

2019/20

**Visual Artist and
Craft Maker Awards
City of Edinburgh Council**
in partnership with Creative Scotland

**General guidance
for applicants**

Background

Creative Scotland partners with a range of Local Authorities/Trusts across Scotland, to offer small grants to visual artists and craft makers for their creative development at all stages of their career. This guidance document is designed to support applicants and covers all the criteria and process but please use your Local Authority's application form to apply if possible. For a full list of partners and schemes please visit www.creativescotland.com/vacma

These awards are funded by the National Lottery through Creative Scotland in partnership with Local Authorities, Trusts and Agencies across Scotland.

Funds available

The VACMA scheme offers 2 routes through the standard application form. You should apply for the one that best suits your situation.

- Grants between £500 and £1,500

OR

- £500 bursaries are available to **New Graduates/Emerging Artists**. Applicants must have less than 3 years' track record outside of education or training or graduated since 2016.

Additionally, Edinburgh offers a specific Development/Mentoring Bursary of £1,500.

What we're looking for (criteria for funding)

We want to hear about your work, your ideas, and your track record and experience.

We give priority to applications that clearly show

- **quality of work**
- **an ongoing commitment to developing a visual art or craft practice**
- **the opportunity for development**
- **how the funding will develop their work or practice**

You should make sure that there is a clear connection and relationship between your written application, budget and images.

Successful applicants will have demonstrated a level of commitment to their practice and will already have achieved a body of work outwith formal education.

If you have been practicing for less than 3 years you may want to consider applying for the **New Graduates/Emerging Artist Bursary**. This bursary has been set up to try and support those in the early stages of their career who show promise but have a limited track record.

If you are applying for the **Development/Mentoring Bursary** (currently only available in Aberdeen, Glasgow, Edinburgh and Dundee) please complete the Development/Mentoring application form. The panel wants to know where you are in your practice and what you would gain from a year's worth of development and support. However, the panel will be looking at the same criteria overall.

Quality

Quality of work is extremely important and we will assess this from your written application, your CV and the supporting images you present. Clearly written text will help us understand your work and what you are wanting to do.

Think about how your work relates to your previous learning, or future long term goals as this will help us to assess your work in a wider context.

Your CV helps to show your track record/creative experience and commitment to your practice. Put newest things first and take out any non-art related activities. This guide might help:

www.artquest.org.uk/how-to-articles/artist-cv

Your supporting material/images should be carefully selected and good quality, to show your work. Remember to include titles, dates, materials, dimensions and, where appropriate, the venue the work is shown in.

Make sure that your visual material is well photographed. The panel want to see your work clearly. Good images show that you value your work and have a level of professionalism. If you are proposing to develop work in another material or medium – how does your choice of images support that?

Development both conceptually and technically

We are interested in your ideas and the way you make work. Explaining your ideas in a straightforward way will help us understand your application better. Think about how your proposal/project will help you to develop your work. The stage you are at within your career or timing of proposal is also useful to describe. Your artist statement may also be included to support your application.

Impact on the long-term development of your practice

Please describe how this funding will impact on your practice and professional development as an artist. This may relate to other projects or opportunities. Have a clear reason for applying.

Budget

Please give a clear budget that has a clear plan of how the funds may be used. Make sure the costs of the project are accurate and realistic. Quotes can sometimes help your application to understand that you have done your research.

For applications specifically for an exhibition, the panel would expect to see the contribution from the gallery/organising venue involved. For applications to put on your own exhibition, the panel would expect to see a clear breakdown of the costs involved.

Due to restrictions on the fund, we are not able to support day-to-day living costs or replace other income. Any time contribution is viewed as an in-kind contribution. However, so that we can value this contribution better, please tell us the number of days that you anticipate that you will be working on the project as indicated on the application form.

These Awards are funded by the National Lottery through Creative Scotland and in partnership with the Local Authorities across Scotland. They are not allowed to be distributed alongside any other Creative Scotland funding (ie. if you're applying to the Open Project Fund and a VACMA award for the same project, this would be considered 'double funding').

If you need assistance with budget, you can look at our own budget support

www.creativescotland.com/funding/help-with-your-application/help-with-your-budget

Who can apply?

- The scheme is open to visual artists/craft practitioners, living within the Local Authority area to which you are applying
 - Artists who work in and maintain a studio space in the Local Authority area to which you are applying
 - The scheme has a focus on supporting emerging practice but applicants may be of any age and at any stage of their career
-

Examples of things that have been funded

- Researching a new body of work
 - Skills development and courses
 - Artistic mentoring
 - Masterclasses
 - Experimenting with new materials
 - Residencies that have a clear selection and support structure
 - Additional support for making new work for exhibition
 - Equipment to help support experimentation and development
-

Exclusions

- Applicants will not be considered for projects already started or planned to start before the panel meeting date
- Funding will not be awarded to students in education
- You cannot apply to the other VACMA schemes or Creative Scotland for support for the same project
- Applications to run community and/or educational projects are not eligible
- Applications for business development will not be considered
- Applications for film-making projects that fall outwith the visual arts context are not eligible
- Applications purely focussed on marketing and websites

How to apply

Applications should use the Application Form, which may be typed or hand-written. If hand-written, it should be completed legibly in black ink. Completed application forms must be signed by the applicant. If completing the form on your own word processing system please ensure that the format remains the same.

Supporting visual material must be submitted with the application. No more than six images of recent work or up to five minutes of video/sound work should be supplied and itemised on the Artwork Submission Form. You should select images based on their relevance to your written application. Unless you are applying specifically for the New Graduates/Emerging Artist Bursary these should be images outside of education and training.

Visual material from successful candidates may be copied and held for use in reports and publicity material.

The application process

All applications go to a panel meeting, who will make the decisions on who is supported. The panel is usually made up of representatives of the local authority, local arts professionals, and often includes local artists and makers. We use panels to help us achieve a broader perspective on current practice and they may be a mix of artists, makers, curators, tutors or other arts professionals. Creative Scotland officers are also involved in the panel as they have an overview of schemes across Scotland. These panels change regularly to ensure a range of voices and knowledge.

In advance of the panel meeting, the panel will read and consider your written application. During the meeting the visual and written material is reviewed and discussed against criteria. The recommendations for awards are based on these discussions. The panel will only use the application to make these decisions and will not bring any personal knowledge of you or your work into the discussion.

Alongside your application, you must complete an Equalities Monitoring Form. This provides us with essential statistical information about who you are and who receives funding. The Equalities Monitoring Form is anonymous and will, be processed separately from your application. Data is managed confidentially, has no bearing on your application and is processed in accordance with Data Protection laws and GDPR. If you do not know some of the information or if you prefer not to provide it, you can fill in the 'Prefer not to answer' box.

Each scheme is responsible for their own privacy notice that forms part of these guidelines and relates to the information you provide in your application and how it is processed. You should read this notice before submitting your application.

Applicants will be notified within 8 weeks of the deadline on the outcome of their application. You will be contacted if there is any change to this timetable.

What happens if I'm unsuccessful?

These funds are competitive which means that not all applications that meet the criteria will be funded. If you are unsuccessful you may be successful in another round so please do not be put off from applying again. If you are not successful please take time to reflect on the feedback given or ask for feedback if available. If you do not understand the feedback or need more clarity you can call or email the person whose contact details will be on your letter. You may have just missed out on receiving funding due to poor images or lack of clarity for example. Being turned down is not necessarily a comment on the quality of your work, but rather the strength of your proposal compared to others being considered.

If you are serious about developing your professional practice, it is important to ask for feedback and take it on board, whether you intend to re-apply, or are planning to apply for any other funding scheme. If you are re-applying, we would expect you to have noted the feedback and addressed any issues raised. We have had experience of a good number of people being turned down in one round, and then successfully reapplying with a stronger and more focussed application due to taking on board the feedback from the panel.

Deadlines

Autumn deadline: 5pm, Tuesday 8 October 2019

Winter deadline: 5pm, Tuesday 4 February 2020

Contacts:

Jo Navarro, Cultural Development Officer

Direct Tel: 0131 529 6716

Cultural Development Tel: 0131 529 6720

Email: jo.navarro@edinburgh.gov.uk

<https://cultureedinburgh.com/resources-reports/funding-and-resource-information>

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;

- (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.

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. If you wish to view these, you should use the contact details below to make your request.

Creative Scotland: enquiries@creativescotland.com
Telephone: 0845 603 6000

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