**Visual Artist**   
**& Craft Maker Awards:**

**Edinburgh**

2023-24 Bursaries

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

in partnership with Creative Scotland

#VACMAScotland

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

**Applicant Details**

**Legal Name** *(for finance and contracting purposes):*

**Preferred Name** *(if different from your legal name)****:***

**Pronouns** *(optional)***:**

**Address:**

**Postcode:**

**Contact telephone number:**

**Email:  
  
  
Website:**

**Project start date:**

**Project end date:**

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

|  |  |
| --- | --- |
| **Artform** *(select one box only)* | |
| Visual Art |  |
| Craft |  |

**Summary**

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

*Please note that we may use this text for marketing and communications purposes if you are successful*.

**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 of your proposed activity and any preparation work you have done**.

**Is there any public element to the proposal?** If so, please tell us what it will involve and how you will reach or engage people?   
(Max 200 words)

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

**Equalities, Diversity and Inclusion**

**Please tell us how you will consider the principles of Equalities, Inclusion and Diversity (EDI) 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.  
(Max 250 words)

**Environmental Sustainability**

**Please tell us how you are responding to the climate emergency and the environmental impact of your proposed activity and/or wider practice?**   
(Max 250 words)

**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*.*   
(Max 150 words)

*Please note that 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*** *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, tell us why you are applying to this scheme?

*Please note that applications can only be accepted from artists and makers who live, work or hold a studio in the local authority area that they are applying to.*

**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** | | |
| **Source** | **Amount** | **Is this 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** |  |  |

**Artwork Submission Form**

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.

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

Please note that we cannot accept hard copy material. All supporting material should be sent as electronic files. If sending images or videos, please be mindful of the size of files. You may wish to compile these in a single document such as a PDF or include weblinks.

**Supporting Information - Checklist**

Please make sure you include the following documents when you submit your application form.

|  |  |
| --- | --- |
| **Please submit a copy of your current artist CV**  This helps us to understand what your experience to date. You can also include an artist’s statement if you wish. | **Y/N** |
|  | |
| **Letter of confirmation/support where applicable**  For example, if you are applying for the development of work for an exhibition or to participate in a residency, the panel will want to know what support the gallery / host organisation is providing. | **Y/N** |
|  | |
| **Examples of work**  You should submit up to 6 high quality images or up to 3 minutes of film/sound files. | **Y/N** |
|  | |
| **Equalities Monitoring form**  This form is anonymous and will be processed separately and has no bearing on your application. 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. | **Y/N** |

**Use of Your 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;

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**](mailto: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)

**How To Submit Your Application**

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**](mailto:jo.navarro@edinburgh.gov.uk)

Please note that due to the sensitivity of the council firewall your application may get blocked. If this happens we will be notified and can release your email. However, we recommend submitting your application via Wetransfer.

Please note we cannot accept .pages documents

**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: