



Arts Awards 2018 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 the 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 2018

In January 2018, the St Hugh's Foundation for the Arts invites applications for three funding streams supporting artists/artistic projects* in our area of benefit (the City of Hull, East Riding of Yorkshire and Lincolnshire (including North and North East Lincolnshire)).

***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.

1. The Claire Frances Peasnell Memorial Fund (up to £1,000)

Thanks to a generous donation from the Claire Peasnell Trust, we are pleased to open up this new funding strand in memory of Claire, [who received an Award from the St Hugh's Foundation for the Arts in 2000 to support her work in Los Angeles](#). Unlike our other funding streams, this Fund is specifically open **to artists working mainly as painters**, and is intended to provide an opportunity for the recipient to **travel outside the Foundation's area of benefit in order to create work or develop their practice**. Applicants should not be in full-time education and should be based in our area of benefit.

2. Development Award (£3-£5,000)

We will accept applications for £3-£5,000 from artists and arts organisations seeking to undertake a smaller project that will contribute to development of their practice, including, but not restricted to:

- a period of testing or research and development

- the first or pilot phase of a project
- support to undertake a period of self-reflection or skills development
- the opportunity to work with a mentor, coach or creative producer for example

3. Main Fund (£10-£12,000)

We will also accept applications for £10-£12,000 for larger, more developed projects. These may already have gone through a period of testing or research and development although this is not essential.

In 2018 we expect to make a single award in each of the three funding categories.

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 your choice of funding stream and 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 £10-£12,000 award.

Applications will be accepted for artist-led activity in all disciplines (with the exception of the Claire Frances Peasall Memorial Fund), 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.

Making an application

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

- 1. Complete an online first stage application form (which can be accessed here: <https://sthughsfoundation.typeform.com/to/Nqh9UN>)**

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

- some general information, including contact details and some very basic budgetary information
- some brief responses to questions that will help us confirm that you are eligible for the Arts Award programme
- a title for your project and an initial **100 word summary of your idea**

After submitting your first stage application form online, we would also like you to send:

- a **CV for the lead applicant** (if applying on behalf of an organisation you may choose to provide alternative evidence of past work of the organisation e.g. a previous programme of events)
- **three images or video links** evidencing the quality of your previous or current work (images should be at least 1MB each and sent as jpgs)

to sthugscharity@gmail.com via email, using the name of your lead applicant and the phrase 'Arts Award application' as the subject heading for your email.

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

- Concept
- Ambition

If you do not submit your first stage application completely and as stated, it will be withdrawn automatically from the application process. Therefore, if you have any questions about how to complete the form, please contact us well in advance of the first stage application deadline by emailing sthugscharity@gmail.com. Please note that you will not be able to save information on the form as you go along, so you may wish to prepare your 100 word pitch in advance and then submit it online.

First stage application forms must be submitted by the 23rd February 2018 at 5pm.

2. Long-listing of applications

After the 23rd February 2018 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 20th April 2018**. Successful applicants will be contacted via email and sent a list of questions to begin thinking about in preparation for the workshop. If invited to the workshop, applicants will also have the opportunity to provide some more budgetary information in advance of that session. Unfortunately we are unable to give individual feedback to any applicants who we do not invite to this event.

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.

3. 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 your choice of funding stream and the scale of your proposal.

Second stage application forms must be submitted to sthughscharity@gmail.com by the 8th June 2018 at 5pm.

- 4. 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 2018.**

Application timeline:

23rd February 2018:	Deadline for making a first stage application
16th March 2018:	Deadline for Trustees informing long-listed applicants who they would like to attend the Second Stage Application Workshop on the 20th April 2018
20th April 2018:	Compulsory Second Stage Application Workshop for all long-listed applicants at a venue in Lincoln
4th May 2018:	Deadline for Trustees informing short-listed applicants who they would like to make a second stage application
9th June 2018:	Deadline for second stage application
Early July 2018:	Trustees' final assessment of short-listed applications
End of July 2018:	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

- With the exception of the Claire Frances Peasnell Memorial Fund, 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 can apply to more than one of our funding streams, but will need to make a separate first stage application for each stream (please note that if you make multiple applications, it is likely that the Foundation would only choose to support one of those applications in any year of our Arts Award programme).
- 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 cannot accept applications contributing to capital projects.
- We will consider projects in any field of the arts (with the exception of the Claire Frances Peasall Memorial Fund, aimed specifically at artists working mainly as painters).
- 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 20th April 2018 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 and across artforms (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 in each funding stream. However it is more likely that we will make a single award in each of the three funding categories. 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. Where a Trustee has a close involvement/ongoing relationship with multiple applicants they will withdraw completely from the application process, including not taking part in the Second Stage Application Workshop.

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