

Craft Makers Award: Aberdeenshire 2009-2010 Guidelines

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

In partnership with the Scottish Arts Council, it has established the Craft Makers Award: Aberdeenshire to support local practitioners in their creative and professional development. The priority of this fund is to support projects which encourage quality work by active makers in all forms of contemporary crafts, especially to practitioners in the early stages of their career, but not excluding others.

The scheme adheres to the Scottish Arts Council definition of crafts and is principally concerned with contemporary creative work conceived, designed and made by individual practitioners in ceramics, furniture and wood, glass, jewellery and metalwork, lettering, musical instruments, textiles and basket-making.

This partnership also offers an award scheme for visual artists. Please refer to the Aberdeenshire Visual Artists' Award Scheme at www.aberdeenshirearts.org.uk.

Funds Available

Awards up to a maximum of £1000 are available. Artists are encouraged to request the appropriate funds required for their project and will not automatically be awarded the maximum grant available. The Awards panel reserves the right to offer an amount other than that requested, dependant on the competition for funds.

The total fund for the scheme this year is £6,000.

Final Round for Submissions 2009-10: Wednesday 10 March 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

- Craft makers resident in Aberdeenshire working in contemporary craft as defined by the Scottish Arts Council
- Craft makers who can demonstrate a commitment to their work and to advancing their skills and ideas
- Craft makers of all ages
- Craft makers able to demonstrate an appropriate level of skill

Exclusions

- Full time students
- Makers resident in Aberdeen City
- Applications submitted after the deadline date
- Applications for projects already started or planned to start before the notification dates
- The remit of this award scheme will not include printmaking, graphic design, building crafts or conservation/restoration

Please note that previous recipients of the Craft Makers scheme 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 it is not possible to be funded from more than one of these 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 / professional development
- The clarity of purpose behind the submission and the reasons given for applying for an award
- A level of commitment to developing skills and ideas out with formal education
- Financial strength and value for money
- 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 argued 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.

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

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

- **35mm slides** clearly labelled with the applicant's name and the 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 supplied

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 work.

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 Craft Makers Award: Aberdeenshire panel. The panel will meet within three weeks of the application deadline and applicants will be notified on the outcome of their application within two weeks of the meeting.

Successful Award Recipients

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 imagery of completed work. Failure to submit a report will exclude the maker from submitting any further applications to the scheme in future rounds
- provide information relating to improved marketing techniques, if appropriate
- submit catalogue/poster/publicity material from any exhibition, event or product launch that features 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 Craft Makers Award: Aberdeenshire'
- participate in any publicity generated as a result of the award
- make work available for exhibition in the North East at a future date, if applicable
- 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 the Craft Maker Award scheme
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) [£ + £ + £] = £

Craft Maker Award 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 the Craft Makers Award scheme (B) should be the same.