

Guidance notes and helpful hints



Aberdeen Visual Artists Award Scheme Guidelines 2008-9

Purpose of Scheme

This scheme awards grants to individual Aberdeen-based visual artists towards the costs involved in researching and creating new work. The purpose of the scheme is to remove financial barriers to creative development.

Criteria

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

Applicants will be assessed against the following criteria:

- the quality of the applicant's work
- the expected impact of the financial support on the applicant's creative development
- the clarity of purpose behind the submission and reasons given for applying for an award (written proposal)
- the quality of the supporting material supplied in support of the application (CV, statement of practice, visual material)

The award panel will also consider how the application will broadly benefit the artistic community of Aberdeen.

Who can apply?

- The scheme is open to Aberdeen based visual artists, living within the Aberdeen City Council boundary.
- Artists who work in and maintain a studio space in Aberdeen, or are a member of, and regularly use, a Aberdeen arts facility may also apply. (For example WASPS studio tenants, members of Limousine Bull, or regular users of Peacock Visual Arts or the arts facilities at Transition Aberdeen).
- Applicants may be of any age and at any stage of their career, but must be outwith full time education.

Exclusions

- Funding will not be awarded retrospectively.
- Funding will not be awarded to students in full time education.
- Artists cannot apply to the Aberdeen Visual Artists Awards Scheme and Scottish Arts Council for support for the same project.
- Artists may not apply to the AVAA Scheme in the same financial year as receiving an award from Scottish Arts Council Artists Awards

Schemes or another Local Authority Artist Award Partnership Scheme.

Funds available:

Grants up to a maximum of £1,000 are available. Artists are encouraged to request a sum appropriate to their project and not expect to receive the maximum grant available.

The number and size of grants made will be dependent upon applications received. The Awards panel reserves the right to offer a different amount to that requested.

Deadlines:

Applications must be received by Friday 27 February 2009.

How to apply

Please read the guidelines and supporting material carefully.

Applications should be submitted using the enclosed Application form and must be returned by the stated deadlines. The form 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.

Applications will not be considered unless supporting visual material is submitted.

Up to 6 images of recent work should be supplied in support of an application. (See 'Enclosures' section of application form).

Original artwork will not be accepted as support to any application.

Visual material will be returned to all unsuccessful candidates. Visual material from successful candidates will be retained as archival material for the scheme and may potentially be used in reports and publicity material. Please note that the Scottish Arts Council and Aberdeen City 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.

Applicants should ensure that their applications arrive by the deadline date.

Applications that arrive after the deadline date will not be considered.

Decisions

Your application will be considered by members of the Aberdeen Visual Artists Awards Scheme Panel. Membership of the panel is made up by representatives from Scottish Arts Council, previous recipients of Aberdeen Visual Artists Awards and invited artists and curators.

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

Applications should be sent to:

Dr Jennifer Melville
Keeper (Fine Art)

Aberdeen Art Gallery
Schoolhill
ABERDEEN
AB10 1FQ

Aberdeen Visual Artists Award Scheme Application Form 2007/8

Name of Applicant:

Postal Address:

Post Code:

Email Address:

Telephone Number:

Where did you find out about the Scheme?

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

- *This information is used for reports to Scottish Arts Council, Aberdeen City Council Committees, the scheme website and press information.*
- *Think carefully about how you want you, your work and your project represented*

Project start date:

Expected completion date:

- *The term project is used to describe the work that you are applying for money for.*
- *There is a 12 month timespan for the completion of the project but you are likely to be successful if you have indicated a realistic timeframe in which to complete your specific project*
- *Successful applicants will receive 80% of funding in advance of the work starting and 20% on completion*

Budget

Expenditure <i>(show details and costs of everything needed to undertake your project)</i>	£	Income <i>(show how you plan to cover the costs of your project)</i>	£
<i>A detailed list of all identified services, resources and materials relating to your project including your time.</i>	<i>The full cost of all services identified in Column 1. When these figures are added together at the bottom you have the total cost of your project - the 'expenditure'.</i>	Sponsorship /donations / Other (please specify)	<i>Eg. Gallery or business sponsorship of publicity, travel scholarship, exhibition fee etc.</i>
		in kind support	<i>These are goods or services you make no financial payment for. Eg. Donated materials or use of a space</i>
		Own contribution	<i>Identify any costs you will cover yourself.</i>
		Funding requested from Aberdeen Visual Artists Award Scheme	<i>identify the remaining areas of your project to be supported by the AVAA grant.</i>
Total expenditure		Total Income	

***Total expenditure must equal total income**

Budget

Summary budget – notes

- Read these carefully **before** preparing your budget.
- **The budget is the area in which the majority of mistakes are made.** Check and recheck your budget before submitting your application
- **The budget is just a list of what you need for your project and how you propose to pay for the different aspects for it.**

Columns 1 of the budget table show details and costs of everything needed to undertake your project. 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 including studio rent, your own time and any publicity involved

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. Make sure you include VAT
- Prices of all materials required to create/ complete your project
- Studio costs. Calculate this on a weekly basis
- Specialist costs ie:
 - Cost of additional expertise you are buying in, video edit, 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
 - Cost of 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
 - Specialist production costs. For example sending photographic work out to be processed on a large scale. Make sure you include VAT

Income

Columns 3&4 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 are not expected 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.
 - any sponsorship or 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 projected support
 - the amount you are requesting from the Scheme and what costs of your project it will cover.

The Total cost of the project 'expenditure' and the Total anticipated 'income' including AVAA grant should be the same figure

Please show a balanced budget for the proposal, indicating how much you are requesting from this scheme, and providing an itemised breakdown of how funding would be spent.

Aberdeen Visual Artists Award Scheme Application Form 2007/8 cont.

Proposal

1. Please describe in detail the project for which you are seeking support, including any title and concept/theme, and how it meets the criteria for this fund. (250 - 400 words approx.)

If your proposal is for an exhibition please attach a letter of support or intent from the gallery / arts organisation.

*When putting your written application together, bear in mind that the Panel are unlikely to know you or your work. This is your opportunity to introduce your work and provide a context for the Panel to view your visuals. All written applications are sent out to the Panel, **without** visuals, in advance of awards meetings. Therefore, Panel members are only able to match up your written application to your visuals at awards meetings. 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 Panel looks for:

- *the extent to which the proposal reflects the purpose of the scheme – Scheme specifically supports the development and creation of new work and the Panel like 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*
- *The quality of the artist's work – this is assessed through visual material submitted*
- *Expected impact of support – the Panel assess what difference will this money 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 – though applicants are not expected to raise additional funds/ sponsorship or secure in kind support, evidence that an applicant has managed to do this further demonstrates a commitment to the project.*
- *Successful applicants have received money for projects as diverse as:*
 - *Childcare costs to allow an artist to get full benefit from a residency*
 - *Equipment: variety of computers, scanners, digital cameras*
 - *Money for materials: canvas, paint, stretchers*
 - *Money to cover additional costs associated with the production of new work: research, technical assistance, production costs, equipment hire*

2. Please give details of the timescale for the project, giving anticipated dates of key stages/events.

- *The Scheme cannot fund any activity retrospectively. Applications must relate to work/ projects that have not yet been undertaken.*

3. Please provide details of your visual arts education (if applicable) and career to date, giving an outline of your previous work including any exhibitions, awards, projects, residencies or equivalent. (Please include a CV).

Start your information with your most recent qualification – don't include school qualifications

Only include relevant arts related work experience or jobs

Always start your listings with your most recent exhibition/ commission/ project/ publication and work back. Groups solo shows and group exhibitions separately

Always include information on the venue you have held exhibitions at, ie Transmission Gallery, Glasgow

Include membership of artists groups and any position held within those groups.

4. Please give a concise statement about your current practice and outline how this proposal meets your future aims and will benefit your creative development.

- *What difference will receiving an award make to your ability to create new work?*

5. Please give details of any previous applications to the Aberdeen Visual Arts Awards Scheme, the Scottish Arts Council or Aberdeen City Council, Leisure and Communities Dept. You should indicate the support received, if any.

- *To prevent duplicate funding, artists cannot apply to the Aberdeen Visual Arts Awards Scheme and the Scottish Arts Council for support for the same project. Equally Artists cannot apply to the AVAA scheme and one or more of the other Local Authority Small Grants Schemes concurrently.*

6. Enclosures

Applications will not be considered unless supporting visual material is submitted.

Visual material may consist of slides, video tape or dvd, digital images or powerpoint presentation on CD disc.

No more than 6 examples of recent work (within the last 12 months if possible) should be submitted along with your application.

Please ensure that each slide/ disc 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. A numbered slide list should also be supplied.

If submitting a video tape or DVD it should last, in total, no more than 7 - 10 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 the tape to the appropriate part they wish the panel to view.

If submitting digital images or powerpoint presentation a numbered and titled list of images should also be supplied.

Original artwork will not be accepted as support to any application.

Please indicate the title and format (i.e. jpeg on CD, DVD, slide etc) of supporting visual material that you are submitting in support of your application. Please ensure all supporting material is clearly labelled with your name and the title of works.

	Title / medium / size / location of work	Date	Format
1.			
2.			
3.			
4.			
5.			
6.			

Other material: e.g. press cuttings, promotional material, letters of support:

Please return your application form and supporting material to:

Dr Jennifer Melville
Keeper (Fine Art)
Aberdeen Art Gallery
Schoolhill
ABERDEEN
AB10 1FQ

