



ARTS COUNCIL ENGLAND

Developing your Creative Practice

Guidance for applicants

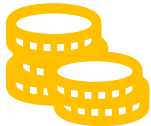
Easy Read version

March 2022

DYCP 2022

We know that Covid-19 has had a big impact on people in the creative and cultural sector. We also know that you will need to invest in **yourself** and your **practice** to respond to the new environment.

We want to support the broadest range of people and we want **Developing your Creative Practice** (or **DYCP**) to have a positive effect on creativity and culture. To achieve this, we've made some small changes to the way DYCP will run:



We've increased the DYCP budget



We've **expanded** what we mean when we say '**creative practitioners**'

Towards the end of this interim period, we'll update our guidance to tell you how DYCP will change.

Welcome to Developing your Creative Practice

In this interim period, we want to support **wider creative development**. We hope this will enable more practitioners to **reshape** and **redefine** their practice in the **new climate**.

We also want DYCP to reflect the vision of our 2020-30 strategy, [Let's Create](#).

DYCP supports the development of **independent cultural and creative practitioners**. Individuals can apply for **£2,000 to £10,000** to focus on their **cultural and creative development**, and reach the **next stage** in their practice.

If you have any **personal access costs** for running your activity, you can also include these on top of the £10,000 maximum.

We want to see applications for **development activities** from practitioners working in any of our **supported disciplines**. To be eligible for DYCP, your application must show a clear **development opportunity**.

This could be for:



a period of research



time to create new work



travel



training



developing future ideas



networking or mentoring

You might find it helpful to visit our [website](#) to read about some of the creative practitioners we've supported through DYCP.

To be eligible, your application must show a clear **development plan**. Strong applications are those that can demonstrate how your activity will have an **impact** on people's cultural and creative development.

Which disciplines are supported?



Music



Dance



Theatre



Libraries



Museums
practice



Combined
Arts



Visual Arts



Literature

Any development activity we support must focus on one or more of these disciplines, but we know that people work in all sorts of settings and ways. Maybe you're bringing creativity into care homes, for example, or working with sport or science. We encourage all kinds of ideas, as long as your activity has a **clear focus** on **one or more** of our disciplines.

Who can apply?

We support **creative practitioners** doing work related to our **supported disciplines**.

‘Creative practitioners’ could be:

- Dancers
- Choreographers
- Writers
- Translators
- Producers
- Publishers
- Editors
- Musicians
- Conductors
- Composers
- Actors
- Directors
- Designers
- Movement directors
- Artists
- Craft makers
- Curators
- DJs
- Performers/ creators
- Arts and cultural educators
- Community practitioners/ engagement specialists
- Cultural conservators
- Creative enablers
- Creative technicians

DYCP **can’t** support performers if they are performing someone else’s work **without** providing their own creative input or leadership. Anyone who applies to DYCP **must**:



apply as an **individual**, or as a **small group** of practitioners who usually collaborate in their work. Organisations cannot apply and individuals cannot apply on behalf of an organisation



live in **England**



have a **UK bank account** in the **exact name** they're applying in. If you apply as a small group of practitioners, **one** person should submit the application and take the lead on managing the grant, and should provide their bank details

18+

be at least **18** years old



have **one years'** creative practice experience, not including formal education

What can I apply for?

Activities can be up to **one year** in length. Some examples of things you can apply for are:



building **new networks** for the **development** or **presentation** of new work in the future



creating **new work**



experimenting with **new collaborators** or **partners**



international travel to explore other practice or work with mentors



professional **development** activities



research and development time to explore your creative practice and take risks



taking time to reflect on the impact of **Covid-19** on your practice, and the **practical steps** you could take to make your work more **sustainable** in future

Ineligible applications

We can't view your application as eligible if it is **not developed enough** for us to make a decision. For example, the application might not include enough **detail**.

We can also view your application as ineligible if it doesn't include the **supporting documents** or **links**, or if you haven't given us the passwords we need to access those documents or links.

We can't fund activities, goods or services that have **already** taken place, been bought or ordered **before** we can make a decision on your application.

There may be other types of activity we can't support due to technical restrictions on our funds. If this applies to your activity, we will write to you and let you know why it is not eligible.

We can't fund the cost of **statutory education**, **further education** or **higher education**. This includes:

- activities directly linked to a course of study
- activities which contribute towards course assessment, tuition fees or living costs

Film, video and audio work

We can consider applications from practitioners working with film if they are working in our **supported disciplines**, where film is the medium for their work.

The type of work we can support includes:

- **development** activities that involve the **production of artists' film, video and/or audio work** for galleries, cinemas, public spaces, publishing, broadcast or online
- applications that involve work in film, video and audio that is clearly related to **developing your practice** in one of our **supported disciplines**. For example, a visual-artists' film, or an artist-led radio drama.

We **cannot** support:

- film-making projects that do not engage creatively with our supported disciplines
- narrative feature films where film is the artform
- television drama

When you can apply

From April 2021 there are some restrictions on how many times you can apply to DYCP.

Please have a look on our website [here](#). If you have made an application to DYCP in the past it explains whether or not you can make one again.

You can only make **one application per round**.

DYCP and Project Grants

DYCP is one of our two main programmes that can support individuals. The other is **Project Grants**, which supports individuals and organisations.

You **cannot** apply to **both** at the same time. If you apply to one, you will need to wait until you have received a decision before you can apply to another programme.

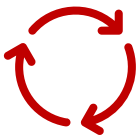
When you decide which programme to apply for, you will need to consider:

- if your activity includes opportunities for people to **engage** or become **involved** with your work
- if your activity is mainly focused on **developing your own practice**

Take a look some of the **key differences** between both programmes, to see which might suit you best:



DYCP is only open to **individuals**. **Project Grants** is open to **individuals and organisations**



DYCP is geared towards creative or cultural practitioners who are at an **early to mid-point** stage in their practice and need support to make a **major change** or carry out a period of focused **development** work



The immediate person who benefits from **DYCP** is **you**. For **Project Grants**, the immediate people who benefit are those who **engage with the project**



DYCP awards grants between **£2,000 and £10,000**. **Project Grants** offers grants between **£1,000 and £100,000**



DYCP is for activities **up to one year** in length. **Project Grants** is for projects **up to three years** in length



DYCP has up to **four deadlines** per year. You can apply to **Project Grants** at any time, and there are **no deadlines**



For **DYCP**, decisions on applications take up to **ten weeks** from the deadline. For **Project Grants**, decisions on applications for £15,000 or less take **eight weeks**. Decisions for over £30,000 take **12 weeks**



For **Project Grants**, you can apply at any time, unless you are waiting for a decision on a previous application

Before you apply

Applications are made using our **Grantium** system. Make sure you check:

- whether your applicant profile has been **validated** by us. If it's an existing profile, make sure it's **up to date**

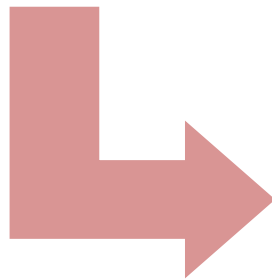
- whether you've successfully completed the **Eligibility questionnaire** in our online portal

Demand for DYCP is high, and we are not able to fund all the projects we receive applications for. Think about what you will do if your application is not successful.

Applying for DYCP

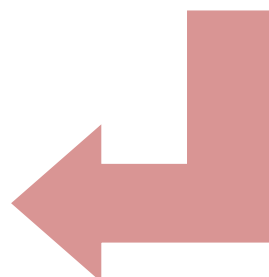
You've had a great idea and you're eligible to apply. What next?

Read the guidance carefully. It will tell you what we can fund, as well as how to complete your application



Make sure you have a user account for our online application system, have set up an applicant profile, and that the profile has been validated by us

Fill in and submit the application form. This guidance will help you. If you need additional support, get in touch with our Customer Services team



Developing your application

To help you develop your application, think about the following points:



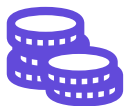
What will your activity be, and **how long** will it take?



Why do you want to take this period of development, and why **now**?



Can you give a **one line summary** of your **development activities**?



How much will your development project cost **overall**, and how much do you need from **us**?



What are the main things you want to **achieve**? **How will you know** whether you have achieved them?



What are the key **milestones** for your development and **when** do you expect them to be?

The application form

We will use the information you give us in your application form to decide whether we will offer you a grant.

We'll now go through the questions in the application form one by one, to help you with your answers.

Your work

- Please tell us about yourself and your creative practice

Think about:

- the main **focus** of your artistic, cultural or creative activities
- your main **creative achievements** to date, such as exhibitions, productions, publications, etc.
- any important **commissions** you've received
- **important pieces of work** you've completed
- any **established creative or cultural partners** you've worked with
- any other information that is relevant to your **track record**
- whether you've shown that you are **ready to benefit** from a development opportunity

Your development

- Tell us about the development opportunity you want to undertake, what you hope to get out of it, and how you will go about it

Think about:

- how you will **seek out opportunities** that will benefit your development
- how **ambitious** your activity is. We can fund small, one-off opportunities (such as a research trip), but we're **more** interested in supporting **bigger periods of development** which allow you to work in new ways
- if your application shows that you can **manage** the activity successfully, and whether what you want to do is **realistic** and **well-planned**
- if you have plans in place to **access the networks** you want to work with

- Why is this important for your practice at this point, and how will this help create future opportunities?

Think about:

- what your **main aims** for the project are
- why this is the **right point** to take some development time
- what you want this development to **lead to**

- what will be **different** about your practice as a result of this development

Your work - attachments

- **We'd like to see an example of your work to give us a sense of your practice**

You can either give a **web link** or attach a **document**. This could be an image, a music file, a sample of your writing, a video, or anything else you think demonstrates your work.

- **We also need one supporting document, written by someone other than you, that supports the quality of your practice**

This can be a **review**, **external views** of your work, or a **letter of support** from an organisation or partner you have worked with.

You should give us:

- one document to demonstrate your work (either as a web link or an attachment)
- one supporting document (an attachment)

Think carefully about the attachments/link you give us. Think about how they demonstrate the quality of your work, and show that you're ready to take a

step in your practice.

A document can be a **maximum of five pages**, and we can only look at a **single web page**. If your document or web page requires a password, **please provide this** somewhere in your application. If we can't access it, we may view your application as ineligible.

Activity focus

➤ What do you want to focus on?

Pick as many as you feel are relevant to your activity.

- Building **new networks** for future development or presentation of your work
- Creating **new work**
- Experimenting with **new collaborators**
- **International travel** to explore other practice or work with mentors
- **Professional development** activities
- **Research and development** time to explore practice and take risks

Public Engagement

DYCP helps Arts Council England continue to improve the **knowledge, practice, accessibility** and **understanding** of arts and culture. We believe that helping people get to the next stage in their practice will **benefit audiences** in England in the longer term.

We don't expect you to use your grant to make **public facing work**. But you should think about how a grant will help you reach audiences **in the future**.

- **If you receive a grant to develop your creative practice, how will this benefit the public (either now or in the future)?**

Pick as many as you feel are relevant to your development activity

- **Making work to present/show to the public**
- **Reaching new audiences through exploring new ways of working**
- **Developing networks to increase opportunities to present work**
- **Other (please specify)**

Our Outcomes

- Our 10-year strategy, [Let's Create](#), has three Outcomes. Tell us which of our Outcomes, listed below, contribute to:
 - **Creative People:** Everyone can develop and express creativity throughout their lives
 - **Cultural Communities:** Villages, towns and cities thrive through a collaborative approach to culture
 - **A Creative and Cultural Country:** England's cultural sector is innovative, collaborative and international

Expenditure budget

- We'll ask you to break down your spending for the project, and show us how you have worked out your figures in the table

You don't need to have any income from other sources to apply to DYCP. We just want you to tell us how you will spend the funds you're applying for.

When telling us how you'll spend the funds, think about:

- whether you have includes a **fee** for your own time
- whether your costs have been clearly broken down. Make sure you show how all your

figures have been calculated in the **description** field

- if your costs are **appropriate**

Artistic and creative costs

In this section, include any of the artistic or creative costs you need to pay for, and show how you reached your figures.

You should include:

- **The fees for artists or creatives involved in the activity, including yourself**

We want to make sure that artists and creatives are paid appropriately for the activities we support

- **Other artistic or creative costs**

For example, the cost of events, commissions, research and development, productions, materials and equipment

Overheads

You can apply for overhead costs that are **directly related** to the activity you are asking us to support. You can apply for a contribution to your **ongoing** overheads if these are **not covered** by other funders.

Other spending

Include any other spending for your activity that is not included elsewhere. This can include an

amount for unexpected costs – this is called **contingency** spending.

Personal access costs

If you, or the people you're working with, are:

- deaf
- disabled
- neurodivergent
- experiencing learning difficulties
- have a mental health condition; or
- a long term health condition

there may be extra costs relating to your access needs. These could be to help you deliver your project, or to manage your grant online.

Some examples are:

- a BSL interpreter
- a notetaker or specialist tutor for admin support
- counselling
- costs for your project

Only include personal access costs for what will happen **after** you have submitted your application in your expenditure table. **Don't** include costs related to preparing, planning and submitting your application.

Activity Plan

- We'll ask you to use the table to list the main stages and tasks of the development period you're applying for, from your start date onwards, to plan out your time and identify the key milestones

You can add as many lines to this table as you need, to identify the main stages of the activity. For example: planning, developing, research, evaluation, and so on.

We want to see that you have thought about how you will plan your time, and that you are able to manage your activity in the time allowed for it.

We understand that you might not know the exact dates at the time you apply. We just want to see that you have considered how best to use your time.

- After you've submitted your application, we will complete our **eligibility check** within **15 working days** of the application deadline.
- If your application is **eligible** it will go to a **decision panel** in your Area, who will decide whether or not we will fund the project.

- If your application is **successful** and awarded funding by the decision panel, we will contact you via our online system to let you know within nine weeks of the application deadline.

If your application is **ineligible** then it will not go to the decision panel, and we will let you know this via our online system.

- If your application is **unsuccessful** and not awarded funding by the decision panel we will contact you via our online system to let you know within nine weeks of the deadline.

How will we make our decision?

We will make our decisions based on:

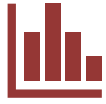


the **strength** of your application alongside the other applications we receive



the **range** and **balance** of the different activities we're supporting. The activities we fund must cover a range of activity types, artforms and individuals, and geographical areas. We also need to think about how

much we invest in **areas of least engagement** with arts and culture



our **internal data** on what we have funded so far, and the **future demand** on our budget



how applications contribute to our **Let's Create Strategy** and its **Outcomes**

Help is at hand



Our friendly **Customer Services** team can help you with the form or talk about other ways we can help you



For example, if you have any **access support needs**, or use an **access support worker**



enquiries@artscouncil.org.uk



artscouncil.org.uk/contact-us