

Emergency response funding – FAQs

Programme basics	Individuals	Organisations
<p>Who can apply?</p>	<p>Freelance creative practitioners who:</p> <ul style="list-style-type: none"> mainly (50%+) work in one of our supported disciplines (music, dance, theatre, libraries, literature, visual arts, combined arts, museum practice) have a track record (within last three years) of working in the publicly funded culture sector are at least 18 years old are based in (live in) England have a UK bank account registered in their legal name have a validated Grantium applicant profile in their legal name 	<p>Organisations who:</p> <ul style="list-style-type: none"> work mainly (50%+) in one of our supported disciplines (music, dance, theatre, literature, libraries [for Universal Library Offer activity], visual arts, combined arts, museum practice) have a track record (within last three years) of working in the publicly funded culture sector, including working in/with libraries are not National Portfolio Organisations (lead organisations) or Music Education Hubs have an accountable person aged at least 18 have a registered address in England have a UK bank account in the name they are applying under have a validated Grantium applicant profile
<p>What is a ‘creative practitioner’?</p>	<p>Writers, translators, producers, editors, educators, directors and designers in the disciplines and artforms we support, as well as choreographers, composers, visual artists, craft makers and curators.</p>	<p>n/a</p>
<p>How much can I apply for?</p>	<p>Up to £2,500 (no minimum)</p>	<p>Up to £35,000 (no minimum)</p>
<p>What activity can I apply for</p>	<p>Funding to cover:</p> <ul style="list-style-type: none"> activity and/or equipment that will help you to sustain your 	<p>Funding to cover:</p> <ul style="list-style-type: none"> activity intended to prevent your company ceasing to operate within the next six

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	<p>practice and support you in continuing with your work</p> <ul style="list-style-type: none"> time to stabilise, think and plan for the future <p>We do not expect applicants to directly deliver creative outputs using this funding</p>	<p>months (for example, staffing costs)</p> <ul style="list-style-type: none"> development and delivery of activity specifically designed to be deliverable within the next six months (for example, digital work or organisational development)
<p>What can't I apply for?</p>	<p>We cannot support:</p> <ul style="list-style-type: none"> output-focused proposals for project work, for example, creation of new work, or touring (there will be other opportunities to apply for this type of project as the emergency situation eases) students for higher education tuition fees and associated costs applications from people who do not generate more than 50% of their income through their freelance status. If your primary income is through a PAYE position which you have lost as a result of the Covid-19 emergency, you may be able to access the Government's salary guarantee funding 	<p>You cannot apply for funds for:</p> <ul style="list-style-type: none"> the creation of new work that cannot be delivered at the moment (for example, touring work) any other activity you would normally apply to Arts Council National Lottery Project Grants for costs or losses not incurred as a result of the coronavirus pandemic any historic organisational debt

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What kind of profile do I need on Grantium?	You must have an individual applicant profile registered in your legal name.	You must have an organisation applicant profile.
What is the budget for this fund?	<p>We're making £20 million of financial support available to individuals:</p> <ul style="list-style-type: none"> • £16 million can be applied for by individuals through this fund. • The other £4 million will go to benevolent funds targeted at other cultural workers. Please see the guidance document for a full list and links. 	£50 million.
When can I apply?	<p>There will be two rounds, and you can apply to one of these rounds. Unsuccessful applicants cannot apply again.</p> <p>Round 1 opens 9 April and closes 16 April. Round 2 opens 16 April and closes 30 April.</p>	
How long will the portal be open for?	For seven days.	
When will I get my decision?	We aim to start notifying applicants of the outcome of their applications to Round one by the end of April.	
If I am successful, when would I receive the funding?	We've designed the process to be as swift as possible so that we can make payments as fast as we can. We'll be able to share more detail in the coming weeks.	
How would this funding impact on my application for Universal Credit/financial support for my business from the government?	<p>We cannot advise on how our funding might impact on Universal Credit, or any other form of benefit or funding. You should contact HMRC for advice.</p> <p>If you have other means of support from</p>	<p>We cannot advise on how our funding might impact on applications for financial support for your organisation. You should contact HMRC for advice.</p> <p>If you are considering other routes that are</p>

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	sources that will be sufficient for this period, then we ask that you please do not apply.	available, or the organisation will receive other means of relief funding that will be sufficient for this period, then we ask that you please do not apply.
What does ‘publicly funded’ mean?	<p>You must have experience of delivering work that was funded (directly or indirectly) by bodies such as Arts Council England, National Lottery Heritage Fund, National Lottery Community Fund, local authorities, universities, public sector bodies, trusts and foundations, etc.</p> <p>You need to have been part of the delivery of publicly funded work, even if you didn’t directly apply for the funding yourself.</p>	<p>Your organisation must have experience of delivering work that was funded (directly or indirectly) by bodies such as Arts Council England, National Lottery Heritage Fund, National Lottery Community Fund, local authorities, universities, public sector bodies, trusts and foundations, libraries, etc.</p> <p>Your organisation needs to have been part of the delivery of publicly funded work, even if they didn’t directly apply for the funding themselves.</p>
Do I need to give you a budget for how I would spend the funding?	No, you just need to tell us how much you are applying for.	Yes, but it is only very brief. We will also ask for a cashflow, so we can see how you will manage your funding.
Do I need 10% match funding?	No, you do not need any match funding.	No, you do not need any match funding, but you can show any other income you have (such as other grants, repurposing other funds etc) in the cashflow.
What sort of proof do I need to demonstrate loss of income?	You just need to tell us about any income you have lost. We might contact you to ask for evidence of this at a later	You just need to tell us about any income you have lost. We might contact you to ask for evidence of this at a later date, so keep a record (such as

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	date, so keep a record (such as your own records, emails, copies of contracts etc).	emails, copies of contracts or your company's records).
I have access requirements – what help can I get to fill in the application?	See separate section on access support.	
Will there be more rounds of this fund?	There will be two rounds. Individuals can apply to only one of these rounds.	There will be two rounds. Organisations can apply to only one of these rounds.
If I have done more publicly funded work than another applicant, am I more likely to get the funding?	Although we ask applicants to demonstrate their track record in publicly funded work, the amount of funding received will not be used as a factor in our decision making.	
Why are you prioritising D/deaf and disabled -led organisations/creative practitioners?	<p>In ensuring the resilience and sustainability of the arts and culture sector at this time, we want to make sure our funding reaches those who may be considered most vulnerable.</p> <p>We want to make sure the arts and culture sector best represents the society we live in, and hope that this funding will enable creative practitioners and organisations who are D/deaf or disabled-led to maintain sufficient income so they can continue to operate successfully in the future.</p>	
What will the success rate be?	In these unprecedented circumstances we cannot know this until we see how many people apply.	
I already have a National Lottery Project Grant or Developing Your Creative Practice grant. Does that impact on me applying for this	<p>You can still apply to the response fund, though it's recommended that you carefully consider the criteria for this fund and what funding you require during the Covid-19 crisis.</p> <p>We will be considering whether applicants have any other existing Arts Council grants and</p>	

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fund?	whether these can be repurposed when we make our decisions. Competition will be very high for these grants and we want all of our available resources to go as far as possible. It is a good idea to think about the future of your current project, and what you will be able to deliver. Email coronavirus@artscouncil.org.uk to discuss this.	
I already have a National Lottery Project Grant or Developing Your Creative Practice grant. Can I use any remaining funds to support myself/my team, instead of applying for more funding?	We ask that you only consider applying to this programme if you do not have the funds to ensure stabilisation during this crisis. If you are unable to continue with the activity you were funded to complete, you can either delay the activity or ask us about repurposing the funds to support yourself during this time. Email coronavirus@artscouncil.org.uk to discuss what you would like to do.	

Questions about criteria	Individuals	Organisations
What do you mean by ‘urgent operational costs?’	n/a	It’s up to applicants to tell us what they need here, as we appreciate this will be different for different kinds of organisations. But this could be any operational costs you would need to pay out such as: <ul style="list-style-type: none"> • rent or other building costs • staff costs • overheads such as utilities, insurance etc • costs associated with keeping your organisation operational over the next six months
Is touring work eligible?	No – you can only apply for the types of	No – organisations can only apply for the types of

<p>Can I apply for work next year?</p> <p>What about tours that are already booked for later in the year that need funding to go ahead?</p>	<p>activity listed in the guidance. We won't be able to support applications that include future touring work through the response fund.</p>	<p>activity listed in the guidance. We won't be able to support applications that include future touring work through the response fund.</p> <p>This programme's focus is on providing emergency financial support that will conserve our arts and culture sector during this crisis.</p> <p>Unless it will be delivered digitally or online, this fund can't support any work that is for live audiences, even if the work you'd like to do is designed to happen later in the year or in the future.</p> <p>We can't support any other activity you would normally apply to National Lottery Project Grants for beyond the next six months.</p>
<p>Can I apply for the development outlined in my National Lottery Project Grant/Developing Your Creative Practice grant application?</p>	<p>You can only apply for:</p> <ul style="list-style-type: none"> • Activity and/or equipment that will help you to sustain your practice and support you in continuing with your work • Time to stabilise, think and plan for the future <p>This could include development to stabilise your practice and change the way you work. But we can't support the kind of development activity we normally support through Developing</p>	<p>You can apply for projects in readiness for restarting normal operations, for example organisational development and/or urgent changes of business model.</p> <p>The main focus for this fund is ensuring the arts and culture sector can continue and survive during the Covid-19 pandemic. Any applications should demonstrate how the development they want to undertake will enable the organisation to do this.</p>

	Your Creative Practice (such as mentoring, networking, creating new work etc).	
I was about to make an application to National Lottery Project Grants. Can I apply for that work through this fund?	No – you can only apply for work set out in the criteria for this fund. We cannot support any other work.	
Does the Arts Council have a view about whether artists and other suppliers should be paid 100% of what they would have been paid?	n/a	No – we expect people to decide what they think is fair, responsible and appropriate, factoring in other funds they might have access to in arriving at that figure.
Does the Arts Council have a view on whether artistic companies from overseas should be paid in the same way as companies in this country, or would we expect governments in other countries to meet their losses?	n/a	If this is debt relating to the pandemic (for example, committed costs to an international company that you will still have to pay), these costs could be included in your application.
Can I include personal access costs in my project budget?	<p>Each practitioner can apply for funding of up to £2,500.</p> <p>If you have additional costs relating to a disability, you can apply for up to £3,000.</p> <p>In addition, if we offer you funding, our Customer Services team can help you to use Grantium to manage your grant online.</p>	<p>No. We want to support as many organisations as possible, so we can't offer awards for more than £35,000.</p> <p>If we offer you funding, our Customer Services team can help you to use Grantium to manage your grant online.</p>

<p>Are there any circumstances where individuals apply to the Emergency Response Fund: For organisations without being an organisation?</p>	<p>No. To apply to the response fund for organisations you need to:</p> <ul style="list-style-type: none"> • have a bank account in the name of your organisation • have a governing document • have an organisation profile on Grantium <p>If you are an individual who usually works with others as if you were an organisation (for example, one person usually takes the lead for making applications and managing grants, but you work as if you were an organisation), you and the people you work with can each apply to the response fund for organisations.</p> <p>If you are a sole trader, you can apply to the response fund for individuals.</p>	

<p>Access support</p>		
<p>Are access funds available to support disabled artists to use Grantium and to make applications?</p>	<p>We realise some people may find that there are barriers to applying to this fund, and we want to help people with access needs (for example, those who are disabled or have a physical or mental health condition) to apply.</p> <p>If you do have an access need, we may be able to offer you some additional support. Please contact our Customer Services team on enquiries@artscouncil.org.uk</p>	<p>Although we will not be providing direct access support funding to help you make an application, Arts Council England are committed to being open and accessible to everyone and will offer support.</p> <p>If your organisation is disabled-led and you require further support to complete your application, please contact our Customer Services team on enquiries@artscouncil.org.uk</p>
<p>How can I get access support while isolating/distancing?</p>	<p>Given the current restrictions in place, it is not possible for face-to-face support</p>	

	<p>(outside of regular caregivers) to take place.</p> <p>We will continue to support individuals who have support workers (including family members) via the Access Support Fund to interpret the guidance and/or make an application via Grantium.</p> <p>The best thing to do is to get in touch with us via Customer Services: enquiries@artcouncil.org.uk</p>	
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Advice giving	Individuals	Organisations
<p>Can I speak to a Relationship Manager?</p>	<p>No – Relationship Managers and other staff should not feel obliged to give advice, and we discourage you from doing so.</p> <p>Relationship Managers, our Customer Services team and other Arts Council staff will not be able to offer specific, one-to-one advice about how to write applications for this fund.</p> <p>We have designed this application process to be as straightforward as possible, requesting only the information we need based on your current circumstances.</p> <p>Our capacity for advice giving is extremely limited at the moment, but if an individual has access needs or if an organisation is disabled-led and requires further support to complete the application, we encourage them contact our Customer Services team on enquiries@artscouncil.org.uk</p>	

Applicant profiles	Individuals	Organisations
<p>How do I create a profile?</p>	<ul style="list-style-type: none"> • Go to the homepage for our application portal: https://applications.artscouncil.org.uk/frontOffice.jsf • If you already have a user account, log in and go straight to Browse programmes. If you do not have a user account yet, then click on Create User on the left-hand side of the page • Add in all the required information – remember to use your legal name (not a professional or stage name) • Click Save • Go to Browse Programmes • Click on the Register icon next to the programme called INDR • From the Create a new applicant dropdown list, select whether you wish to create a profile for an individual or for an organisation – if you intend to apply for funding on behalf of your organisation, you must create an organisation profile • Work through the screens, filling in all the information you are asked for • Click Complete on the final page to submit your profile to us for checking. 	<ul style="list-style-type: none"> • Go to the homepage for our application portal: https://applications.artscouncil.org.uk/frontOffice.jsf • If you already have a user account, log in and go straight to Browse programmes. If you do not have a user account yet, then click on Create User on the left-hand side of the page • Add in all the required information – remember to use your legal name (not a professional or stage name) • Click Save • Go to Browse Programmes • Click on the Register icon next to the programme called ORGR • From the Create a new applicant dropdown list, select whether you wish to create a profile for an individual or for an organisation – if you intend to apply for funding on behalf of your organisation, you must create an organisation profile • Work through the screens, filling in all the information you are asked for • Click Complete on the final page to submit your profile to us for checking. This step is called ‘contact validation’, and it can take us up to 10 working days to complete <p>Full guidance can be found here: https://www.artscouncil.org.uk/sites/default/files/download-file/How_to_create_and_manage_your_account_and_applicant</p>

	<p>This step is called ‘contact validation’, and it can take us up to 10 working days to complete</p> <p>Full guidance can be found here: https://www.artscouncil.org.uk/sites/default/files/download-file/How_to_create_and_manage_your_account_and_applicant_profile_Mar2018.pdf</p> <p>If you need support creating your applicant profile, email our Customer Services team: enquiries@artscouncil.org.uk</p>	<p>_profile_Mar2018.pdf</p> <p>If you need support creating your applicant profile, email our Customer Services team: enquiries@artscouncil.org.uk</p>
<p>How do I update my monitoring information?</p>	<p>A little while ago, we updated how we collect information relating to diversity for our applicants. We made some changes to the Monitoring Information page in all applicant profiles. This was in late 2018. If you have not made an application to us since then, you will need to go into your applicant profile and update the monitoring information. You will not be able to submit a new application until you update this information. It is best to do this before you start the Eligibility Questionnaire.</p> <p>To update your applicant profile:</p> <ul style="list-style-type: none"> • Log in to your profile • In the left-hand menu, click on Applicants 	<p>A little while ago, we updated how we collect information relating to diversity for our applicants. We made some changes to the Monitoring Information page in all applicant profiles. This was in late 2018. If you have not made an application to us since then, you will need to go into your applicant profile and update the monitoring information. You will not be able to submit a new application until you update this information. It is best to do this before you start the Eligibility Questionnaire.</p> <p>To update your applicant profile:</p> <ul style="list-style-type: none"> • Log in to your profile • In the left-hand menu, click on Applicants • Use the drop-down menu to select the applicant profile you wish to update • Click on the orange folder icon next to Open to open the profile

- Use the drop-down menu to select the applicant profile you wish to update
- Click on the orange folder icon next to 'Open' to open the profile
- In the left-hand menu, click on **Submission summary**. At the bottom of this screen, click **Edit**
- In the left-hand menu, click on **Monitoring information**. You will need to respond to all the questions on this page
- Once complete, click **Save** and **Next** at the bottom of the screen
- On the **Declaration screen**, check you are happy with all the information, and click **Save** and **Next** at the bottom of the screen
- Click **Complete** at the bottom of the **Submission summary** screen

You may also wish to check and update any information in the rest of your applicant profile.

If you have any issues completing any of these steps, contact our Customer Services team on enquiries@artscouncil.org.uk

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When will National Lottery Project Grants re-open?	We don't have a date at the moment. We know that National Lottery Project Grants is a vital part of many organisations' business planning, and we will prioritise re-opening it, including	

	the Grassroots Music funding, at the earliest opportunity.	
When will Developing Your Creative Practice re-open?	<p>We aim to re-open Developing Your Creative Practice as soon as we can, but will not have funding available for this programme until next year (2021/22) as we've allocated our DYCP budget for 2020/21 to support individuals through this new response fund.</p> <p>Developing Your Creative Practice will therefore not reopen before April 2021.</p>	n/a