

# Arts Council England

## About our Transfer Programme (NPO)

### 2023 to 2025



**Easy read booklet**

# Who we are and what we do



We are **Arts Council England**.



We help people and organisations be creative and make and share culture.



People and organisations can ask for money from us to help them with projects and activities.



Some of these organisations are called National Portfolio Organisations.

# About this booklet



We need to give less money to organisations in London so that we can give more money to organisations in the rest of England.



We have 2 programmes called our **Investment Programme** and our **Transfer Programme**. These programmes are pots of money that we can give to organisations.



This booklet is about our Transfer Programme.



Our Transfer Programme will give money to organisations that might be able to move outside of London.

# Who the Transfer Programme is for



Our Transfer Programme might work for your organisation if

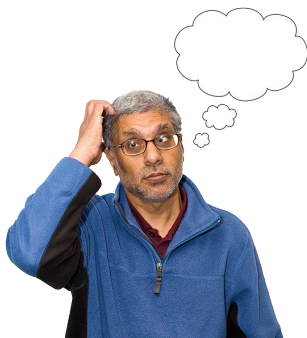
- you don't work closely with a community in your area.



- you don't have a building that is open for everyone.



You should talk to your **board** or **oversight group** to help you decide if the Transfer Programme is right for you. A **board** or **oversight group** helps run your organisation.



It doesn't matter if you aren't sure if you want to move or where you would move to. You can decide later.

# What we expect from organisations



You need to think about moving to another area of England by **31 October 2024**, but you don't have to move if you decide not to.



If you move

- your address with your bank must be outside of London.
- your address for post must be outside of London.
- your organisation's registered company address must be outside of London.



If you have an office you should get a new one outside of London. Most of your **staff** should work outside of London. Some of them may work in the new office.



Your **staff** are the people who work for you.



You need to show that your organisation will make places outside of London better. You could

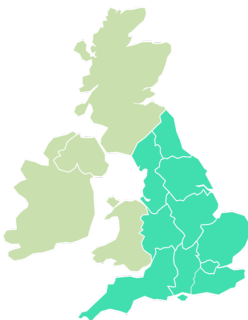
- work with cultural groups.



- rent or buy an office or space outside of London.



- have creative or cultural activities like painting, music, dance, theatre and events.



- have people work for you who are from your new area.



There are rules about how you can use the money. These rules are the same as the **rules for our Investment Programme.**

# How to opt in



If you applied for our Investment Programme and are in London you will get an email about our Transfer Programme.



You need to reply to this email by **18 July 2022** to **opt in**. **Opt in** means you agree to be part of the programme.



If you opt in we won't give you money through our Investment Programme, but we will think about giving you money from the Transfer Programme.



If you don't opt in we will still think about giving you money through our Investment Programme.

# What we will and won't do



We will give a total of £16 million to organisations outside of London from **01 April 2023** to **31 March 2025**.



We won't tell you if you should opt in to the Transfer Programme or stay in the Investment Programme. This is your decision and all the information is in this booklet.



We won't help you move or pay for your move.



We won't give you money through our 2025 to 2026 Investment Programme if you opt in but then decide not to move.



# How we will make our decision



To make our decision we will use information that

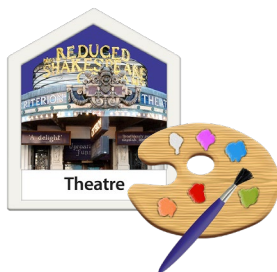
- everyone can read about your organisation.



- you gave us for our Investment Programme.



- we already have about your organisation.



If too many organisations apply, we will choose a mix of organisations that will help improve creativity and culture in England.



We will get in contact with you if we need more information.

# What will happen after our decision



We will let you know our decision by the end of October. If we decide to give you money, we will tell you how much we want to give you for 2023 to 2025.



If we decide to give you money, we will give you a **conditional** offer. **Conditional** means you need to agree to some rules.



You will need to agree a number of creative or cultural activities and follow the rules in our **Relationship Framework**.



If we decide not to give you money you can ask us about other funding you can get.

# More money for organisations in the Transfer Programme



We have a different pot of money called **Feasibility funding**. **Feasibility funding** is for organisations who will also get money from our Transfer Programme.



Feasibility funding is money to help you plan and think about your move outside of London.



You don't have to move outside of London to get Feasibility funding. This money is to help you decide.



We will know how much Feasibility funding to give you when we know how much money you get from our Transfer Programme.

# How you can spend the Feasibility funding



The money can be used to

- pay staff.



- travel to meetings.



- pay professionals who work for you.



The money can't be used for

- **redundancy pay.**  
**Redundancy pay** is money given to staff who are no longer needed.



- decorating your new building.



- moving costs.

# 2025 to 2026 Investment Programme



You can apply for our 2025 to 2026 Investment Programme from around November 2024.

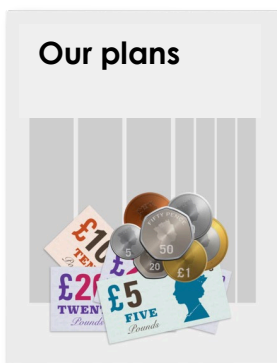


Our 2025 to 2026 Investment Programme is only for Transfer organisations who

- moved outside of London by 31 October 2024.

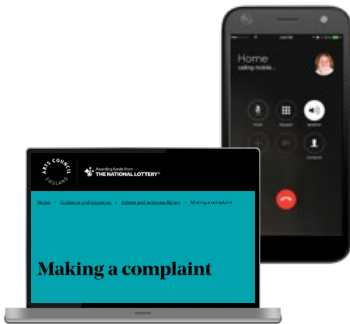


- followed the rules for our Transfer Programme.



When you apply for our Investment Programme you need to tell us your plans and how you will spend the money for 2025 to 2026.

# How to complain and legal information



**Click this link to find out how to make a complaint**

or send an email to our Complaints Managers at this address

**[complaints@artscouncil.org.uk](mailto:complaints@artscouncil.org.uk)**



It is your responsibility to make sure you are legally allowed to receive any money from us. Click this link to find out about **Subsidy Control**.



Everyone has a right to know how we spend our money. We follow the law written in the

**Freedom of information act.**



We will look after any information you send us about yourself carefully and properly. We will follow the law that is written in the **Data Protection Act.**

# How to contact us



Find out about the help and access support we offer in our [Access support information sheet](#).



Send an email to this address [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)

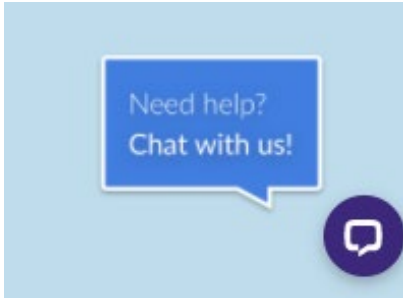


Call this telephone number **0161 934 4317**



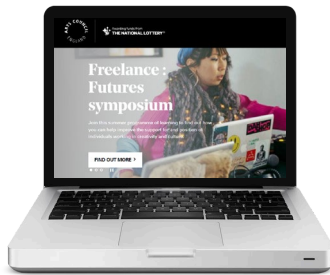
Write to us at this address

**Arts Council England – NPO  
The Hive,  
49 Lever Street  
Manchester M1 1FN**



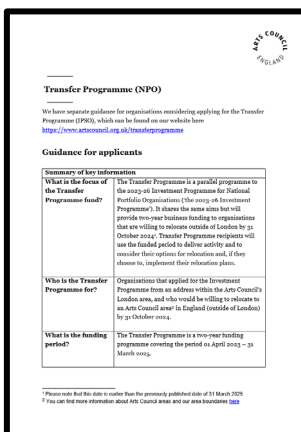
Chat with us online

[www.artscouncil.org.uk](http://www.artscouncil.org.uk)



Find out more on our website

[www.artscouncil.org.uk](http://www.artscouncil.org.uk)



Thank you to A2i for the words  
[www.a2i.co.uk](http://www.a2i.co.uk) (reference 35297a)

The full version of this document is called  
**Transfer Programme (NPO)  
Guidance for applicants**