

CRAFT MAKER AWARDS: FORTH VALLEY **IN PARTNERSHIP WITH CREATIVE SCOTLAND**

Falkirk Community Trust, Clackmannanshire, Falkirk and Stirling Councils are committed to supporting the work of their resident Craft Makers and encouraging innovative professional practice.

Falkirk Community Trust, Clackmannanshire, Falkirk and Stirling Councils, in partnership with the Creative Scotland, have established the Forth Valley Craft Maker Awards Scheme as a means of supporting the creative and professional development of Makers resident or based in any of the three partnership councils' areas. Priority will be given to proposals that clearly demonstrate the quality of work and ongoing commitment to developing a craft practice. An award is an investment in the development of future work based upon the quality and ambition of previous and current practice.

This partnership also runs an award scheme for Visual Artists (next deadline is the same date as Craft Maker Awards is **Monday 21 November 2011**).

Funds Available

Awards are available from £500 to a maximum of £1500. The total budget available for this second round is £3000

Makers are encouraged to request the appropriate funds required for their project and will not automatically be awarded the maximum grant available. The Awards Panel reserves the right to offer an amount other than that requested, dependent on the competition for funds.

Deadline

The next deadline for applications: **5pm on Monday 21 November 2011.**

The Awards Panel will meet within 3 weeks of the deadline date and all applicants will receive notification of the Awards Panel's decision by 19 December 2011.

Who Can Apply

- Crafts Makers living or based in Clackmannanshire, Falkirk and Stirling Council areas who can demonstrate a commitment both to their work and to advancing their skills and ideas.

Exclusions

- Full time students are not eligible to apply.
- Applications will not be considered after the deadline date.
- Applications will not be considered for projects already started or planned to start, before the notification dates.
- Please note that you may apply to either Creative Scotland or to this scheme for a particular project, however, you cannot apply to both schemes simultaneously for the same project.
- As partners with Creative Scotland we follow their practice in support of crafts which principally supports contemporary creative work conceived, designed and made by individual practitioners in ceramics, furniture and wood, glass, jewellery and metalwork, lettering, musical instruments, textiles and basketmaking. The remit does not extend to printmaking, graphic design, building crafts or conservation/restoration.
- Please note that Artists working in contemporary visual arts should apply to the Visual Artist Award: Forth Valley.

Criteria

Applications will be assessed against the following criteria:

- The quality of the applicant's work.
- The expected impact of support on the applicant's creative and professional development.
- The clarity of purpose behind the submission and the reasons given for applying for an award.
- The quality of information/material supplied in support of the application. (NB:The responsibility for submitting supporting artwork material remains that of the applicant.)

The quality of the applicant's work is of the utmost importance, but given the limited sums available and the likely high demand for support, applicants are asked to ensure that their submissions include a detailed budget and a clearly argued case for an Award.

Successful applicants will have demonstrated a level of commitment to developing their skills and ideas, achieving a body of work outwith formal education. Successful applicants will be expected to provide a short report on conclusion of their project as a condition of funding

How to Apply

Please read the guidelines carefully before completing the application form

Applications should be submitted using the Application for Funding Form and be returned by **Monday 21 November**. Applications may be typed or hand-written (if hand-written, it should be clearly legible in black ink). All questions must be answered.

Applications should not be bound or in a presentation folder as they will be photocopied for circulation to the Awards Panel. Support material and visuals should, however, be appropriately packaged.

Supporting Visual Material

Applications should be accompanied by either:

Preferably a **CD or DVD** showing examples of work undertaken within the last 12 months. Discs should be fully labelled with the applicant's name and the title of the work and must be PC compatible.

OR

Upto 6 x 35mm slides showing examples of work undertaken within the last 12 months. Slides should be fully labelled with the applicant's name and the title of the work and the top of the slide should be indicated to ensure clear viewing.

Please Note:

Original work will not be accepted as support to any application.

Applications will not be considered unless supporting material is submitted.

Catalogues and other print material should only be sent if necessary to demonstrate a track record or illustrate specific work etc.

The Artwork Submission Form must be completed by all applicants.

All supporting material will be returned, but please note that Falkirk and Stirling Councils and Creative Scotland cannot accept responsibility for damage or loss of material supporting your application.

The Assessment Process

Applications will be assessed based on the criteria as stated above. The panel that will assess applications will include professional makers as well as representatives of Clackmannanshire, Falkirk and Stirling Council.

The Awards Panel will meet within 3 weeks of the application deadline and applicants will be notified within 2 weeks of the meeting on the outcome of their application.

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Do You Contact and Send Your Application To

Should you wish to discuss any aspect of the awards process, please contact:

Emma Hamilton Visual Arts Development Officer
Stirling Council, Tolbooth
Jail Wynd, Stirling FK8 1DE

Tel: 01786 274023/ email patersonc3@stirling.gov.uk

Gillian Smith ADO Community Engagement
Falkirk Community Trust, Callendar House
Falkirk FK1 1YR

Tel : 01324 503788/ email: gillian.smith@falkirk.gov.uk

Completed application forms should be returned to:

Lesley MacArthur External Funding Officer
Corporate & Commercial Services
Falkirk Council
Municipal Buildings
West Bridge Street
Falkirk
FK1 5RS

Tel 01324 506260/ email: lesley.macarthur@falkirk.gov.uk

Conditions of Grant

- Successful applicants will be expected to submit a short written report and visual material relating to their funded project within 12 months of receiving an award.
- Wherever possible makers should be willing to participate in any publicity generated as a result of the award.
- Makers must credit the Scheme on any publicity produced in support of the work created as a result of the award. This should include the logos of Clackmannanshire, Falkirk and Stirling Councils and Creative Scotland or the following credit line: 'Made possible with the financial assistance of the Crafts Maker Awards: Forth Valley, in partnership with Creative Scotland'.

Additional Information: Helpful Hints

Written Application

- The information provided in your 30 word summary is used for reports to Creative Scotland, Council Committees and press information. Think carefully about how you want you, your work and your project summarised and represented
- The term project is used to describe the work that you are applying for funding towards
- Please include a start and completion date with your project details. The project should happen within a year from receipt of payment, although longer periods of time can be negotiated on an individual basis for exceptional circumstances.

Proposal

- When putting together your written application, bear in mind that the Panel are unlikely to know you or your work. This is your opportunity to introduce and contextualise your work. All written applications are sent out to the Panel, **without** visuals, in advance of awards meetings. Therefore, Panel members are only able to match up your written application to your supporting material at the awards meeting. You should therefore think carefully about how you wish to describe your work and what you are applying for.
- The quality of the maker's work and associated proposal is of the utmost importance. Successful applicants will have demonstrated a level of commitment to their practice and have achieved a body of work outwith formal education.

The Awards Panel will look for:

- The quality of the maker's work – this is assessed through the supporting visual material submitted.
- Expected impact of support – the Panel assess what difference this award will make to your development.
- Quality of ideas and proposal submitted – this is assessed through your written application. Keep things clear and concise.
- Additional support received – though applicants are not expected to raise additional funds/ sponsorship or secure in kind support (ie applications can be for 100% of required amount), evidence that an applicant has managed to do this further demonstrates a commitment to the project.

Equipment

Please note that it is unlikely that equipment will be funded unless the purchase of equipment is integral to the development of a specific project.

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CV

- Start your information with your most recent qualification – don't include school qualifications.
- Only include relevant arts related work experience or jobs.
- It is better to start your listings with your most recent exhibition/ commission/ project/ publication and work back. List solo exhibitions and group exhibitions separately.
- Always include information on the venue you have held exhibitions at, the title and the month/year of the exhibition/project.
- Include membership of crafts organisations if applicable, and any position held within those groups.

Supporting Visual Material

- No more than 6 examples of work (preferably from within the last 12 months) should be submitted along with your application. In order to be fair to all applicants the Panel will only look at 6 examples of work whether or not you include more. Be selective and make sure you include the most relevant work to the written application.
- Please ensure that supporting material is clearly labelled with your name, title of work and date of work.

Project Budget

The budget is just a list of what you need for your project and how you propose to pay for the different aspects of it.

BUDGET TABLE- EXAMPLE

EXPENDITURE Columns 1 and 2 show details and costs of everything needed to undertake your project		INCOME Columns 3, 4 and 5 show how you plan to cover the costs of your project		
Column 1 List of all services, resources and materials relating to your project.	Column 2 List the cost of all services identified in Column 1. When these figures are added together at the bottom you have the total cost of your project (A)	Column 3 Costs covered by 'in kind support' - goods or services you don't make financial payment for. e.g. or use of a space or donated materials. Also identify costs you will cover yourself.	Column 4 Any other funding or sponsorship of your project. e.g. Printer's sponsorship of publicity material, travel scholarship or exhibition payment fee.	Column 5 Identify the remaining areas of your project to be supported by the <i>Craft Maker Awards: Forth Valley</i> grant.
Cost heading	Full costs of items £	In kind support	Other funding/ sponsorship	Award Scheme (ie grant requested)
Total cost (A)	A			
Income (B)		B	B	B

Total cost (A) £ = Total income (B) [£ + £ + £] = £

Craft Maker Award -grant requested (same as in column 5B) = £

Budget notes

Expenditure

In **column 1** you should detail everything you need to make your project happen. Think carefully and include everything involved from start to finish of your project.

In **column 2** you should work out the costs of the list you have made in column 1. These might include:

- Price of equipment that you are planning to purchase. Remember to include VAT
- Prices of all materials required to complete your project
- Studio costs. Calculate this on a weekly basis
- Specialist costs ie:
 - Cost of specialist training courses
 - Childcare costs, if required, without which you would not be able to take full advantage of a residency for example. Calculate this on an hourly basis
- Cost of travel/accommodation of subsistence to/at an exhibition or for research purposes.

Income

Columns 3, 4 and 5 of the budget table show how you plan to cover the costs of your project

All the different areas of anticipated income for your project should be identified. **(though applicants *do not* have to provide additional partnership funding or make personal contribution in order to secure an award).** This should be broken down into 3 broad areas:

- 'in kind support' including any contribution you will make yourself. In kind support is defined as providing something for which you make no financial payment. This could be technical support provided by an organisation, materials that are donated or access to specialist facilities. You should indicate how you have worked out the value of any in kind support – normally what would it cost you to buy these services.
- Sponsorship, other funding or financial support. This could be from a gallery paying for marketing, an exhibition fee or donation from a business. Please outline who this is from and whether this is confirmed or unconfirmed support
- the amount you are requesting from the Scheme and which costs it will cover

The Total cost of the project (A) and the Total anticipated income including request for funding from Crafts Maker Awards: Forth Valley (B) should be the same.

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