

Aberdeenshire Visual Artists' Awards Scheme 2009-2010 Guidelines

Aberdeenshire Council is committed to supporting the work of its resident artists and encouraging innovative professional practice.

In partnership with the Scottish Arts Council it has established the Aberdeenshire Visual Artists' Awards Scheme as a means of assisting individual artists with the immediate costs of researching, creating and presenting new work or advancing skills and ideas.

This partnership also offers an award scheme for artists working in contemporary crafts. Please refer to the Craft Makers Award: Aberdeenshire at www.aberdeenshirearts.org.uk.

Funds Available

Awards of up to a maximum of £1000 are available. Artists are encouraged to request the appropriate funds required for their project. Whilst applications can be for 100% of the full amount, this will not automatically be awarded. The Awards panel may offer an amount other than that requested, dependant on competition for funds.

The total fund for the scheme this year is £7000.

Final Round for Submissions 2009-10: Tuesday 16 February 2010

The Awards Panel will meet within three weeks of the deadline date and applicants will receive notification of the panel's decision by the end of March 2010.

Who Can Apply

- Artists of all ages resident in Aberdeenshire, working in contemporary visual arts
- Artists who demonstrate significant progression and development of practice and a commitment to their work

Exclusions

- Full time students
- Artists resident in Aberdeen City
- Applications submitted after the deadline date
- Applications for projects already started or planned to start before the notification dates

Please note that previous AVAAS grant recipients cannot reapply for an award within one calendar year of receiving their award. Applicants may apply to SAC, this scheme or to one of Aberdeenshire's three arts forums for support, but cannot apply to more than one of these funding schemes simultaneously for the same project

Criteria

Applications will be assessed against the following:

- The quality of the applicant's work
- The expected impact of support on the applicant's creative development
- A level of commitment to developing skills and ideas and achieving a body of work out with formal education
- The clarity of purpose behind the submission and the reasons given for applying for an award
- The quality of information and material supplied in support of the application

The quality of the applicant's work is of the utmost importance but given the limited sums available and the likely high demand for support, applicants are asked to ensure that their submissions include a detailed budget and a clearly presented case for an Award.

How to Apply

Applications should be submitted using the Application for Funding Form and be returned by the submission date. All questions *must* be answered and supporting visual material provided. Completed application forms *must* be signed by the applicant.

Applications may be typed or hand-written - if hand-written, please ensure it is clearly legible in black ink. Submissions on cd and by email are also acceptable but a signed hard copy also must arrive within two days of the submission deadline. Applications should not be bound, stapled or in a folder as they will be photocopied for circulation to the Panel.

The Artwork Submission Form must also be completed and accompanied by either:

- **35mm slides** clearly labelled with the applicant's name and title of work, indicating the top of the slide
- **CD of digital images or PowerPoint presentation** saved as Jpeg files. A numbered and titled list of images should also be provided
- **DVD.** Artists working in time-based media can submit a dvd that should last in total no more than 7 minutes, but may include edited pieces covering a variety of works

Please note that original artwork will not be accepted in support of an application. No more than **6** examples of work, preferably from the last 12 months, should be submitted along with your application. All visual material will be returned.

If emailing images please keep lower than 300kb per image. Catalogues and other print material should only be sent if necessary, to demonstrate track record or illustrate specific artworks or installations.

Aberdeenshire Council and the Scottish Arts Council cannot accept responsibility for damage or loss of submitted material, or for the delivery of applications. Applicants are therefore advised to use a recorded delivery system.

The Assessment Process

All applications will be considered by the Aberdeenshire Visual Artists' Awards Scheme panel. The panel will meet within three weeks of the application deadline and applicants will be notified within two weeks of the meeting on the outcome of their application.

Successful Applicants

Successful applicants will be expected to:

- complete their project within 12 months of the grant being awarded
- submit a report on the completed project including visuals of completed work. Failure to submit a report will mean that the artist will not be eligible to submit further applications in future rounds
- submit catalogue/poster/publicity material from any exhibition or product launch including work produced as a result of the award
- credit the scheme on any publicity produced in support of the work created as a result of the award. This should include the logos of Aberdeenshire Council and the Scottish Arts Council or the following credit line: 'Made possible with the financial assistance of the Aberdeenshire Visual Artists' Awards Scheme'
- participate in any publicity generated as a result of the award
- if appropriate, make the work available for exhibition in an Aberdeenshire venue at a future date
- consider participating in a future awards panel as an artist representative

For further information

If you wish to discuss any aspect of the application procedure please contact:

Saskia Gibbon
Arts Development Officer
Aberdeenshire Council
Duff House
Banff
AB45 3SX

Tel: 01261 815989

saskia.gibbon@aberdeenshire.gov.uk

Additional Information: Helpful Hints

Written Application

- The information provided in your 30 word summary is used for reports to SAC, Council Committees and press information. Think carefully about how you want you, your work and your project summarised and represented
- The term project is used to describe the work that you are applying for funding towards
- Please include a start and completion date with your project details. The project should happen within a year from receipt of payment, although longer periods of time can be negotiated on an individual basis for exceptional circumstances.

Proposal

- When putting together your written application, bear in mind that the Panel may not know you or your work. This is your opportunity to introduce and contextualise your work. 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 supporting material at the awards meeting. You should therefore think carefully about how you wish to describe your work and what you are applying for.

CV

- Start with your most recent qualification. Don't include school qualifications.
- Only include relevant arts related work experience or jobs.
- It is better to start your listings with your most recent exhibition / commission / project / publication and work back. List solo exhibitions and group exhibitions separately.
- Always include information on the venue you have held exhibitions at, the title and the month/year of the exhibition/project.
- Include membership of arts related organisations if applicable, and any position held within those groups.

Supporting Visual Material

- In order to be fair to all applicants the Panel will only look at 6 examples of work, whether or not you include more. Be selective and make sure you include the most relevant work to the written application.
- Please ensure that supporting material is clearly labelled with your name, title of work and date of work.
- The photographic quality of the visuals that you provide should be as professionally presented as you can achieve

Project Budget

The budget is a list of what you need to realise your project and how you propose to pay for the different aspects of it.

BUDGET TABLE- EXAMPLE

EXPENDITURE Columns 1 and 2 show details and costs of everything needed to undertake your project		INCOME Columns 3, 4 and 5 show how you plan to cover the costs of your project		
Column 1 List of all services, resources and materials relating to your project.	Column 2 List the 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 (A)	Column 3 Costs covered by 'in kind support' - goods or services you don't make financial payment for, or use of a space or donated materials. Also identify costs you will cover yourself.	Column 4 Any other funding or sponsorship of your project, e.g. printer's sponsorship of publicity material, travel scholarship or exhibition payment fee.	Column 5 Identify the remaining areas of your project to be supported by AVAAS.
Cost heading	Full costs of items £	In kind support	Other funding/ sponsorship	Award Scheme (ie grant requested)
Total cost (A)	A			
Income (B)		B	B	B

Total cost (A) £ = Total income (B) [£ + £ + £] = £

AVAAS grant requested (same as in column 5B) = £

Budget notes

Expenditure

Although 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.

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.

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 (remember to include VAT)
- Prices of all materials required to complete your project
- Studio costs
- Specialist costs ie:
 - Cost of specialist training courses
 - Childcare costs, if required, without which you would not be able to take full advantage of a residency for example. Calculate this on an hourly basis.
- Cost of travel/accommodation to/at an exhibition or for research purposes

Income

Columns 3, 4 and 5 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 (although applicants *do not* have 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.
- Sponsorship, 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 unconfirmed support
- the amount you are requesting from the Scheme and which costs it will cover

The Total cost of the project (A) and the Total anticipated income including request for funding from AVAAS (B) should be the same.