



**ARTS COUNCIL ENGLAND**

# Emergency Response Fund: Individuals

**Guidance for applicants**

**Easy Read version**

We can make grants to help individuals during the Covid-19 coronavirus emergency

This guide can help you think about our application form

**31 March 2020**

## Arts Council Response Fund: Individuals

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This is our fund for **creative individuals in England** whose work is directly affected by Covid-19 (coronavirus)



It is for **freelance** workers like artists, writers, producers, curators, translators, choreographers or other creative people



We want to help freelance workers to keep doing what they do **during** or **after** the coronavirus emergency



It's about giving you the **time** and **money** you need to pay your wages, bills or get ready to start working again



We can make grants of up to **£2,500**, or up to **£3,000** if you have extra costs relating to a disability



If you need any extra money for [Access Support](#), contact us to find out more.

## Can I apply?

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To apply, you must be an individual freelance creative



You must have made or delivered work that was **funded by public money** in one or more of these areas:

- **Combined arts**
- **Dance**
- **Libraries**
- **Literature**
- **Museums**
- **Music**
- **Theatre**
- **Visual arts**



This might be from the Arts Council, other Lottery funders, a university or local government, for example

**18+** You must be aged 18 or over

**+** You must live in England

**50%** At least half, or 50%, of your normal income must come from your creative freelance work

### ✓ What can I use the money for?

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Your lost wages or living costs, like rent, bills or food



IT equipment or software to help you do your job from home



Time to work on your creative practice. This might include practice, research or making new work

## ✘ What can't I apply for?

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Projects that we would normally fund through Project Grants or DYCP.  
Like a tour or an exhibition



Higher education tuition fees and associated costs

# 50%

If 50% or more of your income comes from a PAYE job, you cannot apply

### For example



if more than half your income is paid by a Theatre, Museum, Arts organisation, university, restaurant, shop, office or other business



Organisations cannot apply. If you run an organisation, you can apply to our [Response Fund for organisations](#)

## Plan ahead

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If you have enough money from another source, please don't apply. Let us know if you are applying to any other funds or sources of support.



This fund will be very popular. We won't be able to fund everyone who applies



**Think about what you will do if we can't fund your application**

## Before you apply

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Set up a profile on our [online application portal](#) if you don't already have one



Go to [www.artscouncil.org.uk/welcome-grantium](http://www.artscouncil.org.uk/welcome-grantium) to find out more



If you need help, contact our [Customer Services](#) team.

## Applying

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Use our [online application portal](#) to apply.



There will be **two rounds** in 2020.



You can only apply to one of these rounds. **Don't rush an application if you think you need more time**

	Round one	Round two
<b>Portal opens for applications</b>	Thursday 9 April 2020	Thursday 16 April 2020
<b>Portal closes for applications</b>	Thursday 16 April 2020 12pm midday	Thursday 30 April 2020 12pm midday

We aim to start notifying applicants of the outcome of their applications to **Round one** by the **end of April**.

## What we will ask you

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### **How much money do you need?**

Up to £2,500, or £3,000 if you have extra costs relating to a disability

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### **Show us that you've had paid work cancelled or reduced due to the Covid-19 emergency**



Keep any emails, contracts or bank statements that prove you have lost money. We might contact you later to ask for evidence

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### **Tell us about your work in the publicly funded culture sector**



Tell us about any projects or work you have done in the past that got money from bodies like the Arts Council, other Lottery funders, universities, local



authorities, public sector bodies or trusts and foundations

We want to hear:

- What you've worked on
- Who you've worked with
- Who funded the work

You don't have to have been the grant holder for this work, so long as you worked and were paid

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**Tell us how you will use the time this funding affords you to stabilise, think and plan for the future**

- What will you do in this time?
  - What will you do afterwards?
  - Who might you work with?
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**You don't need any income from other sources to apply to this programme**

## What happens next?

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Your application will be considered alongside other applications at a decision meeting



We'll start to let people know the outcome by the end of April for Round 1. Later for Round 2.



You'll get an email asking you to log in to find out your result



If you're successful, you'll need to provide your bank details and ask for your first payment from us



Go to [www.artscouncil.org.uk/welcome-grantium](http://www.artscouncil.org.uk/welcome-grantium) to find out more

## More information

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More help on answering the questions is in the full [Guidance for applicants](#)

Find out more about our response funds at:

 [artscouncil.org.uk/covid-19](https://www.artscouncil.org.uk/covid-19)

## Need help?

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Our friendly **Customer Services** team can help you with the form or talk about other ways we can help you.

The **phones are closed right now** so our staff can stay safe, but you can talk to us online:

 [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)

 [artscouncil.org.uk/contact-us](https://www.artscouncil.org.uk/contact-us)