

Guidelines

Fund to support Freelance Art & Culture Workers based in Sheffield / January 2021

The Deadline for applications is **Midnight 21 February 2021**.
We anticipate informing people of decisions by 8 March 2021.

ACCESS

We are committed to ensuring this fund is open and accessible to all Freelance Art & Culture Workers in Sheffield and realise some people may find that there are barriers to applying for this grant. If you experience or expect any barrier with making your application and would like support or help in applying, please contact Janet Jennings (Janet.Jennings@museums-sheffield.org.uk) to discuss this further.

INTRODUCTION TO THE FUND

1. About this fund

This fund is spearheaded by Sheffield Culture Consortium, with the support of the Business Recovery Group, Sheffield Culture Collective and individual businesses in Sheffield.

The fund is made up of contributions from a number of partners including The University of Sheffield, Sheffield Hallam University, Museums Sheffield, Sheffield Theatres, Site Gallery and Sheffield City Council.

Background

In autumn 2020, The University of Sheffield launched the Arts Recovery Project, a UKRI funded research programme designed to understand the impact of the pandemic on Sheffield's cultural ecology. Research suggested that Freelance Art & Culture Workers have been largely ineligible for grant support schemes offered during the Covid pandemic via Sheffield City Council or Arts Council England.

This fund therefore will bring much needed support to enable Freelance Art & Culture Workers to adapt their business and/or reignite and develop their practice so that they continue to create work and are in a good position to respond to new projects and commissions when recovery starts to emerge.

2. What is the funding for?

The fund will provide small grants to support Sheffield-based Freelance Art & Culture Workers to adapt their businesses and develop their creative practice through research and development, training or upskilling and creating new work.

Please be aware that this is a competitive fund and we anticipate receiving more applications than we can support.

ELIGIBILITY

3. Who Can Apply?

This fund is available to:

- Freelance Art & Culture Workers who have demonstrated a commitment to developing their practice and who are practicing, have a studio or live in Sheffield. We particularly welcome applications from Freelance Art & Culture Workers with culturally diverse backgrounds.
- Freelance Art & Culture Workers at any stage of their careers.
- If you have already received support from schemes offered during the Covid pandemic, via Sheffield City Council or Arts Council England for example, you are still eligible to apply for this funding.

To apply you must meet ALL the following criteria:

- You must work in Art & Culture. Workers are defined as those working in the arts, cultural and creative sector and includes: performers (theatre/dance/choreography), musicians, craft/designer-makers, visual artists, writers, photographers, film-makers, games designers or creative support services such as event producers, technicians and sound engineers.

This list is not exhaustive and aims to give an idea of the breadth of the definition. Please contact Janet Jennings (janet.jennings@museums-sheffield.org.uk) if you would like to discuss this further.

- You can demonstrate that you are a Freelance Art & Culture Worker. Freelance is defined as someone who is self-employed and works for companies on particular assignments. You will be asked to provide ONE of the following:
 - a website link to examples of work or freelance services offered,
 - a short reference from a client or collaborator,
 - or membership of Sheffield Creative Guild, The Musicians' Union or Equity.
- You must be resident in Sheffield, either working here or living here. 'Sheffield', in this instance is classed as within Sheffield City Boundaries which are not necessarily the same as the 'S postcode'. There is a link to a map here - <http://mdfs.net/Docs/Sheffield/Borders/1918.gif>
- If you have a studio, this must be located in Sheffield
- You will need to have a Unique Tax Reference Number (UTR Number) to apply. You should have this if you are Self-Employed and are registered for a self-assessed tax return. You can find more details here - [Register for Self Assessment - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

4. Ineligible Applications

Organisations are not eligible to apply to this scheme.

We will not accept more than one proposal from any applicant.

Funding cannot be used to support activities, goods or services that have already taken place, been bought or been ordered before we can make a decision on your application.

We cannot fund the costs (directly or indirectly) of statutory education, further education or higher education (undergraduate or postgraduate).

WHAT CAN I APPLY FOR?

5. How much can I apply for?

Freelance Art & Culture Workers will be invited to apply for the following development grants.

Up to £500

Grants up to £500 will be for specific support, a workshop, training or equipment, for example.

Up to £1000

Grants of £1000 should include at least TWO of the outcomes from the list in Section Six below.

Five grants of up to £2000

Five larger grants will be available which allow a more extended programme of development including at least THREE outcomes from the list in Section Six below, as well as offering time to research and create new work, innovate and take creative risks.

A total fund of £52k is available.

6. What can the funding be used for?

Applications should identify a clear development opportunity that the grant will support.

Activity could include a period of research, time to create new work, training, developing future ideas, networking or mentoring and grants can be used to support:

- Adapting practice – ways to work in the current climate. Develop practical steps to support your work to be more sustainable in future
- Upskilling – training and development
- Professional knowledge development/networking – including mentoring, attending seminars, workshops and conferences.
- Purchase of equipment
- Supporting your business
- As cash match to support individual or joint applications to Arts Council England's Developing Your Creative Practice funding stream, for example.

This is not an exhaustive list - every applicant will have different development needs – and you are invited to outline the requirements which would best support you.

APPLYING FOR FUNDING FUND

7. How do I Apply?

To apply you need to complete Application Form and Equal Opportunities Forms. These can be downloaded here: [Funding for Art + Cultural Workers in Sheffield - Visual Arts Sheffield \(visual-arts-sheffield.com\)](https://visual-arts-sheffield.com)

Completed Application Forms should be emailed to janet.jennings@museums-sheffield.org.uk

8. Timescales

The Deadline for the submission is: **Midnight 21 FEBRUARY 2021.**

We anticipate applicants being informed of decisions by 8 MARCH 2021.

THE APPLICATION FORM

9. Guidance on filling in the form:

i) Your Work (Up to 200 Words). Please tell us about yourself and your creative practice / work

This should be a short statement about your practice/work. We understand that this may be mainly from the period pre-March 2020 due to the impact of Covid.

This might include:

- the main focus of your artistic, cultural or creative activities
- your main creative achievements to date – for example, exhibitions, productions, publications etc., important commissions you've received or important pieces of work you've completed
- brief information about who you have undertaken work for/with (clients, cultural partners or collaborators).
- any other information relevant to your track record

ii) Your Development Opportunity (Up to 500 Words). Outline the opportunity you want to undertake.

This might include:

- What activity you plan to undertake, and how long it might take
- Why is this important for your practice? (What your main aims for the activity are, and why now?)
- How you hope this will help create future opportunities. (What you want this opportunity to lead to; what will be different about your practice as a result of this funding, milestones in your development.)

10. Do I need Match Funding?

No you don't need match funding to be eligible for this funding.

On the application form there is a question which asks if you have Match, but your application won't be judged on this. It is there to enable us to evidence increased value to funders who are supporting this programme.

BEFORE SUBMITTING YOUR APPLICATION

11. Check List

Here is some advice which might help with your application.

- Have you completed all questions on the Application Form and filled in the Equal Opportunities Form?
- Ensure that your application clearly explains what you intend to do. It's helpful to get someone else to read through your application before you send it to check that they understand what you have written.
- Check you have included any requested links or attachments. Check the links work.
- Please don't use acronyms.
- Career Development - Consider why what you are asking for is important to you and your work? How would this funding help in achieving a step towards your future?
- Keep it simple! Don't over complicate ideas unnecessarily – think about what you want, not what you think the panel expects. Is what you are suggesting feasible and realistic – can it be achieved for the funding asked for?
- Question whether you are at the stage to take your project forward.

WHAT HAPPENS NEXT?

12. Selection Criteria

We anticipate that the fund will be very competitive and that we will receive many more applications than we can fund.

A selection panel, who represent different aspects of the cultural sector in Sheffield, will make decisions on allocating funding.

We will look at the strength of your application alongside other applications we receive. Strong applications will show a clear development plan and it is important that you clearly outline how funding will help you sustain or adapt your practice, develop new skills, gain new contacts, create new work or develop your future career.

We will also consider the range and balance of different activities we're supporting to ensure we fund a broad range of activity types, artforms and individuals.

13. Decisions

Once decisions have been made you will be contacted by email to tell you if your application has been successful or not. We aim to tell people of the outcome by 8 March 2021.

If you have been successful you will be sent a Funding Agreement and further details on how to receive funds.

Unfortunately, if your application is unsuccessful, we are unable to offer individual feedback on applications.

INFORMATION

14. Data Protection

To undertake administration of this scheme Museums Sheffield and Site Gallery will need to collect personal data from you. We are committed to maintain the accuracy, confidentiality and security of any information we gather. We will only collect and use personal information about you when we need this to undertake processing applications and taking successful projects forward.

We will keep a record of your contact details and your application. We may share your personal information with other organisations that fund or manage the project, to allow project selection, evaluation or report back to funders. This includes Sheffield City Council and other Cultural Consortium project members.

If you make a successful application, we may request further information from you; this will include your bank details. We will NOT share bank details or any information that is not deemed relevant with any other party, without your express consent and will only retain information for as long as necessary i.e. to use for the purpose it was gathered.

We may aggregate anonymous data, such as statistical or demographic data, for research purposes to help us evaluate the scheme. Anonymous data is data that does not identify you as an individual and may be derived from the anonymous Equal Opportunities Form included in this process.

15. Contact details and help

If you would like further information before submitting your application please email Janet Jennings at janet.jennings@museums-sheffield.org.uk