



ARTS COUNCIL ENGLAND

Access Support

Easy read version

We're committed to being as accessible as possible, wherever we can.

This easy read guide explains how we can help you if you experience a barrier to our services.

July 2018

Access Support



We want everyone to be able to access our services or apply for funding



If you find it difficult to get advice or apply, we can help you

We can help if



you are a disabled person, or



you have a physical or mental health condition

We call this **Access support**.



We also want everyone to be able to enjoy the work we fund in the arts, museums and libraries

The next few pages explain how we can help.

Help with our advice



We can give you our guidance in another format:

- **BSL - British Sign Language**
 - **Braille**
 - **Easy read**
 - **Large print**
-

We can pay for a support worker:



to help you read the guidance, or



to help you if you have a meeting with a member of our staff



A support worker might be a note taker, a personal assistant, a BSL interpreter or someone else who can help you

Help with applying



Our Customer Services team can help you understand our guidance or the form. You can get in touch with them by phone or email



You can make your application to us in British Sign Language



We can pay for a support worker to help you complete an application. This is done using our online system [Grantium](#)



Support workers should read the full [Access support guidance](#). This explains how they can help you

If we have already paid for some support and you decide you don't want to apply, you don't have to.

Help with managing your project



Think ahead. You may need ongoing access support to help manage your grant if your application is successful



If so, you can include money for this in your application budget

For example, you might need



a support worker to help you in any meetings, workshops or performances



travel costs for meetings, workshops or performances if you have a physical disability or impairment



a support worker to help you manage your budget and use our online system



you'll use the system to accept your grant, ask for payments and submit the final report

Making your project accessible



Think ahead. You may want to make your project accessible to other people



If so, you can include money for this in your application budget

For example, you might include:



costs for making a venue wheelchair accessible



a British Sign Language interpreter for a meeting, workshop, or performance



money for making captioned performances



a support worker to help disabled people at a workshop

How to ask for help



Our friendly Customer Services team can help you with the form or explain the other ways we can help you



enquiries@arts council.org.uk



0161 934 4317 or **0845 300 6200**



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



They can also put you in touch with the right people if you need more help



Our [Access support guidance](#) has more detail about the ways we can help

What we'll ask you

We don't need you to tell us about your impairment or condition in detail



There are some things we need to know so that we can help. We will ask you:

- What do you want to apply for?
- Which bit of our service you need help with and why?
- How can we help?

For example, you might tell us:



I think I want to apply to Project Grants for a music tour but I cannot read the guidance. Can I get this in Braille?



I'm ready to apply for a play but I cannot use a computer. I need a support worker to help me answer the questions online

What we can't do



There are some things that we cannot pay for or help with

This includes:



Access support for developing your project before you apply



Translation of our guidance or application form into other spoken languages



Translation of your application from another spoken language into English



We cannot recommend access support workers



If you're not sure, [contact us](#), we'll be happy to help