**VISUAL ARTIST & CRAFT MAKER AWARDS:**

**EDINBURGH**

**2022/23 BURSARIES**

**VACMA: EDINBURGH is funded through a partnership between City of Edinburgh Council and Creative Scotland**

 

**Visual Artist and Craft Maker Awards: EDINBURGH**

in partnership with Creative Scotland

#VACMAScotland

**APPLICATION DETAILS**

Please ensure that you have read the guidelines carefully before completing the form.

**Name:**

**Address:**

**Postcode:**

**Contact Tel No(s):**

**Email:

Website:**

**Start date:**

**Expected end date:**

|  |
| --- |
| **I am applying for** tick one box only  |
| Artist Bursary of £750 |  |
| Early-Career Bursary of £500 |  |

|  |
| --- |
| **Artform** tick one box only |
| Visual Art |  |
| Craft |  |

**SUMMARY**

Please briefly summarise the project or activity which you are seeking funding for. Max 30 words

**ABOUT YOU (criteria)**

**Please tell us briefly about your creative practice.**

What does your practice involve and why do you do it? Max 250 words

**What would the bursary support you to do with your creative practice at this time?** Max 500 words

**How will this develop your skills/practice, support experimentation and contribute to your future ambitions?** Max 250 words

**Please give an outline and timetable (including dates) of the key stages and any preparation work you have done**.

**Is there any public element to the proposal?** Max 200 words

If so, please tell us what it will involve and how you will reach or engage people?

**Please give an outline of any risks you have identified in delivering your activity and tell us how you will mitigate them.**

COVID-19 has presented more risks than ever in delivering projects. Whilst restrictions have been lifted, we understand that some activities may continue to be disrupted. There may be other risks attached to your project that are not related to COVID-19, please tell us about these also.

**Equalities, Diversity and Inclusion (EDI):**

We have a commitment to ensuring that our funds reflect and support Equalities, Diversity and Inclusion. Please tell us how you consider these principles within your proposed activity and/or wider practice. If you have experienced any barriers that impact on your practice, you can tell us about them too.

**Environment:**

We are committed to operating in an environmentally sustainable manner and will work to ensure that the individuals and organisations that we support do the same. Please tell us how you consider this as part your proposed activity and/or wider practice?

**PREVIOUS APPLICATIONS**

**Have you had a VACMA, or Creative Scotland award before? If so, when?**

*If you have, please tell us how that support helped your practice, and whether this is a continuation of that project.*

*Priority in awards may go to those who have****not****previously been successful in the scheme. Applications will not be considered from previously successful applicants who have not yet submitted their End of Project Report.*

**PLACE**

**Do you live in the local authority area that you are applying to?**

If you are not a resident, please tell us what your connection to the area is and why you are applying to this scheme?

**BUDGET**

As we are offering fixed bursaries, we do not require a full budget. Partnership income is not a requirement of the fund but if the VACMA bursary is only covering a portion of your costs you will need to tell us where the rest of the income is coming from. You can also tell us about any in-kind contributions in the table below.

|  |
| --- |
| **Income** |
|  | **Amount** | **Is this confirmed and is it cash or in kind?** |
| **Grant request from Award Scheme:**This should be £750 or £500 |  | cash |
| **Own cash contribution** (if applicable)**:** |  |  |
| **Other sources of income** (if applicable)**:** |  |  |
| **Total Estimated Income for Project** |  |  |

To help us better understand the nature of your contribution and the wider value of the awards please also provide the following information:

|  |  |
| --- | --- |
| **Number of days you intend to spend on this project:** |  |

**ARTWORK SUBMISSION FORM**

Name:

Image format:

(JPEG, PDF, MPG, MP3, etc)

Please enter details of the artwork submitted in support of your application. We cannot accept original artwork.

We request that all supporting material is clearly labelled with your name and the title of works.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Images/ Work Title** | **Date** | **Dimensions** | **Medium and Description** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

At this time, we cannot accept hard copy material. All supporting material should be sent as electronic files. If sending images or weblinks, you may wish to compile these in a single document such as a PDF.

**SUPPORTING INFORMATION – CHECKLIST**

|  |  |
| --- | --- |
| **Please submit a copy of your current artist CV** This helps us to understand what you have achieved so far in your practice, your training and experience to date. You may also want to submit an artist’s statement. | **Y/N** |
|  |
| **Please provide a letter of confirmation/support were applicable**If you are applying for support for the development of work for an exhibition or for a residency, please provide a letter of support from the gallery / host organisation which explains what they will be providing.  | **Y/N** |
|  |
| **Please submit up to 6 high quality images or up to 3 minutes of film/sound files** | **Y/N** |
|  |
| **Please complete the Equalities Monitoring form** | **Y/N** |

**Use of Your Information**

**Visual Artist and Craft Maker Awards: Edinburgh**

**Privacy Notice**

The Visual Artist & Craft Maker Awards (Edinburgh) application form asks for personal details about you. By signing this form you are granting permission for the City of Edinburgh Council to process any personal data you have provided in order to: (i) process and assess your application; (ii) work with you if your application is successful; (iii) collate information for statistical and audit purposes; (iv) update details we already hold for you.

The City of Edinburgh Council will use the information you have provided on the application form and on any other associated forms, together with other information the Council may obtain about you, (“Personal Data”) to carry out security checks in connection with your application(s); to assess your eligibility for a grant(s) and for administration and management purposes and for statistical analysis. The City of Edinburgh Council may disclose your information to City of Edinburgh Council’s Auditors and other professional advisers for these purposes. It is important you understand that providing false information may be a criminal offence. The information you submit on your application will be used to;

1. Process and assess your application;
2. Work with you if your application is successful;
3. Collate information for statistical and audit purposes;
4. Update details we already hold for you.

**How long will my information be retained for?**

If your application is unsuccessful the City of Edinburgh Council will retain your Personal Data for three years in accordance with legal requirements and for administration purposes. If your application is successful City of Edinburgh Council will retain your Personal Data for seven years in accordance with the Council’s Corporate Records Retention Schedule and for administering, processing and assessing your application.

**Third Parties we work in association with.**

We have a contractual agreement with Creative Scotland to provide Visual Artist & Craft Maker grants. In some cases, Creative Scotland will be acting as a data controller of your information and therefore we advise you to read their [Privacy Notice](https://www.creativescotland.com/resources/our-publications/policies/data-protection). If you wish to view these, you should use the contact details below to make your request.

Creative Scotland: **dataprotection@creativescotland.com**

The personal data received from all applicants will be shared with Creative Scotland to create and produce reports for Creative Scotland to fulfil its responsibilities to the National Lottery and the Scottish Government. Creative Scotland may also use your data to publicise the grants awarded through the media or other means.

Your personal data will also be used and shared for evaluating your application by the Assessment Panel which may include artists and arts practitioners including representatives from City of Edinburgh Council and Creative Scotland and if successful, for the purpose of awarding and paying a grant to you. The information shared will be the personal and proposed project information on your application form.

You can view the City of Edinburgh Council’s Privacy Notice by visiting[**www.edinburgh.gov.uk/privacy**](http://www.edinburgh.gov.uk/privacy)

**APPLICATION SUBMISSIONS**

Completed applications and supporting material to be sent to

**Jo Navarro, Cultural Development Officer**

**Direct Tel: 0131 529 6716**

**Email:****jo.navarro@edinburgh.gov.uk**

**DECLARATION**

I (print full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby apply for financial assistance towards the cost of undertaking the project described in this application. To the best of my knowledge and belief, the information given is correct.

Signature:

Date: