

# Arts Council England and British Council Artists' international development fund Guidance for applicants

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## **Section one: introduction**

### **Welcome**

Thank you for your interest in the Artists' international development fund (AIDF). This guidance should give you all the information you need to apply, so please read it carefully before you fill in the online application form.

The Artists' international development fund is a jointly funded programme between the British Council and Arts Council England. This programme supports the shared objectives of the British Council and Arts Council England.

The Arts Council's mission is 'great art for everyone'. We exist to create the conditions in which great art and culture can be made, experienced and appreciated by everyone. We work to get great art and culture to everyone by championing, developing and investing in artistic and cultural knowledge and experiences that enrich people's lives. The British Council's arts programme lives and breathes the aspiration to inspire to transform lives – to offer creative artists, participants and audiences across the world life changing and life enhancing experiences. Our catalyst is the UK's profound cultural and artistic strength and diversity.

We have developed the Artists' international development fund to help us achieve our aims within goal 1 of our 10-year framework [Great art and culture for everyone](#): talent and artistic excellence are thriving and celebrated. We want artists to be open to international perspectives and to expand their horizons. You can find out more about this in the [Arts Council Plan 2015–18](#).

The Artists' international development fund offers early stage development opportunities for individual freelance and self-employed artists and/or creative practitioners (including, for example: producers, curators, publishers, editors, translators, choreographers) based in England to spend time building links with artists, organisations and/or creative practitioners in another country.

Individual applicants who are employed by arts and culture organisations are now eligible to apply; a limited number of awards will be made to individual applicants working for organisations. However, our ambition to achieve a success rate of not less than 30% for individual freelance and self-employed artists and/or creative practitioners will be maintained.

From round 11 (application deadline 13 January 2016), we are particularly interested in receiving applications from individuals based outside London. We anticipate making a higher proportion of awards to areas of the country beyond the capital in this round.

From round 11, we are particularly interested in receiving applications from practitioners and producers in the fields of theatre, dance, literature, music and cross-disciplinary work. Historically, AIDF has funded more individuals working in the field of visual arts than other disciplines.

The programme is open to emerging and mid-career artists and/or creative practitioners in any of the eligible artforms (see page 9):

- who have received recognition for their work in England
- who do not have extensive international experience or whose international experience is limited to countries other than those that are the subject of their proposal
- whose work will benefit from launching better international networks – either artistically or in terms of developing an audience for their work
- who can demonstrate an interest in their work from an overseas partner/host, demonstrated by a letter of support from the overseas partner/host.

## FAQs

***What does 'early stage development' mean? Does it refer to an artist being at an early stage in their career or a project being at an early stage?***

It refers to the early stages of an artist working internationally *in the country or countries where they are proposing to work.*

An artist may have significant experience or an established reputation in other countries; further development work in these countries would *not* be eligible for support through this fund.

An artist's career will need to be reasonably well established in England in order to benefit from working in an international context through this fund.

Applicants can use the fund to do one or all of the following:

- develop their artistic practice through working internationally
- collaborate with and learn from artists and/or creative practitioners internationally
- create early relationships with artists and/or creative practitioners with a longer term view of developing international markets and audiences for their work in another country and building their profile internationally

Applicants will need to conduct their own research and have identified and communicated with a potential partner/host in the country they wish to visit. Applicants are asked to provide a letter from their host as part of the application process.

**Applications should include either:**

- one or two international visits, outside the UK (by the applicant) or
- one international visit, outside the UK (by the applicant) and one visit to England (by the overseas partners/collaborators)

**Our aims for the programme**

The British Council and the Arts Council want the programme to produce:

- artistic and/or market development for artists and creative practitioners
- a cadre of artists and creative practitioners in the UK (and also globally) who have experienced the benefits of international working between the UK and other countries and are advocates for it among their peers
- an increase in the amount of international collaboration among artists and/or creative practitioners between the UK and other countries across the arts and creative industries

## **How our staff will support the programme**

Arts Council and British Council staff will:

- promote the programme to encourage diverse applicants from a range of artforms and geographical locations across England to apply
- work closely together to evaluate the programme and build on its success

Where possible (depending on capacity in that country) the British Council can provide advice to successful applicants on developing their collaboration and raising the profile of their activity.

British Council offices worldwide can be contacted via [www.britishcouncil.org](http://www.britishcouncil.org)

For more information about British Council arts visit: [www.britishcouncil.org/arts](http://www.britishcouncil.org/arts)

## **Other sources of funding**

If you want to apply for funding to research and develop a piece of work which may have an international element you can apply to Grants for the arts as an individual. Grants for individuals range from £1,000 to £100,000 and can cover activities lasting up to three years. We can award larger grants for more major projects. We do not give grants of less than £1,000.

## **How you can contact us**

For general information about Artists' international development fund you can contact us as follows:

- by phone: 0845 300 6200
- by fax: 0161 934 4426
- by textphone: 020 7973 6564
- online enquiry form: [www.artscouncil.org.uk/about-us/contact-us](http://www.artscouncil.org.uk/about-us/contact-us)

Before contacting us, please read the application materials and be ready to clearly describe your activity to us. This will help us to give you the right advice and will save time.

## **Useful information**

For more information about the value of artists' exchanges, read [External evaluation of Artist Links England-Brazil](#)

## **Section two: how to apply**

### **Four steps to applying for funding**

#### **1. Read this guidance carefully**

This guidance gives you information on how to apply for funding and answers some common questions.

#### **2. Fill in the online application form**

You must apply online using the 'Grants for the arts (inc AIDF)' application form available on our website at [https://forms.artscouncil.org.uk/officeforms/Arts\\_Projects.ofml](https://forms.artscouncil.org.uk/officeforms/Arts_Projects.ofml). Printed applications will not be accepted. If you have access requirements and require assistance with making an online application please contact our Customer Services team on 0845 300 6200 or [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk).

In addition to information about your activity, the form also asks for information that we may use to report to government or to monitor the different backgrounds of people who receive funding. We will not use this type of information when we consider your application.

#### **3. Include any relevant information**

Applicants must ensure they attach a letter of support from their partner/host in the country where their activity is taking place. We will not consider any additional information you send after you have submitted your application. Make sure you have given us all the information we need to come to a decision about your application.

#### **4. Submit your application online**

Once you have registered online you can start your application, save your work and come back at any time to complete it. The Artists' international development fund will have three rounds for applications in each financial year.

## **If you require additional support**

We are committed to being open and accessible, and want to make sure our services are accessible to everyone. We realise some applicants may experience barriers making a grant application or accessing our services. If you experience or anticipate any barriers within the application process or require help to make an application or accessing services and information, please contact us for information on the type of support that we can provide.

## **How to contact us**

**Phone:** 0845 300 6200

**Email:** [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)

**Textphone:** 020 7973 6564

## **Eligibility**

### **Who can apply?**

Individual artists and/or creative practitioners (including, for example: producers, curators, publishers, editors, translators, choreographers) can apply.

Although the Artists' international development fund is aimed at individuals, small groups of artists and/or creative practitioners (including the applicant as 'lead artist') who normally collaborate in their work can also apply. This could include, for example, musicians and visual artists who usually create work together, or writers and their translators. If the group does not have a shared bank account, awards to successful applicants would be made to the lead artist named as the main contact on the application form, but all members of the group would be jointly responsible for the award.

Individual applicants who are employed by an arts and culture organisation will also be eligible to apply; a limited number of awards will be made to individual applicants working for organisations. However, our ambition to achieve a success rate of not less than 30% for individual freelance and self-employed artists will be maintained.

Resources do not cover residencies for larger groups such as whole theatre or dance groups, or curatorial work based from a gallery or museum involving researching and setting up an exhibition. The programme can cover the targeted exchange of key creative people to develop new concepts or relationships.

### **Who cannot apply?**

The following cannot apply:

- anyone under the age of 18 at the time of application
- students, for projects related to their course of study or their tuition fees (by student we mean a person following a course of study in a school, a college or a university)
- individuals based (living) outside England (unless temporarily living outside England but retaining a home address in England and defined by Her Majesty's Revenue & Customs as 'resident in the UK' for tax – see <http://www.hmrc.gov.uk/international/residence.htm#5>)

- small groups who cannot demonstrate that they have a history of working collaboratively
- companies or organisations (see above '*Who can apply*' for information about individuals who are employed by arts and culture organisations.)

If you fall into one of these categories, your application will not be eligible to be considered for funding.

### **What artforms will be considered?**

Your proposal can be in any of the following artforms:

- combined arts
- literature
- music
- theatre
- dance
- visual arts
- crafts and design (including architecture and fashion design)

### **What you cannot apply for**

You cannot apply for the following proposals:

- projects that are not arts-related
- film or video production and cinema exhibition, unless it is in support of artists' work in the moving image (including film and video)
- training or education projects
- projects which take place or start before we would be able to decide on your application (i.e. within seven weeks of the application deadline)
- costs that are already covered by other funding
- general running costs and overheads that are paid for by other income, including your own funds
- ongoing overheads related to equipment or buildings, such as insurance and maintenance costs
- fund-raising events, such as charity galas
- buying equipment and instruments
- projects in a formal education setting for educational purposes necessary by law

- projects with a primary focus on social development (we will not consider the proposal unless the focus of the project is clearly and primarily artistic)

### Where you can apply to work

The Artists' international development fund can support activities happening anywhere in the world, outside the UK. However, applicants should note that there may be some locations where visiting using British Council funding is under restriction. Applicants should contact the British Council before applying if in doubt on [arts@britishcouncil.org](mailto:arts@britishcouncil.org)

### When you can apply

The Artists' international development fund has three funding rounds a year.

**You may only make one application in any one 12 month period (ie if you applied to the Round 9 deadline of 1 May 2015, you will next be able to apply *after* 1 May 2016; if you apply to the Round 10 deadline of 14 October 2015, you will next be able to apply *after* 14 October 2016).**

Round	Application Deadline	Date by which you should hear the outcome of your application	Previous applicants who <u>cannot</u> apply
<b>10</b>	5pm Wednesday 14 October 2015	Wednesday 2 December 2015	Only those who previously applied to Round 9 (1 May 2015) <b>cannot</b> apply.
<b>11</b>	5pm Wednesday 13 January 2016	Wednesday 2 March 2016	Only those who previously applied to Rounds 9 or 10 <b>cannot</b> apply.
<b>12</b>	5pm Wednesday 13 April 2016	Wednesday 1 June 2016	Only those who previously applied to Rounds 9, 10 or 11 <b>cannot</b> apply.

To be considered for a particular funding round, applications must be submitted by **5pm on the deadline day for that round.**

There are restrictions on when activities can start and end. If your activity falls outside these dates, it will not be eligible for funding.

<b>Round</b>	<b>Application deadline</b>	<b>Activities must start after</b>	<b>Activities must end before</b>
<b>10</b>	5pm Wednesday 14 October 2015	Wednesday 2 December 2015	Friday 2 December 2016
<b>11</b>	5pm Wednesday 13 January 2016	Wednesday 2 March 2016	Thursday 2 March 2017
<b>12</b>	5pm Wednesday 13 April 2016	Wednesday 1 June 2016	Thursday 1 June 2017

### **How much time can a proposal cover?**

The Artists' international development fund is intended to be flexible and responsive to individual needs. For example, you could apply for an initial visit followed up by a longer one, or for one intensive visit, or for a project which includes a return visit by the partner you are working with. All activity must be completed within the specified dates (12 months from the earliest activity start date) – please see the table above for the relevant start and end date restrictions.

### **Value and number of awards**

Artists are able to apply for small grants (minimum of £1,000 up to £5,000). You can only apply to the Artists' international development fund once in any financial year.

If you have already been awarded a grant from Artists' international development fund, you are unlikely to receive a second award because we want to use the fund to support as many individual artists and/or creative practitioners as possible.

## FAQs

### **I want funding to undertake a residency, is this eligible?**

This fund is to enable artists and/or creative practitioners to develop international contacts and networks and to collaborate internationally with specific partners. This fund is not intended to support residencies that are offered by organisations whose prime purpose is running residencies.

### **Can I apply to attend an international festival or conference for research and networking purposes?**

No. Attending an international festival or conference can be part of your activity in another country but this is not a project in itself. You will need to describe what you are aiming to achieve through undertaking specific research or building a more particular network and how attending an international festival or conference will contribute to it.

### **Can I apply for activity that includes a two-way exchange, involving travelling to another country myself and hosting a return visit to England by my overseas partner?**

Yes, such exchange projects are welcomed. However, international activity, *outside the UK*, should comprise at least 50% of your project activity and expenditure.

## **Section three: completing your application**

This section of the guidance provides detailed, step-by-step instructions on how to complete the application form. You should read it thoroughly before you begin, and follow the instructions carefully when you are ready to complete the form.

**If you do not fill in the form according to the instructions below, your application may not be eligible for funding.**

If you have difficulty at any point when completing the form you can contact our Customer Services team for support on 0845 300 6200.

### **The application form**

Applications for this round of the Artists' international development fund are made using one of the Arts Council's standard online application forms. Some questions in the form are not relevant to this programme. The step-by-step guidance below gives detailed information on which questions you need to answer and the information we need.

#### ***To access the application form***

Visit [https://forms.artscouncil.org.uk/officeforms/Arts\\_Projects.ofml](https://forms.artscouncil.org.uk/officeforms/Arts_Projects.ofml) and log in or create a new account.

Once you are logged in, select '**Grants for the arts (incl. AIDF)**' from the dropdown list, and start the form.

The application form asks you a series of questions about different elements of your activity including:

- how it contributes to your artistic and/or market development
- how it will be managed
- the budget for your activity

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

Not all of the guidance under each heading will be relevant to every application. If appropriate, you can emphasise some points more than others, and add further points of your own.

Each question has a maximum word count, which is clearly marked. Please keep your answers as clear and concise as possible.

### **Filling in the application form**

The application form will guide you through a series of screens and ask you questions about different aspects of your activity. Some of the questions ask for basic information about your activity and others ask for more detailed information. Please read this guidance carefully, and use it to help you complete each section of the application form.

### ***Additional support completing the application form***

If you need additional support using the online application form please contact us on 0845 300 6200.

We can 'co-browse' your application form while you are working on it. This means we can view the screen as you see it and help you to complete any section you have difficulty with.

### **'Application type'**

We ask you to tell us whether you are applying as an individual or as an organisation. For this programme, please note that **only individuals are eligible to apply**. An individual can apply on their own behalf, or on behalf of a small group of individual artists and/or creative practitioners (including the applicant as 'lead artist'). Individual applicants who are employed by arts and culture organisations are also eligible to apply.

### **'Personal access costs'**

Please tell us whether your budget includes any personal access costs. If you are disabled, deaf, experience learning difficulties or encounter barriers managing your activity, there may be extra costs relating to your own access needs that you will need to pay to help you manage your activity. For example, payment for a sign language interpreter to help you manage your activity.

We do not take your access costs into account when we decide whether your request exceeds the maximum grant size of £5,000. For example, if your activity expenditure totals £6,500 but £1,700 of this relates to personal access costs, you can apply to us for the full £6,500.

If you are applying for personal access costs and have any queries please contact us on 0845 300 6200 or [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)

### **'Individual or organisation details'**

#### **'Your contact information'**

We may need to contact you by email, phone or letter while we are processing your application. Please make sure your contact details are correct so that we can contact you easily. We will contact you within ten days of the deadline for the round for which you have applied. We will not consider eligibility for any application in advance of this deadline.

Once we have decided whether your application is eligible our next contact with you will be when we let you know the outcome of your application. We generally consider applications to be complete when we receive them and do not contact applicants for more information.

#### **'Advice received'**

Please tell us if you have received any advice before completing this application.

### **'Basic details'**

#### **'Activity information'**

#### ***'What is the name or working title of the activity you are applying to do?'***

Tell us the name of your activity, **followed by the suffix '(AIDF)'**. For example:

*Partnership with Japanese Ceramic Artists' Guild (AIDF)*

#### ***'Please give us a concise description of the activity you are asking us to support.'* (100 words maximum)**

This description gives us a brief summary of the key aspects of your activity, so please describe your activity simply and clearly.

You should include:

- the main details about the nature of your activity
- what will happen and where
- who your host is.

A completed project description might look like this:

I will undertake a four-week project at the Japanese Ceramic Artists' Guild, who will be my host organisation in Seto City, Japan. I will be working towards developing a new body of ceramic work informed by the historical and contemporary ceramic practices used in Seto City. The project will involve research and development work using the Guild's archive, studio and material resources, and working collaboratively with the Guild's resident artists and with other locally-based artists through a series of workshops.

### **'Amount requested'**

Please enter the total amount you are requesting from us.

### **'Activity dates'**

Please enter the start and end date of your activity. You must allow enough time for us to process your application. We cannot fund any goods or services that you have bought, ordered or contracted before we can make a decision on your application.

We need seven weeks to process applications to the Artists' international development fund. If you do not give us enough time before your activity starts, we may not be able to process your application.

Please give a start date for your activity that will give you enough time to complete all the stages of the activity that you are asking us to support.

There are restrictions on when activities can start and end. If your activity timeline shows dates that fall outside these dates (see table on page 11), it will not be eligible for funding.

## **'Artistic quality'**

In this section we want you to tell us about you and your artistic work, some more detail about the international activity you would like to do, and how this activity will help you develop. We also ask about the organisations, artists and/or creative practitioners you are working with, what their role is, and why you have chosen to work with them.

***'Please provide a brief summary of your recent relevant artistic work, experience and achievements.'* (250 words maximum)**

We ask you to provide this summary instead of a detailed artistic CV. This paragraph will tell us about your artistic track record and your career to date, so you should aim to present a clear, concise summary of your work.

The type of information you give us will depend on what kind of work you do, but you should tell us about:

- your key artistic achievements to date – for example, exhibitions, productions, publications
- any key commissions you have received
- key pieces of work you have completed
- if you have worked with any established artistic partners
- any other information relevant to your artistic track record

Please note that the Artists' international development fund is intended to help artists and/or creative practitioners to develop their international practice and networks, so applicants who already have extensive international experience in the country or countries where they are proposing to work are unlikely to be successful.

***'What is your proposed artistic activity, and what do you want to achieve by doing it?'* (250 words maximum)**

This is your opportunity to tell us more about your international activity, why you want to do it and who you are working with and why. You should tell us about:

- who you want to work with and how you will collaborate (if appropriate)
- the artistic idea behind the activity

- what you want to achieve by doing the activity
- why you want to work in the specific location you have chosen

***‘Why is this activity important for your artistic development?’ (250 words maximum)***

This is a question about how the international activity you are proposing will develop your practice or skills, and how it fits with your wider artistic career.’

You should think about how doing this activity will affect your artistic work, both immediately and/or in the longer term. For example, does your activity allow you to:

- work in new ways, new contexts or with new people
- develop new networks
- reach new or different audiences
- to try out new approaches
- achieve other types of development?

***‘Who’s involved?’***

We want to know about the other organisations, artists and/or creative practitioners who are part of your activity. **You should enter the name of your host first in this table.**

Please also list any additional individuals involved in your activity (for example, artists and/or creative practitioners who will be collaborating with you) using the table, up to a maximum of five artists. Do not include yourself. If you are working with any individuals or organisations who are helping to deliver or manage the activity, please tell us about them in the Management section of the application form.

**Filling in the table**

Enter the organisation’s or artist’s name, their website (if applicable), whether their involvement is confirmed or expected, and their role in the activity (such as host organisation, collaborating artist, director, curator, choreographer, composer etc).

If you are applying on behalf of a group of artists, which you are a part of, you should enter the names of the other members of your group here.

***‘Please outline how each artist will contribute to the activity, and give a brief description of their work.’ (250 words maximum)***

In this box you should tell us in more detail **why** you have chosen to work with the host organisation. You should tell us about how their work relates to your practice and to the activity you are proposing. We need to be able to determine how working with this specific partner in this place will be particularly beneficial to your development.

Where relevant, you should also tell us about why you are working with others involved in the project (for example, collaborating artists and/or creative practitioners).

If you are applying on behalf of a group of artists and/or creative practitioners, you should tell us about your previous experience working collectively together.

### **'Public engagement'**

The focus of the Artists' international development fund is on individual artistic and/or market development rather than wider public engagement, so this section of the application form does not need to be fully completed by applicants to AIDF.

Though this section is not mandatory for AIDF, the online application system requires applicants to enter some values to the Public engagement screens in order to proceed with their application so please **follow the instructions below carefully**.

#### ***'What are the age ranges of the people who will benefit from your activity?'***

Please select 'All age ranges'

#### ***'Ethnicity of beneficiaries'***

Please tick 'Not directed at any of these groups'.

#### ***'Disability status of beneficiaries'***

Please tick 'Not disability specific'.

#### ***'Social exclusion status of beneficiaries'***

Please tick 'Not specific to social exclusion'.

***'Who will engage with this activity? Tell us about the target audiences or people taking part, and how they will engage with the activity. If the activity will not engage people immediately, e.g. some research and development activities, please tell us about who you anticipate will engage with your work in the longer term.'***

Please enter 'N/A' into the text box.

***'Please describe how you will reach your target audience or participants, in the short or long term, and give details of your proposed marketing activities where appropriate.'***

Please enter 'N/A' into the text box.

**Please note that if you enter any other text into these boxes it will not be taken into account.**

## **'Finance'**

The Finance section will ask you to complete a budget for your activity, and to answer some questions about how you will manage your budget. Please read this guidance carefully before you begin.

### ***Key things to remember about the budget***

- your budget has to balance (your income needs to be the same as your expenditure)
- you can request a minimum of £1,000 and a maximum of £5,000
- the budget must be in £GBP
- we need to be able to see how you have worked your figures out, so please break them down clearly
- the budget should be for the total cost of the activity

### ***'Financial background'***

Please enter your financial details.

You can find out more about VAT by contacting HM Revenue & Customs (HMRC) through their website ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)).

### **Completing the finance section**

This section is divided into three screens: Income, Expenditure and Support in kind. This guide will tell you how to complete each screen, step by step.

### ***'Income for your activity'***

In this section we ask you to tell us about any other cash income for your activity. It is not mandatory for applicants to the Artists' international development fund to show any other income for their project, but financial income from other sources can help to demonstrate partnership support for the activity, and that the activity is making the most of our investment.

You should break down any other income for your activity under the headings provided in the budget table.

You need to show whether you are expecting each item of income or whether it has been confirmed.

## Requesting 100 per cent of the cost of your activity from us

For the Artists' international development fund, we can provide up to 100 per cent of the cost of the activity. If you are requesting 100 per cent of the cost of your activity from us, please tick the box.

## Completing the budget table (income)

### 'Earned income'

It is unlikely that an Artists' international development fund project budget will include significant earned income (for example, from ticket sales, workshop fees or selling work or publications), due to the nature of the programme. If you do anticipate any earned income, please provide a clear breakdown for each entry to show us how you have reached your figures.

Example: Earned income

	Expected	Confirmed	Income
Four performances at a venue with 60 seats and a 70 per cent full audience (42 people) is 4 x 42 tickets at £4 = £672	x		£672

### 'Local authority funding'

Include any funding you have received or applied for from local authorities for this activity. Please give us the name of each local authority and the amount.

### 'Other public funding'

Include any funding you have received or applied for from any other public organisation. Please give us the name of each organisation and the amount.

### 'Private income'

Include any income from private sources, for example from you or your organisation, or donations or grants from trusts and foundations. If you are an individual and you are providing some cash income towards the activity, please include it in this section. Please give us the details and the amounts.

'Please describe your approach to raising as much money as you can from other sources. Identify which other sources of funding you have applied to, and the progress of any other applications you have made (including the date you will know the outcome). (250 words maximum)'

If you have included any other income in your budget, please tell us if and how you have approached securing other funding for the project. Please tell us about any specific sources of funding you have applied for, including when you expect to know if you have been successful.

### **‘Expenditure for your activity’**

In this section we ask you to give details of all the items you will be paying for as part of your activity. You should break down the expenditure for your activity under the headings provided in the budget table.

All budget entries should be in £GBP.

An Artists’ international development fund grant may be used to cover travel, daily needs (per diems), material costs, and accommodation where this is not supplied by a host organisation. The purchase of second-hand equipment is excluded.

Please clearly show how you have calculated your figures.

### ***Completing the budget table (expenditure)***

#### **‘Artistic spending’**

In this section, please include any of the artistic costs you need to pay for. You need to show:

- **the fees/ per diems of those involved in the activity (including yourself)**  
You will need to show clearly how you have worked this out (number of people, daily rate, number of days, etc).
- **travel and accommodation (where this is not covered by the host)**  
You will need to show clearly how you have worked this out (rates, number of days, etc).
- **the other arts-related costs of delivering the activity**  
Such as the costs of events, commissions, research and development, preparation, productions and residencies, including any materials or equipment you buy or hire to carry out these things.

### **‘Making your performance accessible’**

It is unlikely that an Artists’ international development fund project budget will include significant accessibility costs due to the nature of the programme, but these may include any costs that you will need to pay to make your activity accessible to a wide range of people. Access costs might include costs of signed performances and materials in other formats such as in Braille or on CD, for example.

If you are disabled, deaf, or experience learning difficulties, and have personal access costs (costs relating to yourself that you will have to pay to manage your activity), please see our advice for applicants that encounter barriers making a grant application at the end of this section.

### **‘Developing your organisation and people’**

Include the costs of any part of the activity directly aimed at professional development. This could include things like mentoring or training, for example.

### **‘Marketing and developing audiences’**

Include all marketing and audience development costs that relate directly to the activity you are applying for. It is unlikely that an Artists’ international development fund project budget will include significant marketing costs due to the nature of the programme, but these may include design and print costs, direct mailing, website design, photography, or research.

### **‘Overheads’**

There are some overheads or running costs that we do not fund. We have listed ‘What you cannot apply for’ on page 9 of this guidance.

It is unlikely that an Artists’ international development fund project budget will include significant overheads costs due to the nature of the programme. If your project does include overheads costs, you can apply for extra time-limited overhead costs that are directly related to the activity you are asking us to support. The amount you apply for must relate directly to the amount of time spent on the activity you are asking us to support, so please explain how you have worked this out.

### **‘Assets – buildings, equipment, instruments and vehicles’**

It is unlikely that an Artists’ international development fund project budget will include significant asset purchase costs due to the nature of the programme, but

these may include any costs relating to buying assets including equipment or instruments. If your budget includes costs for buying equipment you will need to tell us why this equipment is specifically required to undertake this project. Equipment you would normally have to carry out your practice is not eligible. You should get competitive quotes from more than one business or supplier. While we do not ask you to send quotes with your application, we do ask you to tell us about them in the question below this section of the budget.

### **'Other spending'**

Include any other spending for your activity that is not included elsewhere. This can include an amount for unexpected costs (contingency spending).

### **'If you are disabled, deaf, or experience learning difficulties or encounter barriers making a grant application'**

If you are disabled, deaf, or experience learning difficulties, there may be extra costs relating to your own access needs that you will need to pay to help you manage your activity. (For example, payment for a sign language interpreter to help you manage your activity.) Please include these costs under this budget heading in the table.

### ***'Briefly tell us about your experience in managing budgets, and describe how you will manage the budget.'* (250 words maximum)**

In this section we want you to briefly list any relevant experience you have had managing budgets of a similar size. This information helps us to understand whether the budget is likely to be realistic and well managed. You can also tell us about any financial controls that are in place, such as:

- contingency (an amount in your budget for unexpected costs)
- your banking arrangements (for example, will you have a separate account for your activity to manage spending?)

### ***'Please describe how any fees, rates and purchases have been calculated.'* (250 words maximum)**

We want to know that the costs in your budget are reasonable and realistic. Please tell us how you have worked out the cost of:

- the fees/ per diems of those involved in the activity (including yourself)

- travel and accommodation (where this is not covered by the host)
- the other arts-related costs of delivering the activity

### **‘Support in kind’**

Support in kind can be a valuable part of your activity.

Support in kind is used to describe any materials or services that you would otherwise have to pay for but that are being provided free of charge or at a reduced rate. This may be support being provided by the host organisation, for example.

Support in kind might include:

- equipment being provided free of charge that you would otherwise have to buy or hire
- the use of rehearsal/studio/performance space that you would otherwise have to pay for
- volunteers who are giving their time for free

Please include details of who is giving the support in kind, what it is and an estimate of its value.

## **‘Management’**

In this section of the application form we want you to tell us how you will manage your international activity. We will ask you to tell us about any other partners involved in the activity, where it will be taking place and how you will manage and evaluate the activity. We will ask you to complete a timeline of the key stages of your activity.

## **‘Activity partners’**

***‘If your activity involves working with other organisations or partners, please enter their details here.’***

We want to know about who will be supporting the management and delivery of your activity. They could be an individual or an organisation, and will be working to support a specific aspect of the activity.

**You should enter the host as the first name in this list**, followed by other partners.

A partner could be a person or organisation:

- helping to manage the activity
- providing specialist sector support (such as publishers, curators, producers)
- helping you to reach participants or audiences
- supporting the activity in kind (providing free use of venue, for example)
- making a financial contribution to the activity

## **Completing the table**

Please enter the names, main contact, email address and role within the activity for all partners. Tell us whether their involvement in the activity is confirmed or expected.

***‘Please provide a brief summary of you and your partners’ recent experience in managing similar types of activity’. (250 words maximum)***

Please focus your answer to this question on telling us about the **relevance** of the host’s work to achieving the aims of your project.

Also, please tell us briefly about any other activity partners' experience and expertise, showing why they are appropriate to support the management and delivery of the activity.

### 'Location'

Please tell us where your activity takes place. If your activity is taking place in one space or one venue you will need to click 'add row' and enter the name and location of the space (for example, 'ArtSpace 205, Barcelona, Spain'). Tick the 'no postcode available' box.

**Please note:** The online application system will not allow you to proceed until you have selected a UK local authority. As the space or venue will be an international one and will not have a UK local authority, you should select the local authority for **your own** UK address.

### 'Activity plan'

***'Please briefly identify the main stages of any planning and preparation activity completed to date.'* (100 words maximum)**

We want to know what planning you have done to date so that we can understand if your activity is well considered and realistic. Please list the preparation you have done for this activity. For example:

- research
- developing partnerships with host and other artists and organisations
- scoping work
- considering potential risks
- planning the delivery of the activity (e.g. producing a timeline)
- securing commitment from partners

Please note this pre-application work should not be included in your budget, as we cannot fund any part of an activity that has already taken place.

'Please use the table below to identify the main stages of the activity from the start date onwards, and to show who will lead on each element of the activity.'

This table allows us to get an overview of the timeline of your international activity. Please use it to identify the main stages of the activity from the start date onwards, and to show who will take the lead on each element of the activity.

You can add as many lines as you need to this table to identify the main stages of the activity, for example: planning, partnership development, research, delivery (any performances/shows/exhibitions/workshops/events), evaluation, and so on. Where an activity includes public performances or events (for example a showing or a festival) that happen during the activity period, these should be clearly identified using the timeline.

**Please add the stages of the activity to the table in chronological order.**

Dates for the different stages of your activity can overlap (for example, if you will be marketing the activity at the same time as completing other stages). In the final column 'task lead' please tell us who will be managing each stage of the activity. This could be you, or one of your partners.

Example activity plan:

Start date	End Date	Activity or task	Task Lead
1/12/2013	3/12/2013	Travel to XXXXX	Applicant
4/12/2013	4/12/2013	Initial meeting	Host, collaborating artists
5/12/2013	12/12/2013	Research & workshops	Collaborating artists
13/12/2013	20/12/2013	Creation of work	Collaborating artists
21/12/2013	21/12/2013	Sharing work in progress	Host, collaborating artists
02/01/2014	9/01/2014	Workshops	Collaborating artists
10/01/2014	15/01/2014	Individual development of work	Collaborating artists
16/01/2014	16/01/2014	Collaborative showing of work	Host, collaborating artists
18/01/2014	18/01/2014	Feedback session	Host, collaborating artists
19/01/2014	20/1/2014	Travel back to UK	Applicant
19/01/2014	10/02/2014	Evaluation period	Host, collaborating artists

## 'Evaluation'

Please briefly tell us how you plan to monitor the progress of your activity and to evaluate your achievements throughout the activity. If we give you a grant, we will ask you to evaluate your work and fill in an activity report form at the end of your activity.

Evaluation is a structured way of thinking about what has happened. Evaluation can help you to:

- make decisions during your activity
- shape future activities
- improve your work
- show what happened as a result of your activity

You can find a basic introduction to evaluating arts activities in the information sheet 'Self evaluation', on our website.

## ‘Attachments’

The application form is designed to give us most of the information we need to come to a decision on your application. **You must also upload a document:**

- **a scan of a letter from your host confirming the project details**

This letter should be on headed paper (where possible), and should confirm the host’s commitment to the project, including any in kind and/or financial contributions, and an outline of their role. It should evidence that there has been shared planning undertaken by the applicant and the host.

An email from the host will be acceptable if the email is from a named individual and features their full contact details as a signature (name, address, phone number, email address and website).

Restrictions:

- we can only accept **one** document
- the document can be a maximum of five pages
- the maximum file size you can upload is 10MB
- we can accept the following formats:
  - pdf
  - jpeg (image file)
  - Microsoft Word

Please do not upload any material other than what we have asked for, or links to folders or sites containing lots of documents — we will not be able to take these into account.

## **Section four: how we will make our decision**

Once you have submitted your online application you get an auto confirmation email. This will be sent to the email address which you used to log into the portal. The email will include a PDF copy of your application for your reference.

We consider your application to be complete when you send it to us and we will only contact you if we need to clarify any part of your application.

We may contact you by phone, email or letter, so please make sure your contact details are correct and that we can contact you easily.

### **1 Eligibility check**

We will contact you within ten days of the deadline for the round for which you have applied. We will not consider eligibility for any application in advance of this deadline. More information on eligibility can be found on page 8 of this guidance.

If your application is not eligible, this means that we cannot process it any further and it will not be considered for funding. If your application is not eligible we will write to you to let you know, and will explain our decision.

If your application is eligible, we will send you a confirmation email. The email will give you a reference number, which we will use whenever we contact you about your application. Please quote your reference number if you need to contact us. This email will also advise you of the date by which you should hear the outcome of your application.

We will complete our eligibility check within 10 working days of the deadline for the round. If you have not heard from us within this time you can contact us at [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk), or on 0845 300 6200.

### **2 Risk check**

If your application is eligible, we will carry out a risk check. This check looks at how realistic and achievable your management plans and budget are.

The things we look at as part of the risk check include (but are not limited to):

- **timeline**

For example: Is the timeline achievable and detailed enough?

- **partnerships**  
For example: Are appropriate partnerships in place to support the activity, and are they confirmed?
- **planning**  
For example: Is the activity sufficiently well planned?
- **evaluation**  
For example: Are plans to evaluate the activity appropriate?
- **budget**  
For example: Is the budget reasonable and appropriate for the activity you've proposed?
- **financial management**  
For example: Are there appropriate measures in place to manage the budget?
- **equipment purchase**  
For example: Are any asset purchases justified clearly, and are the costings based on sufficient research?

### ***How we look at risk***

We can give any of these factors a risk rating of **high, medium** or **low**.

**High risk** means that a particular issue gives us concern that the activity is not likely to be managed successfully and/or there are serious concerns about your budget.

If we consider any aspects of your activity's management or finances to be high risk, we cannot process it any further and it will not be funded. If your application is unsuccessful at the risk check stage, we will write to you to let you know, and will explain our decision.

**Medium risk** means that although a particular issue represents some risk to the successful delivery of the activity, we have decided that this can be addressed.

If you are awarded funding, we will ask you to send us additional information before we will release your first payment. We call these additional pieces of information 'payment conditions'. For example, we might ask for confirmation that the other income for the activity is in place.

**Low risk** means that although we have noted a particular issue we do not think it represents risk to the successful delivery of the activity, and we will take no action.

### **3 Decision making**

After completing the risk check, we will consider the strength of the opportunity for artistic and/or market development presented by your activity. We will also use the knowledge of our staff across the country to inform our appraisal of applications, and will request comments from British Council staff as part of the appraisal process.

We will consider your activity alongside other applications and will look at the range of projects we support. We want the projects we fund to cover a broad range of artforms, activity types and geographical areas. Please remember that the Artists' international development fund is a highly competitive programme.

#### ***When we will reach a decision***

We will aim to reach a decision on all eligible applications within seven weeks from the date of the deadline for the application round to which you submitted.

If we are not able to meet our published turnaround times we will let you know in writing as soon as we can.

#### ***Once a decision is made***

Once we have made a decision, we will write to you to let you know the outcome of your application.

#### ***If your application is successful***

If you are awarded funding, we will send you an information pack that tells you how to accept the grant. We will offer you a maximum amount of money to support your activity. We will normally pay the majority of the grant to you in advance.

We will ask you to return a signed copy of your offer letter, and a completed bank details form. We might also ask you to send us additional information before we will release your first payment (we call these additional pieces of information 'payment conditions').

For example, we might ask for a confirmed tour schedule or confirmation that the other income for the activity is in place. Any decision to offer funding will be subject to finalising an offer letter and any special conditions for grants.

Everyone who receives a grant must accept our standard conditions. These conditions are on our website or you can contact us for a copy ([enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk), 0845 300 6200).

Please also be aware that as a condition of accepting your grant:

- we may ask you to contribute to the British Council's cultural relations brief, for example by attending an event in country, or contributing to publicity activities during the period we provide funding for
- we will, as part of the evaluation of your project, ask you to attend a shared feedback event

### ***If your application is unsuccessful***

If we decide not to fund your activity, we will write to you to let you know. We will explain our decision and outline your next steps.

You can apply again, but not within the same financial year. This means that if you have been unsuccessful in round 7 (closing in May 2014) you will not be eligible to apply for round 8 (closing in January 2015). We will not be able to assess repeat applications that have not dealt with the reasons why they were not successful the first time.

If your application was not successful we will keep your information on file for two years. After this period it will be destroyed.

### **Complaints procedure**

If you are not happy with the way we dealt with your application, please contact us and we will discuss this with you. If you are still unhappy, you can ask us for a copy of our complaints procedure. Details are in [Making a complaint](#), which is available on our website, [www.artscouncil.org.uk](http://www.artscouncil.org.uk) or by contacting our enquiries team by email to [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk) or by phoning 0845 300 6200. Please note that you can only complain if you believe we have not followed our published procedures when assessing your application. You cannot appeal against the decision.

## **Section five: freedom of information**

The Arts Council is committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions.

We are also listed as a public authority under the Freedom of Information Act 2000. **By law, we may have to provide your application documents and information about our appraisal to any member of the public who asks for them under the Freedom of Information Act 2000.**

We may not release those parts of the documents which are covered by one or more of the exemptions under the Act. Please see the [Freedom of Information website](#) for information about freedom of information generally and the exemptions.

We will not release any information about applications during the assessment period, as this may interfere with the decision-making process. However, we will after completion of the process publish a list of all successful applicants.