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VACMA: ABERDEEN CITY is funded through a partnership between

Aberdeen City Council and Creative Scotland

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**1 APPLICATION DETAILS**

Please ensure that you have read the Guidelines carefully before completing the form.

**Name:**

**Address:**

**Postcode:**

**Contact telephone number(s):**

**Email:**

**website:**

Start date:

Expected end date:

**Amount of funding requested (between £500-£1,500):**

**OR**

**I am applying for the New Graduate / Emerging Artist Bursary of £500** [ ]

|  |
| --- |
| **Artform** tick one box only  |
| Visual Art |[ ]
| Craft |[ ]

**2 SUPPORTING INFORMATION**

* **Please submit a copy of your current artist CV** (this helps us to understand what you have achieved so far in your practice, your training and track record). You may also include your artist statement.
* If you are applying for support for the development of work for an exhibition or for a residency, please provide a letter of support from the gallery / organisation which explains what they will be providing
* Please submit up to 6 high quality images or up to 5 minutes of film/sound files
* **Please complete the Equalities Monitoring form**

**3 ABOUT YOU**

**Please tell us briefly about your practice.**

What do you do and why do you do it? Max 250 words

**What do you want funding for?** Max 500 words

**How will this develop your practice and what do you want to achieve in the long term?**

Max 250 words

**Is there any public element to the proposal?**  e.g. an event, performance or exhibition. If yes, tell us more about it. Max 200 words

**Please give an outline and timetable (including dates) of the key stages and any preparation work you have done**.

**4 PREVIOUS APPLICATIONS**

**Have you had a VACMA, or Creative Scotland award before? If so, when?**

*If you have, please tell us how that support helped your practice, and whether this is a continuation of that project.*

*Priority in awards may go to those who have* ***not*** *previously been successful in the scheme. Applications will not be considered from previously successful applicants who have not yet submitted their End of Project Report.*

**5** **PLACE**

**How long you have been resident in the area?**

*If you are not resident please say why you are applying to this scheme in this area.*

**6 BUDGET**

Please provide a budget breakdown for your project, detailing the grant requested, your own financial contribution and any other sources of funding. Please indicate if these are cash or in-kind contributions and ensure in-kind is accounted for in both income and expenditure. If the cost exceeds £1,500, please include other sources of income and funding, showing which have been confirmed at time of application.

|  |
| --- |
| **Expenditure - Breakdown of Estimated Project Costs**  |
| **item** | **cost £** | **Cash or in-kind** |
|  |   |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Cost of Project** |  |  |

|  |
| --- |
| **Income – this figure should equal your expenditure above** |
|  | **£** | **Confirmed****Cash or in-kind** |
| **Grant request from Award Scheme:** |  |  |
| **Own cash contribution:** |  |  |
| **Other sources of income (if applicable):** |  |  |
| **Total Estimated Income for Project:** |  |  |

The focus of this fund is to support new opportunities for creative development and the change this can bring to your practice. Whilst we recognise that artists/makers time is crucial to creating new work or undertaking professional development activities we are **not** able to support day to day living costs or replace other income.

For the purposes of this application any time contribution is viewed as in-kind contribution and part of your professional practice. However, we would like to better understand the nature of this contribution so please provide the following information:

|  |  |
| --- | --- |
| **Number of days you intend to spend on this project:** |  |

**7 ARTWORK SUBMISSION FORM**

Name:

Image format:

(jpeg on CD, DVD, USB, etc)

Please enter details of the artwork submitted in support of your application. We cannot accept original artwork. **Please read ‘How to Apply’ notes on the guidance form**.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Images/ Work Title** | **Date** | **Size** | **Medium and Description** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

Please note we cannot accept responsibility for damage to or loss of material submitted in support of applications, although we will exercise all possible care in handling this material.

**8 Declaration and Use of Your Information**

**YOUR DATA: CREATIVE LEARNING GDPR PRIVACY NOTICE**

[**Visual Artist and Craft Maker Awards: (Aberdeen City)**](https://www.aberdeencity.gov.uk/your-data/why-and-how-we-use-your-data/your-data-visual-artist-and-craft-maker-awards)

**How we use your information**

Aberdeen City Council collects and maintains the data on this form about you for the purpose of determining your application for funding, contacting you in relation to that funding, monitoring purposes if your application is successful, and to collate information for statistical and audit purposes. If officers decline your application for funding, the application will be referred to the appropriate committee for determination. The committee will consider any personal information in a private session.

**How long we will keep your information for**

If your application is unsuccessful we will retain your Personal Data for two years in accordance with legal requirements and for administration purposes.

If your application is successful we will retain your Personal Data for six years in accordance with the organisation’s Corporate Records Retention and Disposal Schedule and for the purpose of administering, processing and assessing your application.

As part of the application assessment we will share your application with Creative Scotland and the VACMA Selection Panel as part of fulfilling funding conditions. For ongoing monitoring and evaluation, data will be shared with Creative Scotland.

**Your Rights**

You have got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it and to ask us to stop doing something with your data. Please contact the Council’s Data Protection Officer by email dataprotectionofficer@aberdeencitycouncil.gov.uk or in writing at The Data Protection Officer, Aberdeen City Council, Level 1 South, Marischal College, Aberdeen, AB10 1AU.

More information about all the rights you have is available on our website at: <https://www.aberdeencity.gov.uk/your-data>. You also have the right to make a complaint to the Information Commissioner’s Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.

**Our legal basis**

Aberdeen City Council is the Data Controller for this information. Wherever the Council processes your data, we need to make sure we have a legal basis for doing so in data protection law. The council understands our legal basis for processing this information as Articles 6(1)(c) and 6(1)(e) under the general data protection Regulation. This is because it is part of our public task to collect this information under our powers set down in the Local Government and Planning (Scotland) Act, 1982 section 14, as amended by section 128 of the Local Government etc. (Scotland) Act, 1994.

Should you disclose information to us relating to your health or social care needs in order to access additional help or support we will consider our basis for processing this data as Article 9(2)(h) of the General Data Protection Regulation. If, as part of your application, you volunteer other special category information about yourself such as information about your health, racial or ethnic origin, religious or philosophical beliefs, sexual-orientation, political views, or trade union affiliation, do you consent to Aberdeen City Council processing this information as part of your application?

[ ]  I agree to the processing of other special category information

[ ]  I do not agree to the processing of other special category information

If you agree to the processing of other special category information about you, our legal basis for doing so will be Article 9(2)(a) of the general data protection Regulations. This is because we will have your explicit consent for this processing, and it can be withdrawn at any time.

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| To confirm that all information included in this application is accurate and that you have read and followed the application guidelines, please sign and date below. If submitting by email an electronic signature or the typed name of the appropriate applicant should be inserted. |
| Name:  Signature (Electronic or typed name): Date: |