outdoor events)
- [Shape](#) (audiences)
- Stagertext
- VocalEyes

## 7 Contact us

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**Website:** [www.artscouncil.org.uk](http://www.artscouncil.org.uk)  
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