



ARTS COUNCIL ENGLAND

How to Apply for Project Grants

Easy read version

We can make grants to people and groups for projects about arts, museums and libraries.

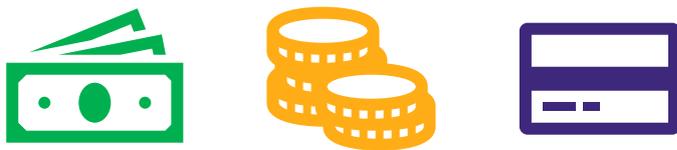
This easy read guide can help you think about your project and our application form

July 2018

What we do

Arts Council England invests in great art and culture that has an impact on everyone's lives.

That means we use money



...to help make arts, museum and library experiences



...that everyone can enjoy



Project Grants

We can make awards of between £1,000 and £100,000 for things like exhibitions, workshops, shows, research and tours. We call these projects.



The money comes from the National Lottery and anyone aged 18 or over can apply



If you apply to Project Grants, we will ask you some questions. The next few pages show what we will ask



Your answers will help us learn what your project is about, who it is for, and if it's likely to be a success



The more you tell us about your project, the easier it will be for us to imagine and understand it

Basic questions about your project



What is the name of your project?
This can be anything you want it to be.



What is your project about?

For example, it might be:

- music, a play, dance, painting, writing
- a show, tour, workshop, exhibition
- virtual reality, video, sound art, a book
- it might have a theme or story



How much money do you want from us?

This must be between £1,000 and £100,000.



When will your project start and end?

You and your project



Tell us about any similar projects and work you have done in the past



Tell us the good things people have said about your work, or any awards or qualifications



Tell us more about your project

- Why do you want to do it?
- What will happen in it?
- What will people get out of it?
- Is it based on any ideas or research?



Tell us how doing this project will make you better at what you do in the future

People who will work with you



If you are working with anyone else, like an artist, producer or a curator, tell us about them

- Who are they?
- What will they do?
- Why are they the right person for the job?

For example, you might write something like:

David Wilkes – Performer & sound artist

David has worked in many countries and won awards for his interesting artwork. He will be the main performer in my project.

Rita Aslam - Curator

Rita has been a curator at the Sunderland Museum and she will curate this exhibition.

AVR Design

AVR Design are an experienced virtual reality design company. They will make the video for my show.

Reaching people with your work



Who is your project for?

For example, this might be:

- families and children, or old people
- minority groups in your town
- fans of a certain music type, like jazz or pop
- people who do not get to see a lot of art



How will people see or hear your work?

For example, this might be:

- in an audience at a show
- seeing work in a gallery
- reading a book
- watching a video online

Reaching people with your work



What will your project make people think about or how will it make them feel?



How will you make sure people find out about your project?

For example, this might be:

- sending out flyers and invites
- using social media like Facebook or Twitter
- using a mailing list to email people
- adverts in newspapers, TV or radio
- adverts in your partners' venues or booklets



The budget for you project

Money going into your project



How much money will you have from other places for your project?

For example, this might be:

- by selling tickets, records or artwork
- other grants, awards or savings
- discounts or volunteers

Spending the money



What will you spend the money on?
How much will each bit cost?



How have you worked out the numbers in your budget?



Have you managed a budget like this before? If you have not, has anyone else who is working on your project?

How you'll make it happen



Will you work with anyone else to help run your project? If so, what will they do?

For example, you might write something like:

Mind Art – helping me work with disabled people at a workshop

ABC Marketing – helping me contact people to come and see my project



Where will your project happen?

If you're doing a tour, have you spoken to or booked the places it will happen?



What are the different parts of your project and when will they happen?

Include things like: meetings, research, travel, workshops, shows and time for evaluation.

Finding out if your project was a success



At the end of your project, it is important to find out how it went. How will you do this?



Think about what you said you wanted to get out of your project. Has it done this?



Think about the different people you can ask like artists, audiences or partners...

For example, you might write something like:

- I will ask my partners to answer a list of questions about the project
- I will ask people in the audience what they got out of the show
- I will read reviews of the show
- I will count the number of tickets we sold
- I will write about what I learned and how this can help me on my next project

Help is at hand



Our friendly **Customer Services** team can help you with the form or talk about 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>



More help on answering the questions is in the [How to Apply](#) guidance



You might also find some of our [information sheets](#) helpful



Take the online [quiz](#) to find out if you're ready to apply!



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