



UKSPF Tees Valley Artists of The Year 2024

Frequently Asked Questions

Updated 27.02.24

Q1. Is there any access support for people with Dyslexia / Dyspraxia to complete an application?

As per the guidance on pg. 8 and pg. 10 you can submit the two main application questions, the 'WHY YOU' section, in writing or via video and upload this video in the submission area on the online Zealous platform. We would also recommend joining the webinar or watching the playback of the webinar which takes you through the application process verbally in a presentation format. Please let us know if there are any particular sections of the application you are requiring support with, and what other types of support you would need to enable you to complete the application form and we will respond and let you know if we are able to provide this support.

Q2. I have a studio in the Tees Valley, but I live outside of the Tees Valley region. The majority of my work is delivered and exhibited in the Tees Valley. Am I eligible to apply?

We have updated the guidance to clarify eligibility. Please see pg. 4 of the guidance which now states the following eligibility.

You live in the Tees Valley and can demonstrate your connection and commitment to the Tees Valley, and / or you have an operational base in the Tees Valley and the majority of your work is delivered / made in the Tees Valley.

Q3. I'm a member of a Tees Valley based arts network and I studied at a Tees Valley based educational institution but I live in DH postcode. Can I still apply? I hit all of the other criteria.

We updated the guidance on 20.02.24 to clarify eligibility. Please see pg. 4 of the guidance.



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Q4. In the portfolio can I include a cv segment as that shows my exhibition history and has links to interviews on it as well, I feel that's the best way to highlight the successes in my career so far, but if this is not the right place for it please let me know.

Yes, you can include a CV segment in the application.

Q5. Do you need the bank account set up by the application deadline?

No, but if you're selected you won't receive any payments until the account is set up. Although the account does not need to be a formal business banking product, it does need to be exclusively used for professional transactions.

Q6. Just to confirm you can apply if you operate as a limited company?

Yes, any form of company registered on companies house.

Q7. Does Zealous save your progress, or does the application need to be completed in one sitting?

Yes, it saves as you go and you can save as draft right up until the deadline. However, we do recommend using the offline application form to develop your response in and then copy and paste from there.

Q8. Do you need to avoid having a reference from someone who is one of the NPOs?

Provided that the individual is not part of the assessment panel then a referee from an NPO is fine. We also have a process for assessors to declare an interest so that we can ensure that none of the panel are in a conflicted position. If the assessor from the NPO was the only person available to be your referee they would not be able to assess your application.

Q9. Is spoken word under the literature category or live performance?

We had envisaged that spoken word would be captured by the 'live performance' category, however applicants should select the category which they feel is most reflective of their practice.

Q10. Is the bursary taxable?

No, the bursary isn't taxable.

Q11. I'm a musician, but my project I'd be working on for this is a mixture of music, theatre and film - for my portfolio would you need to see evidence of all of these disciplines or would music suffice?

There isn't a requirement for applicants to identify a particular piece of work that they will work on throughout this project. If music is your dominant practice, your application should demonstrate that and if you're proposing to work across other



disciplines as well, sharing evidence of your capabilities in these areas will also be necessary.

Q12. If providing reviews or press articles as supporting evidence, do you need to remove name and identifying info?

No, it's attached to your application so it will be identifiable anyway.

Q13. If you're yet to register as a soul trader or as self-employed can you apply?

Yes - but you must have a business bank account (an account used solely for business purposes) as we cannot make payments into a personal account. We will also undertake financial due diligence and subsidy control checks.

Q14. Are the winners selected from each category or is there potential for more than one winner to be under the same category?

We would like a spread but what we're looking to do is identify winners that are a real demonstration of the excellence of Tees Valley talent and for whom this programme has real potential to make an impact. So, we'll be looking across all art forms, but the panel will be asked to select 5 artists from any category that are the best demonstration of Tees Valley talent.

Q15. We have a website that shows our artwork best and would want to select seven pieces from the website. They include lovely feedback from our clients, a bit about what inspired us, and of course, the artwork itself. We were wondering, could we submit these to Zealous as seven separate webpage links? It'd be a fantastic way for us to share the full story behind each piece. We work in visual arts and it is a portfolio website.

Yes, if that tells your story the best.

Q16. Can you upload long form films Via the online platform. Or do you need a shortened version to be uploaded. I think you said max is 5Mins?

The maximum media length is 5 minutes (snippet of a longer film). Writers can submit a long form piece of work - all details are in the guidance document, please see page 9.

Q17. Could our referee be a client we have worked with, for instance, someone from a position of importance within a council in the Tees Valley?

Yes, it's for you to identify the referee who will be the best champion and advocate of your capability.

Q18. I'm a poet, but would like to use this opportunity to continue the development a novel- should I provide a creative portfolio and evidence of professional recognition for both forms of writing?



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Yes.

Q19. I am working with a client who is transitioning from amateur to professional and is applying for ACE funding (NLPG) for the next production...is she eligible to apply for this?

Yes. This programme is available to both emerging and established but under-recognised artists.

Q20. If you're successful in getting a place on the programme, does that prevent you taking on other work over the course of the year?

No, provided you can still give the time and commitment to the objectives of this programme. This fund is about really supporting your creative practice, how you work and the journey you're already on.

Q21. Is a UTR enough evidence to prove self-employment?

Yes.

Q22. Is IMDB credits or spotlight acceptable as professional recognition?

Yes.

Q23. With the deadline being so close if you need access support and assistance applying how do we go about that please?

Please contact creativeplace@teesvalley-ca.gov.uk as soon as possible to tell us what sort of support you would need. We will endeavour to support as best we can.

Q24. My referee is on holiday until a couple of days before the deadline and I'm a little concerned that they may not have time to complete the statement in time. Is there scope to add their name and details etc. and to send the statement afterward, if they can't get to it? They really are the best candidate, so I am reluctant to replace them.

Unfortunately, we are not able to receive additional information from applicants after the published deadline. We recommend that you line up an alternative referee in case your preferred referee is not able to respond within the timeframe.

Q25. I live in Wingate in Durham and wish to create the second part of a non-fiction work. I am part of an artist group based in Durham. Is this something that Artists of the Year Programme could support in terms of application/topic?

Durham is not part of the Tees Valley region. We are only able to support artists, as per the eligibility criteria detailed in the guidance document on pg. 4, who live in the Tees Valley and can demonstrate their connection and commitment to the Tees Valley, and / or you have an operational base in the Tees Valley and the majority of their work is delivered / made in the Tees Valley.



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Q26. I attended the webinar and I've read the guidance, and I understand the following - Writers can submit one of the following as part of their 7 files / embedded media links allowance.

- **Fiction / Non-fiction: 3000–6000 words and a synopsis of up to 600 words**
- **Poetry: 15 poems or equivalent for longer sequences and a description of your project of up to 600 words**
- **Script: 10 pages of sample script and a synopsis of up to 600 words**

My question is that I have published several books, and anthologies that I edit, and several other collections of short fiction that I've curated and edited. If I can only submit one of the above as one of the seven files, would it be possible to provide a 6000-word document on my main series that is a kind of pitch/treatment covering each book and the whole series so far? For the other submissions, I have book covers and artwork, reviews from readers and book reviewers, an article, and information on the anthologies that I edit. Please can you advise if that sounds acceptable.

As you have described, as a writer you can submit one of the following as part of your 7 files / embedded media links allowance.

- Fiction / Non-fiction: 3000–6000 words and a synopsis of up to 600 words
- Poetry: 15 poems or equivalent for longer sequences and a description of your project of up to 600 words
- Script: 10 pages of sample script and a synopsis of up to 600 words.

We would ask that you submit a 3000 - 6000 word excerpt of one of your books and a synopsis of up to 600 words of that specific book. The most important thing is that the panel get a flavour of your creative work rather than a description/pitch of your work. The remaining 6 files can be as follows.

- 1 long piece (up to 5 sides of A4 or 5 mins long) and 5 short pieces (up to 1 side of A4 or 1min long).

You could for example include another longer piece of writing from another book and then as you have suggested, book covers, reviews, articles for the smaller file submissions.



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