**INNOVATE**

**CREATE**

**CULTIVATE FUND**

**2018 /19**

****



Supported by Dumfries and Galloway Council

**GUIDELINES AND APPLICATION FORM**

**GUIDELINES**

**Please read these guidelines before completing the application form.**

Innovate Create Cultivateisa 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 NOT be 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 £7,000 available for 2018/19 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.

We may offer a different amount to that requested.

**DEADLINE**

Applications can be submitted anytime up until **Midnight on Sunday 24th February 2019.**

You will receive a decision within 4 weeks of us receiving your application. Should we need to clarify any details within your application, this may extend the time required to complete an assessment.

The fund will close once it is fully spent, so check our website ([www.dgunlimited.com](http://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**

**Successful applications should address all of the following criteria:**

* Delivers one of the fund’s outcomes
* Demonstrates high quality creative work via CV and/or evidence
* A clear budget with a detailed 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 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 creative professionals within our pARTners group to help inform the final decision.

Once an application has been considered, the decision is final. There is no appeal~~s~~ process, but we are always happy to provide feedback and applicants may reapply.

**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? | [ ]  | [ ]  |
| 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?  | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  |
| Can you confirm you are not seeking funds to run a community and/or creative education project? (See Get Involved Get Inspired Fund) | [ ]  | [ ]  |
| Can you confirm that your project has not started or been completed? | [ ]  | [ ]  |
| Are you based, or is your creative practice, based in Dumfries and Galloway? | [ ]  | [ ]  |
| Is your request for funding between £100 and £750? | [ ]  | [ ]  |
| Will your project be completed by 31st July 2019?  | [ ]  | [ ]  |
| Can you confirm you are not seeking a contribution towards costs associated with an existing piece/body of work? | [ ]  | [ ]  |
| Can you confirm you are not seeking a contribution towards new business start-up costs?  | [ ]  | [ ]  |
| Can you confirm you are not seeking a contribution to overheads e.g. studio rent, utility bills, phone bills, office costs? | [ ]  | [ ]  |
| Can you confirm you are not seeking costs for website development or marketing costs? | [ ]  | [ ]  |
| I confirm that I will complete an End of Project Monitoring Form | [ ]  | [ ]  |

**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 2018/2019** |

|  |
| --- |
| **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 24th February 2019.**

**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 the name of your project and 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).**

|  |  |
| --- | --- |
| a) What is the total cost of your project?  | **£**  |
| b) How much 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** | **You must tick each item you are asking DGU to pay for.** | **Cost (£)** |
|  | **[ ]**  |  |
|  | **[ ]**  |  |
|  | **[ ]**  |  |
|  | **[ ]**  |  |
|  | **[ ]**  |  |
|  | **[ ]**  |  |
|  | **[ ]**  |  |
|  | **[ ]**  |  |
|  | **[ ]**  |  |
| **TOTAL** |  | **£** (this should be the same asin Q3.1a)**in 3.!** |

**3.3 Please tell us where the money for this project will come from.
(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** |
| 10% minimum contribution to the total figure requested from DGU (may be your own money, a benefactor or other funder etc.) |       |       |       |
| Other funding avenues (please specify) |       |       |       |
| Request from Innovate Create Cultivate Fund | £      (this should be the same as in Q3.1b) |       |       |
| Total | £      (this should be the same as in Q3.1a) |       |       |

**SECTION 4: CREATIVE PRACTICE SUPPORTING MATERIAL**

* 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 (including password if applicable)** |
| **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.**

|  |  |
| --- | --- |
| I have 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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