

Aberdeen Art Gallery Micro-commissions

Application Form



Submitting your application

Completed applications should be submitted via email to AAGMcurators@aberdeencity.gov.uk
No postal applications will be accepted.

Submission deadlines

Round 1 (from November 2020) deadline for submissions 23:59 Sunday 3 January 2021

Round 2 (from April 2021) deadline for submission 23:59 Sunday 9 May 2021

Application Guidance

All applicants are advised to read and follow the instructions on this application form. Further guidance, if required, can be sought by contacting the email address above.

Contact details			
Applicant name		Phone	
Address		Email	
		Website	
Award level applied for (please indicate which level of award you wish to be considered for – one per application) NOTE: If you wish to apply for both levels, a 2nd application form must be submitted			
	Level 1 (£3000)		Level 2 (£850)
Creative Area (please indicate which area your proposed commission falls within - You may tick more than one)			
Visual Arts		Craft	
Film		Performance (music/dance)	
Other (please provide more info)			
Main Application			
1	Please share your concept and proposed approach; explain how you intend to respond to the collection through explorations of identity, intersectionality and/or representation (Max 300 words)		
2	A brief statement describing how the award will develop your practice , outlining your specific skills and experience as well as your future aspirations. There is the opportunity in this question to add any information about previous relevant experience to strengthen your application (Max 300 words)		

3	Please tell us what outcome you expect (such as painting, print, dance performance, poem, ceramic piece)
4	Please explain how you will manage your commission. Consider and write about any risks associated with committing to undertake this commission and how you might mitigate against those risks. (Max 200 words)
Support material	
<p>Please ensure that you include a CV with your submission.</p> <p>The quality of your proposal is one of the criteria the panel will assess when reviewing your application. To aid this process, we may submit the following items of support material to strengthen your application (reflecting your area of work).</p> <ul style="list-style-type: none"> ✓ Documents such as publications; letters of recommendation; testimonials ✓ Photographs of previous work ✓ Video or audio files <p>Documents</p> <p>If possible, documents should be provided in PDF format. Each piece of support material should not exceed 5mb in size and can be shared by email or a file sharing service (wettransfer.com) to aagminfo@aberdeencity.gov.uk</p> <p>Photographs</p> <p>A maximum of 5 photographs should be good quality and carefully selected to reflect previous work. Please ensure images are clearly labelled and include relevant information as appropriate. Where possible, please save multiple images as one PDF document with clear titles and dates of the activity they relate to. Please make sure where possible the final file does not exceed 5mb in size. If sharing a link to online images, check the link is to pages specifically related to the application and not to personal accounts.</p> <p>Video and Audio Files</p> <p>Please check that any links to online video or audio files are working, if sending files as attachments please make sure they do not exceed 5mb in size.</p>	
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:	
Date:	
Signature (electronic or typed):	

Checklist		Tick to indicate
A current CV		
The ability to complete the new work and deliver to programme timescales		
Willing to work with the freelance facilitator, Art Gallery staff and volunteers		
Willing to have the creative process recorded in a format to be agreed by mutual consent, for documentation and marketing purposes		
Willing to engage with the public as part of the wider programme in a format agreed by mutual consent		
Signed application form		
If sending support material , please add name of file or description below		
Support material 1		
Support material 2		
Support material 3		
Support material 4		
Support material 5		

Declaration and Use of Your Information

Aberdeen City Council collects and maintains the data on this form about you for the purpose of determining your application for funding, presenting to Panel for a funding decision, contacting you in relation to that funding, monitoring purposes if your application is successful and to collate information for statistical and audit purposes. We may share your information with third party funding partners in order to verify and determine funding; for example, a funding body such as the Art Fund or Museums Galleries Scotland.

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.

Whenever the Council processes personal data we need to make sure we have a basis for doing so. We understand our basis in General Data Protection Regulation to be Article 6(1)(e) as we consider that it is in 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. The act provides scope for us doing or funding anything which the Council considers appropriate for the purpose of ensuring that there are facilities available for recreational, sporting, cultural or social activities.

Where we are using your information for publicity purposes, we do this under Article 6(1)(a) of GDPR and Article 9(2)(a) of GDPR. This is because the processing is based on explicit consent. Should you change your mind about processing for publicity purposes at a later date please contact us using the contact details below.

aagminfo@aberdeencity.gov.uk

