

Dundee Visual Artists Award Scheme Guidelines

Purpose of Scheme

This scheme awards grants to individual Dundee-based visual artists towards the costs involved in researching and creating new work. The purpose of the scheme is to advance creative practice through research, conceptual or technical development.

Criteria

Successful applicants will have demonstrated a level of commitment to their practice and have achieved a body of work out with formal education.

Applicants will be assessed against the following criteria:

- the quality of the applicant's work
- the expected impact of the financial support on the applicant's creative development
- the clarity of purpose behind the submission and reasons given for applying for an award (written proposal)
- the quality of the supporting material supplied in support of the application (CV, statement of practice, visual material)

The award panel will also consider how the application will broadly benefit the artistic community of Dundee.

Who can apply?

- The scheme is open to Dundee based visual artists, living within the Dundee City Council boundary.
- Artists who work in and maintain a studio space in Dundee, or are a member of, and regularly use, a Dundee arts facility may also apply. (For example WASPS studio tenants, Committee members of Generator Projects, or regular users of DCA Print Studio).
- Applicants may be of any age and at any stage of their career, but must be out with full time education.

Exclusions

- Funding will not be awarded retrospectively.
- Funding will not be awarded to students in full time education.
- Artists cannot apply to the Dundee Visual Artists Awards Scheme and Scottish Arts Council for support for the same project.
- Artists may not apply to the DVAA Scheme in the same financial year as receiving an award from Scottish Arts Council Artists Awards

Schemes or another Local Authority Artist Award Partnership Scheme.

Funds available:

Grants up to a maximum of £1,000 are available. Artists are encouraged to request a sum appropriate to their project and not expect to receive the maximum grant available.

The number and size of grants made will be dependent upon applications received. The Awards panel reserves the right to offer a different amount to that requested.

Deadlines:

There will be two deadlines for applications each year in May and November. Check www.dvaa.info for deadline information.

How to apply

Please read the guidelines and supporting material carefully.

Applications should be submitted using the enclosed Application form and must be returned by the stated deadlines. The form may be typed or hand-written. If hand-written, it should be completed legibly in black ink.

Completed application forms *must* be signed by the applicant.

If completing the form on your own word processing system please ensure that the format remains the same.

Applications will not be considered unless supporting visual material is submitted.

Up to 6 images of recent work should be supplied in support of an application. (See 'Enclosures' section of application form).

Original artwork will not be accepted as support to any application.

Visual material will be returned to all unsuccessful candidates. Visual material from successful candidates will be retained as archival material for the scheme and may potentially be used in reports and publicity material. Please note that the Scottish Arts Council and Dundee City Council can accept no responsibility for damage to or loss of material submitted in support of applications, although we will exercise all possible care in handling this material.

Applicants should ensure that their applications arrive by the deadline date. Applications that arrive after the deadline date will not be considered.

Decisions

Your application will be considered by members of the Dundee Visual Artists Awards Scheme Panel. Membership of the panel is made up by representatives from Scottish Arts Council, previous recipients of Dundee Visual Artists Awards and invited artists and curators.

Applicants will be notified within 8 weeks of the deadline on the outcome of their application. You will be contacted by an officer of Dundee City Council if there is any change to this timetable.

Applications should be sent to:

**DVAA Administrator, Leisure and Communities,
Dundee Contemporary Arts, 152 Nethergate, Dundee, DD1 4DY.**

Dundee Visual Artists Award Scheme Application Form

Name of Applicant:

Postal Address:

Post Code:

Email Address:

Telephone Number:

Where did you find out about the Scheme?

Please summarise in no more than 30 words the project for which you are seeking funding.

Project start date:

Expected completion date:

Budget

Please show a balanced budget for the proposal, indicating how much you are requesting from this scheme, and providing an itemised breakdown of how funding would be spent.

Expenditure Please show an itemised breakdown of costs	£	Income	£
		Funding requested from Dundee Visual Artists Award Scheme	
		Other public funding requested	
		Sponsorship/donations	
		Own contribution	
		Other (please specify)	
Total expenditure		Total Income	

***Total expenditure must equal total income**

Enclosures

Please indicate the title and format (i.e. jpeg on CD, DVD, slide etc) of supporting visual material that you are submitting in support of your application. Please ensure all supporting material is clearly labelled with your name and the title of works.

	Title / medium / size / location of work	Date	Format
1.			
2.			
3.			
4.			
5.			
6.			

Other material: e.g. press cuttings, promotional material, letters of support:

Please return your application form and supporting material to:

**DVAA Administrator
Creative Learning Officer
Leisure & Communities Department
Dundee City Council
Dundee Contemporary Arts
152 Nethergate
Dundee
DD1 4DY**