



**ARTS COUNCIL ENGLAND**

# Culture Recovery Fund - Grants

## Easy Read version

We can make grants to cultural organisations that are at risk because of covid-19

This Easy Read guide can help you think about your project and our application form

**July 2020**

## Culture Recovery Fund - Grants

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We can make grants to organisations which were financially sustainable before Covid-19...



but are now at imminent risk of failure and have exhausted all other options



This investment is intended to ensure that, **by 31 March 2021**, successful applicants are either:

- **fully or partially reopened**

or

- **sustainable and cost-efficient** - so that they can reopen later



The criteria for this programme are set by the Department of Digital, Culture, Media and Sport (DCMS)



The grants are administered, awarded and monitored by Arts Council England on behalf of DCMS



Alongside Recovery Grants, we will also run a **Recovery Loans** programme on behalf of DCMS



Organisations must choose to apply for a grant or a loan, but cannot apply for both



We will publish guidance on the Recovery Loans programme as soon as we can

## Who can apply?

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### Cultural organisations based in England...



Companies  
House

that are properly constituted and are registered at Companies House and/or Charity Commission



Local Authorities, Universities and other Public Sector bodies who run or maintain cultural services



By 'cultural' here, we mean sitting in the remit of Arts Council England:

- **Dance**
- **Literature**
- **Music**
- **Museums**
- **Theatre**
- **Visual Arts**
- **Combined Arts**



**Libraries** also sit in our remit, but Library services are **not** eligible to apply

## Who cannot apply?

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There are some people or venues we can't support through this fund. These include:



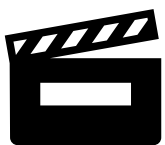
**Individuals** – such as individual artists, specialists or agents



**Heritage organisations and non-Accredited museums**, except those working towards Accreditation



**DCMS-sponsored museums**



**Independent cinemas**



**Library services**

## What can I apply for?

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You can apply for between **£50,000** and **£3 million** to pay for:



Costs taking place between **1 October 2020** and **31 March 2021**

### That can help your organisation to:

- remain open during this period
- recover financially
- reduce activity to keep going

### This can include



**General running costs and overheads** like ongoing rent, rates and utilities



**Staffing and personnel costs**



**Asset purchases** – including equipment to make your venue or your work safer



**continued sustainability** - for example, ongoing maintenance costs where closure remains necessary



**digital and/or outreach programmes** where appropriate and in line with [Government guidance](#)



**redundancy pay outs** where decisions have been made to reduce staff



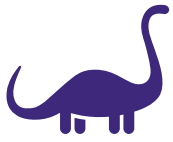
**advice from professionals**, for example on risk, safety, how to support staff or on new business models



**debts incurred** as a direct result of the Covid-19 pandemic



**maintaining buildings and other assets**, including collections, while closed



**stabilising collections** at immediate risk



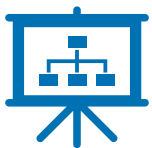
**security** to ensure buildings and sites are secure over the closure period



**costs to prepare for reopening**, including hiring staff & building working capital



**risk management reviews**



**reconfiguring business plans**, governance and safeguarding activity



**organisational restructures and mergers**



costs that may prevent the need for additional, unavoidable, public investment in future



## What cannot be funded?

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There are some things we can't pay for through this fund. These include:



Operating costs beyond 31 March 2021



Costs that are eligible to be covered by other strands of Government support, for example, furloughing



Anything that contravenes Government's advice on Covid-19 at 10 August 2020



Significant historic debt prior to 1 March 2020



New projects/activity during a prolonged closure period that do not represent a value for money approach



Reflating reserves beyond the equivalent of up to eight weeks' turnover



Building/capital expenditure



Covering costs/losses already supported through other sources, including any other Arts Council funding



For example, National Portfolio funding, the Arts Council's Emergency Response Funds and Government schemes



For more details, see the Frequently Asked Questions document which supports this guidance

## Applying to this fund

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To apply, start a new application online. Choose **Culture Recovery Fund - Grants** from the list.



Set up your online profile as soon as possible. It can take us a few days to confirm it



There are two expected rounds of Recovery Grants in 2020

	Portal opens	Portal closes
<b>Round One</b>	Monday 10 August 12pm midday	Friday 21 August 12pm midday
<b>Round Two</b>	Friday 21 August 4pm	Friday 4 September 12pm midday



We expect to allocate at least 75% of the overall budget to Round One



As such, we strongly encourage applicants to apply to Round One, if you can

## When will I find out if I've been successful?

### For Round One applicants requesting:



**up to £1 million** - we will aim to notify you of our decision by **5pm, Monday 5 October**



**over £1 million** - we will aim to notify you of our decision by **5pm, Friday 23 October**

### For Round Two applicants requesting:



**up to £1 million** - we will aim to notify you of our decision by **5pm, Friday 16 October**



**over £1 million** - we will aim to notify you of our decision by **5pm, Friday 6 November**

## The application form

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We will first ask for some **Basic details** including the amount you are requesting from us



We will then ask you four questions, and to upload some details about your budget



Over the next few pages, we will give you some detail to help you understand these questions and how to answer them



To help you answer these questions, each question has a list of bullet points

These are also outlined in further detail in the [main guidance](#)



## **Tell us how Covid-19 has impacted your financial viability, resilience and sustainability**

### **Tell us how:**

- your organisation was financially viable before the Covid-19 pandemic took hold
- your organisation is at clear risk of no longer trading by 31 March 2021
- you have taken full advantage of other Government schemes and measures, introduced since the pandemic began
- you have exhausted all other reasonable options to ensure that your organisation remains financially viable
- you have reduced your organisation's core costs in order to ensure your organisation is more financially resilient



up to 2,000 characters including spaces, about 350 words



**Tell us how a grant from this fund will enable you to deliver a clear and cost-efficient plan to achieve financial viability by 31 March 2021**

**Show us how your plan could enable your organisation to either:**

- fully or partially remain open or reopen, where it represents a value for money approach

**or**

- not reopen, minimising costs in the interim period

**A full list of prompts to help you answer this question can be found in the [full guidance](#).**



up to 4,000 characters including spaces,  
about 700 words



**Tell us about your organisation's work and how it is culturally significant and/or how it contributes to providing cultural opportunities**

**Tell us about:**

- your national and international significance within the cultural sector

**and/or**

- your role in providing cultural opportunity in England

You only need to answer one of these options, but you are welcome to answer both if you prefer.

**A full list of prompts to help you answer this question can be found in the [full guidance](#).**

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up to 4,000 characters including spaces, about 700 words





**Using the protected characteristics outlined under the [Equality Act](#), tell us how you will improve the diversity of your workforce, governance, audiences, visitors and participants**

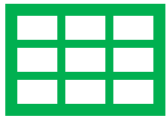
### **Tell us:**

- what steps you will take to broaden the diversity of your workforce and governance, and the impact of those changes
- what steps you will take to broaden the diversity of your audiences, visitor base and participants, and the impact of those changes



up to 2000 characters including spaces,  
about 350 words

## Income



Use the income table to detail any other funding or income you expect to receive up until 31 March 2021



There is no minimum match funding required for this fund. This means you can apply if you have no income from other sources



We would still like to understand your financial position and any income you continue to receive



The types of income we might expect to see are:

- earned income – such as ticket or bar sales
- other public funding, including any Arts Council grants you either currently hold or expect to receive up to 31 March 2021
- fundraising and donations

## Expenditure



Use the expenditure table, to show us how you will use the amount requested



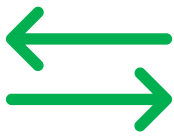
The sort of costs we expect to see are:

- staffing costs
- overheads – such as rent and utilities
- consultancy fees
- equipment purchase (e.g. PPE)
- costs of maintaining sustainability  
For example, ongoing maintenance costs where closure remains necessary
- costs to deliver digital and/or outreach programmes, where appropriate and in line with [Government guidance](#)
- programme costs  
For example, running a museum or gallery, where appropriate and in line with [Government guidance](#)

## Attachments



You **must** upload the following mandatory attachments on the 'Attachments' screen:



**A completed cashflow template** covering a minimum of 1 October 2020—31 March 2021



your most recent management accounts for the year ending 31 March 2021



a balance sheet at 31 July 2020, showing levels of restricted and unrestricted reserves

**For applications under £1 million, we will also ask for:**



your most recent financial statements for the **past financial year** prepared to the relevant legal standard for an organisation of your size and status

## For applications over £1 million, we will also ask for:



a plan showing what activity you anticipate delivering between 1 October 2020 and 31 March 2020.

Include any prolonged closure period and outline budgets



your most recent financial statements for the **past three financial years**, prepared to the relevant legal standard for an organisation of your size and status



**Attachments can be in any of these formats:** jpg, xls, xlsx, jpeg, pdf, doc, docx, pptx, and ppt.



The combined limit on file size for all the attachments taken together is **10 megabytes.**

## Help is at hand

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Our friendly **Customer Services** team can help you with the form or talk about other ways we can help you



For example, if you have any access needs, or use an access support worker



[enquiries@arts council.org.uk](mailto:enquiries@arts council.org.uk)



<http://www.arts council.org.uk/contact-us>

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More details about this fund can be found in the full guidance, which is also available in **Large Print**



<http://www.arts council.org.uk/CRFgrants>