



## **Arts Awards 2019 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.

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.

### **The St Hugh's Foundation for the Arts Award Programme 2019**

In January 2019, 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 Award (up to £1,000)**

Thanks to a generous donation from the Claire Peasnell Trust, we are pleased to offer an Award in memory of Claire, [who received funding from the St Hugh's Foundation for the Arts in 2000 to support her work in Los Angeles.](#) Unlike our other funding streams, this Award is specifically:

- **open to artists working mainly as painters, or with drawing**
- **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
- 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

**Please note the focus of this Award on early stage ideas, research, and work-in-progress rather than projects that are further on in their development, which may be more suitable for our Main Award:**

## 3. Main Award (£10,000)

We will also accept applications for up to £10,000 for larger, more developed projects. These may already have gone through a period of testing or research and development although this is not essential. Applicants who have been awarded our Development Award in the past can go on to make an application for our Main Fund, although please note that these applications are not then guaranteed to receive further funding.

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, you may not fully understand the legacy of a Development Award, but Trustees would expect to see some understanding of longer-term impact for an application to the Main Fund.

Applications will be accepted for artist-led activity in all disciplines (with the exception of the Claire Frances Peasnell Memorial Fund, aimed at those working as painters), 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.

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## Making an application

### For the Claire Frances Peasnell Memorial Fund:

Please see details of separate application process here:  
[https://www.sthughsfoundation.co.uk/assets/downloads/ClairePeasnellApplicationDetails\\_FINAL.pdf](https://www.sthughsfoundation.co.uk/assets/downloads/ClairePeasnellApplicationDetails_FINAL.pdf)

### For the Main and Development Awards

1. Complete a first stage application form online (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
- confirm your eligibility for the Arts Award programme
- give a title for your proposed 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 [sthughscharity@gmail.com](mailto:sthughscharity@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

#### **Please note:**

- 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 [sthughscharity@gmail.com](mailto:sthughscharity@gmail.com).
- You will not be able to save information on the online form as you go along, so you may wish to prepare your responses using the practice Word document version of the form (which you can find as a download at the top of the page here: <https://www.sthughsfoundation.co.uk/awards>) and then submit them online in one go.

**First stage application forms and all supplementary material must be submitted by the 22<sup>nd</sup> February 2019 at 5pm.**

#### **2. Long-listing of applications**

After the 22<sup>nd</sup> February 2019 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 26<sup>th</sup>**

**April 2019.** 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](mailto:sthughscharity@gmail.com) by the 14<sup>th</sup> June 2019 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:**

- 22<sup>nd</sup> February 2019:** Deadline for making a first stage application to all Funds.
- 15<sup>th</sup> March 2019:** Deadline for Trustees informing long-listed applicants who they would like to attend the Second Stage Application Workshop on the 26<sup>th</sup> April 2019
- 26<sup>th</sup> April 2019:** Compulsory Second Stage Application Workshop for all long-listed applicants at a venue in Lincoln. (Please note, this workshop is not compulsory for applicants to the Claire Frances Peasall Memorial Fund, who will be advised separately if they will be invited to interview on this day.)

<b>3<sup>rd</sup> May 2019:</b>	<b>Deadline for Trustees informing short-listed applicants who they would like to make a second stage application for the Development and Main Awards.</b>
<b>14<sup>th</sup> June 2019:</b>	<b>Deadline for second stage applications for the Development and Main Awards.</b>
<b>Early July 2019:</b>	<b>Trustees' final assessment of short-listed applications</b>
<b>End of July 2019:</b>	<b>Deadline for Trustees informing successful applicants</b>

**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 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 Award, 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 for the Development and Main Awards 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 Peasnell Memorial Fund, aimed specifically at artists working mainly as painters or with drawing).
- 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.
- All applicants must be available to attend our Workshop Event on the 26<sup>th</sup> April 2019 in Lincoln.

### **Policy on Artist Fees**

- Please note that when preparing your budget, if you are invited to participate in our long-listing process in April 2019, we will expect all artist fees and expenses to be in line with industry standards for the year/s in which the proposed project will take place. For further guidance on these rates, please consult:
  - [The Musicians Union](#)
  - [Equity](#)
  - [ITC](#)
  - [a-n – The Artists Information Company](#)
 or other relevant industry body.

### **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. 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](mailto:sthughscharity@gmail.com) but please note that we cannot answer questions regarding the content of specific projects.**