

Renfrewshire's Cultural Recovery & Renewal Fund

Artist Development Grants

Guidance for Applicants



1. Introduction

Renfrewshire Council continues to support artists by investing in their creative development during this challenging period.

Renfrewshire's Cultural Recovery and Renewal Fund has been developed to support the cultural ecology of Renfrewshire in adapting to the impact of Covid-19. The Fund recognises the different elements needed to retain a healthy and sustainable cultural sector in Renfrewshire. The Fund is a suite of three grant programmes:

- Cultural Organisations Support
- Artist Development Grants
- Town Centre & Neighbourhood Creative Installations

Renfrewshire's Cultural Recovery and Renewal Fund is part of Future Paisley, a radical and wide-ranging cultural regeneration programme.

The application and assessment process is managed by Renfrewshire Leisure's Cultural Services on behalf of Renfrewshire Council.

Artist Development Grants have been established in recognition of the important role Renfrewshire's freelance artists play in the area at a time when artists' livelihoods are threatened by the impacts of Covid-19. In the short term, grants will support professional artists to continue their practice. In the longer term, artists will continue to contribute to the local economy and make Renfrewshire a vibrant and inspiring place to live and work.

2. Grant programme purpose and objectives

We welcome applications that will contribute to achieving the grant programme's purpose and objectives.

The purpose of the grant programme is to maintain a thriving freelance artist community, stimulate new creative activity and create long-lasting cultural, economic and social transformation in Renfrewshire.

The objectives of the grant programme are to:

1. Support freelance artists to continue to develop work in Renfrewshire.
2. To support the career development of professional freelance artists based in Renfrewshire.
3. Support freelance artists as businesses contributing to Renfrewshire's economy.
4. Support artistic ambition in Renfrewshire through the quality of process and work created, and support artists to be ambitious in their own development.

Renfrewshire's Cultural Recovery & Renewal Fund

Artist Development Grants

Guidance for Applicants

3. Activity supported by the grant programme

The grant programme supports the development of artists' professional practice in Paisley and Renfrewshire.

Activity supported includes:

- the production of new artistic work;
- performances and rehearsals;
- planning new projects or programmes;
- business planning and fundraising;
- attending courses and course fees;
- exhibition costs;
- research and development activity;
- materials costs (should be less than 10% of the overall budget);
- studio or space hire at an hourly or daily rate (the grant will not cover rent or long-term leases).

Fees for daily and hourly rates should be based on industry standards as outlined by Bectu, Equity, Scottish Artists' Union, Scottish Book Trust or other national governing body. Applicants should make clear in the budget the industry standard being applied in calculating their fees.

4. What cannot be supported by the grant programme

The grant programme cannot support:

- Applications from individuals who are not professional creative practitioners;
- Applications from individuals whose artistic practice is not their main source of income;
- Applications from organisations;
- Applications from students in full-time education;
- Applications that do not meet any of the grant programme's objectives;
- Applications from artists who do not live or work in Renfrewshire;
- Activities that have started before the funding round decision date – the grant programme cannot support activity retrospectively.

5. Who can apply?

Professional, freelance artists based or working in Renfrewshire, across any art form, whose main income is derived from their artistic practice, are eligible to apply. Artists should demonstrate their track record of professional practice in their application.

Applications from recent graduate artists whose main source of income may not yet be derived from their practice are also eligible to apply. Applicants in this category

Renfrewshire's Cultural Recovery & Renewal Fund

Artist Development Grants

Guidance for Applicants

should have graduated with a recognised arts qualification in the past three years and be able to evidence a level of ambition and recognition for their work to date.

6. How much can be applied for?

Artists can apply for a maximum grant of £3,000.

7. Application deadlines and timescales

There will be one funding round in 2020.

The deadline for applications is midnight on Sunday 15th November 2020.

Applicants will be informed of the outcome of their application in January 2021.

All activity funded by Artist Development Grants should be completed by April 30th 2021.

8. How to apply

Please read the guidance for applicants carefully before submitting your application.

Only electronic applications are being accepted for this grant programme.

Application forms can be downloaded from the grant programme's webpage:

<http://www.renfrewshire.gov.uk/ArtistDevelopmentGrants>

All applicants should download and complete the following forms:

- **Main application form** (titled: Voluntary and Community Organisations Grant Application Form) *See guidance below for completing this form
- **Supplementary details form** (titled: Artist Development Grants)

Applicants should complete both application forms with reference to the assessment criteria and prompts listed in Appendix A of this guidance.

Applicants are also required to submit **further evidence** with their applications.

Applications should also include:

- Two examples of previous professional engagements or work created from the past two years. These could be links to websites, sound files, films or PDFs. Applicants should also include, where possible, any related press coverage, audience feedback, awards won or other evidence highlighting

Renfrewshire's Cultural Recovery & Renewal Fund

Artist Development Grants

Guidance for Applicants

artistic quality and ambition. (Please note, there is no requirement for these engagements to have taken place in Renfrewshire);

- An artist's CV;
- Evidence the artist lives and/or works in Renfrewshire. This could include a scanned utility bill for your residence or studio space or evidence of at least three creative projects undertaken in Renfrewshire in the past two years;
- Proof of ID. A photo or a scan of one of the following: a passport, driving license or a birth certificate.

Additional guidance on completing the main application form

Please follow the guidance below in completing the main application form (titled: Voluntary and Community Organisations Grant Application Form). This is a standard Council application form, which ensures consistency between different grant programmes. However, individual applicants to the Artist Development Grants programme are not required to complete some sections of the form as they apply to organisations only.

- Section 1, question 1.1: please provide the name of the individual applicant here.
- Please disregard questions 1.7 to 1.11 (these apply to organisations only).
- Please disregard question 1.14 (this applies to organisations only).
- If your proposed activity involves work with children, young people and/or vulnerable adults, please complete question 1.15. If not, please disregard this question.
- Please complete Section 2 in full.
- In Section 3, please disregard the request to provide the listed documents (bank statement; Annual Accounts or Income and Expenditure Statement; a copy of the organisation's Constitution or Memorandum and Articles of Association) as these apply to organisations only. However, please list any attachments to your application here.
- Please complete the declaration in Section 4.

Please ensure you complete all sections of the separate Supplementary Details Form.

Application checklist

Please use the application checklist (in section 11 of this guidance) when submitting your application to ensure that your application is not incomplete.

Submissions

Applications should be submitted by the deadline listed above by email to: adg@renfrewshire.gov.uk

Renfrewshire's Cultural Recovery & Renewal Fund

Artist Development Grants

Guidance for Applicants

Acknowledgement of receipt of application

Applicants will receive an email to acknowledge receipt of their application.

9. How we will assess your application and make our decision

Decisions will be based on the information provided by applicants in their applications.

Applications will be assessed by an assessment team comprising Renfrewshire Leisure Cultural Services and Renfrewshire Council staff. They will be reviewed by a panel which includes Councillors and another representative of the Future Paisley Partnership Board.

Applications will be scored against the following criteria:

1. How well the proposed activity meets the purposes and objectives of the grant;
2. The proposed activity is realistic and achievable;
3. Examples of previous work show a degree of success, recognition and ambition.

The assessment team will consider how strongly applications meet each of the criteria, based on the scoring system below:

- **Outstanding – 4** – the application meets the criteria and shows outstanding qualities
- **Strong – 3** – the application meets the criteria and shows strong qualities
- **Sufficient – 2** – the application meets the criteria adequately
- **Limited – 1** – the application partially meets the criteria
- **Insufficient – 0** – the application does not meet the criteria.

The team will refer to assessment prompts (provided in in Appendix A) in making their assessments and recommendations.

Due to budgetary constraints it may not be possible for all applications that meet the criteria to be funded.

10. Grant conditions and payment schedules

All grants awarded are subject to Renfrewshire Council's Conditions of Grant.

Payment Schedule: Once agreed, grant payments will normally be made in two instalments, subject to satisfactory compliance procedures and meeting payment conditions. The standard payment schedule is 90% of the grant paid in the first

Renfrewshire’s Cultural Recovery & Renewal Fund

Artist Development Grants

Guidance for Applicants



instalment and a final instalment of 10% of the grant contingent on receipt of a satisfactory Activity Report Form and evidence of activity.

There is no compulsory obligation in this grant programme to produce a finished piece of work or showcase a work in progress. The artist is required to demonstrate they have completed the programme of work outlined in the grant application form by submitting evidence of activity. This could be in the form of a photo-journal, a blog, examples of finished work, drafts or work in progress and receipts from courses, for example. These should be detailed and submitted along with the Activity Report Form.

Awarded grants will be paid to applicant detailed in the main application form. Grant awards are not transferrable to other organisations or entities.

11. Application check list

Artists should provide:	
A completed Renfrewshire Council Voluntary and Community Organisations Grants Application Form (*See section 8 of the guidance)	
A completed Supplementary Details Form	
An artist’s CV	
Two examples of previous professional engagements	
Evidence of living and/or working primarily in Renfrewshire	
Proof of ID. A photo or a scan of one of the following: a passport, driving license or a birth certificate.	

12. Contact for enquiries

If you have enquiries about the grant programme in general or about completing your application, please email Heather Paton, Cultural Development Officer at Renfrewshire Leisure: heather.paton@renfrewshire.gov.uk

Renfrewshire's Cultural Recovery & Renewal Fund

Artist Development Grants

Guidance for Applicants

Appendix A: Assessment criteria and prompts for assessors

In scoring applications against the four criteria using the scoring system outlined above, assessors will consider the following prompts:

Criteria	Assessment prompts
<p>Criterion 1: The proposed activity meets the purpose and objectives of the grant programme</p>	<p>The purpose of the Artist Development Grants is to maintain a thriving freelance artist community, stimulate new creative activity and create long-lasting cultural, economic and social transformation in Renfrewshire.</p> <p>The objectives of the grant programme are to:</p> <ol style="list-style-type: none"> 1. Support freelance artists to continue to develop work in Renfrewshire. 2. To support the career development of professional freelance artists. 3. Support freelance artists as sole traders and viable businesses contributing to Renfrewshire's economy. 4. In the longer-term, increase the impact of artistic and creative work produced by artists in Renfrewshire. <p>Assessors will consider:</p> <ul style="list-style-type: none"> • To what extent does the proposed activity fit with the grant programme's purpose? • Does the proposed activity convincingly meet 1 or more of the grant programme's objectives? Which one(s) and to what extent? • Have the outcomes of the programme been clearly articulated in relation to the grant programme's objectives? • How will the artist benefit from the proposed activity? • Is there evidence of demand for the applicant's artistic work? • To what extent will the proposed activity raise cultural ambitions in Renfrewshire?

Renfrewshire's Cultural Recovery & Renewal Fund

Artist Development Grants

Guidance for Applicants

<p>Criterion 2: The proposed activity is realistic and achievable</p>	<p>Assessors will consider:</p> <ul style="list-style-type: none"> • Is the activity realistic and well-planned? • How well does the application show the applicant's ability to manage activity successfully? • Is there evidence of a clear structure for proposed activity? • Does the artist have the necessary expertise or experience or are they acquiring it by undertaking the activity? • How effectively has the artist identified and considered any risks? • Do the income and expenditure balance? • Is the budget appropriate and realistic for the activity proposed? • Are fees or wages appropriate to the context? (eg Are they industry/union-standard rates? Are they appropriate for the experience and expertise of those involved?) • Is the amount of money the applicant is asking for suitable for the scale and type of activity? Does it represent good value for public money? • Are plans to evaluate the activity appropriate?
<p>Criterion 3: Examples of previous work show a degree of success, recognition and ambition</p>	<p>Based on the artist's CV and evidence of past work, assessors will consider:</p> <ul style="list-style-type: none"> • Has the applicant demonstrated their track record as a professional artist, and how the proposed activity will further their professional development? • Is there a demonstrated market for the work, where relevant to their practice? • Does the artist have a significant following, where relevant to their practice? • Have they been in receipt of bursaries or awards? • Is there evidence of a strong track-record of paid professional engagements? • Have they exhibited or performed at recognised cultural institutions? • Have they been contracted by a recognised arts organisation to deliver creative work?

Renfrewshire's Cultural Recovery & Renewal Fund

Artist Development Grants

Guidance for Applicants

Appendix B:

What do we mean by the arts?

For the purposes of the grant programme, by arts we mean the following areas:

- Architecture
- Broadcasting and media
- Crafts
- Creative Industries
- Dance
- Design
- Digital and new media arts
- Events and festivals
- Film
- Intangible cultural heritage, such as living traditions like songs and stories
- Literature and creative writing
- Music
- Theatre and drama
- Visual arts

And blends and mixes of any of these.