



Arts Council of Wales and *Reach the Heights*

Frequently Asked Questions

Timescales

In this phase, the projects must take place between 20th February 2011 and 31st January 2013.

Partnership funding

Each service delivery organisation/partnership will be required to provide a minimum of 46% match funding towards the costs of their project (apart from those bidding for pre-matched projects with the value of £25,000). This can be met in a variety of ways, including using existing reserves or drawing upon other secured funding sources such as Arts Council of Wales revenue funding, local authority grants, lottery funding, trusts and foundations etc. Funding in kind that meets the requirements of European Social Fund guidelines will also be accepted.

How to bid for funding

Project specifications, questionnaires and criteria will be issued on the Sell2Wales and Arts Council websites. The deadline for receipt of bids will be six weeks after the briefs have been posted.

The bids will be assessed by a panel comprising Arts Council of Wales staff and Council members. We will also encourage young people within the same age range as the target beneficiaries to be involved. Contracts will be issued in February 2012. The planned timetable is shown below:

Project briefs issued on Sell2Wales and Arts Council websites	1 December 2011
Deadline for bids	12 Noon 16 January 2012
Organisations informed of award decisions	6 February 2012
Training for selected organisations prior to contracts being issued.	Week beginning 13 February 2012
Contracts Issued	20 February 2012
Projects Start	20 February 2012

How do I find out more?

The section below is designed to provide answers to some questions you may have relating to the project. If you have a query that is not dealt with below, please contact:

Tel: 0845 8734 900

Email: reachtheheights@artswales.org.uk

Who can bid for these projects?

Any organisation, group of organisations or individuals/sole traders that have the relevant experience in delivering the activities outlined in the project briefs.

Are there any restrictions regarding the types of organisations who can bid?

The following will be considered eligible to bid:

- Community groups, clubs or societies
- Artists' groups and co-operative ventures
- Non profit distributing groups or trusts
- Registered charities
- Companies limited by guarantee
- Local authorities
- Educational institutions
- Private sector organisations (as long as there is no private benefit from the proposed project)
- Individuals/sole traders

Do I have to be an arts organisation to bid for the project?

If you wish to submit a bid to deliver participatory arts activity and your organisation is not a public body, you must ensure that your organisation's Memorandum and Articles, or Constitution allows for the provision of artistic activity.

This restriction does not apply to organisations bidding for a training contract. However, in both instances, you will need to have the relevant experience to deliver the required activities and outcomes.

Our organisation is not based in the Convergence programme area. Does this mean we are not eligible to bid for projects?

No. As long as your project is delivered in the Convergence areas and the beneficiaries live in the Convergence areas, you will be eligible to bid.

Can organisations based outside Wales bid?

Yes. As long as your project is delivered in the Convergence areas and the beneficiaries live in the Convergence areas, you will be eligible to bid.

Can individuals bid for projects?

Yes. If you are an individual/sole trader you can bid for a project. As with bids from organisations you will have to provide the necessary match funding and demonstrate your capacity to deliver the required outcomes.

What types of activities can be included in a project bid?

Your bid will need to demonstrate how you will meet the aims and objectives set out in the project description.

In terms of the participatory arts activity projects, you can work around either a single art form or a combination of different artforms.

Why do the activities have to take place in the Convergence areas?

This project is funded by the European Social Fund which has identified areas of social need where its funding will be specifically directed.

Will we have to deliver our project/s across the whole of the Convergence programme areas?

No. Subject to the details in the project description, you can decide where you will deliver your project and limit the geographical area to suit your purposes. The only restriction is that it must be delivered in a designated Convergence programme local authority area/s.

Can we bid for more than one project?

Yes you can, but you will need to submit separate bids for each one.

Our organisation has never received Arts Council of Wales funding before. Is this a problem?

No.

We are interested in working in partnership. How do we go about submitting a joint bid?

You may work in partnership with other organisations but the bid must be submitted by a clearly identified lead partner who will also be responsible for the management of the project and any reporting and evaluation required.

How many projects are you planning to fund?

We will be commissioning up to 15 participatory arts activity projects across three tiers of funding:

No. and Total Value of Projects	Minimum match funding required
4 projects valued £25,000	0%
8 projects valued over £25,000 up to £99,999	46%
3 projects valued £100,000 up to £199,999	46%

Why do I have to provide match funding?

The *Reach the Heights* Project is funded by the European Social Fund and their regulations guide the funding requirements of this project.

Can I submit a project bid for less than a total value of £25,000?

No. We will not be offering contracts for projects with a total value of less than £25,000. If you have difficulty in meeting this requirement, remember that you can join forces with another partner and work together to submit a joint bid.

What will you accept in terms of match funding?

Match funding can be found from existing resources or other funding sources, e.g. Arts Council of Wales funding, local authority grants, lottery funding, trusts and foundations. In-kind match funding will also be accepted. What we cannot accept in terms of match funding is money that comes from another European source.

What is in-kind match funding?

The types of contributions that will be accepted as in-kind match funding are the provision of premises, equipment, materials, research or professional activity or unpaid voluntary work. Further guidance can be found at the Welsh European Funding Office (WEFO) website:

<http://wales.gov.uk/docs/wefo/publications/developingguidance/100223matchfundinginkinden.pdf>

Can I bid without having the match funding in place?

No. Your bid will need to include written confirmation of all sources of match funding that you will be using.

Will I get the total amount of money that I bid for?

If your bid is successful and you have the necessary match funding in place, you will.

Why aren't you offering this funding as a form of grant?

The European Social Fund rules require that projects supported by them are awarded through a competitive process that is comparable across the whole of Europe.

How do we submit a bid?

You can download project briefs and application forms from our website www.artswales.org.uk or from the Sell2Wales website www.sell2wales.co.uk

When is the deadline for submitting a bid?

We are required to issue the project brief on the Sell2Wales website and give a deadline no sooner than 45 days after the project is posted on the website. We hope to have the details posted on the website by 1 December 2011. Deadline for submissions will be 12 noon on Monday 16th January.

Who will be involved in deciding which bids are successful?

We will bring together a panel to assess the bids and award the funding. This panel will include Arts Council of Wales staff and Council members. We will also encourage young people within the same age range as the target beneficiaries to be involved.

How will the bids be assessed?

We will draw up a list of assessment criteria which will be included in the project briefs.

Will I get feedback if my bid is unsuccessful?

Yes, on request.

How much paperwork will be involved?

We will be required to report fully on the project delivery and as such you will need to be able to supply us with comprehensive financial and beneficiary information. As part of the evaluation process, you should be aware that you will need to have in place the necessary systems for the collection and processing of individual personal data, some of which may be of a sensitive nature.

How will we be expected to measure the results of our activities?

We will include in our project briefs the tools for evaluation that the delivery organisations will need to have in place and your bid will need to reflect this.

Who will we have to report to and how?

You will be expected to provide a written report on a quarterly basis to the *Reach the Heights* project management team based in the Arts Council of Wales Cardiff Office. You may also be required to attend review meetings.

Do projects have to be delivered in both Welsh and English?

We encourage projects and activities to be made available in the language/s most appropriate to the target group. We aim to commission projects in both Welsh and English, giving equal consideration to both languages.

If we are successful in our bid, how and when will we receive the funding?

If you are successful, you will be issued with a contract which will outline a schedule of payments. Once this is signed and returned, you will be invited to submit your first invoice which may be for an amount up to 50% of the agreed funding.



The Arts Council of Wales is committed to making information available in large print, Braille and on audio tape and will endeavour to provide information in languages other than Welsh and English.

Arts Council Wales operates an equal opportunities policy.