

Statement of Impact Submission FAQs

Applies from 6 September 2021

How has the submission process changed?

Previously, we asked Artsmark settings to email us their Statement of Impact as a Word document or PDF attachment.

From **6 September 2021**, you will need to submit your Statement of Impact **online using a unique submission web link** which will be emailed to you one year after you submit your Statement of Commitment (see below).

Documents submitted by email 6 September will not be accepted and you will be asked to resubmit online. Please refer to the **Submission guidance** for a step-by-step guide.

Have the Statement of Impact questions changed?

No, the questions we ask you to complete remain the same, the only difference is the way in which we expect you to submit.

I had already submitted my Statement of Impact as an email attachment before the process changed. Do I need to submit it again using the online form?

No, not if you submitted your Statement of Impact to us by email before 6 September 2021. You should have received an email confirming that your Statement of Impact is accepted and will now be assessed for an award level. If you aren't sure of the status of your submission, please contact artsmark@artscouncil.org.uk.

You will hear the outcome of your assessment within our usual timeframe - before the end of the following academic term after you submitted.

Where can I find my Statement of Impact web link?

We will send the registered main contact for your setting an email containing your unique web link one year before your Statement of Impact is due (your Statement of Impact deadline is usually exactly two years from the date you submit your Statement of Commitment), and then every month in the three months approaching your deadline, to remind you that it's due. If you are between these time points and you'd like to access your weblink, you can email us at artsmark@artscouncil.org.uk to request it at any time, and we will resend it to you. Before you submit online, make sure you follow the key steps in our **Submission Guidance**, access support from your regional Bridge organisation and use the guidance and resources available on our website.

Can I access my Statement of Impact web link sooner?

We can send you your unique web link sooner if you wish. However, you have up to two years from the date you submitted your Statement of Commitment to develop your arts and cultural provision in your setting before submitting your Statement of Impact, and we encourage you to make the most of this time. If you wish to submit your Statement of Impact sooner than a year before your deadline, you can request your web link at any time by emailing artsmark@artscouncil.org.uk

The Statement of Impact web link was sent to a colleague who has now left. Can you resend the link to me?

Yes, we can send your unique web link to you on request. Please email artsmark@artscouncil.org.uk to request it and tell us your setting's updated Artsmark contact details. Always reference your setting name and seven-digit Department for Education number (if you have one) in your email to us.

I've lost my Statement of Impact web link. What should I do?

We can resend your Statement of Impact web link on request at any time. Please email artsmark@artscouncil.org.uk and reference your setting's name and seven-digit Department for Education number (if you have one) in your email to us.

Do I need to create an account, or use a login and password to access the online form?

No, you do not need to set up an account to submit via the online form, and there are no login details to remember. Each setting is provided with a unique web link to click through to an online form where your setting's name and Department for Education number (if applicable) will appear at the top. This link is unique to your setting, please do not share it with other settings.

Will I be able to save the form and come back to it later?

As you don't need a login to access your form, it's not possible to save and return to it. Therefore, the form *should not* be used to draft your Statement of Impact.

Prepare your answers in advance using the [Word template](#) and the [Statement of Impact guidance](#) on our website. Make sure to stick to the word limit for each question in your draft as you won't be able to submit the online form if you exceed this. Once you are happy with your final draft and your Headteacher and Chair of Governors have approved it, then you're ready to submit online via your unique web link. Simply copy and paste your answers to each question into the submission form and click 'Submit'. For the full details on how to submit online, check out our [Submission Guidance](#) for a step-by-step guide.

If I make a mistake on my online form, can I re-submit?

It is not possible to make further changes after submitting your Statement of Impact. We advise all settings to write and finalise their draft offline first using the [Word template](#) available on our website, and to ensure that their Headteacher and Chair of Governors (or equivalents) have approved the content before submitting online. Please ensure you've checked the content and all the details on your form carefully before clicking 'Submit'. If you're concerned about an error on your form, and would like to speak to a member of the Artsmark team, please contact artsmark@artscouncil.org.uk

I have prepared and finalised my Statement of Impact using the Word template. Do I have to type my answers into the online form from scratch?

No, once you have checked over your answers and have the necessary approvals, you can simply copy and paste each answer from your Word document into the relevant field in the online form. Remember to keep within the word limit for each question and we don't accept images, media, hyperlinks or weblinks. Please make sure you include all the information you want us to consider in your answers, without going over the word limits. If you've gone over the word count you won't be able to submit the form until the errors are corrected.

Can I add images, videos or links to my online submission? Can I send you additional evidence via email?

No. In order to ensure that we are consistent and fair in how we assess submissions, we cannot accept any additional information or evidence such as, but not limited to, images, media, hyperlinks or web links. If you include any of the above in your submission, or send us any additional evidence or information separately, we may reject your submission and ask you to resubmit.

I am ready to submit my form, but it asks for my Headteacher and Chair of Governors' approval at the bottom. They haven't read it, can I submit anyway?

No. Our [Terms and Conditions](#) specify that the Statement of Impact **must** be approved by your Headteacher and Chair of Governors, or where those positions don't exist, persons with equivalent levels of responsibility. Please ensure that your setting's Headteacher and Chair of Governors have read and endorsed your submission before you check the relevant boxes on the online form.

Do my Headteacher and Chair of Governors need to sign the online form, and if so how?

You do not need to add any signatures to your form. You simply need to include the relevant names and ensure the check boxes at the bottom of the form are ticked, indicating that you have secured the approval of your Headteacher and Chair of Governors (or equivalent).

I have completed my form but am unable to click Submit. What does this mean?

This may mean there are errors on the page and one or more sections of the form have not been completed correctly. Please check the following:

- Have you exceeded the word count? The question boxes will prevent you from inputting more than the 500-word limit for each answer (150 for the Context box). Double-check your answers for warnings in red where the word limit has been exceeded and correct any errors.
- Approval – have you ticked all the relevant boxes at the bottom of the form to acknowledge your Headteacher and Chair of Governors' (or equivalent) approval? Have you added their names?

If you're still experiencing issues after going through this checklist, please take a screenshot of your form and email it to artsmark@artscouncil.org.uk so we can look into the problem for you. Please remember to include your setting's name and seven-digit Department for Education number (if you have one) in your email to us.

The website crashed or I lost connection while I was filling out the form and I hadn't finished. What should I do?

If you were still completing the form and had not yet clicked Submit, please use your unique web link to go back to the online form and try again. You should be able to submit your form, but if you are unable to, or receive an error message, please get in touch with us by emailing artsmark@artscouncil.org.uk for support.

The website crashed or I lost connection after I clicked Submit and I am not sure if it worked. What should I do?

You should be directed to a completion page when you submit your online form. If you did not see this, you can test whether your form was submitted successfully by trying to access it again using your unique web link. Your web link is for one-time use only, so if your form was submitted successfully a message should appear to inform you that the form has already been used. If you are unsure, please contact artsmark@artscouncil.org.uk and we can check the status of your submission for you.

I've submitted my form and been redirected to a completion page. Does that mean my Statement of Impact has been accepted?

Not yet - the completion page means that your Statement of Impact has been successfully submitted. We will confirm the acceptance of your Statement of Impact by email to your registered main contact within five working days.

When will I find out if my Statement of Impact has been accepted?

You will receive an email confirming your Statement of Impact has been accepted and is proceeding to assessment within five working days of submitting your form online. If you have not received an email in this timeframe, please contact artsmark@artscouncil.org.uk to confirm your position.

Will the turnaround time from submitting a Statement of Impact to hearing the outcome of my assessment be affected by the changes to the submission process?

No, you will hear the outcome of your assessment no later than the end of the following term after you submit, as per our usual timescales. If you are unsure of the status of your submission, you can contact us at any time by emailing artsmark@artscouncil.org.uk. Please remember to reference your setting name and seven-digit Department for Education number (if you have one) in your email to us.

I am leaving my post, can the confirmation email and subsequent emails about my setting's assessment outcome be sent to my colleague?

Yes. Please email artsmark@artscouncil.org.uk to let us know your colleague's details so that we can update the main contact details we hold for your setting and resend relevant emails.

Further support

- Your regional [Bridge organisation](#) is on hand to help and they provide a range of different support options for settings in your area. They can look over your draft and offer feedback before you submit. Their contact details are available on our [website here](#).
- As you work through your draft submission, use the [Self-Assessment framework](#) to help you refer to our criteria and Quality Principles. Our [Artsmark Application Guidance](#) may be helpful and we've also recently updated our [Statement of Impact guidance](#) to recognise the impact COVID-19 may have had on your plans.
- If you have any further questions about the submission process or using the online form, please contact the Artsmark team:
artsmark@artscouncil.org.uk