# 2023-26 Investment Programme

**Application form questions:**

**Organisations applying to deliver the Outcomes (National Portfolio Organisations)**

**Access support**

We are committed to being open and accessible to everyone. We realise some people may find that there are barriers to applying for a grant or accessing our services. Our [**Access support information sheet**](https://www.artscouncil.org.uk/national-portfolio-2023-onwards/making-your-application#section-2) explains the ways we can help.

You can find the following versions of the Guidance for Applicants for this programme on [our website](https://www.artscouncil.org.uk/national-portfolio-2023-onwards/making-your-application#section-2):

* audio
* British Sign Language
* Easy Read
* large print

If you experience or expect any barrier with making your application and would like more information, please contact us:

|  |  |
| --- | --- |
| **Email**  | enquiries@artscouncil.org.uk |
| **Web** | You can **Livechat** with us by visiting our website: [artscouncil.org.uk](https://www.artscouncil.org.uk/) |
| **Post** | Arts Council England – NPOThe Hive, 49 Lever StreetManchester, M1 1FN |
| **Telephone** | 0161 934 4317 |

We will be as flexible as possible and consider and respond to requests on an individual basis.

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##

## Introduction

In this document, we outline the application form to the National Portfolio Organisations programme 2023/24 – 2025/26. These are the questions for organisations applying to deliver creative and cultural activity which delivers against the Outcomes in [our strategy for 2020-2030, Let’s Create](https://www.artscouncil.org.uk/letscreate). If the primary focus of your application is to support others to embed the Investment Principles, please refer to the [guidance for Investment Principles Support Organisations (IPSOs) and use the Investment Principles Support Organisation questions document](https://www.artscouncil.org.uk/national-portfolio-2023-onwards/making-your-application#section-2).

You may want to use this document to prepare your answers before completing the application form on our online application portal, [Grantium](https://www.artscouncil.org.uk/get-funding/our-application-portal-grantium).

**Please note:** The application deadline for this programme is 12pm (midday) Wednesday 18 May (this is a later deadline than in the published Guidance for Applicants)

**Please note:** We cannot accept offline application forms. All applications need to be submitted on Grantium.

The application form will ask you a series of questions about how your organisation plans to contribute to the Outcomes in Let’s Create, and about how your organisation is embedding our Investment Principles.

Full guidance on what we’d expect you to include in your answers and on what we will consider when reviewing your responses is available within [our Guidance for Applicants (for NPOs)](https://www.artscouncil.org.uk/national-portfolio-2023-onwards/making-your-application#section-2), which you should read carefully before completing your application and we would also encourage you to read [our strategy for 2020-2030, Let’s Create](https://www.artscouncil.org.uk/letscreate).

There is a maximum character limit for each question which you must stick to when you type your answers, as any additional text will be automatically deleted. Our online application portal, Grantium counts every letter, number, punction mark, symbol and space as a character. We have provided an approximate guide to our standard character limits and how many words this equates to, below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Character limit:** | 500 | 2000 | 3000 | 7000 | 10,000 |
| **Approximate word count:** | 80 | 340 | 500 | 840 | 1340 |

**Organisation and contact details and governance document**
The information on the ‘Organisation details’, ‘Contact details’ and ‘Governance document’ screens of your application are automatically filled with information you have already provided in your ‘applicant profile’ on Grantium. Please check if the information is correct. If you need to make any amendments, you will need to go back to the applicants section and make amendments to your applicant profile.

## Your organisation

In this section, we want you to tell us about your organisation. We’d also like you to tell us how you plan to lead and manage your organisation, and how you will lead and manage your proposed programme of activity during the funding period.

**Please select whether the primary focus of your application is contributing to at least one of the Outcomes or supporting the sector to embed one or more of the Investment Principles?**

If you are applying to deliver the Outcomes in Let’s Create you should select ‘Outcomes’ here.

If you are applying to support others to embed the Investment Principles select ‘Investment Principles’ and refer to [the Investment Principles Support Organisation application questions document](https://www.artscouncil.org.uk/national-portfolio-2023-onwards/making-your-application#section-2).

### For organisations based in London:

 **Are you willing to move to an out of London location by 31 March 2025?**

You should select ‘yes’ or ‘no’ in response to this question.

More information on how you should respond to this question can be found in the [**Addendum to the 2023-26 Investment Programme Guidance for Applicants**](https://www.artscouncil.org.uk/2023-26-investment-programme/MakingYourApplication#section-2)

**Describe your organisation or consortium, including your mission or purpose.**

You can use up to 2000 characters to answer this.

**Tell us about your organisation’s track record in access and excellence in creativity and culture, and how that makes you well-placed to make a strong contribution to Let’s Create.**

You can use up to 7000 characters to answer this.

**Tell us about your governance arrangements and how you will effectively lead and manage the programme of activity that you propose.**

You can use up to 7000 characters to answer this.

**Is touring a significant part of your activity?**

You should select ‘yes’ or ‘no’ in response to this question.

### If you are applying as a consortium

If you are applying as a consortium there will be an additional ‘Consortium partners’ section in the application form where you should provide us with the following details for each individual consortium partner:

**Name of consortium partner organisation:**

**Postcode:**

If you do not know the postcode you can tick the ‘No postcode available’ box.

**Local authority:**

If you have provided a postcode Grantium will fill in the local authority. If you have not provided a postcode you will have to select the local authority from a dropdown list.

**Is the consortium partner a museum?**

Select ‘Yes’ or ‘No’. If you select ‘Yes’ the following question will appear:

**Please provide the consortium partner’s museum Accreditation number:**

## Amount requested

In this section of your application, we will ask you how much money you are applying for. The amounts for each investment year you have entered in the eligibility quiz will automatically appear in the format as exampled below. You will be able to edit the amounts.

**Amount Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2023/24** | **2024/25** | **2025/26** | **Total (£):** |
| **Amount requested (£):**  | £0 | £0 | £0 | £0 |

### For organisations that are current National Portfolio Organisations:

The amounts you input into the ‘Amount requested’ boxes above must not exceed the 2023-26 planning figure we have given you.

We will ask you if you are requesting an increased amount of investment.

**Are you requesting additional investment above the 2023-26 planning figure we have given you (current funded organisations only)?**

If you answer ‘yes’ to this question you will be required to provide further information on an [‘Additional investment request’](#_Additional_investment_request) screen later on in the application form.

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

You should select ‘yes’ or ‘no’ in response to this question.

If you select ‘yes’ you will need to attach a letter explaining why you or your organisation object to receiving National Lottery funding to a ‘Letter attachments’ screen later on in the application form. If we decide to offer you a grant, it will not come from our budget from the National Lottery.

### For organisations requesting £2 million or more per year:

**Do you commit to increasing your support for and activity in Levelling Up for Culture Places during the 2023-26 funding period, and agreeing appropriate plans and levels of activity during funding negotiations, if you are offered NPO or IPSO funding?**

You should select ‘yes’ or ‘no’ in response to this question.

We will ask you to tell us what your additional funding request is on the 'Additional investment request' screen later on in this application form.

## Contributing to the Outcomes

**Please tick to show which Outcomes your proposed activity will contribute to:**

* **Creative People**
* **Cultural Communities**
* **A Creative and Cultural Country**

You must tick at least one of these boxes. You can tick up to three.

For each Outcome you select we will ask you **What percentage of your programme of activity do you expect will contribute to the Outcome?**

For the purposes of the application, the sum of the activities you include in your template is 100 per cent. If you have only entered one activity, that activity equals 100 per cent.

**Please provide an outline of your organisation’s plans for the three-year funding period, which sets out an overview of your organisation’s proposed contribution to the relevant Outcomes in Let’s Create.**

You can use up to 10,000 characters to answer this.

## Activity plan (Outcomes)

We will ask you to use the Activity plan (Outcomes) to tell us about the specific activities you are planning for 2023/24 which will contribute to the Outcomes in Let’s Create. The Activity plan is a separate template; you can [download it here](https://www.artscouncil.org.uk/national-portfolio-2023-onwards/making-your-application#section-3) before completing it and attaching it to your application. You’ll find detailed guidance on completing the Activity plan in [the Guidance for Applicants (for NPOs)](https://www.artscouncil.org.uk/national-portfolio-2023-onwards/making-your-application#section-2).

##

## Embedding the Investment Principles

The organisations we support as National Portfolio Organisations are required to demonstrate a commitment to embedding all of [our Investment Principles](https://www.artscouncil.org.uk/lets-create/explore-investment-principles) in their work. Our four Investment Principles are:

* Inclusivity & Relevance
* Environmental Responsibility
* Dynamism
* Ambition & Quality

We will ask you to tell us how you plan to embed the four Investment Principles in your organisation’s work by completing and attaching the Investment Principles plan to your application. The Investment Principles plan is separate template that you can [download here](https://www.artscouncil.org.uk/national-portfolio-2023-onwards/making-your-application#section-3). You’ll find detailed guidance on completing the Investment Principles plan in [the Guidance for Applicants (for NPOs)](https://www.artscouncil.org.uk/national-portfolio-2023-onwards/making-your-application#section-2).

## Financial information

In this section, we will collect information about your organisation’s finances.

**Please provide your current reserves target:**

Provide your current reserves target (£) as set out in your organisation’s reserves policy.

**Does your current reserves target relate to unrestricted funds or free reserves?**

You can use up to 500 characters to answer this.

**Please provide detail on any assumptions or exceptional items included in your budget which represent a significant variance to your organisation’s previous annual budgeted/actual figures. Please also use this section to tell us about any key risks (and mitigations) you have identified in relation to your budget.**

You can use up to 3000 characters to answer this.

**Financial attachments**

In this section we will ask you to attach your most recent financial statements and complete and attach the following information in [the financial information template](https://www.artscouncil.org.uk/national-portfolio-2023-onwards/making-your-application#section-3):

* Balance sheet at 31 December 2021
* Budget for the investment period 2023-2026
* Cashflow forecast 2023/24

For guidance on how to complete the financial information template and on our requirements for the financial information that you provide please refer to [the Guidance for Applicants (for NPOs)](https://www.artscouncil.org.uk/national-portfolio-2023-onwards/making-your-application#section-2).

##

## Additional investment request

This section will only appear for current National Portfolio Organisations that have selected to apply for additional investment over and above their planning figure. For these organisations the main amount requested and set out in your budget template must not exceed the planning figure we have given you.

**Additional investment amount summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2023/24** | **2024/25** | **2025/26** | **Total (£):** |
| **Additional Amount requested (£):**  | £0 | £0 | £0 | £0 |

First complete the summary table above to tell us the additional amount requested (£) per year of the funding agreement.

**If you would like to request additional investment, you should provide a statement and costed breakdown detailing what the additional investment would be used for.**

Explain here what the additional amount will be used for.

You can use up to 10,000 characters to answer this.

##

## Monitoring information

In this section, we will ask for data about the profile of your organisation’s senior management and board, all of which we will use in our reporting and some of which we will use t0 support our balancing process as specified in the Balancing criteria section of [the Guidance for Applicants (for NPOs)](https://www.artscouncil.org.uk/national-portfolio-2023-onwards/making-your-application#section-2).

**Number of senior management:**

**Number of board/council members:**

**Leadership**

We will ask you to complete a table providing information on your Chief Executive, Artistic Director, Executive Director and Chairperson. You can use the table to tell us if your organisation has an equivalent position to any of these leadership roles if different.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Equivalent position if different:** | **Identifies as Black, Asian, Ethnically Diverse?** | **Identifies as Disabled?** | **Identifies as LGBTQ+?** | **Identifies as Female?** | **Occupation of the highest income earner the household at age 14?** |
| **Chief Executive:** |  |  |  |  |  |  |
| **Artistic Director:** |  |  |  |  |  |  |
| **Executive Director:** |  |  |  |  |  |  |
| **Chairperson:** |  |  |  |  |  |  |

You must select from the following options for each category:

* **Identifies as Black, Asian, Ethnically Diverse?**

Select from: Yes, No, Prefer not to say, Not known, Post not applicable

* **Identifies as Disabled?**

Select from: Yes, No, Prefer not to say, Not known, Post not applicable

* **Identifies as LGBTQ+?**

Select from: Yes, No, Prefer not to say, Not known, Post not applicable

* **Identifies as Female?**

Select from: Yes, No, Prefer not to say, Not known, Post not applicable

* **Occupation of the highest income earner the household at age 14?**

Select from:

* Modern Professional Occupations
* Clerical and Intermediate Occupations
* Senior Managers and Administrators
* Technical and Craft Occupations
* Semi-Routine Manual and Service Occupations
* Routine Manual and Service Occupations
* Middle or Junior Managers
* Traditional Professional Occupations
* Self-employed
* Short Term Unemployed
* Long Term Unemployed
* Retired
* Yes
* No
* Prefer not to say
* Not known
* Post not applicable

**Please complete the following tables for the total numbers of senior staff and board members in each category:**

The numbers that you input should match the totals reported [at the start of the monitoring form](#_Monitoring_information).

|  |  |
| --- | --- |
| **Ethnicity** | **Number** |
| **White:** |  |
| British |  |
| Irish |  |
| Gypsy, Roma or Irish Traveller |  |
| Any other White background |  |
|  |  |
| **Mixed:** |  |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other Mixed/Multiple ethnic background |  |
|  |  |
| **Asian/Asian British:** |  |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian background |  |
|  |  |
| **Black/Black British:** |  |
| African |  |
| Caribbean |  |
| Any other Black background |  |
|  |  |
| **Other:** |  |
| Arab |  |
| Latin American |  |
| Any other ethnic background |  |
| Prefer not to say |  |
| Not known |  |

|  |  |
| --- | --- |
| **Sexual Orientation** | **Number:** |
| Bisexual |  |
| Gay Man |  |
| Gay Woman/Lesbian |  |
| Heterosexual/Straight |  |
| Queer |  |
| Number who identify in another way |  |
| Prefer not to say |  |
| Not known |  |

**Enter the total number of board/management members by the category of highest income earner of their household when they were 14.**

[See examples](https://www.artscouncil.org.uk/document/socio-economic-occupation-definitions) of how we define the occupations listed below.

|  |  |
| --- | --- |
| **Socio-economic Background** | **Number:** |
| Modern Professional Occupations |   |
| Clerical and Intermediate Occupations |   |
| Senior Managers and Administrators |   |
| Technical and Craft Occupations |   |
| Semi-Routine Manual and Service Occupations |   |
| Routine Manual and Service Occupations |   |
| Middle or Junior Managers |   |
| Traditional Professional Occupations |   |
| Self-employed |   |
| Short Term Unemployed |   |
| Long Term Unemployed |   |
| Retired |   |
| Not applicable |   |
| Don't know |   |
| Prefer not to say |   |
| Other - please specify |   |

|  |  |
| --- | --- |
| **Age** |  **Number:** |
| 0-19 |   |
| 20-34 |   |
| 35-49 |   |
| 50-64 |   |
| 65-74 |   |
| 75+ |   |
| Prefer not to say |   |
| Not known |   |

|  |  |
| --- | --- |
| **Disability status:** **Number of D/deaf and/or Disabled people, or who have a long term health condition:** |  **Number:** |
| D/deaf and/or Disabled |   |
| Not D/deaf and/or Disabled |   |
| Prefer not to say |   |
| Not known |   |

|  |  |
| --- | --- |
| **Neurodivergent**  |  **Number:** |
| Number of neurodivergent board/management: |   |

|  |  |
| --- | --- |
| **Sex** |  **Number:** |
| Female |   |
| Male |   |
| Intersex |   |
| Prefer not to say |   |
| Not known |   |

|  |  |
| --- | --- |
| **Gender identity**  |  **Number:** |
| Woman |   |
| Man |   |
| Non-binary |   |
| Number who identify in another way  |  |
| Not applicable |  |
| Prefer not to say |   |
| Not known |   |

|  |  |
| --- | --- |
| **Sex registered at birth**  |  **Number:** |
| Number whose gender identity is different to their sex as registered at birth |   |

## Contact us

|  |  |
| --- | --- |
| **Email**  | enquiries@artscouncil.org.uk |
| **Web** | **Livechat** with us by visiting our website: [artscouncil.org.uk](https://www.artscouncil.org.uk/) |
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