Arts Council Project Grants: new format November 2023
Guidance & application summary
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Summary of under and over 30K application forms and guidance for new project grants format based on documents available as at Oct 23.

- New questions highlighted in yellow
- Over 30K additional Qs highlighted in pink- everything else same as under 30K
- Same as before not highlighted

Your Project

- A short, clear overview of your project (500 characters), a more detailed description (3000 char), plus max 5 key words or short phrases that describe your project (100 char)
- Tick boxes to indicate the focus of your project, linked to Let's Create outcomes but in plain English:
  - My project is about the public taking part in creative activity, either during the project or in the future
  - My project is about making a difference to a place or community, either during the project or in the future
  - My project is about developing professional creative or cultural practice, either during the project or in the future
- Over 30K also have to tick which elements for each outcome. For example: "Providing high-quality early years activities that reach families from a wider range of backgrounds" for Creative People
- What's led you or your organisation to do this project now? e.g. how is it a development, what work has led you to this point etc (1500 char). Links to Ambition & Quality and Dynamism investment principles. You don't need to know this for under 30K but made explicit for over 30K so try and link directly.
- How will you know if you've achieved what you set out to do? e.g. difference project has made, gathering feedback, reflection. (1500 char) For over 30K there are also tick boxes for types of evaluation methods used e.g. focus group, survey etc
- Additional Qs on Environmental Responsibility for over 30K: Tick boxes for what you're doing e.g. collecting data on audience travel or better understanding carbon footprint
- What are the environmental actions or targets for your project? (1500 char)
- Example of your work or the project (attach a document, weblink or audio/ video file)

People and Communities

- o Tick boxes for who will experience the project and how many people and narrative for how you've worked out those figures (800 char). (similar to before)
- o What steps are you taking to make sure your project reaches these people? (or benefits people in the longer term if R&D) (1500 char)
- o Tick boxes on type of activity and table of locations similar to before
- o Inclusivity and Relevance:
  How will you make sure the communities you want to reach are able to access your project, and feel included and welcomed? What things might stop people experiencing or accessing your project, and how will you address them? How have you involved the people you want to reach in the design and planning of your project? What information or data do you have on the place or community your project involves? How have you used this to shape your project? (3000 chars)
- o Over 30K includes extra bullet points to address on Inclusivity and Relevance within same 3000 chars: How have you embraced a wide range of diverse influences and practices in bringing your project together? If relevant, how will the project team reflect the people and communities your project will reach?

Your Planning

- o Project timeline, tick boxes on if you've managed a project like this, and table of people working with you (artists, partners etc) as before.
- o For people working with you: How will they help you to deliver your project? (1500 char)
- o Budget table and tick boxes on fair pay, if you've managed a budget etc as before, except artistic spending now split into paying people and other artistic spending.
- o Over 30K attach cash flow
- o Tell us more about your match funding (1500 char) as before or tick boxes for why you couldn't find at least 10% elsewhere and 1000 char if you want to explain more.
- o What are the main risks and challenges to your project meeting its aims? (2000 char) and What will you do to manage these risks? (2000 char). Same question as before but split into 2 parts and with longer word count.
- o Monitoring info for you/ senior staff and board of your org. (This is going to be one of those 11th hour things when you're desperately trying to press send and then you're waiting about 6 years to get info back from one rogue trustee, so get on this bit asap!)