

**INNOVATE
CREATE
CULTIVATE FUND
2017 /18**



Supported by Dumfries and Galloway Council

GUIDELINES AND APPLICATION FORM

GUIDELINES

Please read these guidelines before completing the application form.

Innovate Create Cultivate is a simple way for established and emerging creative practitioners living and working in Dumfries and Galloway to apply for up to £750 to explore, develop and further their creative practice.

PURPOSE

The purpose of the Innovate Create Cultivate Fund is to enable creative practitioners to:

- **Research** and develop their practice;
- **Generate** bold new ideas;
- **Test** new ideas or creative direction;
- **Create** new work(s) of high quality;
- **Enhance** and/or learn new skills;
- **Inspire** audiences and communities;
- **Contribute** to the region's economy.

WHO CAN APPLY

We want to hear from established and emerging creative practitioners from any art form **except visual arts and crafts** who should seek support from the Visual Artist and Craft Maker Awards: South of Scotland (VACMA). For more information on VACMA contact Amy Marletta, Upland, amy@weareupland.com

Applicants should evidence an on-going development and commitment to their practice and are **NOT** currently studying full time or part time for a qualification related to their creative practice. An exception may be made if you can show that you have an established or emerging practice and the support you are asking for, is not linked to your studies.

Applicants must live within the borders of Dumfries and Galloway but we will consider applications that propose to reach out into other regions and countries.

FUNDS AVAILABLE

There is a total of **£9,500** available for 2017/18 and individual awards of up to a maximum of £750 will be made.

You can apply for up to 90% of the total cost of the project.

The awards panel may offer a different amount to that requested.

DEADLINE

Applications can be submitted anytime up until **Midnight on Sunday 25th February 2018**.

You will receive a decision within 4 weeks of receiving your application.

Once the fund is fully spent then it will close so check our website (www.dgunlimited.com) or contact us to ensure the fund is still open.

Completed applications should be emailed to: comms.dgu@gmail.com

OUTCOMES

We will fund creative practitioners who can demonstrate how they will:

1. Increase their skills, technical ability, proficiency and confidence;
2. Contribute to making the region's arts sector stronger and more sustainable.

CRITERIA FOR SUCCESS

Successful applications should address all of the following criteria:

- Delivers one of the fund's outcomes;
- Demonstrates high quality creative work;
- A clear budget with a breakdown of income and expenditure.

WHAT WE WILL FUND

The types of activities and costs that this fund can contribute to include (not exhaustive):

- Creative practitioner fees;
- Testing new ideas and methods of working;
- *Per diem* towards daily living expenses for projects that involve travel abroad;
- Creative practice research e.g. travel and accommodation;
- Exploring collaboration with other creative practitioners/art forms;
- Developing skills e.g. costs of attending training courses or a conference;
- Creating new work, including materials or small pieces of equipment;
- Presenting and showcasing work e.g. attending a trade fair;
- Mentor's fee;
- 90% of total project costs.

WHAT WE WON'T FUND

The types of activities and costs that this fund cannot contribute to include (not exhaustive):

- Costs not associated with the research development and/or production of creative work e.g. promotional, marketing, design costs, print collateral, advertising, websites;
- Self-publishing and distribution costs for creative products;
- Requests for equipment only;
- Childcare / nursery costs;
- Projects part-funded from another Dumfries and Galloway Council funding source;
- Projects already started or completed;
- Contribution to daily living expenses in Scotland;
- Full costs of the project.

DECISION MAKING PROCESS

Applications will be assessed by DG Unlimited. Expertise may be sought from partners such as a member of the Regional Arts Hub Working Group to help inform the final decision.

Once an application has been considered, the decision is final. There is no appeals process.

RELEASE OF FUNDS

100% of the award will be released on meeting any conditions of award and signing of funding award letter.

CONTACT DETAILS

comms.dgu@gmail.com

<http://www.dgunlimited.com/>

ELIGIBILITY TEST

Please complete this section before you start to fill in the application form.

QUESTION	YES	NO
Can you confirm you are not in full or part-time education studying for a qualification related to your creative practice?	<input type="checkbox"/>	<input type="checkbox"/>
Can you confirm that your project is not part funded by (or that you don't intend to apply to) another Dumfries and Galloway Council funding source?	<input type="checkbox"/>	<input type="checkbox"/>
Is your project start date at least 4 weeks after you plan to submit the application or the closing date for submissions, whichever is the earliest?	<input type="checkbox"/>	<input type="checkbox"/>
Can you confirm you are not seeking funds to run a community and/or creative education project?	<input type="checkbox"/>	<input type="checkbox"/>
Can you confirm that your project has not started or been completed?	<input type="checkbox"/>	<input type="checkbox"/>
Are you based, or is your creative practice, based in Dumfries and Galloway?	<input type="checkbox"/>	<input type="checkbox"/>
Is your request for funding for between £100 and £750?	<input type="checkbox"/>	<input type="checkbox"/>
Will your project be completed by 31 July 2018?	<input type="checkbox"/>	<input type="checkbox"/>
Can you confirm you are not seeking a contribution towards costs associated with an existing piece/body of work?	<input type="checkbox"/>	<input type="checkbox"/>
Can you confirm you are not seeking a contribution towards new business start-up costs?	<input type="checkbox"/>	<input type="checkbox"/>
Can you confirm you are not seeking a contribution to overheads e.g. studio rent, utility bills, phone bills, office costs?	<input type="checkbox"/>	<input type="checkbox"/>
Can you confirm you are not seeking costs for website development or marketing costs?	<input type="checkbox"/>	<input type="checkbox"/>

Please note: If you answer 'No' to any of the above questions then you're **not** eligible to apply at this time.

APPLICATION FORM
Innovate Create Cultivate Fund 2017/2018

For our use only

Date received	
Reference	

Completed applications should be emailed to: comms.dgu@gmail.com.
You can submit an application at **any time up until Midnight on Sunday 25th February 2018**.

SECTION 1: ABOUT YOU

1.1 Please provide your contact details for this application.

Your title (please tick): Dr Miss Mr Mrs Ms Other

Your name:

Your address and postcode:

Contact telephone and mobile number:

Your e-mail address:

Your website address:

We prefer to contact you by email. If you have provided an email address above, please tick to confirm that you check the mailbox regularly.

1.2 Please tell us what you are seeking support for (Maximum 50 words)

1.3 Please tells us the start and end dates of your project.

Start date:

End date:

1.4 Please tick the main art form that describes your creative practice?

Multi-art form	
Dance	
Moving image	
Literature	
Music	
Performing Arts	
Other (please specify)	

SECTION 2: YOUR PROJECT IN DETAIL

2.1 Please tick which main outcome your proposal meets and describe how it will deliver the outcome. (Maximum 200 words):

(Tick the main outcome only)

- Creative practitioner(s) increase their skills, technical ability, efficiency and confidence.
- Creative practitioner(s) help the region's arts sector thrive, become stronger and more sustainable.

SECTION 3: PROJECT BUDGET

3.1 Please complete the budget summary table below. (You can apply for up to 90% of project costs).

What is the total cost of your project?	£
What funding are you requesting from DG Unlimited?	£

3.2 Please detail the total costs of your project in relation to this grant application.

Expenditure Items	Tick each item to be funded by this application	Cost (£)
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
TOTAL		£

3.3 Please tell us where the money for this project will come from (N.B. You can apply for up to 90% of project costs).

Source of other funding	Amount available or applied for (£)	Has this been confirmed? (Please put 'Yes' or 'No')	If 'No' when do you expect to receive confirmation
Your own money (must be cash and not in-kind non-financial contributions)			
Other funding avenues (please specify)			
Request from Innovate Create Cultivate Fund			
TOTAL	£		

SECTION 4: CREATIVE PRACTICE SUPPORTING MATERIAL

4.1 Please provide 3 examples of previous recent work or reviews from specialist, national or local media. (Examples of formats - *Audio*: SoundCloud; *Video*: YouTube or Vimeo links; jpg, pdf.

Example	Title of Work	Year completed	Published / performed/ screened etc. (Where, when, by whom etc.)	Link to example of previous work
1				
2				
3				

SECTION 5: DECLARATION

I confirm that the information in this application, including the supporting documents, is true and correct and I acknowledge that it is my responsibility to inform DG Unlimited immediately of any changes that could affect the interpretation or context of the application.

I confirm that I will complete an end of project monitoring and evaluation form.

Please note: an electronic signature is acceptable

Your signature:

Date:

Your name:

SECTION 6: CHECKLIST

6.1 Please tick the appropriate boxes below.

Fully completed the application form, including the eligibility check and signed the declaration in section 5.

I have enclosed an up to date artist's CV.

I have enclosed a Mentor's CV (if you are applying for the costs towards a Mentor, and have identified a particular individual, please also include either a web link or CV for your chosen Mentor).

I have enclosed a web-link to a conference or training course (if you are applying to attend a conference or course please also include either a web link or appropriate documentation to evidence the quality and relevance of the opportunity).

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