

## Information on emergency funds due to Covid-19/ coronavirus for potential applicants to Arts Council England (ACE) and National Lottery Heritage Fund (NLHF)

This helpsheet was created by Laura Drane, commissioned by Museum Development North West (MDNW). Laura is a creative producer, facilitator and consultant, and works with MDNW regularly to deliver fundraising training.

MDNW wants to help museums based in the NW to apply to these two new emergency funds. To do that, there are [three new resources](#):

- This briefing document
- A recorded webinar
- And a limited number of bookable slots to either discuss the schemes and your particulars with Laura, or to have her proof your draft once compiled.

In addition we recommend you read Laura's previous [guest blog post, an introduction to fundraising](#), if you're fairly new to this or want a refresher.

There are two new emergency funding programmes from [Arts Council England](#) and the [National Lottery Fund](#), and MDNW want to help museums respond quickly with applications to one or both if they can. Both of these are summarised below along with links to the full guidance.

Firstly, two basic eligibility checks and a note:

- ACE's scheme is not open to national museums or to NPOs (they have their own fund TBA); and it is also only open to Accredited museums, not to those who are Working Towards Accreditation.
- NLHF's scheme is only open to any organisation that was previously or is currently in receipt of funding from them (as NLHF or HLF as was), with some notable exclusions (see below).
- The guidance from both funders says if you're eligible for both you can apply to both, but you must acknowledge the application to the other organisation in your submission and you can only choose to accept one if both bids are successful.

## ARTS COUNCIL ENGLAND

### *NB: REGISTERING ON GRANTIUM:*

*To apply you must be a registered user on ACE's funding application portal, Grantium, which can be a timely business and a bit tricky at times. ACE have warned people that if you don't already have a Grantium profile, and don't try to register very soon, there will be no guarantee that your profile will have been validated in time to apply. [Use this guidance to help you](#). There is also a [specific Grantium FAQ](#) for this scheme on the website. We have had some feedback from museums finding it difficult to set up an applicant profile in Grantium, where the operating name of the museum is different to that of the legal name of the organisation (typically this applies to longstanding charitable associations/heritage organisations that existed long before operating a museum) and there are some briefing notes on this here – [Grantium applicant name advice](#)*

FUND NAME: Funding for organisations outside of the National Portfolio

AMOUNT: up to £35,000 (up to 100% of the grant request/ no need for cash match funding) and to be used within the next six months

LINK: <https://www.artscouncil.org.uk/funding/financial-support-organisations-outside-national-portfolio>

TIMELINE: there will be two rounds but you can only apply to one of them, and the budget for this fund is split equally between the two of them:

- Round one: opens Thursday 9th April, deadline Thursday 16th April (12 noon)
- Round two: opens Thursday 16th April, deadline Thursday 30th April (12 noon)

They will communicate decisions within two to three weeks.

### ELIGIBILITY:

ACE's scheme is not open to national museums or to NPOs (they have their own fund TBA); and it is also only open to Accredited museums, not to those who are Working Towards Accreditation.

You must be an Accredited museum with experience in the last three years of making and delivering work supported by funds or commissions from Arts Council England, other arm's length bodies such as National Lottery Heritage Fund or National Lottery Community Fund, local authorities, universities, other public sector bodies, or trusts and foundations (such as the Paul Hamlyn Foundation, the Esmée Fairbairn Foundation or the PRS Foundation). This can be direct support (your organisation has received funds or commissions) or indirect support (your organisation has delivered work as part of a project directly supported by those funds or commissions). Please note that if you haven't directly received funding from any of the above bodies, but you have had a Sustainable Improvement Fund grant from Museum Development North West or any other grant funding from MDNW in the last three years, you are still eligible to apply, as this counts as indirect funding from ACE.

Anyone who applies to this fund needs to:

- apply as an organisation
- have a validated applicant profile on Grantium – see above
- have a registered address in England
- have a UK bank account in the exact name they're applying in
- have an accountable person who is at least 18
- have a track record (within the last three years) of publicly funded work in arts and culture

#### PURPOSE:

"This fund is to support organisations to get back on their feet, or to continue making work in the future that will mean they can contribute to delivering our new strategy, Let's Create. The funding is to support organisations that do not receive regular funding from the Arts Council by providing some financial assistance during this time and giving them the best chance to be in a position to continue once the situation created by the COVID-19 emergency has eased. The funding could be used to cover:

- Activity intended to prevent your organisation ceasing operation due to the financial impact of the COVID-19 emergency, or example:
    - urgent changes of business model
    - essential operational costs (such as rent or other building costs, staff costs, overheads such as utilities, insurance etc and other costs associated with keeping your organisation operational over the next six months)
    - IT and other equipment-related costs to support home working
- and/or
- Development and delivery of activity specifically designed to be deliverable during the next six months, including:
    - development projects in readiness for organisations restarting normal operations, for example organisational development, and/or
    - public facing projects, for example digital/online projects

We will expect organisations who benefit from this fund to show how they will do all they can to support the freelance creative practitioners on whom they rely."

#### APPLICATION FORM:

They have indicated there will be questions on:

- “- your track record (within the last three years) of publicly funded work in arts and culture
  - tell us what difference an emergency grant from this fund would make to your organisation (in addition to any other emergency funding that you are reasonably expecting to receive from other sources)
  - how you might use the funding within the next six months
  - how funding you receive now will help you to contribute to delivering our new Strategy for 2020-2030, Let's Create now or in the future (be that delivery or organisational development).
- You will also need a budget, a cashflow and information on your last year's turnover and your reserves position, plus information on identifiable losses your organisation has incurred due to the Covid-19 emergency."

SEE ALSO: [full guidance](#) (pdf), and ACE CEO [Darren Henley's blog](#) on the announcement of the schemes.

## NATIONAL LOTTERY HERITAGE FUND

FUND NAME: Heritage Emergency Fund

AMOUNT: from £3,000-£50,000 (up to 100% of the grant request/ no need for cash match funding) for use over the next four months. They may offer you a different amount to the amount you request.

LINK: <https://www.heritagefund.org.uk/funding/heritage-emergency-fund>

TIMELINE: the fund opens for applications on Wednesday 15 April, the deadline is Tuesday 30 June, and funding will be allocated across the period. They will communicate decisions within two to four weeks.

### ELIGIBILITY:

The key thing to know is that applicants must be:

- a not-for-profit organisation, and
- a current or previous recipient of a grant directly from us, and
- an owner, manager or representative of heritage, or have an evidenced track record in delivering participatory heritage activity

We are not accepting applications from:

- statutory organisations, for example, local authorities, even if you have previously received funding from us
- private owners of heritage, even if you have previously received funding from us
- organisations that have previously only received funding from us for activity-based projects under £10,000
- organisations mainly funded by UK and devolved Governments
- organisations that have already accepted emergency funding from another National Lottery distributor. As part of our focus on maximising the impact of National Lottery Good Causes investment in communities, organisations that have been funded by different National Lottery funders should, in the first instance, choose the most relevant fund and apply only to them.

We are expecting a high demand for this funding, and will prioritise organisations that:

- have limited or no alternative access to other sources of support, for example, from Governments, other National Lottery distributors, other emergency funding from trusts and foundations
- have already tried other options to stop being at risk such as putting projects on hold, rephasing milestones, repurposing other funding to support day-to-day operations, minimising costs but maximising the function of existing projects (value engineering)
- are in greater financial risk from COVID-19 due to a reliance on trading or community fundraising income streams
- are in greater financial risk due to limited reserves

We will also prioritise where:

- an organisation is contributing to our outcomes around economic regeneration, inclusion and wellbeing, as defined in our Strategic Funding Framework.

- an organisation is working within one or more of the 13 Areas of Focus we identified in our Strategic Funding Framework.
- heritage is most at risk\* (defined as: heritage that is likely to be lost, damaged or forgotten; heritage that is designated as 'at risk'; physical heritage sites that are decaying or neglected; heritage at risk due to financial difficulty; intangible heritage and cultural practices that might be lost; important habitats and species in decline)

In assessing applications, we will also consider the material difference our support is likely to make in the context of the organisation, its size and relative to the scale of the risk faced by you and the heritage you look after.

Due to high demand for this type of funding, organisations will be a lower priority for support if they:

- are better placed to access emergency funding from other sources
- have significant and ongoing resilience issues pre-dating the COVID-19 emergency. If this applies to your organisation, we recommend you discuss these issues with your local team, as we may be able to provide advice and support through our longer-term strategic initiatives.
- completed their last National Lottery Heritage Fund project over 10 years ago.

#### PURPOSE:

To safeguard heritage sites and organisations NLHF have previously invested in to ensure they are not lost to the public. This is short-term funding for organisations delivering heritage projects or running previously funded projects, and safeguarding heritage sites NLHF have previously invested in to ensure they are not lost to the public. This might involve stabilising operations and managing unforeseen risks. It is available to organisations across the full breadth of heritage, including historic sites, industrial and maritime heritage, museums, libraries and archives, parks and gardens, landscapes and nature.

#### What will we fund?

The Heritage Emergency Fund is short-term funding to support the immediate actions needed to stabilise operations and manage unforeseen risks. You can apply to us for a grant between £3,000 and £50,000 to cover unavoidable costs you will otherwise be unable to meet for up to four months. You should only apply to us for essential costs. We want to support organisations to actively deal with immediate risks, to help you become more stable, so you can work towards longer term recovery and (if applicable) revised delivery plans for your projects.

As a guide you could apply to us for costs to:

- stabilise your organisation in the immediate term to make sure the vital heritage you care for is not put further at risk by COVID-19 (for example, staff costs to allow you to respond, design and deliver plans)
- help you plan and initiate mothballing of (putting aside or withdrawing from use) your heritage asset/s and other approaches to protecting heritage that is at risk
- run immediate risk management reviews and the actions identified as needed to safe-guard your organisation
- reconfigure business plans, governance and activity needed to help safeguard the future of your organisation
- cover essential operational costs, for example, site security, maintaining climatic conditions for collections, or managing livestock on habitats

This funding can be used as revenue funding. We are providing organisations with access to funding for operational costs. The fund is short-term funding to support the immediate actions required to stabilise operations and manage unforeseen risks. The funding can cover unavoidable costs you will otherwise be unable to meet for up to four months. You should only apply to us for essential costs.

What won't we fund?

- costs that are eligible to be covered by Government support, for example, furloughing
- the remaining 20% salary costs for staff on furlough or any additional salary costs above the furloughing cap
- redundancy costs of staff not funded by a current National Lottery Heritage Fund project
- costs that are avoidable in the short term. We will let you know if we think this is the case and remove these from your grant request.
- costs you will incur beyond four months from the point of your application.
- anything that contravenes Governments' advice on COVID-19.

APPLICATION FORM:

To support applicants interested in applying to the Fund, we have prepared [a full list of application information](#). If you are applying for £10,000 or more, you also need to send us the following supporting documents:

- An income and expenditure forecast for day-to-day operations, excluding any income and expenditure related to a specific project(s) that you are already committed to for which you have earmarked or restricted funding
- A cashflow forecast prepared on the same basis as the income and expenditure forecast. These documents should relate to the period for which you are applying for funding and include any other income from any other emergency funding sources.

SEE ALSO: [full guidance](#), their comprehensive [FAQs](#), a blog on the announcement of [further details about the scheme](#), plus [a blog on the research that led to this fund](#). "If you have any further questions, please [contact your local teams](#) who are ready to help you as far as possible."

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Lastly, a reminder that MDNW is providing [three new resources](#) to help museums based in the NW to apply to these two new emergency funds:

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We also recommend you read Laura's previous [guest blog post, an introduction to fundraising](#), if you're fairly new to this or want a refresher.

Thanks for reading, and good luck!