

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.

Eligibility

1. Are you a trained Arts Award adviser?
Yes
2. Are you linked to a registered Arts Award centre?
Yes
3. Does the centre have its own bank account?
Yes

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: **Joe Bloggs**

Name of centre: **Joe Bloggs Special School**

Centre number: **12345**

Adviser telephone number: **020 7820 6100**

Adviser email address: **joe.bloggs@hotmail.co.uk**

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?

Yes

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.**

No

6. Centre region:

Please indicate which region your centre is based in.

South east

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.

West Sussex

Your Centre continued

11. Centre sector

Please indicate the sector of your centre.

Special school

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).

Joe Bloggs Special School is based in West Sussex and is for students aged between 11-18 years old. Our school caters for students with severe learning difficulties or profound and multiple learning difficulties. Many students have additional

complex needs including ASD, epilepsy, physical or sensory impairments and some have additional medical needs. All students have an EHCP. We support our students to achieve meaningful qualifications and would like to add Arts Award to our remit, as the arts are a very important part of our curriculum. We have a strong arts department, with opportunities in drama, music and visual arts. We focus on enabling our students to develop the necessary personal, social and independence skills so they can achieve their goals and ambitions – to ensure they are well prepared for adult life. There are 3 staff at our school trained to deliver Discover & Explore, working across various arts-based disciplines; giving our students lots of choice. Our SLT are very supportive of Arts Award but would like to see how successful this pilot is before they commit to putting funding in place to continue running Arts Award in the future.

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" value="5"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
14 - 16 years	<input type="text" value="6"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>
17 - 19 years	<input type="text" value="1"/>	<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" value="20"/>
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 through taking part in this project:

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+, BAME and/or PoC, 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.*

These young people have diagnoses ranging from autism, Downs Syndrome, ADHD, epilepsy, weak motor control, hearing and sight impairments and various learning difficulties. Many of them require support in personal care and medications to be administered. 5 of the young people are BAME. They can often have challenging behaviour and need safe, quiet spaces to go to. Some also require assistive technology to support them in communication and producing work. They are a creative, bright group who are eager to learn and

staff want them to reach their full potential. We want them to have their amazing work in the arts recognised with a qualification.

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.*

Over the spring term, these pupils will work towards achieving their Explore Arts Award. Arts Award will be embedded in the arts curriculum so they will be working on their Arts Award during class time. The pupils will be able to choose which arts discipline they want to do their Arts Award in; music, drama or visual arts. The young people will use a mixture of sketch books, proformas (that we've put together ourselves), annotated photos, video, audio and some witness statements and scribing. Some students might use signs and symbols too or creative responses to their experiences. We will save all evidence in Google Drive, with a folder for each young person and within that, a folder for each part of Explore. We will take photos of hard copy evidence.

Part A:

We would like to invite a number of local professional artists into our school to provide a workshop for our students, so they can experience something they've never done before. In music, this will be a percussion workshop. In drama they will be able to take part in a miming workshop and in the visual arts, we will have a graffiti artist coming in to do a workshop where they will create a mural with the young people.

Part B:

The students will explore the work of the artist delivering the workshop they attend for part A. We will do a group activity with them where they can ask the artists questions about their work as an artist. We would like to take the students to see an autism-friendly performance of a show at the local theatre. This includes a free backstage tour and Q&A session with some of the actors and theatre staff, so that the students can find out directly from the staff about the work of a theatre. We will use the school mini buses to travel to the theatre venue, which is the safest way for our students to travel.

Part C:

Back in class, the students will create a final piece of art work in an art form of their choice. This can relate to the workshop they took part in for part A, or it can be something else entirely.

Part D:

We would like to have a celebration event at the end of the project where we invite parents along. In class, we will help the students reflect on what they did for parts A-C and identify something they enjoyed/achieved. They will share this with their peers or a family member at the celebration event.

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.

This project is a pilot for delivering Arts Award at our school for the first time. We have a strong arts department at our school and the students do lots of arts related work, but don't currently receive formal recognition for it. This is why we want to offer them an opportunity to achieve an Arts Award and the opportunity to experience an arts activity that we aren't able to provide within school ourselves – something a bit different. We also want to be able to support our local community of artists by inviting them into our school to work with our students. We are also very keen for our students to experience a live autism-friendly performance at a local theatre too as many of them have never had this opportunity. If this project is successful, our SLT have already said they will put aside some of the school budget to fund similar projects in the future where we work in partnership with local artists and arts venues. We also plan to explore organising other internal funding opportunities and events such as bake sales, art and craft sales, exhibitions, quizzes, fetes and sponsored activities to fund our Arts Award offer. In terms of evaluation, we will gather feedback from the students as we deliver the project and will organize an evaluation session with them after the project. We will also send out a feedback survey to parents/carers. All the feedback we gather will inform the direction of future Arts Award projects at the school.

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.

- Fee to enter young people for Explore – this is so the young people can achieve their Arts Award and receive a certificate.
- Part A - Music: percussion workshop – we don't have many percussive musical instruments at our school, which is why we want to offer this as a music option for our students.
- Part A - Drama: miming workshop – the artist providing this workshop specialises in working with SEND young people, so we are really excited to hopefully have them work with us on a technique that will be new to most of our students.
- Part A - Visual arts: Graffiti artist/mural: we haven't done graffiti art in school before so this will be a new opportunity for the students with the added bonus of working on a mural to display in the school grounds.
- Part B – Tickets to visit our local theatre to see an autism-friendly show: many of our students have not had the opportunity to experience live theatre, mainly because many shows are not SEND friendly. There is also the added bonus of a free backstage tour & Q&A, which will enrich the experience for our students.
- Art materials for part C: we anticipate needing to buy a few specialist materials for students to create their piece of art work, but this depends on what they want to do for this part.
- Part D - Refreshments for celebration event: we have put a small amount of the school budget aside to provide refreshments for parents/guests coming to the event

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](#)

N/A

Your budget

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

Start date (month and year): Jan 2025

Finish date (month and year): July 2025

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

Start date (month and year): Jan 2025

Finish date (month and year): July 2025

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

Date (month and year): July 2025

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

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

**28. Total Access Fund amount applied for in this application:
£1,265.00**

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 for the opening dates). If you need to submit your application in another format, please email 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?

accessfund@trinitycollege.co.uk
www.artsaward.org.uk