

VISUAL ARTIST AWARDS: FORTH VALLEY **IN PARTNERSHIP WITH CREATIVE SCOTLAND**

Guidelines 2011-2012

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

Falkirk Community Trust, Clackmannanshire, Falkirk and Stirling Councils, in partnership with Creative Scotland, have established the Forth Valley Visual Artist Awards Scheme as a means of assisting individual artists with the immediate costs of researching, creating and presenting new work. We want artists in the area to be ambitious. Priority will be given to proposals that clearly demonstrate the quality of work and ongoing commitment to developing a visual arts 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 Craft Makers (next deadline is the same date as Visual Artist Awards is **Monday 21 November 2011**)

Funds Available and Deadline

Deadline: 5pm on Monday 21 November 2011.

Awards are available from £500 to a maximum of £1500. The total budget available for this round is £4363.

Artists 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.

Who Can Apply

- Artists resident in the Clackmannanshire, Falkirk and Stirling Council areas, working in contemporary visual arts.
- Artists who can demonstrate a commitment to their work and to advancing their skills and ideas.
- Artists of all ages.

Exclusions

- Full time students are not eligible to apply.
- Successful applicants cannot reapply for an award until they have completed an end of project report for any previous awards received from this scheme.
- 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.
- Artists working in the areas of crafts, illustration, applied arts or other work which would be supported by the Crafts Department funds from Creative Scotland. Please note that Clackmannanshire, Falkirk and Stirling Councils work with Creative Scotland to offer a similar award scheme for craft makers in the area.
- Please note that you may apply to **either** Creative Scotland or to this scheme for a particular project. You **cannot** apply to both schemes simultaneously for the same project.

How to Apply

Please read the guidelines carefully before completing the application form

Deadline: 5pm on Monday 21 November 2011.

If you have any **queries regarding your eligibility for the award scheme** or if you want to **discuss an initial idea** for an application before you apply please contact the relevant arts officer in your Local Authority. See page 4 for contact details.

Applications may be typed or hand-written. If hand-written, it should be clearly legible in black ink. All questions must be answered. Forms must be signed prior to submission. 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.

Eligible costs for funding

The aim of this scheme is to assist individual artists with costs associated with their creative and professional development, for example costs relating to an exhibition or publication, materials, research and development of new ideas, production of new work, a residency, etc.

If you are applying for a confirmed opportunity please include a letter of invitation or a copy of the contract with the host organisation, venue or gallery.

The costs presented in your budget must relate directly to your proposal. These can include:

- Studio costs. Calculate this on a weekly basis
- Equipment that you need to purchase to complete a project. Please add a note of which model/manufacture of the equipment you want to purchase and explain why that is the correct type for your purposes.
- Specialist costs i.e.:
 - Additional expertise you are buying in, video editing, sound technician etc. Calculate this on an hourly basis
 - Specialist studio time, use of darkroom, use of print studio, use of video edit suite, etc. Calculate this on an hourly basis
 - Specialist training courses
 - Childcare costs, without which you would not be able to take full advantage of a residency for example. Calculate this on an hourly basis

Supporting Visual Material

Applications should be accompanied by either:

CD Rom/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. We will only look at a maximum of 10 images – please do not include more.

Video Artists working in time-based media can submit a video that should last in total no more than 7 minutes, but may include edited pieces covering a variety of works. Please ensure that the tape is cued to the appropriate section for viewing.

6-10 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 artworks 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 track record or illustrate specific artworks, installations etc.
- The Artwork Submission Form **must be completed** by all applicants.
- Supporting material will be returned. Falkirk Community Trust, Clackmannanshire, Falkirk and Stirling Councils and Creative Scotland cannot accept responsibility for damage or loss of material sent in your application.

The Assessment Process

Applications will be assessed based on the criteria as stated below. The panel that will assess applications will include local artists as well as representatives of Falkirk Community Trust, 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.

Criteria

Priority will be given to proposals that clearly demonstrate the quality of work and ongoing commitment to developing a visual arts practice. Successful applicants will have demonstrated a level of commitment to developing their skills and ideas, achieving a body of work outwith formal education. 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 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. 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.

Who Do You Contact / Send Your Application To

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

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

Tel: 01786 274010 email: hamiltone@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, Falkirk Council
Corporate & Neighbourhood Services
Municipal Buildings, West Bridge Street, Falkirk FK1 5RS

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

Conditions of Grant

- **Successful applicants must submit a short written report** and visual material relating to their funded project **within 12 months** of completing their project.
- **Successful projects should be completed within 12 months of funding** being received. Any changes to these conditions require permission in writing in advance from the Funding Officer.
- Wherever **possible artists should be willing to participate in any publicity** generated as a result of the award.
- **Artists must credit the Scheme** on any publicity produced in support of the work created as a result of the award. This should include the Forth Valley Award Scheme logo or the following credit line: 'Made possible with the financial assistance of the Forth Valley Artists Awards Scheme'.

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Advice Sheet for Applicants: Helpful Hints

Written Application

- The information provided in your summary of 30 words or less, 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.
- Your project must take place and be completed within 12 months of payment of the award. You should try to give a realistic indication of the timeframe in which to complete work.

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. 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 the philosophy behind your work.
- It is helpful to get a friend to read over your application to ensure that your ideas are clear and easily understood.
- The quality of the artist'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 extent to which the proposal reflects the purpose of the scheme** – specifically to support the development and creation of new work, and to see artists using an award to take a few risks in the creation of new work. This might be working on a larger scale, working with a new subject, working in a media not used before, developing a new style, presenting work in a new context.
- **The quality of the artist's work** – this is assessed through the supporting visual material submitted.

- **Expected impact of funding support** – the Panel assess what difference this money will make to your artistic practice.
- **Quality of ideas and proposal submitted** – this is assessed through your written application. Keep things clear and concise.
- **Additional support received** –raising additional funding/sponsorship or providing in-kind support towards the total cost of your project is not a condition of the award, but evidence that an applicant had managed to do this demonstrates commitment to the project.

Your 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 artists groups and any position held within those groups.

Supporting Visual Material

- If submitting still images, 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 each slide is clearly labelled with your name, title of work, date of work, the top of the slide and the side from which the slide should be viewed.
- If submitting a video tape or DVD it should last, in total, no more than 7 minutes but may include edited pieces from a number of works. The tape or disc and box should be clearly labelled with your name, the number, titles, dates and running time of each individual piece. If material has been edited the running length of the original should also be included.
- Applicants are expected to cue video tape to the appropriate part they wish the Panel to view.

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. Remember to include VAT. 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. the 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>Forth Valley Visual Artist Awards Scheme</i> grant.
Cost heading	Full costs of items	In kind support	Other funding/ sponsorship	<i>Forth Valley Visual Artist Award Scheme</i>
<u>Printmaking</u>				
Session fees	80.00			80.00
Screen hire x 4	12.00			12.00
Drawer rental	8.00			8.00
Printing table hire	40.00			40.00
Paper	70.00			70.00
<u>Other materials</u>				
Wood	100.00			100.00
Paint				
Books				
<u>Documentation</u>				
Photo dev.	70.00			70.00
Slides etc.				
<u>Framing costs</u>				
Mounts/ frames	200.00			
<u>Studio rent</u>				
16 weeks @ £20 pw	320	Own contribution	Sponsorship for frames	
<u>marketing</u>		320	200.00	
private view cards	200		gallery contribution	
			200.00	
Total cost (A)	1100			
Income (B)		320	400	380

Total cost (A) £1100 = Total income (B) [£320 + £400 + £380] = £1100

Forth Valley Visual Artist Award grant sought = £380

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.