



Arts Awards 2017 Application Procedure and Eligibility

Who are we?

The St Hugh's Foundation for the Arts is a registered charity, formed in 1991. Since 1992 we have made over 100 awards to artists and arts organisations in the City of Hull, East Riding of Yorkshire and Lincolnshire (including North and North East Lincolnshire).

We are committed to supporting highest standards of arts practice in our area of benefit through provision of an annual award programme and opportunities for professional development.

What are our priorities?

- To be artist-led and responsive to the community we serve.
- To invest in high quality work that shows ambition and clarity of purpose.
- To support all artists, at all stages of their practice.

The St Hugh's Foundation for the Arts Award Programme 2017

From January 2017, the St Hugh's Foundation for the Arts invites applications for annual awards of £1,000 to £15,000 to support artistic projects* in our area of benefit (the City of Hull, East Riding of Yorkshire and Lincolnshire (including North and North East Lincolnshire)).

When assessing applications we will consider:

- Concept
- Ambition
- Audience
- Context
- Feasibility
- Legacy

Trustees will need to see that you are considering these criteria appropriately depending on the scale of your proposal and corresponding amount you are requesting from the Foundation. So, for example, it may not be appropriate for you to fully understand the legacy of an £1,000 award, but Trustees would expect to see some understanding of longer-term impact for a £15,000 award.

Applications will be accepted for artist-led activity in all disciplines, from artists at all stages of their practice. Proposed projects can take place over several years as appropriate; applicants will be required to give a more detailed timeline for their project if they proceed to a second stage application.

***We define "artistic projects" as artist-led activity in any field of the arts that results in a demonstrable outcome or outcomes such as (but not restricted to):**

- the creation of a new artwork or series of artworks
- the bringing together or sharing of art (e.g. through exhibitions/performances/festivals)
- opportunities for reflection on artistic practice
- development of knowledge and/or skills necessary to further or change artistic practice in some way.

Making an application

To make an application to the St Hugh's Foundation for the Arts, you must:

1. **Complete a short eligibility check form (downloadable [here](#)) and email your completed form to sthughscharity@gmail.com**
2. **If your eligibility is confirmed, you will be sent a first stage application form by return of email**

With your first stage application form, we would like you to submit:

- an initial **100 word** summary of your idea
- a **CV for the lead applicant**
- **three images or video links** evidencing the quality of your previous or current work (images should be at least 1MB)
- some very basic information about your budget

At this stage we are particularly interested in assessing the first and second of our criteria:

- Concept
- Ambition

First stage application forms must be submitted to sthughscharity@gmail.com by the 24th February 2017 at 5pm.

3. Long-listing of applications

After the 24th February 2017 all Trustees will take three weeks to review all first stage proposals and will produce a long list of applicants who will all be invited to a **Second Stage Application Workshop on the 28th April 2017**. (Successful applicants will be contacted via email and unfortunately we are unable to give individual feedback to unsuccessful applicants.) Please note that all long-listed applicants must attend this event: you will be allocated a morning or afternoon session at a venue in Lincoln. This will be an opportunity for long-listed applicants to receive more information about progressing to the second stage of application, to ask any questions and for Trustees to meet selected candidates and find out more about their ideas. We would like this session to be as informal as possible, but we will use it as an opportunity to make a shortlist of people we will invite to make a second stage application.

Shortlisted applicants will be informed by email within a week of this event, and will be sent the second stage application form.

Please note that applicants invited to make a second stage proposal are not then guaranteed to receive funding, in this or any future shortlisting process.

4. Second stage application

If invited to make a second stage application, you will be required to prepare a longer proposal, responding to a series of more detailed questions. Please note that at this stage, you will also be given the option of submitting a video application as an alternative to a written application.

In reviewing second stage applications, Trustees will once again assess the clarity of your concept and the ambition of your idea, but we will also consider:

- Audience
- Context
- Feasibility
- Legacy

as appropriate to the scale of your proposal and amount being requested.

Second stage application forms must be submitted to sthughscharity@gmail.com by the 9th June 2017 at 5pm.

- 5. Final selection of successful proposals will be made at a Trustees meeting early in July and successful applicants will be informed by email by the end of July 2017.**

Application timeline:

24th February 2017:	Deadline for completing an eligibility check and making a first stage application
17th March 2017:	Deadline for Trustees informing long-listed applicants who they would like to attend the Second Stage Application Workshop on the 28th April 2016
28th April 2017:	Compulsory Second Stage Application Workshop for all long-listed applicants at a venue in Lincoln
5th May 2017:	Deadline for Trustees informing short-listed applicants who they would like to make a second stage application
9th June 2017:	Deadline for second stage application
Early July 2017:	Trustees' final assessment of short-listed applications
End of July 2017:	Deadline for Trustees informing successful applicants

If successful, applicants will be expected to

- Communicate regularly with the St Hugh's Foundation for the Arts Administrator and an Attached Trustee
- Use the St Hugh's Foundation for the Arts logo on all publicity relating to their successful proposal
- Contribute regular blog posts to the Foundation website and a final report (in an appropriate format, to be agreed in consultation with their Attached Trustee)
- Join the Foundation's growing network of associated artists as a Fellow of the St Hugh's Foundation for the Arts (further information will be provided to successful candidates)

Eligibility

- Projects we support must take place in our area of benefit (the City of Hull, East Riding of Yorkshire and Lincolnshire (including North and North East Lincolnshire)) and have the capacity to feed back into our area of benefit in some way, according to what is appropriate for the proposed project.
- Applicants must be in a position to take full responsibility for the project, including legal and financial responsibility, over its agreed lifetime.
- Applications may be submitted by an individual artist, by one practitioner on behalf of a group or consortium, or by a representative of a registered not-for-profit organisation. Where the main

applicant is a representative of an arts organisation, they are expected to act with the organisation's full authority and to be able to enter into binding commitments on its behalf.

- We cannot accept applications from local authorities.
- We will consider projects in any field of the arts.
- We will consider projects that involve artists at all stages of their practice, as long as Trustees are satisfied that the artists involved are sufficiently experienced to deliver the proposal. We expect the artists involved to have undertaken some academic or vocational training, or if they are self-taught to be able to evidence:
 - that they have been working for a number of years,
 - an understanding of how their work sits within a broader context
 - a track record of presenting their work either as part of solo shows or exhibitions, or within open shows/exhibitions curated by an independent party.

Trustees recognise that this is not an exhaustive list of the ways in which applicants can evidence the professionalism of their work, and applicants will therefore be required to submit up to three images or video links and a CV at the first stage of application in order to help Trustees understand their practice.

- We cannot fund recreational or other non-professional activity, but this does not exclude projects in which a professional artist may work with non-professional participants e.g. workshops or a performance that may integrate a community cast.
- We will support projects taking place over a number of years as long as applicants present a clear rationale for us doing so in their second stage application (where relevant).
- We cannot support applicants wanting to undertake academic courses.
- Trustees recognise that our area of benefit is culturally diverse, and welcome proposals from all applicants. We will not discriminate against or treat any application differently on the grounds of age, sex, race, disability, pregnancy, marriage and civil partnership, sexual orientation, gender reassignment or religious background. We expect any applicants we support to show the same commitment to equal opportunity within their proposed projects.
- All applicants must be available to attend our Workshop Event on the 28th April 2017 in Lincoln.

Additional information about the assessment process

- In addition to using our stated criteria, when assessing applications Trustees may consider where our funding will have most impact, whether applicants have received funding from us in the past and will endeavour to ensure a fair spread of resources geographically (although successful applications must first and foremost satisfy all of our criteria to a high standard).
- Where Trustees receive multiple applications that we want to support we may choose (if sufficient funds are available) to offer more than one award. We may also use our discretion to determine if we would like to offer an applicant less than the amount for which they have applied e.g. if there is a particular element of their project we would like to support, but there are other elements that we feel fall outside our remit.

Conflicts of interest

- Trustees must not be involved in helping applicants prepare/submit applications. Where a Trustee has a close involvement/ongoing relationship with an applicant, they must formally declare their conflict of interest and can have no role in assessing that application. If a period of two years or more has passed since a Trustee last worked with an applicant, they will be allowed to make an assessment of that application.

All correspondence should be via our email address sthughscharity@gmail.com but please note that we cannot answer questions regarding specific applications.