

LOTTERY FUNDED

## Visual Artist and Craft Maker Awards: *Aberdeenshire*

In partnership with Creative Scotland

### 2018/19 APPLICATION FORM

Please ensure that you have read the Guidelines carefully before completing the following Application Form.

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Contact Tel No(s):</b>	
<b>E-mail:</b>	

Artform	
Visual Art	<input type="checkbox"/>
Craft	<input type="checkbox"/>

Is there an international focus?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

We are asking for the following information to better understand and evaluate our schemes and where support is going and any gaps in its distribution. The information will not be used as part of the assessment process.

What is the principle focus of your application? Tick one box only	
Research	<input type="checkbox"/>
Skills Development	<input type="checkbox"/>
Development of New Work	<input type="checkbox"/>
Presentation	<input type="checkbox"/>
Residency	<input type="checkbox"/>
Reaching New Audiences	<input type="checkbox"/>
Equipment	<input type="checkbox"/>

What are the other relevant aspects of your application? If applicable	
Research	<input type="checkbox"/>
Skills Development	<input type="checkbox"/>
Development of New Work	<input type="checkbox"/>
Presentation	<input type="checkbox"/>
Residency	<input type="checkbox"/>
Reaching New Audiences	<input type="checkbox"/>
Equipment	<input type="checkbox"/>

Number of years developing your practice outside of education	
Less than 3 years	<input type="checkbox"/>
Between 3-5 years	<input type="checkbox"/>
5 – 10 years	<input type="checkbox"/>
10 – 20 years	<input type="checkbox"/>
20 + years	<input type="checkbox"/>

Please also complete the VACMA Equalities Monitoring Form, which can be downloaded from the website, again this is used for monitoring and development purposes and is anonymised.

## 1. PROJECT SUMMARY

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**Please summarise in no more than 30 words the project for which you are seeking funding:**

<b>Project start date:</b>	
<b>Expected completion date:</b>	
<b>Amount of funding requested:</b>	

## 2. ABOUT YOUR PROJECT

**Describe in detail the project for which you are seeking support in around 500 - 1000 words. Please be clear and concise and remember that the Panel may not be familiar with your work.**

Please include the following:

- A brief description of your current practice
- A description of your project and the thinking behind it
- An explanation of how it will benefit your creative development
- Any outcomes (i.e. exhibition or trade fair, if so are these confirmed or potential)
- An outline and timetable of any key stages in your project

### 3. PREVIOUS APPLICATIONS

**Please give details of any previous applications to the Visual Artist & Craft Maker Awards: Aberdeenshire, Creative Scotland or other VACMA schemes. For awards received, give dates and amounts.**

*Applicants who have been successful through the scheme should address the difference support has made to their practice and what further support would achieve. Priority in balancing decisions 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 submitted their End of Project Report.*

### 4. RESIDENCY IN ABERDEENSHIRE

**Please state how long you have been resident in the area. If you are not resident please state how long you have worked in Aberdeenshire, including details of where you work or where you hold a studio space.**

*What impact do you envisage the project will have in Aberdeenshire?*

### 5. SUPPORTING INFORMATION

<b>CV:</b>	Please submit a copy of your current CV.
<b>Letter of Support:</b>	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 / arts organisation which clearly states what they will be providing.

## 6: BUDGET

Please provide a budget breakdown for your project, detailing the grant requested, your own financial contribution and any other sources of funding. Please indicate if these are cash or in-kind contributions and ensure in-kind is accounted for in both income and expenditure. If the cost exceeds £1,500, please include other sources of income and funding, showing which have been confirmed at time of application.

<b>Expenditure - Breakdown of Estimated Project Costs</b>		
<b>Item</b>	<b>Cost £</b>	<b>Cash or in-kind</b>
<b>Total Cost of Project</b>		

<b>Income – this figure should equal your expenditure above</b>		
	<b>Cost £</b>	<b>Confirmed Cash or in-kind</b>
<b>Grant request from Award Scheme:</b>		
<b>Own cash contribution:</b>		
<b>Other sources of income (if applicable):</b>		
<b>Total Estimated Income for Project</b>		

The focus of this fund is to support new opportunities for creative development and the change this can bring to your practice. Whilst we recognise that artists/makers time is crucial to creating new work or undertaking professional development activities we are not able to support day to day living costs or replace other income.

For the purposes of this application any time contribution is viewed as in-kind contribution and part of your professional practice. However, we would like to better understand the nature of this contribution so please provide the following information:

Number of days you intend to spend on this project:	
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## 7. ARTWORK SUBMISSION FORM

<b>Name:</b>				
Please enter details of the artwork submitted in support of your application. We cannot accept original artwork. <b>Please read 'How to Apply' notes on guidance form.</b>				
	<b>Images/ Work Title</b>	<b>Date</b>	<b>Size</b>	<b>Medium &amp; Description</b>
1				
2				
3				
4				
5				
6				

### Image format:

Weblink for short film; JPEG or PDF. Images should be up to 300dpi, no more than 1MB each in size, and suitable to read on a pc - i.e. if you use a MAC, remember the .jpg extension after the image title.

**We request that all supporting material is clearly labelled with your name and the title of works.** Please EMAIL supporting material with your completed application to [vacma@aberdeenshire.gov.uk](mailto:vacma@aberdeenshire.gov.uk) or send via Dropbox or WeTransfer.

Please note that Creative Scotland and Aberdeenshire Council can accept no responsibility for damage to or loss of material submitted in support of applications, although we will exercise all possible care in handling this material.

## 8. 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: \_\_\_\_\_

*If submitting by email an electronic signature or the typed name of the appropriate applicant should be inserted.*

*We are committed to protecting the rights and privacy of individuals in accordance with the Data Protection Act 1998. We need to process certain information about our staff, customers, and other individuals that we have dealings with for administrative purposes. We will also share the information provided with Creative Scotland as the funding partners to support evaluation, assessment and development. To comply with the Act, information collected about individuals must be used fairly, stored safely and securely and not disclosed to any third party unlawfully.*

## 9. CHECKLIST

All submissions must include the following:

- |   | Tick ✓                   |
|---|--------------------------|
| • A signed Application Form   | <input type="checkbox"/> |
| • A 30 word summary of the project  | <input type="checkbox"/> |
| • A 200 word statement of artistic practice and aspirations   | <input type="checkbox"/> |
| • A 500 word detailed project proposal  | <input type="checkbox"/> |
| • Supporting information including a CV & letter of support   | <input type="checkbox"/> |
| • 6 images or other media representing your work (not original artwork) with an artwork submission form | <input type="checkbox"/> |
| • Completed VACMA Equalities Monitoring Form  | <input type="checkbox"/> |

## 10. MAKING A SUBMISSION

Applications must be received by the stated deadline.

Emails must be marked 'VACMA Award Scheme'.

Please send your completed application form, CV and 6 images to: [vacma@aberdeenshire.gov.uk](mailto:vacma@aberdeenshire.gov.uk)

**Submissions received after deadlines will not be accepted.**