



The Box, Plymouth Exterior
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NATIONAL LOTTERY PROJECT GRANTS INFORMATION SHEET

Ineligible applications

Arts Council National Lottery Project Grants is our open-access funding programme for individual practitioners, arts organisations, libraries, and museum projects.

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artscouncil.org.uk

What's Inside

This information sheet relates to Arts Council England's National Lottery Project Grants. It can be used alongside the Project Grants 'How to Apply' guidance documents to support you to make your application.

See our [website](#) for more information about Project Grants.

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Project Grants ineligibility reasons

If your application is ineligible for funding, we will get in touch through our online system [Grantium](#) to explain why in a **decision letter**.

Your decision letter will highlight the main reason(s) that your application was ineligible. Each reason comes with a short description, which we will usually elaborate on with further specific detail about your application.

You can read more about the eligibility criteria for Project Grants in the 'How to apply guidance' on our [website](#).

This sheet gives more details about ineligibility reasons which we use in our decision letters. You can scroll through this sheet for all the reasons, or you can select a specific reason from the **contents page** [here](#).

Costs already covered by income from other sources

'We decided that the costs you applied for are already covered by money from other sources.'

We cannot support activity that has already been paid for from another source. This can include other funders, other Arts Council England funding programmes, or your own individual or organisation's income.

Education: statutory, further or higher education

The project you applied for takes place in or with a formal education organisation for statutory, higher, or further educational purposes, or relates to a formal course of study.

Project Grants cannot fund students (directly or indirectly) in statutory education, further education or higher education (undergraduate or postgraduate) for activities directly linked to their formal course of study.

Whilst we can support projects which take place in formal education settings, we cannot support activity that duplicates or replaces the curriculum.

Project Grants is funded through the National Lottery. You therefore need to demonstrate very clearly how the activity would benefit the wider community.

Other sources of funding

If your organisation is an educational establishment, you may find our 'Children, young people and learning' [information sheet](#) helpful.

Income seems to exceed expenditure

'The project you applied for appears to include some income that is not clearly assigned to spending related to your project.'

Any income that is part of your project must be offset against project expenditure. If a project makes an unexpected profit or is delivered under budget, some or all of this money could be deducted from the final grant amount.

Common reasons a budget does not balance:

- 'support in kind' has been included within the Expenditure section
- expected income has been listed but no cash estimates have been provided:
 - if income is expected from other sources, you would need to estimate the amount.
- earned income made during your project has not been included in your project budget
- unsuccessful funding requests listed in the budget
- fundraising or profit making activity included in project:

- Arts Council England is a registered Charity who cannot award grants for fundraising activities. See the **Finance** section of the 'How to apply guidance' for further information.

If you have difficulty balancing your budget [contact](#) us.

Ineligible equipment or asset purchase

'You applied for money to buy equipment or assets that are not in line with the eligibility criteria for this programme'.

You cannot apply for the following:

- Buying equipment and instruments which would not be used for the benefit of the wider community, either in the short or the long term
- Buying second hand equipment (exceptions exist)

Applications for equipment or assets should tell us about:

- why the equipment is necessary for the project and appropriate for your needs
- why buying equipment is more appropriate than hiring it, where applicable
- if you've received quotes from more than one business supplier:
 - We'd expect you to get quotes from more than one business or supplier. You don't need to send the quotes to us but you should refer to them in the expenditure questions
- your plans for continued use of the asset after the end of the project
- your plans for maintenance, storage and insurance, and any additional ongoing costs after the project ends

For more information on buying equipment or vehicles and for information on where exceptions can occur, please see our 'Asset purchases; buying equipment and vehicles' [information sheet](#)

Insufficient benefit to people and communities

'We decided that the project you applied for will not sufficiently benefit people or communities, either in the short or long term'

We want the projects we fund to support our [strategy Let's Create](#), by engaging people in England with creativity and culture.

Engaging people and communities can be achieved by enabling other people to experience your activity as creative practitioners, participants, contributors and /or audience members. We need to know who you want to reach, how you have identified them, and how they have been involved in the planning of your project. Tell us about the steps you will take to make sure your project is open and accessible to people within the communities you plan to work with.

Insufficient match funding

'You did not provide enough evidence that special circumstances prevented you from finding the minimum of 10 per cent of the total cost of your project from other sources.'

We want to make our funding go further, and we expect applicants to make the most of any other sources of income available.

Project Grants asks applicants to try and source a minimum of 10% of the overall budget from sources other than the Arts Council. This is often called '**match funding**' or '**partnership funding**'. This can be made up of cash support, in kind support (for example: volunteer time or reduced costs), or a mixture of the two.

Income from other sources helps to demonstrate partnership support for your project and shows that it is making the most of our investment.

Requesting 100 per cent of the cost of your project from us:

If you have ticked the box to indicate you are requesting 100 per cent of the cost of your project from us, you must tell us why you have been unable to secure any other funding.

Please make sure you have fully explored other funding options open to you. We will decide whether we can accept your application using the information you give us.

Other sources of income can include:

- earned income
 - For example: income from ticket sales, workshop fees or selling work or publications
- local authority funding
- other public funding
 - For example: the British Council
- private income
 - This could come from you or your organisation, donations, or grants from trusts and foundations

Music Education Hub-related activity outside the eligible extension role

'The project you applied for involves activity related to Music Education Hubs' programme of activity and is outside the one eligible extension role.'

Projects that are led by (or include activity related to) Music Education hubs can be eligible provided that the project does not include activity related to their core programme activity.

We are also unable to fund activity related to Music Education Hub extension

roles, with the exception of:

- projects which provide access to large scale and/or high quality music experiences for pupils, working with professional musicians and/or venues
 - This may include undertaking work to publicise the opportunities available to schools, parents/carers and students.

For more information, please see our 'Funded organisations and Project Grants' [information sheet](#).

National Portfolio Organisations

We are only able to support applications from National Portfolio Organisations in specific circumstances, which do not apply to your application.

National Portfolio Organisations are eligible to apply only for specific types of projects. For more detail, see our 'Funded organisations and Project Grants' [information sheet](#)

Other

'[Explanation of the circumstances that make the application ineligible]'

We use this ineligibility reason where there are exceptional circumstances that make the application ineligible, such as:

- illegal activity
- an ineligible applicant type (for example: an applicant is based outside the UK or is an Arts Council National Council member)

We also use this reason if an application includes activity that cannot be applied for as stated under the 'What you cannot apply for' section of the ['How to apply guidance'](#).

Outstanding conditions/payments on previous grants (exceptions exist)

'You have outstanding conditions or payments on a previous grant that are overdue by more than 45 days. To be eligible to make another application you must meet all outstanding payment conditions before applying. If you need more information about any outstanding conditions or payments please contact us on 0161 934 4317.'

If you are currently in receipt of an award, you cannot make another application unless you are up to date with meeting the conditions on your earlier grant. You must meet any overdue conditions before you apply again. Your previous offer letter lists what conditions you needed to meet, and when we expected to receive this information.

A condition is considered overdue once the date for submitting the information on the payment schedule for your grant has passed.

If you have a query about conditions for a previous grant you can [contact us](#).

Overheads that are not clearly related to your project

'You have applied for money to cover overhead costs that don't clearly relate to the time you are spending on delivering your project. You can only apply for additional, time-limited overheads that are directly related to delivering your project.'

We cannot support general running costs and ongoing overheads. These include those relating to salaries, equipment or buildings (such as: rent, insurance and maintenance costs).

You can apply for some time limited overheads that are directly related to delivering your activity (such as: costs for additional staff time, venue hire or utilities).

You can find out more about overheads in our 'Repeat activities, ongoing overheads and salaries' [information sheet](#).

You can apply for extra time-limited overhead costs that are directly related to delivering the project you are asking us to support – for example, payments to staff, phone bills, postage and insurance. You can apply for a contribution to your ongoing overheads if these are not covered by other funding. The amount you apply for must relate directly to the amount of time spent on the activity you are asking us to support, so please explain how you have worked this out.

The [Association of Chief Executives of Voluntary Organisations](#) has produced a practical guide and toolkit on cost allocation: Full cost recovery: a guide and toolkit on cost allocation. Applicants can use this to calculate the full cost of a project or activity including additional and ongoing overheads.

Resubmitted application has not addressed the reason an earlier submission was unsuccessful

'We decided your application has not sufficiently addressed the reason that an earlier submission of this application was not successful.'

Any new application for the same activity must address the reasons that the original application was not successful. We will not be able to consider any reapplications that have not addressed this.

Addressing feedback provided will not guarantee that a future application will be successful.

Spending related to activity that has already taken place

'We cannot use our funding to support activities, goods or services that have already taken place, been bought or ordered before we can make a decision on your application. We need eight weeks to process applications for £30,000 or less, and 12 weeks for applications over £30,000.'

We cannot fund any part of an activity that has already taken place by the time we are able to make a decision on your application. Any activity that is related to costs in your expenditure cannot begin until we have made a decision on your application (a minimum of eight or 12 weeks after you have submitted

your application as above).

The start date for your project should also include the planning and preparation time you need. For example, if an activity needs marketing and you want to include these costs in your project budget, you should include enough time to do this.

Example:

An application for £10,000 towards an exhibition is submitted on 20 March (eight weeks before the activity starts).

The start date of the project given in the application form is 1 May, which is the first day of the exhibition. Most of the activity included in the budget (such as marketing and cost of materials to make the work) would have to be carried out before the exhibition starts and is therefore not eligible for funding.

Underdeveloped

'Your application does not contain enough information or is not sufficiently developed in some areas for us to be able to process it.'

If your application does not contain enough information for us to be able to make a decision, it will not be eligible to go through our full decision-making process. **When you make your application you must:**

- answer each question with an appropriate level of detail
- outline clear creative and/or cultural aims
- evidence your partnerships with professional creative practitioners/ arts and cultural organisations, where appropriate
- clearly tell us who you want to reach and how your project is open and accessible to them

- complete a clear project plan and timeline for the project
- demonstrate demand for the activity from audiences and/or partners
- provide a realistic, balanced budget, with appropriate plans to manage it

The full **criteria** for answering each section are outlined in our [‘How to apply guidance’](#). This is the most common reason that applications are made ineligible, so ensure you have answered the prompts in this guidance and read any relevant information sheets carefully.

Our ‘Is my project ready?’ tool can help you find the information you need to make sure you are ready to apply. You can find it on our website [here](#).

Your mandatory attachment was not accepted

‘We have reviewed your mandatory attachments and they do not meet our minimum requirements.’

‘If you apply for over £30,000 you must provide the following supporting financial documents:

Mandatory document	£30,001 - £100,000	Over £100,000
Cashflow projection for your project	✓	✓
Financial statements for the last financial year	✗	✓

If one, or more, of the document(s) you have provided does not include enough information for us to be able to make a decision, we will not be able to process your application.

Please read the ‘Over £30,000 How to apply guidance’ for more information on what we accept to see in these documents [here](#).

If you are applying for: an over £30,000 Touring project, an over £100,000 Nationally Significant project or, an over £100,000 Place Partnership project, **please read the relevant information sheet.** These sheets set out the additional mandatory attachments required for each strand. If the mandatory attachments required aren't provided we won't be able to process your application.

All information sheets for Project Grants can be found [here](#).

Your 'Permission to apply' document was not accepted

'You have not sought our permission to apply for a specific project type or have not provided a document which shows that we have given you permission to apply.'

You need our written agreement to apply for:

- applications for more than £100,000 (unless you are applying for a Nationally Significant project, Touring project or Place Partnership project)
- making a second application
- a 'time sensitive' application. See our 'Time sensitive applications' information sheet
- over £30,000 applications that include building costs. See our Buildings project information sheet
- an application from a Library National Portfolio Organisation. See our 'Funded organisations and Project Grants' information sheet

All information sheets for Project Grants can be found [here](#).

We only grant permission to apply in exceptional circumstances. If you want to apply for one of the above project types, contact us. We will confirm in writing

whether you can apply and you must attach this permission letter when you complete your online eligibility questionnaire.

Your project does not focus on our supported artforms or disciplines

'We decided that your project as described in your application doesn't clearly focus on the forms and disciplines we are able to support. Please see our How to apply guidance for a list of supported disciplines.'

As the national development agency for creativity and culture, Arts Council England supports a range of artforms and disciplines: combined arts (including festivals and carnivals), dance, libraries, literature, music, museums and collections, theatre and visual arts.

Projects that do not clearly relate to one of these disciplines will not be eligible for support through Project Grants.

Please note we cannot fund the following:

Art therapy

We cannot normally fund therapy sessions of any kind and that includes art therapy sessions. We can consider arts and health projects, but, as a rule, we do not fund art therapy sessions where therapy is the primary outcome.

Health and Fitness

We cannot support health and fitness classes that are not focused on creative or cultural outcomes

Fashion

Fashion does not fall within our remit as a funding body. You may find the following resources useful:

- [Fashion Capital](#)
- [British Fashion Council](#)

Traditional feature film

Whilst we can fund artists' work in the moving image, and a range of creative media projects, narrative feature films intended for commercial release do not fall within our remit. The equivalent national lottery funder is the British Film Institute

Other sources of funding

If your activity is not eligible for funding through Project Grants you may find it helpful to visit our 'Other sources of funding' page on our [website](#).

Your project includes digital activity that we are not able to support

'There are specific types of digital activity that we are not able to support through Project Grants. Please see our 'using digital technology information sheet for more detail.'

Whilst we can support some digital activity through Project Grants, there are restrictions on the kinds of activity we can fund. See the 'Using digital technology' information sheet for more detail [here](#).

Your project includes museum activity that we are not able to support

There are specific types of museum activity that we are not able to support through Project Grants. Please see our museum information sheet for more detail.

Whilst we can support a broad range of museum-focused activity through Project Grants, there are some restrictions on the kinds of activity we can fund. See the 'Museum projects' [information sheet](#) for full details.

Making a new application

'If your application is ineligible and you decide to reapply, please think carefully about why your application was ineligible. You must address the reasons that the original application was made ineligible or we will not be able to process it.'

Read the '[How to apply guidance](#)' and any other relevant [information sheets](#) carefully to make sure your application is eligible.

Please remember that Project Grants is a highly competitive programme. We always receive more good applications than we can fund.

Contact us

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You can also Livechat with our Customer Services team by clicking the icon on our Project Grants page on our website: artscouncil.org.uk/projectgrants