MORAY ARTISTS BURSARY - APPLICATION FORM 2019/20

Please ensure that you have read the Guidelines carefully before completing the Application Form.

Name: …………………………………………………………………………………

Address: …………………………………………………………………………………

…………………………………………………………………………………

Postcode: …………………………………………………………………………………

Contact Tel No(s): (day)……………………………… (eve)………………………………

E-mail: …………………………………………………………………………………

*How did you find out about this Bursary?* …………………………………………………..

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1. Activity Summary

Please summarise, in 50-100 words, the activity for which you are seeking funding:

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| --- |
|  |

Activity start date: ……………………………… End date: …………………………………

Amount of funding requested: ……………………………………………………………………

2. About Your Activity

|  |  |  |  |
| --- | --- | --- | --- |
| **What is the principal focus of your application?**  One ONLY | | | |
| Research |  | Skills Development |  |
| Development of New Work |  | Presentation |  |
| Residency |  | Promotion |  |
| Equipment |  | Other (please state below) |  |

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| --- | --- | --- | --- |
| **Artform** Maximum of 2 only. If more than 2 select **Multi-arts** | | | |
| Visual Art |  | Music |  |
| Craft |  | Literature |  |
| Theatre |  | Screen |  |
| Dance |  | Multi-arts |  |
| Circus |  | Live art |  |
| Other (please state below) |  |  |  |

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In no more than 400 words, describe in detail the activity for which you are seeking support. Please be clear and concise and remember the panel may not be familiar with your work therefore we recommend you include a description of previous work and/experience. Please include the following:

* A description of your activity and the thinking behind it;
* A description of any outcomes/outline of the key stages

(eg exhibition or trade fair, if so are these confirmed or potential);

* An explanation of how it will benefit your creative development;
* If you do not live in Moray, please explain why supporting your activity will benefit Moray (eg work will be undertaken from your studio space in Moray).

|  |
| --- |
| Describe your activity (no more than 400 words) |

3. Residency in Moray

Please tell us how long you have been resident or working in Moray Council’s boundary.

Resident in Moray? Yes / No ……………………… years

If No, how long have you worked in the Moray area? ……………………… years

4. Budget

Please provide a budget breakdown for your activity, detailing the total sum requested, your own financial contribution and any other sources of funding. Please indicate if these are cash or in-kind contributions and ensure in-kind is accounted for in both income and expenditure. If the cost exceeds £1,500, please include other sources of income and funding, showing which have been confirmed at time of application.

|  |  |  |
| --- | --- | --- |
| **Expenditure** - Breakdown of Estimated Activity Costs | | |
| Item | £ | Cash or  in-kind |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Expenditure |  |  |

|  |  |  |
| --- | --- | --- |
| **Income** | | |
| Item | £ | Status (confirmed or pending) |
| Grant request from Bursary: (minimum award £500; maximum award £1500) |  |  |
| Other sources of income (if applicable): |  |  |
| Total Income (this figure should equal total expenditure figure) |  |  |

You may include fees to support your own work and those of any artists or collaborators in this application. Guidance on rates of pay and industry standards can be found here: [www.creativescotland.com/ratesofpay](http://www.creativescotland.com/ratesofpay)

I hereby confirm that the information in this application is true and correct and I acknowledge that it is my responsibility to inform We Make Moray immediately of any changes that could affect the interpretation or context of the application.

I confirm I have read and understood the guidelines for this scheme.

Signature

………………………………………………………………………………………………………………………..

SUPPORTING MATERIAL

Name: …………………………………………………………………………………………………….

Please enter details of materials submitted in support of your application eg: supporting examples of previous work; reviews; letters of support or CVs. We will accept no more than **six** items of supporting material. Please do not include original work as this cannot be returned.

We request that all supporting material is labeled with your name and title of work. For emails submissions, please ensure the total email file size does not exceed 20mb. The following format should be used for file names:

FullName\_titleofwork.ext eg. AnnBrown\_moraymuse.mp3

|  |  |  |  |
| --- | --- | --- | --- |
|  | Title | Description | Format supplied (eg jpeg, weblink, mp3, paper) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

Our preferred formats for supporting materials are:

* Audio/Video - your audio and video should be made available online and links shared with us for consideration. There are a number of ways that you can share such materials and the following are provided as examples only. Please ensure you read and accept the terms and conditions of any online service that you use before sharing your materials with us. In many cases you can make materials private and limited to a specific, hidden web link. You can then share that link with us via email – this may be useful if you do not wish the materials to be openly available.
* Audio: SoundCloud allows you to upload audio files which can be Public or Private – go to the Soundcloud website
* Video: Video files can be shared via YouTube or Vimeo. To adjust the privacy settings of each video, go to the Vimeo website and the YouTube website.
* Photographic Material - any photos in support of your proposal should be clearly titled and dated. Photos can be uploaded to a service such as [Flickr](https://www.flickr.com/) or [Instagram](https://instagram.com/). You can also attach your images to your application and email them in to the appropriate email address for the fund. The total file size should be no bigger than 20MB.

**PRIVACY STATEMENT**

This registration form asks for your consent to allow us to use your personal data for the reasons stated below. You should only complete it if you want to give us your consent.

**Who are we?** We are Third Sector Interface Moray (tsiMORAY) which is a company limited by guarantee (No. SC416994) and a Scottish registered charity (No. SC042954) working to bring together and support our third sector, enabling its full potential in the sustainable development of Moray.

**We would like to use the following information about you:** Name; address; telephone numbers; email address.

**Why would we like to use your information?** We are acting on behalf of the Arts & Culture Stakeholders Panel of Moray in the administration of the Moray Artists Bursary programme and need to store and process your personal data to enable us to keep a record of the work we do with you in connection with this programme. This will include assessing your eligibility for a grant, communicating relevant information about the programme, and where appropriate entering into correspondence with you. We may also publish anonymous aggregated statistics to evidence the work we are doing in the local Third Sector.

**What will we do with your information?** We may process your data in a number of ways including storing it both in hard copy form and in our management information system, which operates on the Salesforce platform and is currently managed by Scottish Council for Voluntary Organisations (SCVO) acting as a Data Processor. You can find out more about SCVO at their website: [www.scvo.org.uk](http://www.scvo.org.uk). We will store your information for no longer than is necessary and appropriate for the purposes for which you have given consent or where there is a legal obligation on us to do so. Your information may be shared with the We Make Moray Partnership and other parties appointed to the Assessment Panel, and to Highlands & Islands Enterprise and Creative Scotland for the purposes of administering any grant awarded and to provide grant information to the National Lottery and the Scottish Government.

**How to withdraw your consent:** You can withdraw the consent you are giving on this form at any time. You can do this in writing by emailing [data@tsimoray.org.uk](mailto:data@tsimoray.org.uk), or by post: tsiMORAY, 30-32 High Street, Elgin, IV30 1BU.

**More information:** More information about who we are, what we will do with your information and your rights is available in our Privacy Notice here on our website at [www.tsimoray.org.uk](http://www.tsimoray.org.uk)

**CONSENT:**

|  |  |
| --- | --- |
| 🞏 | I consent to my information being used as described in this privacy statement |
| 🞏 | I consent to my information being used by tsiMoray to update me on other programmes and opportunities that it reasonably believes might be of interest to me |
| 🞏 | I confirm that the information provided in this form is correct |

**Signature:**

…………………………………………………………………………………………………………………….….

**Print Name:**

…………………………………………………………………………………………………………………….….

**Date:**

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