

## Culture Grant Scheme for Grassroots Organisations

## Small Grant Guidance Sheet

## What type of projects are eligible?

The Welsh Government want to support a range of cultural and artistic projects and groups that reflect the diversity of Wales’s communities including, but not exclusive to visual art, community art, dance, carnival, festivals, performance, literature, and music.

## How much funding is available?

You can apply for a grant from £1,000.00-£2,000.00 for your group / organisation to undertake a cultural/artistic project. This grant can be used to fund capital expenditure such as equipment as well as revenue expenditure such as venue hire, volunteers, or freelance staff time.

## What are the criteria to apply?

We are looking to fund groups that meet the following criteria:

* Must be based in Wales and delivering work for the benefit of people in Wales.

Awards will be weighted to ensure all regions across Wales are supported by the Culture Grants Scheme.

* Organisations applying or proposed projects should be led by or for:

1) People from Black, Asian, and minority ethnic communities in Wales. This includes people from Gypsy, Roma and Traveller communities.

2) People from the LGBTQ+ community in Wales

3) People with disabilities in Wales.

The Culture Grant Scheme aims to equally distribute funds across these 3 categories, with each individual application assessed on its own merit.

* Organisations must be not for profit and have social, charitable, or community-based objectives.
* Your group can be an unincorporated organisation / constituted group that is working in association with a fully constituted organisation. In this case, the grant and grant agreement will be with the constituted organisation on your behalf. If you would like support or advice on how to do this, please get in touch with us at [culturegrants@adferiad.org](mailto:culturegrants@adferiad.org)

Organisations can also be a registered charity, community interest company or co-operative.

* We welcome applications from faith-based bodies for projects that meet the aims of the Grant Scheme.
* We welcome applications where match funding from another organisation is in place. Please provide evidence of your match funding alongside your application.

## Do we need legal status or a formal structure?

## You do not need to be registered or have a legal status, but you will need a group constitution. All community groups that meet the criteria can apply. For more information, please contact [culturegrants@adferiad.org](mailto:culturegrants@adferiad.org) or for support to create a constitution, you can contact your local CVS.

## What is a community group?

A community group is when people with similar experiences meet up to support each other in the local area, such as a café, community garden, village hall, online, or in the park. People from the group organise and run the group. The group will need to nominate one or two people who will liaise with Diverse Cymru during the lifetime of the grant and project.

## Exclusions

The following organisations and groups are not eligible to apply for a Small Grant

* Individuals
* For profit companies
* Groups based outside Wales.
* Organisations with an annual turnover above £500,000

## Do we need a bank account?

Yes. Your group/organisation will need to have its own bank account under the organisations name and to have at least two signatories on the account (who are not related). We will ask for this information in the application form and will ask for copies of a recent bank statement.

## What other information will we need to supply?

You will be asked for your company/charity and or CIC number if you have one.

If the project that you are proposing works with Children and Young People or Vulnerable Adults, you will be asked to forward your Safeguarding Policy.

We will ask you to submit a copy of any project Risk Assessments Health and Safety Policy if you have them. We will not be able to fund you if you do not have the necessary policies in place.

## When do we have to spend the money?

The project must finish, and all money must be spent by 31st March 2026.

## Do we have to create a new project?

No, if your group is already undertaking this work, you can apply for money to support or extend what your group is already doing. You can apply for money to start a new group activity if you want to. Your application must demonstrate how the purchase will enhance or support cultural activities.

## Do we have to complete any monitoring forms?

We will send you a short feedback form to complete 2 months after you receive your grant, and we will ask you to complete an evaluation form at the end of your project. We will ask you to provide us with receipts and monitoring information about your purchases so please keep all receipts.

## Can the grant be spent on revenue or capital funding?

The grant can be spent on either revenue or capital funding.

Revenue usually means day to day running costs or materials you use in your project (not on things you can keep using after the project has ended)

Typical revenue costs may include:

* Staff costs involved in running the project, and/or payment of participants, organisers, or volunteer costs.
* Costs of premises hire, transport, and expenses for those involved in the project.
* Event related costs and insurance. Costs of materials used in the project including promotional materials.

Capital usually means something that will still benefit the group even after the project has finished (Equipment or tools you can carry on using).

Typical capital costs may include:

* The purchase of equipment e.g. Cameras, microphones, musical instruments
* Purchase of digital software and infrastructure e.g. Laptops or smartphones
* Exhibition build costs

To help us share the funding between as many groups as possible we ask that you aim to spend 70% of your budget on Revenue costs and 30% on Capital.

## What can the money be spent on?

|  |  |
| --- | --- |
| Yes | No |
| Revenue:   * Resources such as Arts and Craft materials * Venue hire * Staff costs involved in running the project * Volunteer expenses * Travel costs relating to the project * Training for the group      * Food and refreshments * Storage of equipment used by the group * Marketing materials. For example posters and leaflets for the project   Capital:   * IT Equipment * Musical Instruments * Cameras and microphones * Exhibition build costs * Items with a lifespan longer than the duration of the project | * Trips or holidays for groups * Religious or political appeals (\*religious groups are eligible to apply to undertake cultural or artistic projects) * Statutory services for example service provided by a Health Board or Local Authority (Council) * Commercial activities * Generic or mass fundraising appeals * Activities that takes place outside Wales * Activities that have already taken place or projects that have already completed |

## Application process

To apply, please complete the Large Grant Application Form on the websites: [www.adferiad.org](https://www.adferiad.org/) or [www.diversecymru.org.uk](https://www.diversecymru.org.uk/)

You then have 3 ways that you can make your application:

1. You can download and complete the application form in Word. Returning it by email to [culturegrants@adferiad.org,](mailto:culturegrants@adferiad.org) in hard copy to Adferiad Recovery, Unit B3, Lakeside Technology Park, Phoenix Way, Llansamlet, SA7 9FE

Or

1. Complete the online Microsoft Form

Or

1. You are welcome to submit a video from your organisation to tell us about you and the project (Section 2), in support of the application.  You will still need to complete sections 1, 3, 4, 5 and 6 of this form.

If you wish to do this, please upload the video on the online Microsoft Form and not by email. Videos up to 1GB can be uploaded.

Please contact us in advance if you need support to use this method.

All applications received will be acknowledged in writing.

**Can I get help to apply?**

Yes. If you would like help to complete your application, or if you have any queries, please get in touch with us at culture [grants@adferiad.org](mailto:grants@adferiad.org) or call us on 01792 816 600.

## Information Sessions

We will be holding an online Information Session for you to get more information about the grant scheme and to ask any questions that you might have.

The session will take place at **11am on Tuesday 26th August** on **Teams**. To book, please email us at [culturegrants@adferiad.org](mailto:culturegrants@adferiad.org)

**All funding from this grant scheme is discretionary with competition likely for the available funds. Submitting an application does not guarantee all, or some, of the money you apply for.**

**Key information:**

Application Closing Date: 15th September 2025, 5pm

Panel Review Date: 19th September 2025

All applicants will be informed of the outcome of the Panel Review.