

# Arts Award Access Fund mock application form

Use this mock application form to help you prepare your answers for the online application form. You should refer to the [Access Fund guidance](#) throughout your application for more information about how to complete the questions [www.artsaward.org.uk/grantapplication](http://www.artsaward.org.uk/grantapplication).

## Eligibility

1. Are you a trained Arts Award adviser?  
Yes/No
2. Are you linked to a registered Arts Award centre?  
Yes/No
3. Does the centre have its own bank account?  
Yes/No

If you answered *No* to any of these questions, you cannot apply at this time.

## Your Centre

### 4. Please provide the following information about your centre:

Adviser name:

Name of centre:

Centre number:

Adviser telephone number:

Adviser email address:

Have you attended the relevant Arts Award adviser training for the levels you're planning to deliver as part of this project? For example, if this is a Discover project, have you attended Discover & Explore adviser training?

- 5. Is your centre an Arts Council England National Portfolio Organisation (NPO) or Investment Principles Support Organisation (IPSO)? Please tick 'yes' if you receive funding from Creative Scotland, Arts Council of Wales or Arts Council of Northern Ireland.**

Yes

No

**6. Centre region:**

Please indicate which region your centre is based in.

**7. – 10: Centre local authority area**

Please indicate which local authority area your centre is based in. There is a separate section here for England, Scotland, Wales and Northern Ireland.

**Your Centre continued**

**11. Centre sector**

Please indicate the sector of your centre.

**12. Why are you applying to the Access Fund?** (You will be asked to provide more detail later in the application form)

- We are piloting Arts Award (delivering it for the first time)
- We now want to embed/sustain Arts Award in our delivery
- We are extending our existing Arts Award offer
- Other (please specify – 40 word limit)

**About your centre**

**13. Please describe the work of your organisation and the young people you work with.**

*We want to know more about the context in which your centre works. Tell us about what kind of organisation you are and the type of work you do, the area your centre is located in, and information about the young people you work with. Please refrain from copy/pasting too much statistical information about your local area and deprivation. Please do not include any personal information about the young people (300 word limit).*

**About the young people**

**14. How old are the young people that will benefit from this grant?** Please enter the relevant number of male, female and non-binary young people for each category (enter 0 if a category does not apply to your group)

	Male	Female	Non-binary	Not listed / prefer not to say
5 - 7 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 - 10 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11 - 13 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14 - 16 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17 - 19 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20 - 25 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**15. Which Arts Award level(s) are the young people working towards for this project / funding application?** *Please enter the relevant number of young people for each level (enter 0 if a level does not apply to your group)*

Discover	<input type="text"/>
Explore	<input type="text"/>
Bronze	<input type="text"/>
Silver	<input type="text"/>
Gold	<input type="text"/>

**16. Total number of young people you are planning to achieve an Arts Award as part of this funding application:**

**17. Of these young people, how many:**

are disabled?

have special educational needs, additional learning needs, learning difficulties, or other specific individual requirements?

live in areas of rural isolation and/or socio-economic deprivation?

are in the youth justice system?

are looked after, by foster carers or in residential children's homes?

are young carers or young parents?

are in a specific minority group (eg LGBTQIA+, ethnic minorities, homeless, traveler, asylum seeker, refugee, particular faith group)? For funding purposes, please specify the minority group/s in the box below

are not in full-time education, employment or training/excluded from school/are in alternative education?

are hospital outpatients/inpatients or suffering long term health problems (including mental health problems)?

other access / inclusion issue (*please tell us more – do not include any personal information about the young people*):

- 18. Based on the categories above please tell us more about the young people you plan to work with, including any particular needs and priorities within the group/area.** *Use this question to provide more context about the young people you will be working with and their particular access and inclusion issues. If you are yet to identify the young people for this project then you should explain how you would achieve this if your centre receives funding. Who will you target? How will you recruit them? How will you work with them? Please refrain from copy/pasting too much statistical information about your local area and deprivation – instead, please focus on your young people and their particular needs. Please do not include any personal information about the young people. (300 word limit). Refer to the [Access Fund guidance](#). Please note, your answer to this question will be scored.*

### About your project

- 19. Please give a concise overview of the Arts Award project this grant will support. Please note, your answer to this question will be scored.**  
*Tell us what will happen in your project, what activities you have planned and how they relate to the activities required for each part of the Arts Award level/s you plan to deliver (refer to your adviser toolkit). **If you are working in partnership with another organisation they should contribute to this answer to explain their role** (500 word limit). Refer to the [Access Fund guidance](#). Please note, your answer to this question will be scored.*
- 20. The Access Fund supports centres to pilot, embed or develop Arts Award work with young people, with a view to informing or sustaining future work.**

**Please explain how this project is either:**

- **A pilot for delivering Arts Award or introducing a new level of the awards in your delivery**
- **Going to help embed/sustain Arts Award in your centre's work with young people**
- **Extending/developing your existing Arts Award offer**

**It is crucial that you explain how this project will inform or help to sustain your future Arts Award work, beyond this funded project.**

*This is also an opportunity to explain how you will evaluate your project and use these findings to influence your work with young people (450 word limit). Refer to the [Access Fund guidance](#). Please note, your answer to this question will be scored.*

- 21. Referring to your budget, please further describe each Access Fund item of expenditure and indicate how it is appropriate for the project and the young people you're working with.**

*Where applicable, explain how the Access Fund items on your budget will enable young people to achieve specific parts of the award. This is also an opportunity to provide additional context for the items listed in your budget, such as why they're necessary for young people to engage with the work (450 word limit). Refer to the [Access Fund guidance](#). Please note, your answer to this question will be scored.*

- 22. If you are; an Arts Council England National Portfolio Organisation (NPO) or Investment Principles Support Organisation (IPSO), or funded by Creative Scotland, Arts Council of Wales, or Arts Council of Northern Ireland, please outline below how this project goes beyond the scope of your funding from the relevant funding and development agency/public body. (200 word limit). Refer to the [Access Fund guidance](#)**

## Your budget

- 23. When will your Arts Award project run as a whole?**

Start date (month and year):

Finish date (month and year):

- 24. When will the Access Fund elements of this project take place?**

Start date (month and year):

Finish date (month and year):

- 25. What is your target month to enter young people for Arts Award?**

Date (month and year):

- 26. Have you applied to the Access Fund before?**

No

Yes, we were successfully awarded a grant (please state below which year/s)

Yes, we have both received grants and been declined (please state below

which year/s you received a grant)

Yes, however our application was declined

*Please state which year/s your centre was awarded a grant:*

- 27. Please download a blank copy of the budget spreadsheet and enter all the relevant details (note: the maximum grant is £1,500 per group and £300 per individual young person). If you do not complete the budget or it is not accurate, your application will automatically be declined.**

The panel reserve the right to part fund an application. If funding is

awarded the final amount will be confirmed by email.

Please make sure that your budget is complete and accurate before uploading it as you will not be able to change it after uploading.

You can download a blank budget spreadsheet from the Access Fund page of the Arts Award website [www.artsaward.org.uk/grantapplication](http://www.artsaward.org.uk/grantapplication)

Please also enter the total amount you have requested in the question below.

**28. Total Access Fund amount applied for in this application: £**

**29. Checklist:**

- ▶ Have you referred to the Access Fund guidance throughout?
- ▶ Have you completed your budget and uploaded it?
- ▶ Have you double-checked all the figures in your budget and detailed where partnership funding is coming from and how much?
- ▶ Have you used the current Arts Award qualification costs information for entering young people and purchasing arts logs?
- ▶ Where another organisation is taking part in your project, have they seen this application and has their role been clearly defined?

**30.** We are unable to accept applications by email or post; you must submit your application online (see [www.artsaward.org.uk/accessfundinfo](http://www.artsaward.org.uk/accessfundinfo) for the opening dates). If you need to submit your application in another format, please email [accessfund@trinitycollege.co.uk](mailto:accessfund@trinitycollege.co.uk).

By submitting this application you state that all details provided are true and accurate and that you have read and agree to Trinity College London's [Privacy Policy](#) and [Terms of Use](#).

**Questions?**

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[www.artsaward.org.uk](http://www.artsaward.org.uk)