



Newcastle, Gateshead Initiative  
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## NATIONAL LOTTERY PROJECT GRANTS INFORMATION SHEET

# Time sensitive applications

Arts Council National Lottery Project Grants is our funding programme  
For arts, museums and libraries projects.

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Awarding funds from  
**THE NATIONAL LOTTERY®**

[arts council.org.uk](https://arts council.org.uk)

# What's Inside

This Information Sheet provides **additional information** for your Arts Council England's National Lottery Project Grants application.

Make sure that you have also read the main **Guidance for Applicants**. See our [website](#) for more information about Project Grants.

In this information sheet, we will talk about the following:

<b>Time sensitive applications.....</b>	<b>3</b>
Applications for £30,000 or under.....	3
Applications for over £30,000.....	4
<b>How we decide whether to give time sensitive permission .....</b>	<b>5</b>
<b>If you are granted time sensitive permission .....</b>	<b>5</b>
<b>Contact us.....</b>	<b>6</b>

# Time sensitive applications

National Lottery Project Grants is a continuous programme, so you can apply at any time. There are no deadlines, but you need to allow enough time between when you apply and when your project starts.

We need:

- eight working weeks to process applications for £30,000 or under
- 12 working weeks for applications for over £30,000

These are our standard decision times. However, there are some exceptional circumstances where we may be able to come to a decision more quickly than these times, due to the nature of your proposed project.

We call this **'time sensitive permission'** and is only available in very specific circumstances which we will outline in this sheet.

We will decide whether your request meets the criteria for making a time sensitive application, and whether we have the resources to process your application more quickly than our standard decision times. Our decision about time sensitive applications is final and entirely at our discretion. It should be noted that we do not grant time sensitive permission very often. Resubmissions after an unsuccessful application cannot be processed time sensitively.

## Applications for £30,000 or under

We can only consider processing your application time sensitively if:

- you can evidence that you have only just become aware of an opportunity with a fixed timescale, and could not reasonably have made an application that allowed the full eight weeks for us to make a decision
  - An example could be a course, residency or event place that has just become available
- you contact us to ask for time sensitive permission within **seven days** of finding out about the opportunity
  - You will need to provide evidence that you have only just been

made aware of the opportunity (For example, a letter of invitation or dated publication of course details)

If you have applied to a selective scheme or programme and do not yet know if you have been selected or have a place, you should not wait for confirmation for this before applying to us (if this would not allow us our full decision time). If we decide to fund an activity like this, we can offer a grant on the condition that you can confirm your selection for the scheme or programme.

### **Applications for over £30,000**

If you apply for more than £30,000 we can only consider processing your application time sensitively if:

- you can evidence that you have only just become aware of an opportunity with a fixed timescale, and could not reasonably have made an application that allowed the full 12 weeks for us to make a decision
- you apply for urgent organisational development activities which if delayed could have serious implications for the future viability of your organisation, and/or;
- significant partnership funding would be at risk in circumstances beyond your control (for example, if match funding is time limited)

You should contact us to ask for time sensitive permission as soon as possible.

# How we decide whether to give time sensitive permission

Initially, we will discuss your case for time sensitive permission against the criteria with you. We will advise whether we think you will be able to make a valid case or not. We may advise at this point that we would not recommend completing the full request form. We will confirm our recommendation by email.

If you want to make a full request following this conversation, we'll put you in touch with a Relationship Manager who will complete a permission request form on your behalf. This includes sections where you must explain why the activity is time sensitive, and you must provide appropriate evidence to support this.

We will formally consider your proposed start date and the evidence you have submitted. If we decide that the evidence does not meet our criteria, we will not grant time sensitive permission. We will get in touch by email to let you know, and explain our decision.

We may decide that we do not have the capacity to process your application time sensitively. This may happen even if you have submitted sufficient evidence that your activity is time sensitive. We will write to you to let you know, and will explain our decision.

## If you are granted time sensitive permission

If we decide to allow you to make a time sensitive application we will send you a **permission letter** that outlines the timescale within which we will aim to process your application. We cannot guarantee that we will reach a decision within this time.

### If you receive a time sensitive permission letter:

- This letter does not mean that we consider your application to be eligible or that it will not be considered a major risk. The letter only means that you can enter a project 'start date' earlier than eight or 12 weeks from submission.
- You must upload this letter as part of the application process. There is a section of the application form called **Letter attachments** that will ask you to upload this letter.

- You must address how you will manage the short timescale of the project in the **Feasibility and risk** section of the application form:
  - If you do not do this, we may decide that your activity is major risk and will be unable to consider it

We will still carry out a full eligibility and risk check on your application in the same way that we do for all applications. If we decide that your application is ineligible or major risk at the eligibility and risk stage, we will not process it any further and it will not be considered for funding. We will write to you to let you know, and will explain our decision. You will not be able to request time sensitive permission for the same activity again.

Even if we agree to process your application time sensitively, we cannot guarantee that your application will be successful as Project Grants is a competitive programme. You must plan for what you will do if your application is unsuccessful.

## Contact us

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You can also Live Chat with our customer services team by clicking the icon on our Project Grants page on our website.