

# Wales Cultural Recovery Fund Round 3

## About this fund:

Welsh Ministers recognise the importance of the creative and cultural sectors in Wales and the impact on the wider economy, and understand the financial pressures you have been facing, particularly, with the recent Alert Level 2 restrictions in Wales brought into place to combat the threat of the Omicron variant in December 2021.

The sector includes theatres, music venues, heritage attractions, heritage organisations, independent museums and archives, community and independent libraries, galleries, independent cinemas, events, artist management agencies, comedy venues and rehearsal and recording studios.

The funding is to cover the period from **the beginning of December 2021 to the end of February 2022.**

There are three levels of funding available being:

- Up to £5k
- Up to £75k; and
- Up to £250k

These limits reflect 50% of the funding levels previously available (up to £10k, up to £150k and up to £500k) during the Cultural Recovery Fund Phase 2.

You must meet the following eligibility criteria in order to apply for this specific fund:

- Are based, operating or employing in Wales or have heritage assets located in Wales
- Able to produce at least one year's full independently certified or audited financial statement but do not need to be VAT registered if total turnover is below the registered threshold.

You have experienced a material impact of at least 50% reduced turnover between December 2021 and February 2022 compared to the same period in 2019/20.

**Applications will need to be submitted by 5pm on Friday 11th February.**

## Important information before starting the application:

- The information you will provide will be used to assess and score your application. Please refer to the [Wales Cultural Recovery Fund Phase 2 - Guidance Document English.pdf \(gov.wales\)](#) for your sector carefully before making your application. Supply chain businesses should also refer to the guidance notes for the sector area you support to ensure that the business or organisations that you work with are also eligible. We will be unable to consider applications from suppliers who are not wholly, or mainly, engaged in supporting eligible sectors as outlined in the guidance.
- You can only make **one application** for support to the Cultural Recovery Fund – this includes all Welsh Government schemes (ERF, Spectator Sport Survival Fund, up to £5k, up to £75k and up to £250k) and the scheme managed by Arts Council Wales: [Cultural Recovery Fund 3 | Arts Council of Wales](#). Multiple applications risk being rejected.
- Acceptance of the Application for funding is discretionary with no appeals process.
- Please ensure you have read, understood the [Privacy Notice - Welsh Government Wales Cultural Recovery Fund Grants | Business Wales](#).

## Supporting documentation

In addition to your completed application form, please return the following documents in support of your application:

- A copy of your accounts from the year 2019-2020. If you are submitting accounts for any year other than please include an explanation for this in your covering email.
- Bank Statements  
Please send us bank statements for Nov '21 – Jan'22 for the account that the funding will be paid into. The bank statements must show the account details and the registered name.

# Your personal details

**The application must be completed by an Authorised Signatory of the business.**

An Authorised Signatory could include one of the following:

- Director: a registered director of a company;
- Trustee: a registered trustee of a charity;
- Partner: a designated partner/member of a limited liability partnership or a legal partner within a business;
- Proprietor: owner of a business
- Employee: appropriately authorised to act on behalf of the organisation

**I confirm that I am an authorised signatory of the business**

<b>Title</b>	
<b>First name</b>	
<b>Last name</b>	
<b>Telephone number</b>	
<b>Email</b>	
<b>Your position (optional)</b>	

**Do you consider yourself disabled?**

- Yes
- No
- Prefer not to say.

**Do you consider yourself to be black, Asian or minority ethnic?**

- Yes
- No
- Prefer not to say.

# About your organisation

**Organisation name**

**Organisation phone number**

**Organisation email**

**Website (optional)**

**Address of organisation**

Your organisation address must be in Wales in order to apply. There is a separate registered address section where you can include a registered/headquarters address (if applicable).

House/ Building Name / Number

Street name

Town or city

Local authority

Postcode

**Registered office address (if different)**

House/ Building Name / Number

Street name

Town or city

Local authority

Postcode

I confirm my organisation is based, operating or employing staff in Wales

**VAT number**

I am not VAT Registered

**Registration number (if applicable)**

I am not Companies House registered

**Charity Number**

I am not a registered Charity

**Tick the sector area that best represents your organisation**

- Creative
- Culture
- Events
- Heritage

**Is your historic property designated (i.e. a listed building or a scheduled monument) or a registered historic park and garden?**

- Listed Building
- Scheduled monument
- Registered Historic Park and Garden
- World Heritage Site

**Please provide additional information below**

**Is your business or organisation part of a group?**

- Yes  No

**If yes, please provide further details setting out the group structure**

## **Employment and volunteer information**

**At the time of the application, how many permanent full time equivalents are employed by your organisation in Wales (including directors and furloughed employees)?**

This is the number of full time jobs within your organisation. A full-time job is one of 30 hours or more per week; a part-time job is one of at least 15 hours per week; two part-time jobs count as one full-time equivalent job. We do not accept zero hour contracts as eligible permanent jobs.

**How many contractual staff do you employ in an average year?**

**How many seasonal staff do you employ in an average year?**

**How many volunteers does your organisation support in an average year?**

**How many volunteer hours does your organisation support in an average year?**

## **Financial Information**

**Actual annual turnover or income for 2019/2020**

**Actual annual turnover or income for 2020/2021**

**What do you anticipate your turnover or income will be in 2021-2022?**

**What percentage of your total turnover or income is derived from the eligible sector?**

- 10% - 30%
- 30% - 60%
- 60% - 90%
- 90% or above

**What is your predicted reduction in turnover or income for December to February?**

- 50% - 70%
- 70% or above

**Do you have a formal reserves policy or a policy to hold funds for specific purposes (restricted reserves)?**

- Yes  No  I'm not sure

**If yes, briefly tell us about the policy**

**How much cash or unrestricted reserves is immediately available to support the short-term operation of your organisation?**

If you have sufficient available cash reserves to meet any deficit in income please do not apply as your application will be rejected.

£

**If it is not possible to use your cash reserves to support the short-term operation of your organisation please tell us why.**

*Maximum of 1500 characters*

**Can you please outline what other sources of financial support have you received since the beginning of the COVID-19 pandemic, including Government and commercial loans? Please include the amount received.**

**COVID emergency funding:**

**Other:**

# Economic and Cultural Impact

We need to understand how the Covid-19 outbreak has affected your business or organisation. Please open and review guidance section before answering the questions below.

## Tell us about your business or organisation you work with or manage

*Maximum of 1500 characters*

## Please tell us how your organisation has been effected by Level 2 Restrictions in place between December 2021 and end of February 2022.

*Maximum of 1500 characters*

**If you are applying for up to £5,000 - you do not need to answer the rest of these questions and can continue your application from 'Fund Information'.**

Tell us what would happen to your business or organisation if you were no longer able to operate viably.

This could include:

- who would look after your organisation/cultural assets
- if a cultural skill or service would be lost
- if you provide a statutory duty, tell us what would happen

*Maximum of 1500 characters*

## What role does your business or organisation play in your local community or area?

Tell us about your work, and how you contribute to levelling up your local area, such as local partnerships, any impact you have had on economic regeneration, local culture, and heritage. What region of Wales do you cover?

*Maximum of 1500 characters*

**How does your business or organisation contribute to economic growth in Wales?**

Does your business or organisation, for example, use local supply chains or develop skills?

*Maximum of 1500 characters*

**Tell us how your business or organisation contributes to cultural life in Wales.**

How, for example, does your business or organisation or in the case of suppliers, the organisations that you work with, support the Welsh language or bring other cultural and community organisations together?

*Maximum of 1500 characters*

**How many visitors does your organisation usually attract per year?**

*This number should be based on your visitor figures during a normal year. If this question is not relevant to you, please leave blank.*

**Do you know how many of these visitors were from within Wales?**

If you are not sure, leave this answer blank.

**Do you know how many were visitors from outside Wales?**

If you are not sure, leave this answer blank.

**Tell us about your track record of widening participation, particularly amongst demographic groups that historically have a lower engagement with publicly funded culture?**

*Maximum of 1500 characters*

# Fund Information

Please confirm what level of funding you will be applying for:

Up to £5k Applicants – please note applicants applying for less than £5,000.00 do not need to complete the eligible costs and income tables.

Up to £75k

Up to £250k

**What is the total amount of money you are applying for from the Culture Recovery Fund?**

This amount should include non-recoverable VAT. You should only apply for the minimum required towards essential operating costs included up to a maximum of £250,000.

£
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## Eligible costs from December 2021 to end February 2022

List your running costs for Dec –February, (including any non-recoverable VAT). You should only include those costs which are essential for the core operation of your business or organisation.

	Amount £		
Description	December	January	February
Operating costs (including utilities, insurances, rent, IT and office equipment, essential maintenance and repairs)			
Salary costs			
Contractual financial loss costs			
Legal & Professional			

Other essential costs not covered by the headings above			
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## Income received from December 2021 to end February 2022

Amount £			
Description	December	January	February
Grants (including COVID support, furlough, etc.)			
Other income (e.g. entry fees, retail, membership etc.)			

## Your business bank details

Please ensure the correct bank details are provided. Incorrect bank details may result in non-payment of the grant.

<b>Bank name</b>	
<b>Account name</b>	
<b>Account number</b>	
<b>Sort code</b>	

## State Aid

Please describe aid received under measures approved within the European Commission's COVID-19 Temporary Framework for UK Authorities and Undertaking in Difficulty status between 1 March 2020 and 1 February 2022

**Body or bodies providing the aid**

**Total value of aid**

For example: 5000

**OR**

I confirm that I have received the following de minimis aid during the previous 3 fiscal years (i.e. current fiscal year and the previous two fiscal years).

## **Declarations**

Have you or any of your associates ever been disqualified from being a company director under the Company Directors Disqualification Act (1986) or ever been the proprietor, partner or director of an organisation that has been subject to an investigation (completed, current or pending) undertaken under the Companies, Financial Services or Banking Acts?

Yes  No

Has any director/partner ever been bankrupt or subject to an arrangement with creditors or ever been the proprietor, partner or director of an organisation subject to any formal insolvency procedure such as a receivership, liquidation, or administration, or subject to an arrangement with its creditors?

Yes  No

Has any director/partner ever been the proprietor, partner or director of an organisation that has been requested to repay a grant under any government scheme?

Yes  No

Has the company/any director/partner received a County Court Judgement?

Yes  No

**If you have answered yes to any of the above, this will not necessarily affect your chances of receiving support. However, please give details below of the person(s), the organisation(s) and the circumstances.**

*Maximum of 500 characters*

This application has been submitted by the organisation and not the agents acting on their behalf.

Yes  No

**If No, please provide details**

*Maximum of 500 characters*

I confirm my undertaking was not in difficulty on 31 December 2019 (See Guidance for Applicants) and that subject to funding, is a sustainable organisation with sufficient plans to operate out of the Covid-19 crisis.

I understand the Welsh Government shall not be held liable for any expense incurred during the preparation, submission or assessment of the application.

I understand that information supplied here and in any accompanying paperwork may be shared in confidence with other public funding organisations, external technical advisers (as appropriate) and The Development Bank of Wales.

I declare the applicant will ensure that all safeguarded jobs will meet the requirements laid down under the National Minimum/ National Living Wage.

I understand the information collected will be shared with fraud-prevention agencies that will use it to prevent fraud and money-laundering, and to verify our identity. I understand that the Welsh Government is likely to seek prosecution in cases of fraud or attempted fraud. If fraud is detected, I could be refused certain services, finance and employment in the future.

I understand that new data protection legislation, the General Data Protection Regulation “GDPR”, has recently been introduced. As a result, a new Grants Privacy Notice has been published to make it easier for you to find out how we use and protect your information within the Welsh Government, when you enquire about or apply for funding. We will not be changing the way we use your personal information, but the new notice will provide you with additional details such as:

- Your increased rights in relation to the information we hold about you
- The legal grounds for how we use your information The Grants Privacy Notice will apply to any grants or funding we provide to you.

How to find out more:

The Privacy Notice is available to view at [Privacy Notice - Welsh Government Wales Cultural Recovery Fund Grants | Business Wales](#).

The Grants Privacy Notice makes sure we continue to comply with privacy law and regulation.

Further details of how your information will be used by us and these fraud prevention agencies, and our data protection rights, can be found by contacting [Data.ProtectionOfficer@gov.wales](mailto:Data.ProtectionOfficer@gov.wales)

I understand that any offer may be publicised by means of a press release giving brief details of the amount of support offered and outputs.

**I confirm that I have read and understand the privacy statement for Wales Cultural Recovery Fund.**

**I acknowledge the Welsh Government will**

- 1. Undertake any appropriate organisation checks considered necessary to assess the application.**
- 2. Check the nature, use and impact of the funding in the future.**

**I confirm that without Wales Cultural Recovery Fund, viability of the organisation will be under threat as a result of Covid-19 pandemic.**

**Has your business or organisation been forced to close for breaching COVID Regulations?**

Yes  No

**I confirm that I have not applied for any other Welsh Government recovery funding to cover the same period, i.e. ERF December 2021 – February 2022 and/or in receipt of Non-domestic Rates grant.**

**As the person named in this application, I declare the information provided in this application is true and accurate, to the best of my knowledge, and the provision of any false information may result in action by the Welsh Government for recovery of the grant.**

**Name:**

**Date:**

**Signature:**