Photo © Yasmeen Godder
Candoco Dance Company – Face In

NATIONAL LOTTERY PROJECT GRANTS
INFORMATION SHEET

Access Support

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

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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:

Access support

We are committed to making Project Grants accessible to everyone. We also want the projects we fund to be accessible to everyone.

We can provide access support:

If you, or any of the core team of people you are delivering the project with, experience barriers because you or they identify as:

• D/deaf or disabled

• neurodivergent

• experiencing learning difficulties

• having a mental health condition

• having a long-term health condition

there may be extra costs relating to your or their access needs. These would be to:

• help you deliver the project; or

• for the online management of your grant.

Some examples are: a BSL interpreter, a notetaker, or specialist tutor for admin support, or counselling costs.

Costs can only be for the project period (between your project start date and end date) and must be specific to your project. We are not able to cover costs for support that is unrelated to the activity.

This Access Support information sheet explains the ways we can help at the different stages of applying for a grant. These are:

Before you apply

We can help you to find and use our information and services before you apply, and help you if you then want to make an application on page 5.

Personal access costs

If your application is funded, we can help to cover access support costs for you or your core team, such as an artist who is working with you to create new work. You can find out what we mean my personal access costs and how to show these costs in your application budget on page 9.

Making your work accessible to others

We can help with the costs of making your work accessible to as many people as possible. This sheet tells you how to show these costs in your application budget on page 12.

Before you apply

Before you decide to apply, we can help you to find and use our information and services.

Our support can include:

• help with reading our guidance or making an application online

• notes to be taken if you need this help in one-to-one meetings with us

• a BSL interpreter to support you in one-to-one meetings with us

• translating applications made in BSL into written English

• a support worker if you are involved in the mental health system

• a support worker if you have a learning disability or are neurodivergent

We will consider cost and practicality, as well as your preference when finding the best way to help.

Everyone should be able to get information on our grant programmes and decide whether or not to apply.

If we do pay for any access support, you do not have to make an application if you feel your project is not yet ready, or if Project Grants is not right for you.

What we cannot pay for before you apply:

• support for developing your project, such as the cost of an arts worker or development consultant, or for meetings with your partners

• translation from other spoken languages into English

• costs already covered by the Access to Work scheme or any other sources

     - For more information about the Access to Work scheme please visit the government website: www.gov.uk/access-to-work

If you cannot read the Guidance for applicants

All our Guidance for applicant documents are available in a variety of formats. However if you have a preferred format that isn't available, please contact our Customer Services team.

Our Guidance for applicants does contain diagrams that we may not be able to reproduce in some formats. If we cannot provide the guidance in a format you ask for, we will do our best to find a practical alternative.

Applications, decision letters, payment requests and any related messages, are managed using our **online system, Grantium**. Guidance on how to use Grantium can be found on our website.

If you cannot use Grantium, please read the next section of this information sheet.

If you cannot use our online system, Grantium

If you cannot use Grantium, we can pay for an access support worker to help you to use it.

You can work with your access support worker to fill in an offline version of the eligibility questionnaire and application form. Your support worker will then fill in an online application form for you.

Please also read the Access support workers and Managing your grant online

sections of this information sheet.

If you do not have a computer or access to the internet

We can provide support if you cannot physically use a computer. We are not able to provide support if you do not have a computer, or access to the internet. Your local council might be able to provide access to a computer connected to the internet, or direct you to a service provider who can help, such as a local library.

We can send out printed copies of the Guidance for applicants to you. The guidance lists all the application questions, but you will need to fill in your application online.

Access support workers

We can contribute towards the cost of an access support worker who can use our online system, Grantium on your behalf, or provide support in meetings with us. If you need to use a support worker, contact our Customer Services team.

They will ask:

• what type of support you need, for example someone to take notes, or a BSL interpreter

• your discipline or project type, for example a music tour

• your name, address and contact details

• how and when you would prefer us to contact you

You can contact the Customer Services team on 0161 934 4317 or email enquiries@artscouncil.org.uk.

You can also Livechat with our Customer Services team by clicking the icon on our website here.

Arranging an access support worker

You are responsible for deciding who your support worker will be. You may have a note taker or interpreter that you regularly use.

We will work with you and your support worker to agree when and how they will support you. They should then provide a quote for their services so that we can agree their fee.

Each request is considered based on your individual needs and the level of support you need. We can pay a reasonable rate of up to a maximum amount of £300 per day for specialist support, but we will consider higher fees in exceptional circumstances. If the daily rate a support worker asks for is higher than average, we may ask for:

• other quotes, or

• a detailed breakdown of costs

Once your support worker has completed the work they have agreed with us, they should send their invoices to the Arts Council contact in your Area office. We will pay them when we know you are satisfied with the work they have done.

How access support workers should use our online system, Grantium

Your access support worker should use your 'user account' to create a profile in your name and using your contact details, if you do not already have one.

Your access support worker should also set up a user account for themselves with their own username, password and email address.

Your support worker should then email grant.management@artscouncil.org.uk with:

• the name and applicant number of your profile; and

• their username and email address

We will link their user account to the profile in your name. Both user accounts will then be able to work on, and receive notifications about, any applications made. You can find instructions on how to set up a user account on our website here.

Personal access costs: for managing your project and your grant online

If your Project Grants application is funded, you may need extra access costs if you, or any of the core team of people you are delivering the project with, experience barriers because you or they identify as:

• D/deaf or disabled

• neurodivergent

• experiencing learning difficulties

• having a mental health condition

• having a long-term health condition

These costs would be to:

• help you deliver the project; or

• for the online management of your grant.

Some examples are: a BSL interpreter, a notetaker, or specialist tutor for admin support, or counselling costs.

You should these costs under the budget line 'Personal access costs' in your online application.

Costs can only be for the project period (between your project start date and end date) and must be specific to your project. We are not able to cover costs for support that is unrelated to the activity.

In your budget, make sure you allow for unexpected additional access support during the project. This is because we cannot increase the size of a grant once it has been awarded to you.

Including personal access costs in your application

Filling in your eligibility questionnaire

Before you start filling out your application form, you will need to fill out an eligibility questionnaire. This questionnaire will ask you whether your budget includes any personal access costs.

We don't want your access costs to affect how long it takes us to make a decision, which version of the application form you fill in, or whether you need permission to apply.

For this reason, **we do not include your access costs when we work out the financial limit that applies to your project.**

> **Example 1**: If you apply for £30,500 in total but £600 of this is for your personal access costs, we view this as an application for £29,500.
>
> In this case, you will need to use the Guidance for applicants for £30,000 and under making your application and we would make a decision on your application within eight weeks.

> **Example 2:** If your personal access costs take your application to £100,001 or more, we would still consider your application as being for £30,001-100,000.
>
> In this case, you would use the Guidance for applicants for £30,001-£100,000 when making your application.

Filling in your application form and budget

The figure you give for expected personal access costs in the eligibility questionnaire will automatically show in your application form. It will also appear in the 'personal access costs' budget line in the expenditure table.

If you need to change this figure, you can edit the amount in the Budget section of your application. The figure in your expenditure table will then update itself.

You should only include future costs that you will need to help you to deliver

your project. Our grants cannot cover any costs for activity that takes place before we make a decision on your application. This includes pre-application support.

Personal access costs and match funding

Usually, we can fund up to 90% of the total cost of a project.

If you can, we ask applicants to find at least 10% of the total project cost from sources other than the Arts Council. This can be cash or support in kind (support in kind includes any materials or services that you would otherwise have to pay for but that are being provided free of charge or at a reduced rate).

If you are unable to find at least 10% of the total project cost, you'll be able to select a reason why in your application and give us more information on your circumstances if you want to. Our Guidance for applicants explains more about match funding.

If your application includes personal access costs, then we would only expect you to find 10% of the total project cost minus your personal access costs.

> **For example**: If the total cost of your project is £30,000, and £2,000 of this is personal access costs, you should aim to find at least 10% of £28,000 (your project cost, minus your personal access costs.

Managing your grant online

We will communicate with you about your application through emails and our online system, Grantium.

If you cannot use Grantium, please read the 'If you cannot use our online system, Grantium' section of this information sheet.

If you cannot receive or read emails due to access needs, you can give us an alternative email address (for example your support worker's email address). It is important that any alternative email address you give us belongs to someone you trust because they will receive all grant emails on your behalf. If you want to change your alternative email address, please contact our Customer Services team.

In the 'Personal access costs' part of your application budget you can include support for using our online system, Grantium to manage your grant. This

includes managing your user account profile, asking for payments and sending us reports. You can visit the [Support if your project is funded](#) section of our website to find out the steps you'll need to take if we fund your application.

Making your work accessible to others

We want to make sure that everyone can get access to, and enjoy, the work we fund. In your application budget, you can include any costs you will need to pay to make your activity accessible to a wide range of people, including those taking part and audiences with access needs. For example:

• booking a BSL interpreter for your event or performance

• making your website compatible with screen readers

• producing exhibition materials in other formats such as in Braille or Audio

• paying more to use a wheelchair-accessible venue for an event

Filling in your application form and budget

In the 'People and communities' part of your application form, tell us about your plans to make your project activity accessible for your intended audience.

In your application budget, use the budget heading 'Making your work accessible' to show the costs of making your activity accessible to audiences or people taking part.

Further information

We support some National Portfolio Organisations (NPOs) who have specialist knowledge about accessibility.

The organisations below may be able to provide guidance or advice.

- Carousel (learning disability)

- Attitude is Everything (music and outdoor events)

- Shape (audiences)

- Stagetext

- VocalEyes

Access to work

The government's Access to Work scheme can support you if you're disabled or have a physical or mental health condition that makes it hard for you to do your job.

For more information about the Access to Work scheme please visit the government website: www.gov.uk/access-to-work

Contact us

Phone: 0161 934 4317
Email: enquiries@artscouncil.org.uk
Website: artscouncil.org.uk
Post: Arts Council England
                  The Hive, 49 Lever Street
                  Manchester
                  M1 1FN

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