**Visual Artist & Craft Maker Awards**

**Edinburgh**

2024-25 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 this form.

**Your Details**

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

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

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

**Address:**

**Postcode:**

**Contact Tel No(s):**

**Email:  
  
  
Website** *(optional)***:**

**Project start date:**

**Project end date:**

|  |  |
| --- | --- |
| **I am applying for** (please select one) | |
| Artist Bursary of £1000 |  |
| Early-Career Bursary of £500 |  |

|  |  |
| --- | --- |
| **Artform** (please select one) | |
| Visual Art |  |
| Craft |  |

|  |  |
| --- | --- |
| **Where you are based** (please select all that apply) | |
| I live in Edinburgh |  |
| I maintain a studio in Edinburgh |  |

**Project Summary**

**Please provide a short summary of your proposed activity.** (Max 30 words)

Please note that we may use this text for marketing and communications

purposes if you are successful.

**Your Proposal**

**Please tell us about your creative practice.** (Max 250 words)

Provide a brief outline of your interests and motivations, your creative

process, the work that you make and any key achievements to date.

**Please provide a description of your proposed activity.** (Max 300 words)

Tell us what do you want to do and why? You should expand on the information provided in the summary above. Try to be as specific as possible.

**How will this contribute to your creative and professional development?** (Max 300 words)

How will the bursary support you to develop your creative skills and ideas?

How might this impact on your practice now and into the future?

**Please provide a brief timeline for your project and tell us about how you will manage any risks.** (Max 200 words)

Please outline the key stages of your project and tell us about any risks that you have identified and how you will mitigate them. If you have done any preparatory work, you can tell us about it here. You can use bullet points in this section.

**Is there a public element to your proposal?** (Max 200 words)

If so, please tell us what it will involve and how you will reach or engage

people?

**Equalities, Inclusion and Diversity**

**Please tell us how you will consider Equalities, Diversity and Inclusion (EDI)within your proposed activity and/or wider practice.** (Max 200 words)

If you wish to make the panel aware of any barriers that have impacted upon your practice or proposed activity, you can tell us about them here.

**Environmental Sustainability**

**Please tell us how you will minimise the environmental impact of your proposed activity and/or how you are responding to the causes and impact of climate change through your practice.** (Max 200 words)

**Previous Applications**

**Have you received a VACMA Award before?** (please select)

* Yes
* No

**Personal Access Costs**

**Do you require support with Personal Access Costs?** (please select one)

* Yes
* No

**If yes, please provide a breakdown of these Personal Access Costs and tell us how much you need.**

**Budget**

**Does your project or activity cost more than the bursary that you are applying for, not including Personal Access Costs?** (please select one)

* Yes
* No

**If yes, please fill in the budget table below and tell us where the other project income will come from.**

|  |  |  |
| --- | --- | --- |
| **Income** | | |
| **Source** | **Amount (£)** | **Is this cash or in kind?** |
| **VACMA Bursary**  (this should be £500 or £1000) |  | cash |
| **Own contribution** |  |  |
| **Other sources of income** (please detail) |  |  |
| **Total Estimated Income for Project** |  |  |

**Examples of Work**

Please enter details of the artwork submitted in support of your application.

We request that all supporting material is clearly labelled with your name and the title of works.

|  |  |  |
| --- | --- | --- |
|  | **Title or description of artwork** | **Year it was made** |
| 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.

|  |  |
| --- | --- |
| **A copy of your current artist CV**  This helps us to understand what your experience to date. | **Y/N** |
|  | |
| **Letter of confirmation/support** (optional)  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 or host organisation is providing. | **Y/N** |
|  | |
| **Examples of work**  6 high quality images or up to 3 minutes of film/sound files. | **Y/N** |
|  | |
| **Equalities Monitoring form**  This form is anonymous, will be processed separately and has no bearing on your application. | **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)

**ShapeHow To Submit Your Application**

Completed applications and supporting material to be sent to

**Jo Navarro (Monitoring, Funding and Grants 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: