**ACE’s National Lottery Project Grants**

ACE’s Project Grants is a rolling programme and support projects which focus on dance, literature, museums, music, theatre, visual arts, combined arts, and libraries. Project Grants can support projects that last up to a maximum of three years.There are no deadlines and you can apply at any time.

You can download ACE’s Easy Read, Large Print and audio versions of ACE’s How to apply guidance.

How to apply: £30,000 and under - [**Easy Read**](https://www.artscouncil.org.uk/sites/default/files/download-file/NLPG_Under_30_Easy_Read_0.pdf), [**Audio**](https://soundcloud.com/artscouncilengland/sets/national-lottery-project?si=7bd07b62076642569a1cbdc35c02ec56), Large Print ([**Word**](https://www.artscouncil.org.uk/sites/default/files/download-file/LARGE_PRINT_NLPG_Guidance_30k_and_under_20122021_0.docx), [**PDF**](https://www.artscouncil.org.uk/sites/default/files/download-file/LARGE_PRINT_NLPG_Guidance_30k_and_under_20122021_0.pdf))

How to apply: over £30,000 - [**Easy Read**](https://www.artscouncil.org.uk/sites/default/files/download-file/NLPG_Over_30_Easy%20Read_0.pdf), [**Audio**](https://soundcloud.com/artscouncilengland/sets/national-lottery-project?si=7bd07b62076642569a1cbdc35c02ec56), Large Print ([**Word**](https://www.artscouncil.org.uk/sites/default/files/download-file/LARGE_PRINT_NLPG_Guidance_Over30k_02112021_0_0.docx), [**PDF**](https://www.artscouncil.org.uk/sites/default/files/download-file/LARGE_PRINT_NLPG_Guidance_Over30k_02112021_0.pdf))

ACE need 8 weeks to provide a decision on £30,000 or under & 12 weeks to make a decision on applications over £30,000.

Before you can start your application you need to create a user account and applicant profile on Grantium. You cannot start your application until ACE have approved your new applicant profile, which may take up to ten working days. Once you're registered and approved, you're ready to start your application. If you already have a user account and applicant profile on Grantium please check it to make sure your details are up to date.

The Project Grants application form is made up of four sections:

* Essential information. Here ACE will ask for a description of your project and some basic details about you and the activity.

The next three sections make up the Project Grants criteria that all applications must meet:

* Feasibility and risk
* Your project and the Outcomes
* Your project and the Investment Principles

ACE will make their decision based on how strongly your application responds to the questions in each of the three

criteria sections.

Before you apply for a Project Grant, you should read ACE’s Ten Year Strategy ‘Let’s Create’, the Easy Read version is [here](https://www.artscouncil.org.uk/sites/default/files/download-file/Let%27sCreate_EasyRead.pdf). ACE are aligning the application criteria closely to the delivery of the Three Outcomes and [Four Investment Principles](https://www.artscouncil.org.uk/our-investment-principles) in Let’s Create. After reading the relevant guidance and Let’s Create (including the three outcomes and four investment principles) if you think you are eligible to apply and your project meets the criteria you may want to use Bluecoat’s Project Template to help develop your application.

ACE have an [online quiz](https://www.artscouncil.org.uk/my-project-ready) to help you think about different aspects of your project and get you ready to begin your application.

**Bluecoat’s Planning Template**

Completing this template will give you most of the content you need for your application on Grantium. You can draft it on here and then, when you are happy with it, copy and paste the text onto the online form in Grantium.

**Please read the relevant guidance document before completing this and refer to them while you fill it in.** The notes shown in blue on this template are a few extra tips from Bluecoat staff.

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| **Name** |  |

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| **Please tell us the total amount you are requesting from us, including any personal access costs (£)**  **Grant range: between £1,000 and £100,000**  Personal access costs  If you or the people you are working with are:  • deaf or disabled  • neurodivergent  • experience learning difficulties  • have a mental health condition  • long term health condition  there may be extra costs relating to your access needs. |
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**There are other question ACE will ask as part of the application process. There are notes to help you answer these questions in the guidance.**

**Do you, or does your organisation object to receiving National Lottery funding for religious reasons?**

**Have you used a recognised industry standard to work out how to pay artists and professionals involved in your project (including you)?**

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| **Tell ACE what your project is. Give them a 50 word summary (300 characters)** |

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| **Please provide more detailed description of what you want to do using our funding (800 characters)**  We’d like to know: - what your project is - what will happen - who it is aimed at - how your project is developing and delivering excellence. |

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| **What type of activity does your project mainly focus on? Tick as many as you feel are relevant.**  Revisit this after you finish your first draft to check you’ve not missed any out. |
| This gives ACE a good sense of the different elements of your project. Tick as many as you feel are relevant.  • Developing new creative or cultural work mainly on my own, or within my organisation  - For example: new visual artwork, a theatre piece, a piece of research  • Developing new creative or cultural work mainly with other people  - For example: co-creation, learning or participation activities  • Developing my own skills, or the skills within my organisation  - For example: skills development, talent development, mentoring  • Showing, performing or exhibiting something to/with, people in your/ their, communities  - For example: a show, an exhibition, a tour, a programme of activities  • Working in a way that is focused on a specific place (a village, town, city or region) or community in England  - For example: developing or delivering a cultural strategy for a specific place  • Developing our organisation  - For example: trying out new business models, business planning, testing out a new approach  • Working internationally  - For example: international exchange, network development, or touring  • Working at significant scale or scope, with a national impact  - For example: national touring, an event for a national anniversary or commemoration  • Working innovatively and/or collaboratively  - For example: working across sectors, with new partners, learning from inter/national best practice  • Something else (narrative text box – 200 characters) |
| **Who will experience your project?**  Revisit this after you finish your first draft to check you’ve not missed any out. |
| **ACE will show you these definitions and ask you to tell them how many people from each category will experience your**  **project:**  **Creative practitioners**  People taking part in the project to deliver creative activity or directly benefitting from the project in their role as creative or cultural practitioner  **Active Participants**  People taking part in or contributing to the project. This might include taking part in a workshop, performing in a community show, or joining a class  **Volunteers** Those supporting or benefitting from the project in a voluntary role  **Live Audiences, visitors and public**  Those who are present during the live presentation of a creative product, such as a live show or creative exhibition  **Streaming Audiences**  Those who experience a recording or broadcast of a live presentation through a digital platform  **Digital Audiences**  Those who experience a creative product designed to be experienced through digital technology |
| **How have you worked out these figures?** (Up to 800 characters) |
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| **How many of the people taking part in/contributing to your project are employed on a freelance basis?** |
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| **How will people experience your project?** |

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| ACE will show you these definitions and ask you to select all the ways that people will experience your project:  **Live event(s) – static**  A creative event or programme (such as a show in a theatre or an exhibition in a museum) with a live audience, happening in one location over a single or multiple number of events  **Live event(s) – multiple locations/ touring**  A creative event that is happening in multiple locations either simultaneously or consecutively. This can include touring shows and exhibitions visiting multiple venues, or purpose built structures that are moved from one location to another  **Digital Experience**  A creative product that is designed to be distributed and experienced through digital platforms or hardware such as headsets or personal devices  **Streaming or Broadcasting**  A creative event that is presented live but either streamed live or broadcast as a recording of a live event  **Longer term public engagement in England**  This activity will allow you to engage individuals and communities in the future rather than during your project. For example: if your project solely focuses on research and development, organisational development, creating a product, or only touring outside of England. |

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| **Tell us the start and end dates for your project**  On Grantium use the onscreen calendar to select dates.  You might want to come back to this question once you have developed your Activity/Project plan. Make sure you give ACE enough time to decide on your application before your activity starts. It takes at least 8 weeks to make a decision on an application for under £30k and at least 12 weeks for over £30k. |
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| **Project timeline**  Please use the table to list the main stages and tasks of the project from the start date onwards, and to show  who will lead on each part of the project. Think about the main stages of the activity, for example: planning, developing partnerships, research, delivery (any performances, shows, exhibitions, workshops and events), evaluation, and so on.  Think through your whole project from start to finish. Start with the earliest action/activity and add them in date order. If you have more than 10 actions click on a row in the table and insert a new row above or below.  **TIP:** Write all the actions down on Post-it notes and how long you think each will take. Play around with the order before deciding on the dates and writing them down on this plan. This will give you the start and end dates for your project which is requested at the start of the application form. | | | |
| **Stage/Task** | **Start date** | **Task lead - who will lead on each aspect of the project.**  This could be you, or one of your partners. |
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**Budgets – income and expenditure. Please read ACE’s guidance carefully.**

**You might want to use this Budget Template to help you plan your income and expenditure.**

The following is copied from ACE’s guidance. The main things to remember about budgets:

• The budget you present should describe the most likely scenario

• Your budget should be for the total cost of the project you are applying to do

We view your application as a contribution towards the overall cost of your project. We do not generally allocate their funding to specific items of spending in your project budget.

• We can’t support projects that make a profit. If your budget includes surplus income that is not being spent within the project, then your project will be ineligible

Your budget has to balance, so your income amount needs to be the same as your expenditure amount

• If you can, you need to find at least 10% of your project budget from sources other than Arts Council England

• We need to be able to see how you have worked your figures out, so please break them down clearly under the headings provided in the budget table

• We will consider the strength of your budget using both your calculations and your explanations

• Things are likely to change between the application and the end of your project

We understand that projects can change between the start and the end. If your application is successful

you should tell us about any changes in your final report form. For example: tell us what you spent your

contingency on

When completing the budget make sure you show how your figures have been worked out in the Description field. ACE give examples and advice in the guidance document. Estimate any costs as realistically as you can including your own time.

If you can, you need to find at least 10% of your project budget from sources other than ACE.

Think about support in kind - materials or services that you would otherwise have to pay for but that are being provided

free of charge or at a reduced rate.

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| **Tell us more about the match funding for your project? (Up to 1500 characters)**What you have done to secure income from other sources for this specific project  • how you plan to raise any remaining amounts from other sources shown in the income section (if you have a  fundraising plan, you can refer to it here) and;  • if your budget includes earned income, tell us how you have worked this out (for example: how you decided  on ticket prices).  If you tell us about other specific sources of funding you have applied for, please include:  • when you expect to know if you have been successful  • an appropriate figure in the income section of your budget, or we may treat your budget as unbalanced |
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| **How have you worked out the costs included in your budget? (Up to 1500 characters)**  We’ll ask you to tell us about each expenditure heading you’ve included in your expenditure table. |
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| **How much of your total budget is being spent on international costs (such as visas, carnets, freight, travel, accommodation, per diems)?** We’re asking this question so that we can understand how much international work we support through Project Grants |
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| **What experience do you have of managing a project budget of this size?** |
| Pick from the list below:  • I have managed a project budget of this size or larger before  • I have managed a smaller project budget before  • I have not managed a project budget before, but I can draw on the experience of other people involved in  this project  - which people involved in the project will support you?  This is the first time I’ve managed a project budget, it’s a good opportunity to learn  - what do you plan to do to manage the budget for this project? |

For applications over £30,0000 see the notes below highlighted in yellow. If you are applying for under £30,000 ACE will ask you to upload some supporting financial documents.

The attachments we ask for depend on how much you are requesting from us:

• All applications over £30,000: you will need to attach a cashflow projection for the project

• Applications over £100,000: you will need to attach a cashflow projection for the project and an electronic copy of your financial statements for the last financial year that have been examined by an independent auditor (unless exempt) and have been prepared to the relevant legal for an organisation of your size and status

Generally, your financial statements must include:

- an income and expenditure statement

- a balance sheet

- notes to the account

- group accounts (if appropriate)

And statements are usually accompanied by:

- a directors’ report

- an auditors’ report (unless your organisation is exempt from audit)

If you apply for over £30,000 go straight to the Risks and Challenges question.

For applications under £30,000 ACE will ask you the following questions below highlighted in green.

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| **Who will be working with you to deliver your project?**  There will be a table where you can tell us about the people involved in your project.  You should include any partners helping you deliver the work. This may include individuals and organisations working outside the creative and cultural sector or those working within the sector, as well as any artists, or creative or cultural practitioners you are working with. |
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| **What experience do you have of managing a project?** |
| Choose from the list below:  • I have managed projects like this before  • I have managed some tasks of projects like this before • I have not managed a project like this before, but I can draw on the experience of other people involved in  this project  - which people involved in the project will support you?  This is the first time I’ve managed a project like this, it’s a good opportunity to learn  - what do you plan to do to manage your project? |

The following questions are for all ACE Project Grant applications.

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| **What are the main risks and challenges to your project meeting its aims, and what will you do to manage**  **these risks? (Up to 1500 characters)** |
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**Your Project and the Outcomes**

As previously highlighted ACE are aligning the application criteria closely to the delivery of the Three Outcomes and [Four Investment Principles](https://www.artscouncil.org.uk/our-investment-principles) in Let’s Create.

**Creative People** - Everyone can develop and express creativity throughout their life

Everyone can be creative, and each of us has the potential to develop our creativity further. Taking part in creative

acts such as singing, photography or writing delights and fulfil us, and helps us to think, experiment, and better

understand the world. The public has told us how much they value opportunities for children to take part in creative

activities and that they want to see us to do more to widen and improve these opportunities.

**Cultural Communities** -Villages, towns and cities thrive through a collaborative approach to culture

Culture and the experiences it offers can have a deep and lasting effect on places and the people who live in them.

Investment in cultural activities and in creative and cultural practitioners, arts organisations, museums and libraries

helps improve lives, regenerate neighbourhoods, support local economies, attract visitors and bring people together.

But this can only work if there is a shared commitment to removing the geographic, economic and social barriers

that currently prevent many people from taking part in publicly funded cultural activity

**A Creative and Cultural Country** - England’s cultural sector is innovative, collaborative and international

The cultural sector will only ever be as strong as the talent on which it is built. Its future success depends on being

able to draw on a talent pool that reflects society as a whole and is much wider and deeper than it is now. To achieve

the first two Outcomes, we need a professional cultural sector that: generates new ideas, works easily and effectively

with others, and is adept at developing talent from every community. It should aspire to be world-leading – in the

way it makes art, in the imagination and expertise with which it makes exciting use of collections and develops

libraries, and in the culture it creates and shares.

**Note - your project doesn’t have to address all three Outcomes, but we do want projects to align to at least one and**

**to set out in detail how their particular Elements are being addressed and how your project is helping to**

**deliver our strategy.**

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| **For each Outcome you have selected, you’ll get a text box (up to 3000 characters) to tell us how your project will**  **contribute to that Outcome.** When we look at your answers, where relevant we will think about how they address the key Elements of our **Outcomes:** |
| **Creative People:**  • Supporting people at all stages of their lives to design, develop and increase their participation in high-quality  creative activities  • Promoting creative opportunities in the local community to people at all stages of their lives  • Providing high-quality early years activities that reach families from a wider range of backgrounds  • Widening and improving opportunities for children and young people to take part in creative activities inside  schools  • Widening and improving opportunities for children and young people to take part in creative activities outside  schools  • Improving teaching for creativity in schools  • Supporting children and young people to develop their creative skills and potential  • Developing and improving pathways towards careers in the creative industries |
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| **Cultural Communities:**  • Improving access to a full range of cultural opportunities wherever people live  Working with communities to better understand and respond to their needs and interests, resulting in increased  cultural engagement and the wide range of social benefits it brings  • Working collaboratively through place-based partnerships to:  - support and involve communities in high-quality culture  - improve creative and cultural education for children and young people  - improve health and wellbeing through creative and cultural activity  - build skills and capacity in the cultural sector and grow its economic impact  • Connecting people and places, including diaspora communities, nationally and internationally |
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| **A Creative and Cultural Country:**  • Supporting new types of creative practice, new forms of cultural content and new ways of reaching new and  existing audiences and participants  • Collaborating with other cultural organisations and/or with the commercial creative industries and/or with  further and higher education, especially with a view to supporting innovation, research and development, new  skills and the use of new technologies  • Strengthening the international connections of cultural organisations and creative and cultural practitioners,  including co-production and touring  • Bringing world-class culture to audiences in England  • Giving more opportunities to people to start a professional career in the creative industries, especially those  who are currently under-represented  • Ensuring people have opportunities to sustain their careers and fulfil their potential in the creative industries,  especially those who are currently underrepresented |
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**Your Project and the Investment Principles.**

**Our** [**Four Investment Principles**](https://www.artscouncil.org.uk/our-investment-principles) **are:**

• Ambition and Quality

• Dynamism

• Environmental Responsibility

• Inclusivity and Relevance

In this section AE want you to use the Investment Principles to build up an in-depth picture of your project, which in turn will give ACE a stronger understanding of your intentions and plans, and how your project will contribute to delivering our Strategy.

Each text box in this section has a limit of 2000 characters.

Please refer to the relevant ACE guidance:

Pages 55-57: £30,000 and under

Pages 63-66: over £30,000

**Note - the application form will only ask you to respond to the Investment Principle questions that are mandatory for the**

**amount/strand you are applying to. You will see a list of questions for the other Investment Principles and you can**

**tick the boxes and respond, if you feel that they are relevant to your project.**

**Inclusivity and Relevance**

This Investment Principle is about England’s diversity being fully reflected in the organisations and individuals we support and the culture they produce through:

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| **Communities**  • Tell us who you want to reach with this project, how you have identified them, and how they have been  involved in the planning and/or creative process  • Tell us about the steps will you take to make sure your project is open and accessible to people within the  communities you plan to work with |
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| **Workforce**  If you’re engaging a team of people to work on your project, or are working in partnership with other individuals or  organisations, tell us:  • how you will ensure they reflect the communities you wish to reach  • how you will make sure access to opportunities are open and accessible  If you’re not working with anyone else on your project you should explain why here and consider how working with  others would help you to reflect the communities you wish to reach. |
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| **Creative Case**  • Tell us how your project addresses the Creative Case for Diversity  Read about the Creative Case for Diversity [here](https://www.artscouncil.org.uk/diversity/creative-case-diversity) |
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| **Environmental Responsibility**  This Investment Principle is about leading the way in your approach to Environmental Responsibility. |
| **Using data**  • Has your project been informed by your own, or other environmental data? If so, tell us about this here |
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| **Plan, action, change**  • If you plan to measure the environmental impact of your project, tell us about the data you will collect and  how it will be used |
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| **Advocacy, education and influence**  • If you plan to develop you or your organisation’s skills and knowledge on environmental responsibility, tell  us about it here |
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| **Ambition & Quality**  This Investment Principle is about cultural organisations and creative individuals being ambitious and committed to  constantly improving the quality of their work through |
| **Understanding what others think**  • If you are taking steps to understand what people (audiences, participants, co-creators, customers, peers,  staff, or other people) think about your work and how you make it, tell us about it here |
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| **Developing your work**  • If this project aims to develop your skills (and those you work with) and contribute to your longer-term  ambitions for strengthening the quality of your work, tell us about it here |
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| **Measuring your progress**  • If you are setting out what ‘good’ looks like for your project; know how you’ll track how well you’re doing,  and how well your project been received, tell us about it here |
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| **Dynamism**  This Investment Principle is about being dynamic and able to make the most of opportunities, as well as respond to  the challenges over the next decade |
| **The way you work**  • If you are testing your organisation’s model or your individual practice to ensure you can account for  change, or adjust when things do not go as planned, tell us about it here |
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| **Developing people**  • If you plan to develop you/your organisation’s skills and knowledge tell us about it here |
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| **Technology and data**  • If you are using technology and/or data and evidence to deliver and develop your project, and assess its  impact, tell us about it here |
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Attachments – please refer to the relevant guidance.

Please refer to the relevant ACE guidance:

Pages 63-64: £30,000 and under

Pages 72-76: over £30,000

**Best of luck from all at Bluecoat!!**