

Arts Award Access Fund information & guidance

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General information

WHAT is the Arts Award Access Fund?

The Arts Award Access Fund provides small grants to registered Arts Award centres in the UK who are working with young people who face barriers to access and inclusion, and who will use the grant to support them to pilot, embed or develop their Arts Award work with these groups.

Pilot: Are you delivering Arts Award for the first time or introducing a new level of the awards in your delivery?

Embed: Perhaps you have been running the awards on an ad hoc basis for some time and are now exploring ways to embed it more in your centre's work with young people.

Develop: Are you exploring a new approach to delivering the awards, or looking to add value to your project to make it more meaningful and impactful for young people? *If you want to use the grant for another purpose, there will be an opportunity to explain this to us in the application form.*

It is expected that the young people benefitting from the Access Fund grant will successfully complete their Arts Award. For Discover this means receiving a Discover certificate, and for Explore, Bronze, Silver and Gold this means completing a successful moderation.

WHO can apply for a grant?

We welcome applications from all registered Arts Award centres based in the UK. To apply for an Arts Award Access Fund grant you must meet the following criteria:

- ▶ The person writing the application must be a trained Arts Award adviser
- ▶ The application must come from a registered Arts Award centre
- ▶ The centre must have its own bank account

Not yet an adviser? Visit www.artsaward.org.uk/training to book your training.

Haven't registered your centre yet?

Go to <http://www.artsaward.org.uk/centreportal>

HOW MUCH money can we apply for?

Centres can apply for a grant of between £100 and £1,500. If you are working with less than five young people you will only be eligible for a grant based on a per head basis. The maximum grant limits for individuals are: £300 for one young person, £600 for two young people, £900 for three young people and £1,200 for four young people. A group is defined as five or more young people. The maximum grant for a group is £1,500. Value for money will be considered when assessing applications, taking into account the Arts Award level, requirements of the young people, and specific activity taking place.

A centre cannot receive more than £1,500 in any calendar year.

WHAT CAN we spend the grant on?

The grant can be spent on any of the following:

- ▶ Discover, Explore or Bronze arts logs
- ▶ Fees for workshops with a professional or specialist
- ▶ General art materials and printing costs
- ▶ Tickets and travel for events
- ▶ Contribution towards the costs of arts leadership projects
- ▶ Hire of specialist equipment or specialist venue
- ▶ Additional adviser/project management/staff time that is not already covered by the centre
- ▶ Discover certificates and moderation costs for Explore, Bronze, Silver and Gold
- ▶ Specific access requirements e.g. BSL/other translators; assistive technology specifically related to the Arts Award project (where renting is not cost effective)

WHAT CAN'T we spend the grant on?

The grant cannot be spent on the following:

- ▶ Arts Award adviser training, or other staff training or professional development
- ▶ Purchase of equipment where renting is a more cost-effective option
- ▶ Core costs that are already covered by an organisation (eg core staff time, venue rent)
- ▶ Projects or activities that have already taken place
- ▶ Projects or activities that are taking place within **six weeks of the application deadline***
- ▶ Refreshments
- ▶ Non-Arts Award projects and young people not taking part in the awards

*Grant money is sent via bacs to the bank accounts of all the successful centres 6 to 8 weeks after the application deadline. Therefore, we are unable to fund activities due to start less than six weeks from the application deadline.

HOW do we apply?

Applications are made online via the Arts Award website. Please see our website for the opening dates of each round: www.artsaward.org.uk/accessfundinfo.

The application process is relatively simple and will require you to answer a series of questions and to write a budget explaining how you plan to spend the grant. **You must use this guidance document to help you prepare your answers.**

If you have any access requirements, are not able to complete the form online, would like to submit the form in an alternative format, or have any questions about whether you think you are eligible or how to apply, please contact the Access Fund Manager: accessfund@trinitycollege.co.uk.

Please note, the Arts Award Access Fund is highly competitive and designed to fund young people on a short-term basis and should not be considered a long-term funding

stream. Our ethos is to try and award grants to as many different eligible young people as possible; applicants should be aware that applications received for young people who have previously been in receipt of an Arts Award Access Fund grant may have this taken into consideration.

Guidance for applying

These guidance notes will help you prepare your answers and you should refer to them throughout your application.

The best way to prepare your application is to use the [mock application form](#) to draft your responses. You can then copy and paste your text directly into the online application form when the round opens. If you are copying/pasting, please make sure you check over your answers to the questions before submitting as we have received applications in the past with repeated answers to questions.

Some important things to remember:

- ▶ You can save your application and return at a later date – click on ‘save and continue later’
- ▶ You will need to enter an answer for **each question marked with an asterisk ***, even if the answer is “N/A” or a zero
- ▶ Many of the open questions have a set maximum word limit for your answer – if you go over the word limit, an error message will pop up when you click onto the next page. The message will tell you that you’ve gone over the word limit and so you will need to review your response and cut down the number of words. However, please don’t write too little – the more information you can give us, the better understanding we will have of your project.

Your budget

All applicants must complete an Access Fund budget. It’s a good idea to fill out your budget spreadsheet first, as you will need to refer to this to complete one of the questions on the application form.

The budget you present should describe the most likely scenario and should be for the total cost of the project you are applying to deliver.

On your budget you must fill out **all** your items of expenditure for the Arts Award project, and then indicate which of these you are applying to the Access Fund for. **Your budget must include the costs of moderation or certification whether these costs are being applied for or not.** Without this, it’s not clear how you will enable the young people to achieve the qualification. **If you intend to book a postal moderation, remember to include the admin fee in your budget and please note we have a maximum fee for postal and online moderations. If you are planning to book a standard (face-to-face) moderation, please note that we charge a minimum fee.** For more information on moderation fees and options, check our website here www.artsaward.org.uk/moderation.

You also need to include any other income you will receive for the project, for example from other funding bodies, in-kind donations, parental contributions, or regular income from your organisation. If the Access Fund is covering **all** costs for your project, then this section will be blank.

Example budget:

Arts Award Access Fund project budget

Centre name	St Mary's School
Centre number	12345
Adviser name	Joanna Bloggs

Refer to the Access Fund guidance for information about filling out the budget. You must include all items of expenditure for the project, not just those you are applying to the Access Fund for.

EXPENDITURE					
Description (Please give specific details e.g. the names of workshops, artists, events etc)	quantity	unit type (eg child/adult ticket, moderation fee)	unit cost	total	Will this be covered by the Access Fund?
Bronze moderation	20	Moderation fee	£20.00	£400.00	Yes
Print making materials (squeegee, ink, frames)	20	Per student	£5.00	£100.00	Yes
Artist workshop fee	1	Artist	£200.00	£200.00	Yes
Sketchbooks	20	Students	£3.00	£60.00	No
Other art materials	1	Materials	£50.00	£50.00	No
Adviser time	10	Weeks	£100.00	£1,000.00	No
Printmaking exhibition at The Local Gallery	20	Student ticket	£5.00	£100.00	No
				£0.00	
				£0.00	
		Access Fund amount		£700.00	
		Total expenditure (automatically calculated)		£1,910.00	
		Total funds from other sources, if applicable (automatically calculated from Income box below)		£1,210.00	

INCOME				
Other funding - name of funder / source of funding:	amount	confirmed?	awaiting decision?	if yes please state expected decision date:
School contribution	£1,000.00	Yes		
Fundraising from summer fair	£210.00	Yes		
Total other funding	£1,210.00			

Make sure that the costs in your budget are realistic and **accurate**. You can check the latest costs of moderation and arts logs at www.artsaward.org.uk/costs.

If you do not complete a budget or it is not accurate/realistic, your application will automatically be unsuccessful.

Question guidance

Use these notes alongside the mock application form to help you prepare your application. There is question guidance for each section of the application form.

Eligibility

These questions determine your eligibility to apply for a grant. If you answer *No* to any of them, you cannot apply at this time. Applications are open to Arts Award centres in the UK. Please also note that you cannot apply for a new Access Fund grant

if your centre has any outstanding Access Fund grant reports or if your centre has a previous Access Fund grant project currently ongoing.

Your centre and centre local authority area

Complete these sections with your centre information and contact details, including the region and local authority area of your centre and your centre sector. It is important you enter your email address accurately as this will be our main form of contact with you. Please also ensure that you have attended the relevant Arts Award adviser training course for the levels you're planning to deliver as part of this project. For example, if this is a Discover project, you need to have attended the Discover & Explore adviser training course. If you are delivering a Discover project and you are only trained at Bronze and Silver levels, you will need to make arrangements to attend Discover & Explore adviser training.

Q12 Why are you applying to the Access Fund?

We are piloting Arts Award (delivering it for the first time)

We now want to embed/sustain Arts Award in our delivery

We are extending our existing Arts Award offer

Other (please state)

The Access Fund prioritises supporting centres to pilot, embed or develop their Arts Award work with young people with access and inclusion issues. If you will be using the grant for a different reason, please **briefly** outline it here. You will be able to provide greater detail later on in the application form.

About your centre

Q13 Please describe the work of your organisation and the young people you work with.

We want to know more about the context in which your centre works. Tell us about what kind of organisation you are and the type of work you do, the area your centre is located in, and information about the young people you work with. Please refrain from copy/pasting too much statistical information about your local area and deprivation. Please do not include any personal information about the young people.

About the young people

Q14 How old are the young people that will benefit from this grant?

It is important we get a clear picture of the young people you are, or plan to be working with. We need to know how many young people are in which age group and how many are male, female or non-binary. If you are not sure of the exact ages of the young people you will be working with, enter an estimate based on the groups you are targeting. **Remember that Bronze, Silver and Gold are open to young people aged 11 and over.** The Access Fund cannot support projects working with children younger than five. Please note that you need to enter '0' in any boxes which do not apply to your group.

Q15 Which Arts Award level(s) are the young people working towards for this project?

Access Fund grants support well-planned projects and we expect them to result in moderation or certification. You will need to indicate which levels your young people are working to for this particular project. At the end of the application you will be asked for a target moderation/certification date. Please note that you need to enter '0' in any boxes which do not apply to your group.

Q16/17 Please identify the young people who will benefit from this grant.

These questions ask for the total number of young people taking part and identifies a number of access and inclusion issues; you will need to indicate the number of young people you're working with in each of these categories. If your young people have access and inclusion issues not listed, please provide more information where indicated but do not include any personal information about the young people. If you do not know the exact young people you will be working with, please provide an informed estimate based on the groups you intend to target. Please note that you need to enter '0' in any boxes which do not apply to your group.

Please see below for more information about the access and inclusion groupings. You must use Question 18 to explain clearly how your young people apply to these groups and the particular needs or challenges that they face in relation to them. Please do not include any personal information about the young people.

Are disabled

The Equality Act 2010 defines you as disabled if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. For more information: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>

Have special educational needs, learning difficulties, or other specific individual requirements

The government says that a young person has special educational needs if they have a learning difficulty or disability which calls for special educational provision to be made for them. This can affect their:

- (a) behaviour or ability to socialise, for example they struggle to make friends
- (b) reading and writing, for example they have dyslexia
- (c) ability to understand things
- (d) concentration levels, for example because they have ADHD
- (e) physical ability

Arts Award also recognises that some young people recognised as gifted or talented may have a range of special requirements not provided for in mainstream provision in order to avoid poor mental health, dropping out of education, offending behaviour, peer bullying and other social issues.

Live in areas of rural isolation and/or socio-economic deprivation

Local and national government regularly collect information about communities and neighbourhoods. These *Indices of Deprivation* are used widely to analyse patterns of deprivation, identify areas that would benefit from special initiatives or programmes or funding streams. Arts Award also recognises that some rural communities face particular challenges in enabling provision for young people.

Are in the youth justice system

Young people are part of the youth justice system if they have been referred to a Youth Offending Team, are on community orders, living in secure youth justice settings, or working as part of crime prevention programmes. Please note that there are currently restrictions to face-to-face moderation in youth justice settings. If you plan to deliver Arts Award in these settings, please contact us in advance to discuss your moderation arrangements moderation.team@trinitycollege.co.uk.

Are looked after, by foster carers or in residential children's homes

Looked after young people may include those living with foster parents, at home with their parents but under the supervision of social services, in residential children's homes or other residential settings such as schools or secure units.

Are young carers or young parents

The NHS defines a young carer as someone aged 18 or under who helps look after a relative who has a condition, such as a disability, illness, mental health condition, or a drug or alcohol problem. The difference between young carers and other young people who help in the home is that young carers are often responsible for someone else in their family in a way that most other young people aren't. As a result of their responsibilities, young carers may experience emotional, social, financial or educational strain.

Are in a specific minority group (e.g. LGBTQ+, BAME and/or PoC, homeless, traveller, asylum seeker, refugee, particular faith group)

BAME (Black, Asian and Minority Ethnic) and PoC (People of Colour) young people are recognised as a priority group. However, as these terms are used broadly to describe all people not classed as white British this can imply uniformity or assumptions when there are significant differences within and between minority ethnic communities, the challenges they face, and the services and support they need. For funding purposes, the application form asks you to specify the minority group/s you are working with.

Are not in full-time education, employment or training/excluded from school/are in alternative education

Young people not in education, employment or training, or alternative education such as Pupil Referral Units are recognised as a priority group. Arts Award also recognises that some home educated children have special needs or requirements that are not being met within mainstream education.

Are hospital outpatients/inpatients or suffering long term health problems (including mental health problems)

Young people suffering long-term health problems may be at risk of low self-esteem, anxiety or be unable to attend school or socialise with other young people regularly.

Other access/inclusion issue

If your young people have another access/inclusion issue you must use the application form to explain clearly what it is. Please do not include any personal information about the young people.

Please note: whilst we acknowledge and appreciate the challenges that COVID-19 has had on young people, we are unable to approve applications based on the grounds that normal services have been affected. However, if you are looking to work with a particular group of young people whose pre-existing issues have been exacerbated by this, please do highlight this in your application.

Q18 *Based on the categories above please tell us more about the young people you plan to work with, including any particular needs and priorities within the group/area.*

Use this question to provide more context about the young people you will be working with and their particular access and inclusion issues. With reference to the guidance above, you should explain how you have identified them as having those particular access and inclusion issues, and any specific needs or challenges that they face. If you do not know yet exactly which young people you will be working with, please give more information based on the groups you are intending to target. Who will you target? How will you recruit them and how will you work with them? Please refrain from copy/pasting too much statistical information about your local area and deprivation – instead, please focus on your young people and their particular needs. Please do not include any personal information about the young people. Please note, your answer to this question will be scored.

About your project

Q19 *Please give a concise overview of the Arts Award project this grant will support.*

Tell us what will happen in your project, what activities you have planned and how they relate to the activities required for each part of the Arts Award level/s you plan to deliver (refer to your adviser toolkit).

If you are working in partnership with another organisation they should contribute to this answer to explain their role.

Tell us what will happen in your project and what activities you have planned or any organisations that you'll be working with so that we have a clear idea of what you want to achieve. We want to see that your project is well-planned and thought-through.

You need to demonstrate that you understand the requirements of the Arts Award levels your young people will be working towards, so tell us how young people will achieve specific sections of the award by referring to the Arts Award adviser toolkit. If you're delivering more than one level of Arts Award, tell us how you've considered the differences between each level when planning activities.

To make it clear for us, we recommend that your answer says something like; 'For Bronze Part A, the young people will do the following...'; 'For Bronze Part B, the young people will do this...' and so on.

Remember to tell us about your whole project, not just sections funded by Access Fund. Please note, your answer to this question will be scored.

Q20 *The Access Fund supports centres to pilot, embed or develop Arts Award work with young people, with a view to informing or sustaining future work.*

Please explain how this project is either:

- ***A pilot for delivering Arts Award or introducing a new level of the awards in your delivery***
- ***Going to help embed/sustain Arts Award in your centre's work with young people***
- ***Extending/developing your existing Arts Award offer***

We also want to know how this project will inform or help to sustain your future Arts Award work, beyond this funded project.

This is also an opportunity to explain how you will evaluate your project and use these findings to influence your work with young people.

You shouldn't focus only on your plans for project evaluation here. We would like to see that the grant will have a **long-term impact**. Tell us how you hope to use any learning from this project to **inform your work with young people in future** and **how you plan to fund future projects**. You should also explain how this is either:

- a **pilot** project: perhaps you are delivering Arts Award for the first time or introducing a new level of the awards in your delivery
- enabling you to **embed** the awards in your centre's delivery: you might have been running the awards on an ad hoc basis for some time and are now exploring ways to embed it more in your centre's work with young people.
- a **development** of your work with young people: you might be exploring a new approach to delivering the awards, or looking to add value to your project to make it more meaningful and impactful for young people

You need to make it clear to us that this is a **new project** for your centre and not simply a continuation of your usual delivery. We also want to know how you plan on incorporating Arts Award into your delivery beyond this funded project.

Please note, your answer to this question will be scored.

Q21 Referring to your budget, please further describe each Access Fund item of expenditure and indicate how it is appropriate for the project and the young people you're working with.

Where applicable, explain how the Access Fund items in your budget will enable young people to achieve specific parts of the award, by referring to the requirements in the adviser toolkit.

Give further detail about each item you are applying for funding for so that we have a clear picture of your project. If you have asked for artists, workshops or events, give specific names and tell us what this will entail and why you or the young people have chosen them. The more detail you are able to provide, the better planned your project will appear – this is a chance to expand on the items listed in your budget.

If you have income from other funders or organisations, you should tell us about it here and explain how the Access Fund will support or add value to the income you already have secured.

When looking at moderation/certification costs and arts log costs, please ensure you are using the current Arts Award costs information. Our fees increase annually every September. Your application will be automatically declined if any of the Arts Award fees are incorrect. Check the website for further information www.artsaward.org.uk/costs.

Please note, your answer to this question will be scored.

Q22 *If you are; an Arts Council England National Portfolio Organisation (NPO) or Investment Principles Support Organisation (IPSO), or funded by Creative Scotland, Arts Council of Wales, or Arts Council of Northern Ireland, please outline how this project goes beyond the scope of your funding from the relevant funding and development agency/public body.*

The Access Fund must not be used to pay for work that should be covered by any statutory funding you already receive from the relevant funding and development agency/public body. Please explain why you require additional funding for this project from the Access Fund.

Your budget

Q23 *When will your Arts Award project run as a whole?*

Please tell us how long you expect your entire Arts Award project to last by indicating your start and finish dates. This should be realistic and appropriate for both the level of Arts Award being delivered and the group you plan to work with.

Q24 *When will the Access Fund elements of this project take place?*

If your grant will be used to fund part of a larger project, please tell us when the activity you plan to spend it on will take place. If the grant is funding the entire project, your answer may be the same as Q23. Remember that we cannot fund activity planned to take place any earlier than six weeks after the application closing date.

Q25 *What is your target month for moderation/Discover certification?*

We want to see that you have planned your project well and considered a suitable date for moderation. We are aware that the exact date may change, but you must indicate that you have planned the project to include a realistic completion date. For more information on types of moderation and how to book please see www.artsaward.org.uk/moderation

Please remember: If your application is successful, you will receive funding for your project approximately 6-8 weeks after the closing date for applications via bacs. Applications for work that has already been carried out or materials that have already been used will be unsuccessful. Any applications where the date you plan to spend the grant is within six weeks of the closing date will also be unsuccessful because we cannot get the money to you any earlier.

Q26 *Have you applied to the Access Fund before?*

If you've successfully applied for the Access Fund you can apply again **only if your grant report has been submitted and your Access Fund project has completed**. Remember that a centre cannot receive more than £1,500 in any calendar year. Please state which year/s you were successfully awarded an Access Fund grant.

Q27 Please download a blank copy of the budget spreadsheet and enter all the relevant details (note: the maximum grant is £1,500 per group and £300 per individual young person). If you do not complete the budget or it is not accurate, your application will automatically be declined.

The panel reserve the right to part fund an application. If funding is awarded, the final amount will be confirmed by email.

Please make sure that your budget is complete and accurate before uploading it as you will not be able to change it after uploading.

You can download a blank budget spreadsheet from the Access Fund page of the Arts Award website www.artsaward.org.uk/grantapplication

Q28 Total Access Fund amount applied for in this application

Please confirm the amount of funding you're applying for. This should only refer to the amount of Access Fund money, not any other costs or funding listed in your budget. The amount should not exceed £1,500 and it must balance with the information you've provided in your budget.

FAQs

1. [Can I apply if my centre is not based in England?](#)
2. [Can I apply for the money to pay myself back for something that has already happened?](#)
3. [I am going on training shortly after the deadline. Can I apply?](#)
4. [Can my centre submit more than one application in the same round?](#)
5. [What if I am a large organisation with a number of sites / projects delivering Arts Award?](#)
6. [How will we know if our application has been successful?](#)
7. [How quickly will we receive the money?](#)
8. [What happens if my project changes or doesn't go ahead?](#)
9. [What happens if the number of young people changes?](#)
10. [I am a freelancer and don't have a company bank account. Can I still apply?](#)

1. Can I apply if my centre is not based in England?

Yes, the Arts Award Access Fund is available for Arts Award centres that are based in the UK.

2. Can I apply for the money to pay myself back for something that has already happened?

No. Grants cannot be awarded retrospectively, so money cannot be awarded for a project that has already happened.

3. I am going on training shortly after the deadline. Can I apply?

No. Applications must be made by a trained Arts Award adviser.

4. Can my centre submit more than one application in the same round?

Centres can only be awarded funding for one application per round. If you are an adviser working at several different centres, you can submit individual applications for each centre.

5. What if I am a large organisation with a number of sites / projects delivering Arts Award?

If you are a large organisation with a variety of different sites, regionally or nationally, that are delivering Arts Award, it is possible to submit multiple applications for the Arts Award Access Fund. In order to do this you would need to register each site/project as an individual Arts Award centre. Each application should focus on an individual project.

6. How will we know if our application has been successful?

You will receive an email from us 2-3 weeks after the application deadline. This email will confirm whether your application has been successful or not.

7. How quickly will we receive the money?

If your application is successful, the money should be with you approximately 6-8 weeks after the application deadline date. Costs for moderation and certification are not given out to centres, but held in a central fund at Trinity. When names of young people are confirmed and an invoice is issued by Trinity please forward this by email to the Access Fund Manager who will arrange for an internal transfer to cover the costs. Centres should not pay this invoice themselves but they will need to pay any balance due.

8. What happens if my project changes or doesn't go ahead?

If the content of your project changes you must contact the Access Fund Manager on the contact details below to check that your grant can be used in a different way. If your project is no longer able to go ahead, please contact the Access Fund Manager to discuss next steps. If any of your contact details change after you've submitted your application, please email the Access Fund Manager.

9. What happens if the number of young people changes?

If the number of young people does change after you have received the grant, please contact the Access Fund Manager on the contact details below. You will need to explain in your grant report how many young people achieved awards and outline why this was lower than you had originally applied for. If you have applied for moderation costs Trinity will only cover these for young people taken through to moderation.

10. I am a freelancer and don't have a company bank account. Can I still apply?

The Arts Award centre you are applying for should have its own bank account and this should be the bank account you give details of if you are successful in your application. In the case of freelancers, if you do not have a registered company bank account, you can provide the details of your personal bank account.

If the answer to your question isn't above, please contact us and we will be happy to help.

accessfund@trinitycollege.co.uk / 020 7820 6178 / www.artsaward.org.uk