

Org - Programme Support for Venues & Galleries - Large

Thank You! Your application has been submitted./

Diolch! Mae'ch cais wedi cael ei gyflwyno.

About your Organisation

Welcome to our online application process. In this section we need some basic information about your organisation.

You can read more about how to complete this section in our Help Notes which can be found at the link at the top right of this page.

Organisation Name

Arcade Campfa

Legal Name (if different from your organisation name)

Arcade Cardiff C.I.C

Organisation Address

XXXXXXXXXXXX

City

Cardiff

County

Cardiff

Postal Code

XXXXXX

Organisation Telephone Number

XXXXXXXXXX

Organisation E-mail address

clare@arcade-campfa.org

Website address

arcade-campfa.org

Please describe your organisation's main areas of activity.

As this is a summary of your work you might want to imagine you're writing a short piece for your website. The kind of thing you need to tell us about is what your organisation does, where you normally do it and the kind of people who benefit from your activity.

Background

ArcadeCampfa (previously Arcade Cardiff) is a gallery and artist led project space based in Queens Arcade Shopping Centre, in the very centre of Cardiff. AC has continued since September 2011, staging contemporary and experimental projects and exhibitions alongside developing supportive and sustainable links within the business and arts community of Cardiff.

Central to the motivation behind the project is public access to the arts - both visibility and accessibility. The hyper-public location - part of the 7.5 million pound, five year initiative Business Improvement District (BID) - is of huge importance to this goal. Since 2011 AC has been working with the BID and Queens Arcade to encourage visitors to visit the city centre more regularly and linger longer. Alongside this we want to encourage a deeper understanding of, and fuller participation in, the arts - and an understanding of its role in everyday life - for businesses, the public and the wider arts audience. Since 2017 we have had a second unit entirely dedicated to workshops, classes, interactive activities, artist led groups, audio, spoken word and performance.

This has proven to be a popular and well used space, and we will continue to develop its use into 2019/20.

AC has established a definite need for the service it offers to the arts community, business community and general public of Cardiff and beyond. It provides a high standard exhibiting platform for established and emerging artists; with advice and assistance from peers, partner organisations and AC organisers. It has been housed in a city centre commercial area for over eight years and the business community welcomes the cultural re-routing and attention it provides.

AC is primarily a platform for South Wales based contemporary artists to professionally present solo art exhibitions and curatorial projects in a wide range of mediums - see arcade-campfa.org for current and past projects. In recent years there has been a shift to include some artists from outside South Wales who show a strong understanding of the unique aspect of the gallery - being in this hyper public environment. An example of this is Sarah Roberts - see LoS and documentation attached. This has broadened our network as we look to similar shop-based projects in London, Southend, Liverpool and Newcastle; to build our knowledge on maximising public engagement.

AC is a project space/test bed and welcomes experimentation. Both emerging and established artists have enjoyed the freedom to try out ideas and re-acquaint themselves with interests that they may have moved away from due to commissions, collectors and general exhibiting demands. Artists can exhibit within our space without the pressure of producing a finalised outcome

ArcadeCardiff CIC has, since April 2015, managed art studio spaces in Fairwater Industrial estate. The studios are provided at generous rates through Cardiff City Council with a view to AC re-purposing the property for arts activity. Income raised from renting the studios help support and inform activities at the city centre unit and within the Fairwater area.

Organisation Type
Community Interest Company

Organisation Sector
Gallery

If you are unsure of your 'Government Region' please use our [online postcode lookup tool](#) to find out.

Government Region
Cardiff Central (South Wales Central)

VAT number: If you are registered for VAT please give your VAT registration number

Governing Document

You must submit a copy of your governing document with your application, unless you are a statutory body. If we have received a copy of your governing document since January 2016 you'll only need to submit it again if it has been changed.

You can attach your governing document in section 6, 'attachments'.

How many staff do you have?

We need to feel confident that you'll be able to manage your proposed project. This information helps us to understand the size of your organisation and the number of people that will be supporting the project.

How many full time equivalent staff do you have?

2

How many of these are
paid staff?

2

How many of your total staff
are unpaid or volunteers?

20

Chair, or equivalent, of your organisation

Title

Mr

First Name

George

Last Name

Manson

Role in organisation

Chair

Address

XXXXXXXXXX

City

Cardiff

Postal Code

XXXXXXXX

County

Vale of Glamorgan

Telephone number

E-mail address

george@arcade-campfa.org

The person named here must be authorised to answer all queries and to sign all documents relating to this application for funding.

Primary Contact details

Title

Ms

First Name

Clare

Last Name

Charles

Role in organisation

Co-Director

Office Address

Unit 3B, Queens Arcade

City

Cardiff

County

<None>

Postal Code

CF10 2BY

Telephone number

XXXXXXXXXX

E-mail address

clare@arcade-campfa.org

If the Chair and Primary Contact are the same, please provide details of an alternate contact from your organisation.

Title

First Name

Last Name

Role in organisation

Address

City

Postal Code

Telephone number

E-mail

Preferred Contact Language

Please use the drop down to select your preferred language for correspondence relating to this request.

Request Contact Language

English

Your Proposal

In this section we're asking you to tell us in detail about your project. Instead of asking you to answer lots of questions, we'd like you to write a proposal about your project.

The information we need from you must be broken down into the following sections:

- Describing your project
- Delivering artistic quality
- Benefiting the public
- Planning and managing a successful project
- Funding a successful project

It's important that you follow this structure and the guidelines on the information you need to provide as it helps us compare like with like as part of our assessment process. Each section has detailed Help Notes so you'll understand what we're looking for. Please make sure that you cover every aspect of each section as best you can. The Help Notes can be found at the link at the top right of the page.

In each part of your proposal you'll need to tell us certain key facts about your project. You'll also need to show us the extent to which your project meets our expectations for each of these sections.

Wherever you can, please provide us with evidence to support your proposal, for example testimonials and examples of your creative work. We'll tell you more about how to do this, and about the supporting documents you must provide in attachments (section 6).

Application Form Release Reference Number

You will have received an application release email which contained the link to open this application form. Please enter the application release number detailed within the email.



Describing your project

Tell us the key facts about your project. What you want to do and what it will achieve, why you want to do it and why it's important to you.

For the past eight years ArcadeCampfa has provided a vibrant and dynamic space for artists to exhibit their work, gain crucial critical feedback and engage directly with the general public. As well as a 'traditional' white wall gallery space, in 2017 a second space was opened, dedicated to short term artist residencies, workshops, readings, and experimental work. In 2019 a new zine space will be added, with the materials necessary to create short, easily produced artworks, and AC will start a small zine-collecting library.

The location within the shopping center brings a unique opportunity to engage with a different type of audience, with around 1000 people passing the gallery each day. These chance encounters, alongside the dedicated arts audience, brings a very different opportunity for artists to show work, be challenged and critically engage. AC has built a loyal following within this general public, including security and shop staff from within the other units in the centre - priding itself in producing exhibitions and events that bring contemporary art practice to the public in a very real and meaningful way.

The core work of the gallery and project space is to provide a platform for Wales based artists to gain valuable professional experience; to experiment within their practice; to take some time and space away from their usual routines; and to gain some critical professional and peer led feedback on their work. The opportunity to test out a new idea without any fixed outcome often exposes the

artistic process, bringing new way for the public to access and understand contemporary art. This process is supported by regular artist led public talks and workshops.

The close connection with the business community is evident in the generous support offered by Queen's Arcade, which is offered without stipulation as to what can be shown in the space. This level of trust and respect for the artistic programme is a testament to the goodwill and commitment towards cultural delivery within the city centre. AC has a unique opportunity to show the very real benefits of the arts and culture within a retail location, and is often cited by neighbouring shops as inspiration for business opportunities.

The project has historically had a close connection to Cardiff School of Art and Design fine art students, which will continue to strengthen going forwards - including a planned exhibition of the Helen Gregory Memorial Collection. The opening up of the second space to students who want to independently stage their own projects has brought a new opportunity for degree and MA level students and graduates to gain experience in professional gallery practice, and also to understand more fully ideas around situated practice and public / audiences. This bridge between student and professional practitioner both for artists and curators is something that AC is passionate about, is in the perfect position to support, and is one of the core aims of the project.

Alongside many other colleagues in the sector Arts + Health is an area of work we are expanding with a new partnership with the Hearth Gallery at Llandough hospital. With lead artist Gail Howard we are planning a series of workshops across the hospital and the shopping centre, engaging patients and the public with ideas around social prescribing. There will be a cross-site exhibition in September 2019, alongside the production of a mobile 'art-cart' for use in both the hospital and gallery. Part of this initiative sees a practicing occupational therapist and artist taking up residence in ArcadeCampfa for a week, talking and making new work with the general public.

In 2019/20 we will strengthen our Associates project through closer ties with g39's volunteer development programme. We will run cross-site events and professional seminars, and have applied for additional funding to support mental health awareness training for both partners.

Arcadecardiff cic has, since April 2015, managed art studio spaces in Fairwater Industrial estate, housing five practicing artists. The studios are provided at generous rates through Cardiff City Council with a view to AC re-purposing the property for arts activity. Income raised from renting the studios helps to support and inform activities at the Arcade Campfa city centre unit and at the Fairwater area, and a new three year lease has recently been issued.

Delivering artistic quality

Tell us about your creative idea. What do you want to achieve? How does your project draw on your previous artistic work? How will you ensure you deliver a high quality project?

AC has built a reputation for producing high quality, ambitious and professional shows working with artists across disciplines. It has a proven record in attracting early/mid career and established artists - recent shows have included Cinzia Mutigli, Sarah Roberts, Jessica Akerman and Sam Hasler (sharing the outcomes of the British School in Rome fellowship in late 2018), alongside CSAD BA and MA students. Partnerships include Galerie RDV in Nantes (funded through WAI), Cardiff University School of Social Sciences and ACE funded The Other MA programme based in Southend.

As of November 2018 the structure of the organisation has changed and flattened. There are now in place two Co-Directors, Clare Charles and George Manson, and Associates Coordinator Jessica Dent. This new structure was approved by the Board as a way of acknowledging the level of knowledge and skill required to commit to planning and programming the project.

Clare comes from a background in community and socially engaged practice - George studied Fine Art at Kingston University and is a practicing illustrator with strong links in the music community. Both bring strong and varied networks of artists and arts organisations within South Wales and nationally (previously living in London and Southend), and good links with the art community of

Cardiff.

Recently Jessica Dent, a recent graduate from CSAD, has joined us as Associates coordinator. Jess will be working on a series of professional development and social events, in partnership with g39, to create a strong and invested group volunteers. This is a new 6 month post, which will be rolling- created to further support students and recent graduates to extend their professional CV and have greater access to employment opportunities within the arts.

Over the coming year Clare and George will build on AC's solid reputation with a focus on audience, starting conversations early on with artists about how work is presented, what the unique opportunities of the space are, and how they will present to a differing and transient public. Emphasis will be placed on the public message of the gallery, which has already started through our logo and website redesign. Shortly the outside of the gallery will house information advising the public of the aims of the organisation, and how people can visit or take part. We are working closely with Queens Arcade on how the project can be more effectively advertised throughout the shopping centre.

Creative workshops that expose the artistic process for families and public will continue to be a core part of the programme, and standardised information will continue to be tested to make sure the language used reflects the complexity and motivations of the artist and artwork, but also takes into account the viewer.

AC acts as highly visible platform for artists in Wales, offering a space to exhibit, debate, develop and experiment. We will maintain the valuable basement residency opportunity, giving an artist a full six months to develop new work in a dedicated studio. We will also continue the critical feedback series, which pays each of our exhibiting artists a fee to have a one-to-one crit with studio residents, providing wide ranging viewpoints to their practice.

As well as the current links with CSAD we will foster new links with partners who can utilise the space for developing young and emerging artists and creative professionals. In 2019 we hosted the highly successful Criw Celf summer exhibition, offering space to develop critical skills through a professional exhibition. This will continue for the next two years (funding allowing), and we will develop our young people's programming alongside. Current links with Engage, National Association for Gallery Association, will be strengthened, with the intention of hosting continued professional development for artists working within Wales in learning or outreach roles. New for 2019/20 AC will partner with g39 on a series of volunteer development events, hosting cross-site events that develop volunteers skills and also our understanding of what is most useful to our current cohort personally and professionally. We will continue to engage with Go Wales on their programme to support BAME students into workplace settings.

Cross programming opportunities will be developed with Spit and Sawdust - in particular through the jointly awarded British Council grant - madeinroath, and WARP. Outside of Cardiff AC will host a travelling exhibition with Grrrl Zine, looking at LGBTQI+ cultures. Where appropriate we will look to wider programming across Cardiff and South Wales to inform our thinking, such as Artes Mundi and the Music City initiative.

Benefiting the public

Tell us about the impact of your project. Tell us about the benefits it will bring to the people of Wales. Tell us how it will contribute to the arts in Wales

AC is situated in a unique location within the city centre, with around 1000 members of the public passing by each day. This highly visible space allows the gallery to bring high quality contemporary arts practice to a new, non traditional arts audience, alongside the dedicated arts audience. Through eight years of programming a number of the general public are now repeat visitors to the space, and take part in workshops and events. There is a high level of trust between AC and the Queens Arcade which allows for an experimental and challenging programme, without restrictions on the types of work shown. AC provides a special opportunity for artists to push the boundaries of their practice, take risks, explore new ideas or ways of working in a non-pressured environment.

AC makes an important contribution to the arts in Wales, filling a gap in provision of dedicated contemporary art spaces in central Cardiff which is visible to audiences who may never have had such access. These audiences are as important as the artwork in the space and we work hard to keep this central to our working ethos.

Through a series of talks, workshops and events, AC offers several levels of access to the public. In 2019, following Artes Mundi, we are working with the Trinity Centre Aurora Collective - a social enterprise built out of the refugee community- to bring their work to the space, including practical skills workshops in screen-printing, felting, weaving and sewing. In 2019/20 we would like to expand on this work, where appropriate working with third sector organisations such as Trinity expand their work, to engage and inform the public, inspire taking part, learning and making art relevant to the setting. Alongside this we will talk to programmed artists to consider how their work is compellingly accessible to audiences. We would like to expose more around the process of the artists, in order that this brings a new understanding of the relevance of contemporary art to daily life.

Arcade creates opportunities for artists to meet and interact. We hold opening and closing events for gallery projects where networking and idea-exchange flourish. We actively create new networks and connections for artists, creating paid and voluntary opportunities to through mentoring, one to one and group crits, invigilation, install and event experience. We advertise other opportunities across the arts to our network, and signpost opportunities for progression to the artists we work with. We are keen for AC to be accessible in a variety of ways. The funding will enable AC to be in line with Welsh language standards giving Welsh and English equal standing. Printed materials and website content for AC will continue to be bi-lingual.

We will continue to contribute to and work closely with the Cardiff City Business Improvement District (BID, established in 2016) in order to make a case for diversifying the cultural offer within the city centre. The drive behind the BID is to both attract new visitors and to encourage people to linger longer in the city centre, which chimes well with AC's scope and vision. Through a move towards closer ties with similar venues within the city, such as Blue Honey, with cross promotion, we will highlight to the public the great work which is being made and shown at Arcade, and aim to describe the positive impacts that great cultural programming can bring to a city.

AC is fully accessible for wheelchairs and access for people with disabilities is always considered when planning programmes. We work with the social model of disability, always trying to plan ahead for people's diverse needs in advance of their visit. In 2018/19 we updated the website with information around toilet facilities and distances in meters between public transport links and the gallery - and in 2019/20 will continue to keep up to date with modifications to our accessibility policy, particularly through Shape and DAC. In 2017 Arcade became 'Dementia Friendly' and staff and invigilators will be invited to take dementia friendly training. The 2019-2020 programme has ambitions to increase the diversity of our audience through dedicated programming and marketing. We want to broaden our appeal specifically to excluded and hard to reach groups, and will look to partnerships with dedicated service providers and artist groups, such as Mind and Grrrl Zine, to build this critical aspect of our program.

In 2018/19 we made contact with deaf, blind and mental health groups, providing specialist tours, and will look to continue to programme with these groups in future.

Planning and managing a successful project

Tell us about your approach to your project. Tell us who'll be responsible for its delivery. Tell us how you'll keep your project on track, and how you'll know that it's been successful.

There are two new members of staff at AC, who will be responsible for the planning and delivery of the programme.

Clare and George take responsibility for the overall running of the spaces - including lease and tenancy agreements across AC and Fairwater Studios, rates and bills, identifying and applying for funding and building projects and programmes. This strengthens the organisation both in terms of

upskilling across the staff team while also future-proofing in case of loss of staff to other opportunities. Clare and George both have proven skills and a track record in project management, and have recently secured British Council and private funding for the 19/20 programme.

Clare and George are responsible for the day to day running of the spaces, talking with artists and developing programme, and identifying funding and sponsorship opportunities. They work closely with the Queens Arcade to keep them informed and supportive - including health and safety and event management within the centre.

The current Board has undergone some changes and there is currently a call out for new board members with particular skills in finance and diversity. The call out was written with support from g39, who also have undergone a major change in their board structure, and Gentle/Radical, who have supported us around diversity issues. We would like to appoint from one of the local businesses to keep up to date with developments from the BID and other initiatives in the city centre.

Some new processes have been put into place to support the smooth running of the gallery programme including a more structured way for artists to apply to exhibit, and a standardised set of terms for working within the shopping centre space. There is a new contract in place, again developed with g39, in order to set out what we are able to support and our expectations of the artists we are working with. There will be a continuation and expansion of the Associates programme, with the new Associates Coordinator able to offer 8 hours of time a week, bringing students in to invigilate the exhibitions but also gain valuable knowledge in the planning and delivery of exhibitions, from meeting with artists, to installing shows and planning talks and events.

Following previous years we have set specific goals for the 2019 - 2020 programme. We will present 12 exhibitions at AC, each with an artist talk or associated event. Alongside this we will present five artist projects/workshops.

In our second space we will look to engage with a further 12 artist/projects with associated events. We are aiming to engage 4000 in audience through the two spaces and online, with 120 participants attending workshops, 350 audience members at performances and 10 organisations we want to partner with.

We will measure our impact by comparing our goal figures with our actual outputs. This will be conducted both during the programme and afterwards. Audience participation will be monitored through keeping a tally of people through the doors of the two spaces, keeping a record of online activity, and signing in sheets/free bookable tickets at workshops and performances.

We will measure the impact that AC has had on artists by continuing to survey artists who have exhibited in the space asking them: 'What was the impact on your practice of exhibition at AC?' 'Who were the organisations you worked with when developing your project for AC?' and 'Where did the attendees to your show travel from?'. By asking artists these questions in past programme seasons, we have been able to gather concrete evidence of AC's impact on artists post their time with us. We have also been able to develop data about the geographic reach of the gallery. Our data tells us that when we have engaged with galleries outside our geographic region in past seasons, our audience reach has increased. From this data we are confident that our audience reach will increase when we partner with new organisations during the 2019-2020 funding period.

During and after the programme, AC staff will liaise with Queens Arcade management staff to enable us to keep a track of our activity from their perspective.

The participation figures have been agreed as realistic by Arcade's board and are inline with previous engagement activity and the amount of growth we hope to achieve in the 2019-20 season.

Funding a successful project

You can download the project budget template at the Attachments page which will need to be uploaded, once completed, at the Attachments page.

Tell us about the project budget and the other funding you need to raise to be able to deliver your project.

AC believes in paying artists, and the large majority of the budget goes directly to artists fees.

In kind support

AC is currently based across two vacant shop units within the Queens Arcade. AC has been given the spaces as in kind support with relief on its annual rent and rates of over £60,000, as detailed in the letter of support. The first space is a dedicated gallery, the second unit acts as a hub for artists and as a more accessible entry space for the passing public to be directly involved with art practices - where people can be involved with hands on activities and exhibitions.

We also attract in kind support from local business, usually in the form of using their products. Richer Sounds have always been very keen to lend AV technology.

Income from studio group

We raise £5760 p/year through rent at our studios in Fairwater.

Trusts and Foundations

The AC Board recognise the need to diversify funding base, and will be looking to apply for additional cash to support an extended outreach offer.

The funding trusts and foundations identified include Lush, Principality, the Oakdale Trust, IKEA, the Postcode Trust, the Big Lottery Fund.

For 2019/20 we already have in place (not shown in budget as used as match for another project)

£1000 from the Oakdale Trust and £500 from the Vale of Glamorgan to support our arts and health initiative

£500 from the British Council towards a travel grant to develop new work in partnership with Spit and Sawdust

£2500 of our own funds brought forward from our partnership with Cardiff University School of Social Science plus additional raised funds.

We are looking to raise

£1500 from Millenium Stadium Trust for our Young People's programming

From previous fundraising experience the Board believe these to be very achievable targets, which we will look to extend in the 2019/20 budget.

Partnership Working

AC is looking at additional opportunities for artists and audience building particularly through collaborations with other organisations such as Cardiff BID and Grrrl Zine. The programme is dependent on this and AC is aware of the necessity to expand its reach and partnership-building to remain resilient. Following our British Council travel grant this year we look to further funds such as Wales Arts International (which we have previously successfully applied to) to implement our international programme. AC will continue to approach other arts organisations locally (g39, Spit & Sawdust, Shift, Sull) nationally (PERICLO and Undegun) for cross-project working and support of further opportunities for artists.

Outside hire

Arcade Cardiff is available for other organisations to hire. During our 2018- 19 season we worked with Cardiff School of Art and Design to present their BA and MA student shows, and will continue this relationship in future. For growth in this area we are looking at hosting groups such as Engage alongside ad hoc hires. We expect £1000 to be very achievable.

A small percentage of exhibiting artists have gained separate funding for projects, and therefore are able to contribute to costs for invigilating and producing their exhibitions.

Volunteers

We have strong links with educational institutions Merthyr College, South Wales University and Cardiff School of Art and Design. We enable students from these institutions with valuable paid student placements providing extra staff for the gallery.

Project Details

It's important that we're able to examine how effective we're being in managing our funding programmes. Statistical information helps us to monitor what's happening across Wales, so in this section we're asking you to provide us with some basic details.

Project Title

Arcade Campfa Grant 10

We cannot fund any activity that has already taken place. The start of your project should be when you expect to incur costs. For example, if you are planning a performance, the start of the project might be when you begin rehearsals or marketing activity. Should a grant be awarded, payments and reports will be tied to these dates. If the project dates change, please inform us as soon as possible and let us know the reason for the change.

Project Start Date

01/10/2019

Project End Date

30/09/2020

For currency fields please enter a number - do NOT enter any symbols, such as £, commas, or words, such as pounds. For example for £2,500 enter 2500

Total Project Cost:

45660

Amount Applied for:

30000

Please use the drop down box to indicate the language you will be using to deliver your project.

Language

Welsh & English

Art Form

We collect and monitor information about funding that has been awarded to each art form. This helps us report in detail on the money that has been spent and also helps us target funding where it is needed most. In the table below, please use a percentage to indicate the proportion of your activity that relates to each art form. For example, if your project is purely related to dance, put 100% next to dance in the table. If your project involves more than one art form, please estimate the percentages of the art forms included, for example, dance 20%, drama 50%, music 30%. These must add up to 100%. These percentages may be amended on completion of your project.

To help you select the appropriate art form headings for your activity, please click on the following link to see the full list of examples found in the [Art Form Definition Guide](#)

For percentage fields please enter a whole number - do not use decimal points. For example for 6.7% round up to 7

Program Area

Combined Arts/Multi-disciplinary arts (20%)
Literature (10%)
Public Art (10%)
Visual Arts (60%)

Proposed Targets

In the table provided, please note the number of exhibitions, productions, workshops or events in your project and the total number of attendances you expect. All categories need to be completed, so if any category isn't applicable please say '0'. Please include all other activity in the 'other beneficiaries' category, which accepts text. Please say 'None' if appropriate. Please make sure that all the activity to be carried out is included.

Number of performances

5

Audience per performance

30

Number of workshop sessions
(1 session equals 1/2 day)

40

Participants per workshop

10

Number of exhibitions

17

Number of exhibition days

208

Attendees per exhibition day

20

Number of activities or events,
(please specify)

36

Other beneficiaries (please specify)

Estimated footfall, 1000 passing shoppers or more each day, who will see art events taking place either by entering, or seeing the work through the large windows and open door. On average 20 people enter into the Arcade spaces each day, which we are aiming to improve.

Please tick all that apply.

Activity Types

Career Development
Commissions
Exhibition (Presentation)
Performance (Presentation)
Production (Presentation)
Public Art
Residencies
Training
Workshops

Equalities

As a public body we're fully committed to increasing access to the arts and broadening arts audiences. We want the widest possible cross-section of people to enjoy and take part in the arts. In spite of the good work undertaken by many artists and arts organisations, we know that some people face barriers to their enjoyment of the arts. This is one of the reasons why we take Equalities so seriously.

We are required to collect and monitor information about who our funding is benefitting. This helps us report on our progress in addressing inequalities in the arts and helps us target funding where it is needed most.

[The Equality Act 2010](#) talks about people with "protected characteristics" and we are collecting information about arts projects that are being funded to deliver activities specifically for these groups of people.

We are looking for information about particular groups of people you are targeting your activities for. At the current time we are gathering information about groups using the list included in [The Equality Act 2010](#). We are therefore asking you to tell us if your activities are for people from a particular age group, disabled people, people of a specific race, religion or belief, whether the activity is for men only, women only or has a focus on sexual orientation, pregnancy and maternity or gender reassignment.

Sex:

If your project specifically targets either men or women, please select an option from the dropdown list.

Select One

Sexual Orientation

If your project specifically targets gay, lesbian or bi-sexual people or fosters good relations between people with different sexual orientations please select 'yes' from the dropdown list.

Please Select

Gender Reassignment

If your project specifically targets people who have undergone or are undergoing gender reassignment, or fosters good relations between people who have and have not please select 'yes' from the dropdown list.

Please Select

Pregnancy and Maternity

If your project specifically targets women who are pregnant, or on maternity leave, please select 'yes' from the dropdown list.

Please Select

Religion or Belief

If your project specifically targets people with particular religious or other beliefs or fosters good relations between people with different beliefs, please select 'yes' from the dropdown list.

Please Select

Disability:

If your project specifically targets disabled people, or fosters good relations between disabled and non-disabled people, please tick the relevant box/s.

Ethnic Minorities:

If your project specifically targets a specific ethnic group or groups, or fosters good relations between different ethnic groups, please tick the relevant box/s.

We try and find out more about the age group of people who benefit from our funding; children (under 16 years old), youth (16 - 26 years old), adults (27 - 59 years old), older people (60 and over) and projects for mixed age groups. Please tick the relevant box/s that apply.

(If your project involves working with children, young people and/or vulnerable adults, whether voluntary or paid, you must have a satisfactory Child Protection Policy. Our [Children and Young People Protection Policy and Guidelines](#): give details of Arts Council of Wales's commitment to safeguarding the welfare of children and young people participating in the arts, and offers advice to client organisations on developing and appropriate policy.)

Age Group

Project Location

Project Location

In this section we're asking you to tell us where your project activity will take place. We're frequently asked about where our funding goes and which parts of Wales benefit from grants, so this postcode information is very important. It helps us to monitor how we're enabling access to the arts throughout Wales, including areas of deprivation and need identified by the Welsh Government. We need to know the postcode of every venue or location please.

Simply click on the following link, enter the postcode and click on 'Search'. Keep the window open so you can search easily for all your postcodes and answer all the questions on this page.

[Postcode Lookup Tool](#)

Postcode

CF10 2BY

Ward Name

Cardiff Central

Postcode

Ward Name

In the tables below, please use a percentage to indicate the proportion of your activity that takes place in each Geographical Area and Government Region. For example, if your project is taking place in one location, put 100% next to the relevant area. If your project activity involves more than

one area, please estimate the percentages of the areas included. These must add up to 100%.

For percentage fields please enter a whole number - do not use decimal points. For example for 6.7% round up to 7

Local Authority Area Served
Cardiff (South Wales) (100%)

Government Region Served
Cardiff Central (South Wales Central) (100%)

Declaration

IMPORTANT

We may need to request documentation that is over and above that which is being requested at this stage. We reserve the right to request references if required. Please note that any misleading statements, whether deliberate or accidental, given at any stage during the application process will result in the application becoming invalid. You will then be liable to return any money already paid out as an Arts Council of Wales grant.

Award recipients are personally responsible for any tax liability arising from any award and are advised to check in advance of an award being made and to take appropriate professional advice.

Applications will be barred from the round if the applicant is found to have lobbied any of our National Advisers, Committee or Council Members.

We are unable to fund certain costs, for details please refer to the Getting Started document and Scheme Help Notes on our website.

GENERAL DATA PROTECTION REGULATIONS AND FREEDOM OF INFORMATION

It's important that you're aware of the Arts Council of Wales' obligations and responsibilities under the General Data Protection Regulations (GDPR) and Freedom of Information Act 2000. The GDPR regulates how we collect, manage, share and store personal data and your rights in relation to our management of your data. Further information may be found in our published Privacy Policy. The Freedom of Information Act regulates how we provide you, on request, access to recorded information that we hold. One of the consequences of these statutory responsibilities is that information we hold about you may be subject to disclosure, in response to a request, unless we decide that one of the statutory exemptions applies.

If you send us information that you believe to be commercially sensitive or confidential, this will need to be clearly marked. It would help us if you could explain briefly the reason(s) and appropriate timescales you would consider confidentiality to apply. This will assist us, in the event of a request, to substantiate our reason for applying the necessary exemption should we decide it would be appropriate to do so. However, you can't assume that by marking information as confidential or commercially sensitive that an automatic exemption will apply. Other factors would also need to be considered at the time, such as the nature and scope of information requested and the timing of that request. (Freedom of Information rules assume that confidentiality/commercial sensitivity usually diminishes over time).

Sometimes information, data and material of any nature comprises Personal data or Sensitive Personal data, (as terms are defined in the General Data Protection Regulations). If this applies, we'll not disclose any such confidential information to a third party without your consent.

DECLARATION

By submitting this application form, you agree to the following statements:

- I confirm that all the information provided in this application, and any material submitted in support of it, is truth and accurate.

- I confirm that the project described in this application is within the objects of our organisation's constitution.
- I confirm that all other applications for funding that relate to this project have been declared and undertake to inform the Arts Council of Wales immediately if any changes in circumstance require the application or the supporting material to be amended. I understand that you share information about grants with other grant awarding bodies, and will therefore be in a position to verify my disclosure of these other grants.
- I confirm that our organisation has the relevant policies in place that are required by law.
- I confirm that our organisation has complied with all appropriate regulatory requirements over the last twelve months (for organisations registered with Companies House and/or the Charity Commission)
- I confirm that our organisation has an Equal Opportunities Policy in place that complies with relevant legislation and has been reviewed by our board or management committee within the last three years. I can provide evidence of this on request.
- I confirm that our organisation has an Action Plan to make our work more inclusive that has been reviewed by our board or management committee within the last three years. I can provide evidence of this on request.
- I confirm that our organisation has a Safeguarding and Child Protection Policy in place that complies with relevant legislation and has been reviewed by our board or management committee within the last three years. I can provide evidence of this on request.
- I confirm that, if this project involves working with children, young people and/or vulnerable adults, I can provide evidence that appropriate and adequate safeguards have been put in place. This includes having any necessary safeguarding checks carried out by the Disclosure and Barring Service.
- I confirm that this application, if successful, will form part of the agreement with the Arts Council of Wales.
- I confirm that the organisation named on this application has given me the authority to sign this application on its behalf.

By ticking this box you are confirming that you agree with the above statements.

Yes

Finally, are you, or any members of your organisation or group, employed by the Arts Council of Wales, or do you, or any members of your organisation or group, have a close family connection ('close' means parents, brothers or sisters, spouse/partner, or children) with an individual currently employed by the Arts Council of Wales?

Please select:

No

Marketing

If you wish to receive our regular publications and/or promote your work on our Arts Directory please register at the following [link](#). If you have already registered you can also update your preferences or unsubscribe [here](#).

If you'd like to read a detailed GDPR statement, you can do so [here](#).

Attachments

Title	File Name
Project Budget	

Letters of support 1

Letters of support 2

Provisional artistic programme

Proof that you have a bank account in your
organisation's name that meets our
requirements

Other

Other

Other

Other

Other

Other

Other

Other

Marketing Plan

Other

Files attached to this form may be deleted 120 days after submission.