

UNLIMITED...



CHRIS LEDGER LEGACY AWARDS

2 Guidelines

Chris Ledger Legacy Awards for D/deaf and Disabled Artists

- The Chris Ledger Legacy Awards for D/deaf and Disabled Artists is managed by the University of Atypical on behalf of Unlimited and the Paul Hamlyn Foundation
- The goal is to support creative practitioners to make new work.
- The awards aim to support Disabled, D/deaf and Neurodiverse artists
- Please read the Guidelines, FAQs and *Criteria* before you start on the form
- You should Read the FAQ first and then the Guidelines before starting on the application form.
- Work through this document on a point by point basis as this will help answer any question you might have
- keeping this document by you as you complete the application form.
- There is a section in this document for each part of the application form
- You can book an online advice clinic where a trained advisor will help you.
- We have increased the number of weeks advice clinics are available for.
- There is a two-week gap between the clinics closing and the application submission deadline. This will give you time to apply the advice when you are completing the application form.
- We have reduced the number of questions and how much you have to write to make it easier for you to apply.

- If you have any questions about making an application, please book an advice session on the University of Atypical website.
www.universityofatypical.org
- You can also check our website for a video that shows you how to complete the application form.

Timeframe for Chris Ledger Legacy Awards for D/deaf and Disabled Artists

Awards opens for applications from 10.00 am Monday 9th August 2021

Award Advice clinics open from 10.00 am Tuesday 10th August 2021

Award Advice clinics close at 4.00 pm Friday 1st October 2021

Application deadline is 4.00 pm Friday 15th October 2021*

Award recipients notified by 4.00 pm Monday 25th October 2021

*** Completed application forms and supporting material must be submitted by this deadline**

SECTION 1: About you

- We need this to contact you if there is a query about or problem with your application.
- Give us alternative telephone numbers and an alternative email address to contact you at if you will be away for more than a week.
- If you don't respond to clarification requests within deadlines, we will not accept responsibility for this, and the application will be assessed on the original information submitted to us.

SECTION 2: Artform

- This section helps us monitor the range of artists and artforms we support.
- We use this to report to our funders
- This helps us plan how to address any gaps in artforms.
- We use this to plan panel member requirements.
- Usually only one box needs to be ticked.

- Only select an artform/arts practice if it represents a significant element of the work you are describing in your application.
- Selecting more than one box will not make your application any more or any less likely to be funded.

SECTION 3: Disability

Information in this section is confidential. We use this information to:

- confirm you are eligible to apply
- help the assessors understand how disability affects and informs your artistic practice
- help support your access requirements.
- helps us monitor who the scheme reaches and enables us to plan (the information is added to anonymous details gathered from the monitoring form and the combined information informs our forward planning).

a) Eligibility

- The scheme is **only** open to disabled, D/deaf and Neurodiverse artists.
- University of Atypical accepts self-definition and we do not request medical evidence.
- We use the Disability Discrimination Act definition because we need to comply with NI/ UK legislation.
- We recognise that some people feel uncomfortable with defining themselves as disabled.
- Applicants should be aware that we publicise the awards and name the award recipients in our media activity.
- If successful, you will sign a contract about publicity. The nature of your disability is not disclosed
- Please book an online award advice session if you have a question about your disability and how it applies to your eligibility.

- Our trained advisors will provide you with advice and guidance
- You need to be domiciled for 12 months in Northern Ireland for tax purposes to be eligible to apply.

b) Disability

- Sometimes more than one category may be applicable.
- Ticking more than one disability box will not make your application a higher or lower priority.
- We use these details for statistical analysis, to see if we are reaching people across a range of disabilities.
- This section stays as part of the application form because it is helpful for the panel to have this information.
- It helps the panel to understand how:
 - your disability might relate to the content or process of your work
 - it affects how you complete the application form.

c) How disability affects your arts practice

- We want to know about your disability in case:
 - a) We need to make a reasonable adjustment to our process;
 - b) your proposal refers to disability access; if your application includes meeting an access requirement you *must* complete this section;
- If an advocate is filling in the form for you, use this space to tell us why.
- Disability/Deaf Arts is of interest to us. This is a specific form of arts practice that reflects on personal experience of disability and that contributes to disability culture.

- We are interested in knowing when artists with a pre-existing disability are applying as there has been a change to their disability and they are applying for support to help them adjust their practice.
- We are interested in knowing when artists with a newly acquired disability are applying for support to help them adjust their practice.

SECTION 4: Background information

- Information in this section helps the panel understand your practice and previous experience that is relevant to your proposal.
- Please keep to the specified word counts.
- If you include more information than requested, the panel will not consider this additional information. This includes additional sheets and CVs.
- Tell us about any relevant qualifications, education or training. We collect this as it helps with our statistics about artist's qualifications, etc.
- It is important that you tell us about your experience in the arts as this will help the panel make their decision about funding your proposal e.g. awards or grants, readings, publications, performances, exhibitions, workshops, etc.

SECTION 5: The Proposal – Creating New Work

- This part of the form is about artistic potential, your proposal and how the grant could contribute to your artistic development.
- We want to see ambition, but it needs to be feasible when we take into account your previous experience.
- The panel uses this section to consider how you match against the grant criteria.
- We have included the percentage scores against each criterion.

Grant criteria:

- 1. artistic experience (15%)**
- 2. quality of proposal (30%)**
- 3. potential positive impact for you and your practice (30%)**
- 4. quality of submitted support material. (15%)**

Please note the following:

- The panel will award four £5,000 grants.
- The panel will award no more or no less than £5,000.
- If you overvalue your proposed costs, this might have a negative impact on your application.

5a) Your idea or project

- The Chris Ledger legacy Awards will support creative practitioners in the development or production of new contemporary artwork.
- Clearly explain and be enthusiastic about your idea.
- Avoid technical language and unnecessary or irrelevant detail.
- Keep your language plain and don't use jargon the reader might not know.
- If your proposal is simply to buy time, mentoring, residencies / research trips then tell us about the work you will create.
- It is important to explain the difference the award will make to your arts practice – so that we can link the award with an artistic product or process.
- Ensure that, as well as describing the ideas behind your work, you tell us what you are intending to do – we need to know what the work will look and/or sound like and what effect you want it to have on an audience.
- When planning to work with a mentor, tutor or someone to shadow, include their CV, tell us how and why you selected them
- Funds must not be used for production/ distribution costs, e.g. mass printing /publishing of books, mass reproduction of CDs, etc or costs related to staging a play or performance.

- The panel will consider costs to bring a publication/production to the point where the work is ready to be published/performed, e.g. a demo CD, help with editing and production of a final script.
- You can request funding to pay for your workshop or studio rent.
- You can apply for funding to buy materials and equipment to help you create new work.
- While the Fund has an element of broader public benefit, we are not able to fund costs of a participatory arts project.
- We do not fund participatory arts projects as the awards are about your development as a practitioner.
- The exception to this is when a participative process is an integral part of your own practice as an individual artist. If this is the case, you must explain clearly and thoroughly giving us the rationale.
- You cannot use this award to fund all or part of another project or production.

5b) Timing and delivery

- Tell us when the activity will start and when you intend to spend the money.
- You cannot claim for any money spent on the project before you have signed and returned your contract to us.
- If you start spending before the agreed start date then you cannot reclaim the money against your grant.
- The earliest date you could start using your award is **Monday 25th October 2021**, however your start date is dependent on the University of Atypical receiving your signed contract.
- If you are successful, **the project must be completed within twelve calendar months of the agreed start date.**

- If you know at the outset that your project will not be completed by this date, you *must* explain why in the application.

SECTION 6: Project costs

- The Fund is highly competitive as we will be making a maximum of four awards.
- Panel members will only make awards of £5,000.
- Your idea does not have to be overly complicated, but we need enough detail to help us make a decision about your application.
- If you do not give us a budget, we will **not** assess your application and it will be ineligible.
- We expect your request has been costed out realistically rather than using costs you haven't researched.
- A budget breakdown is important as it shows us how items have been calculated and if your costs are realistic.
- an example of the type of detail we expect to see in your applications is as follows:
 - if applying for a research trip or residential, you would show the calculation
 - "Travel: £600 = return flight from Belfast to Barcelona"
 - "Accommodation: £250 = 5 days at £50 per day
 - Subsistence: £150 = £30 per day.
 - Total £1,000.

- You would provide this level of detail rather than just state "Research Trip: £1,000".
- Not supplying a breakdown means the assessors will allocate the financial part of your application a slightly lower score.
- We know that some people find this element of grant bids stressful, so remember you can get support through our online advice clinics with this and other parts of the application.
- There is no requirement to bring additional funding to the project and it will not add to your chances of obtaining a grant. However, tell us about additional funding if you have it.
- You must avoid any possibility of duplicate funding (where money is requested from two funders to cover the same expenditure area).
- In some instances, applying for money to pay an organisation in receipt of other strands of public funding will be classed as duplicate funding to that organisation - if in doubt, book an online advice session for clarification.
- If the cost is higher than we might expect, please explain the reason for this. For example, access reasons might influence your decision to use a particular type of transport.

How to calculate accommodation and subsistence

- This may be applicable when you are working on your project away from home. The maximum daily rate you can request is:
 - a) B&B accommodation: the maximum daily rate is £50 pp per day
 - b) Room only accommodation: maximum daily rate is £40 pp per day.
 - c) Food and drink: the maximum daily rate is £20 pp per day.

- If, for access reasons, you cannot find accommodation within these rates, cost your accommodation at the most competitive rate you can find and explain why.
- If, for access reasons, you need a companion, we will consider funding the costs of accommodation and subsistence for them too i.e. this must be part of the overall £5,000 award. Explain how you will select someone and give a broad idea of the type of support they will give, e.g. “personal care”, “administration support”.

Time to Create New Work

- The Awards panel understands that you might want to buy time to continue your practice including spending time away from other work commitments to concentrate on creative practice.
- It helps if you explain why it is necessary to buy time and explain the basis of the costing e.g. relate the expenditure to your regular form of income where you want to take unpaid leave or close your craft workshop for a week to focus on new product designs.
- Tell us what the amount per day you would earn from that activity and how many days you want us to support you in your creative practice.
- We understand that many creative practitioners have not been able to deliver workshops or carry out other forms of freelance work, so you can make your calculation using what you have been paid as a professional fee for carrying out this type of work previously, how much were you paid per day/hour? Include the workings in your budget.

SECTION 7: Support material, enclosures etc.

We expect **all** applicants to supply support material. This is an essential part of the panel's assessment because it shows your experience and the quality of your creative practice.

- If you do not supply support material, we will not be able to make an accurate assessment of your work and the application will be ineligible.
- Supplying web links is not sufficient as we expect a high volume of applications, there are time limitations, the panel might not have internet access, and it is your role to select and provide the samples of your work that best demonstrates the quality of your creative practice.
- Your application will be declared ineligible if no support material is submitted
- Please copy the material to a disk or upload with your online application or email us files as attachments or a PDF.
- We will not be able to assess your work if you send your materials in a format that is not accessible to us or one which asks us to pay to view your work.
- Please keep a copy of your application for your own records.
- **Online application should hit the submit tab and you will receive an acknowledgement confirming receipt of your application.**
- **For hardcopy applications, you can submit your application by:**
- **Emailing the form to:** administration@universityofatypical.org
- **You can post your application to:**

University of Atypical
109 - 113 Royal Avenue
Belfast
BT1 1FF.

Submitting Hard Copy Application (paper copy)

If you submit a hard copy application form:

- The support material must arrive at the same time as your application form.
- If your support material does not arrive on time, your application will be ineligible.
- We will not pay for additional postage charges if you have underpaid on postage
- You must submit a hard copy / signed version of the declaration in SECTION 8 of the application form.

Submitting by Email

- If you email your application form, you should submit your support material at the same time.
- Support material that does not arrive before the deadline means your application will be ineligible.

Online Applications

- Your support materials must be uploaded with your application

Please note:

It is the applicant's responsibility to ensure deadlines are met.

The University of Atypical cannot extend deadlines and does not accept any liability for technical failure or undelivered mail.

Deadline: 4.00 pm Friday 15th October 2021

***We will not be able to process applications that reach us after this deadline.**

Advice on selecting support material

- The panel has limited time to consider each applicant's support material so please be selective and send only your very best examples. For example, we

will expect to receive no more than six high quality images, three pieces of music, five minutes of film or video footage etc.

- All support material should be clearly titled and should include your name.
- It is better to send a cohesive body of work illustrating your strengths and artistic direction and showing how your work relates to the proposal. For example, three pieces of music representing the musical genre relevant to your proposal is better than ten varied tracks.
- Make it as easy as possible for panel members to understand the connection between your proposal and the support material e.g. show us examples of your writing if you want to use the grant to concentrate on your next suite of poems or novels.
- Provide clear information to place the support material in context. For example, the panel will want to know which audio tracks of a CD to listen to, or which pages of a publication to read. The panel will not have time to listen to a whole CD or read a whole book.
- For theatre or film work, give details of the role you contributed to a production and give the time code for the part of the DVD you particularly want us to see or just give us an extract showing your work.
- For dance, we must see some videos of you dancing.
- For visual arts, tell us the titles, dimensions and materials, the completion date, whether the work is part of a series around a particular theme, etc.
- We can return support material to you on request.
- **Do not send original artwork or anything else you regard as irreplaceable.**
- **The University of Atypical will not accept liability for any loss.**

SECTION 8: Declarations

8a) Artist's declaration

- Please read the statements carefully and sign the application form.
- Failure to **sign the application** form will render your application ineligible.

8b) Advocate/support worker's declaration

- If the creative practitioner is unable to complete and sign the form, it is acceptable for an advocate to complete and sign the declaration on the applicant's behalf. The advocate must provide their contact details and accept the responsibility to respond to additional information requests.
- We suggest the advocates/support worker books an online advice session.
- If the advocate will get financial benefit from the grant, we will regard this as a conflict of interest and the application will be ineligible.
- Advocates must try to use the applicant's own words as much as possible and the application should definitely contain the applicant's own thoughts, ambitions and ideas rather than those of the advocate.
- We expect SECTION 3 of the application form to clarify the need for an advocate and explain how the advocate has been/will be used.

SECTION 9: Check list

- Ticking the checklist helps you check that you have included all the information we need to make our decision.
- The checklist list is not accepted as evidence of delivery
- We will check your application and contact you if something is missing
- We will not be able to assess your application if something is missing

Alternative formats – available on request

Email administration@universityofatypical.org or phone 028 9023 9450.

- If, for access-related reasons, you will have difficulty responding to questions in a standard written format, it is okay to respond to the application in an alternative format e.g.
 - Audio application
 - BSL or ISL video application
 - Braille Application
- However, you must still sign the declaration sheet or get an advocate to sign it on your behalf.
- Information in an alternative format is not support material, it is an important part of the application process and helps the panel decide on what we should fund
- Therefore, support material must arrive at the University of Atypical by the application process deadline.

Reminder - The awards close on:

4.00 pm Friday 15th October 2021*

*** Completed application forms and supporting material must be submitted by this deadline.**

We will not process applications or part applications received after this deadline.

The Chris Ledger Legacy Awards for D/deaf and Disabled Artists is funded by:

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The University of Atypical is core funded by



**Belfast
City Council**