Tees Valley Artists of The Year 2024

# APPLICATION FORM (OFFLINE VERSION)

## We are using the Zealous platform to receive applications. We recommend you draft your application using this offline version of the form first. Please submit your application via the following [link](https://zealous.co/teesvalleycombinedauthority/opportunity/Tees-Valley-Artists-of-The-Year-2024/).

Once on the Zealous platform click SUBMIT to apply. You will be prompted to create an account by entering your name, email address and entering a password.

Then confirm you have read the guidelines and eligibility criteria.

\*Indicates a required question

#### Section 1: Your Portfolio Submission

For the Portfolio Submission, you can **upload up to 7 files or embedded media links** that showcase your work and evidence professional recognition such as; press coverage, audience/commissioner feedback, posters, flyers.

**Up to 2 files / embedded media links can be up to 5 minutes long or 5 x A4 pages long**. **The remaining files/media uploads (up to 5) should be no longer than 1 minute or 1 x A4 page.**

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

**File types**

File types accepted for upload on the Zealous Platform are:

* Images: jpg, jpeg png, gif, tiff, tif
* Video: mp4, webm, ogg
* Documents: pdf, xml, doc xlsx, xls, open office
* Audio: mp3, wav, ogg

The Zealous platform will enable you to embed URLs from the following platforms:

* You Tube
* Vimeo
* Spotify
* Soundcloud
* Sketchfab
* Slideshare

**File Size**

The max file size per upload is set at 4GB. However, we highly recommend you keep your files as small possible whilst retaining quality.

**Uploading your files/URLs**

On the Portfolio Submission page, you are required to upload at least one file/embedded media link. You can continue to upload a further 7 additional files/embedded media links on this page as per the guidelines above.

IF YOU ARE SUBMITTING YOUR ANSWERS TO THE ‘**WHY YOU?’** SECTION VIA VIDEO YOU MUST UPLOAD THIS HERE TOO.

The website will ask you to select which artform category you would like to submit to: please choose the category you feel your creative practice / work most aligns to (we recognise you may have a multi-disciplinary practice):

* Dance
* Film
* Literature
* Live Performance
* Music
* Theatre
* Visual Arts

In the Title section – please enter *'Tees Valley Artist of the Year’.*

In the **Short Description** section – please enter *‘Tees Valley Artist of the Year’*

In the **Field(s)** section – please enter the closest match to your work (these are standard Zealous form dropdowns and will not form part of your application)

In the **Role(s)** section enter *‘Artist’* if applying as an individual or ‘*Artist Collective’* if there is more than one person involved.

You can add a description to each of the files/URLs you are uploading if you wish.

#### Section 2: Application Form - Basic Information

|  |  |
| --- | --- |
| Preferred Pronouns\*:  |  |
| Business name/trading name if applicable:  |  |
| I am part of a collective: (Yes/No)  |  |
| If yes, please name all members of the collective:  |  |
| Type of Business\*: (Drop down menu) * Sole Trader / Freelancer
* Partnership
* Registered company
* Other – please enter
 |  |
| Companies House no. or Unique Tax Reference No. (if applicable):  |  |
| Companies House no. or Unique Tax Reference No. (if applicable):  |  |
| Website Address (if you have one) and/or Social Media links:  |  |
| How long have you been practicing as a professional artist/creative?\*  |  |
| Do you have a business bank account which is not a personal bank account OR do you commit to setting one up for the purposes of this programme\*: |  |
| Where do you live ?\*: Dropdown menu * Darlington
* Hartlepool
* Middlesbrough
* Stockton on Tees
* Redcar & Cleveland
* Other – please state Borough or County
 |  |
|  If you do not live in the Tees Valley please tell us the address/location of your operational base in the Tees Valley and demonstrate that the majority of your work is delivered/made in the Tees Valley (Max 200 words) |  |
| This programme is specifically designed to celebrate Tees Valley talent. Please provide a statement that demonstrates your connection and commitment to the Tees Valley. (Max 200 Words)   |  |

In the last 3 years, have you had, or are you currently in receipt of, any public funding or other form of financial investment to support your creative development/making of creative work, such as Arts Council England, award from a trust or foundation?

Please list all funding awards:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Funder  | Amount Awarded  | Brief Description of what the funding was used on  | Date of Award  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

#### Section 3: Application Form - Why You?

I am submitting my response to this section (dropdown menu)

* In writing
* Via video

If completing your response in writing, please type your answers in the application form.

If you are submitting a video, please upload it on the **Submission** section of the application form and ensure you have, within your video, provided a response to each of the questions below and your total video does not exceed 10 mins in length.

1. **Please give an overview of your work/practice (max 500 words / 5 mins).**

 Within your answer, please ensure that you demonstrate that you meet the programme criteria.

* You consider your creative work fitting in one or more of the following categories - Dance, Film, Literature, Live Performance, Music, Theatre, Visual Arts
* You have a body of original creative work that has been shared in a professional context.
* Your intention is to earn the majority of your income through your creative practice.
* You have received professional recognition for your work, for example you have
	+ been featured or profiled in press/media
	+ had your work shown / performed / exhibited multiple times
	+ a fan-base, audiences, buyers, commissioners
	+ publishing credits
	+ won an award
	+ earned income as a result of your creative output

*Please note: this list is not exhaustive and should be considered within the context of the artform you work in.*

1. **What is the career tipping milestone you want to achieve? How do you think you can achieve it and how will this programme help you get there? (max 500 words / 5 mins)**

For example, a significant tour/exhibition of your work, a record deal, national buyers/commissioners of your work, a publishing deal, a film commission.

We recognise everyone's journey will be different and will be subject the applicant’s starting point. We are looking for applicants who demonstrate ambition and aspiration, an awareness of how they could achieve their goals and how this support will help them to get there.

#### Section 4: Application Form - Your referee

**Provide a supporting statement from a ‘referee’.**

The referee should be familiar with your work, established in their field of specialism and qualified to comment on your talent and potential - for example, someone that has commissioned/exhibited/programmed your work, an established artist, a senior cultural leader, a senior course leader. The referee must provide a short overview of why they are supporting your application and why they think you should be one of Tees Valley’s Artists of the Year.

Name of Referee\*:

Referee Job Title:

Organisation (if applicable):

Referee Email Address\*:

Referee Phone No.\*:

Referee statement (Max 300 words)\*:

 

#### Section 5: Application Form - Financial Due Diligence

Please consent to TVCA undertaking financial due diligence checks using the information provided in this form.

This may include:

* Authenticating the personal identities of persons with significant control and carrying out a financial/fraud risk assessment.
* Carrying out a general risk assessment of the organisation using Experian and Companies House records.
* Carrying out a financial viability assessment of each organisation using their accounts together with Experian and Companies House records.
* Carrying out a reputational risk assessment of each applicant.
* Validating grantees’ bank accounts using Experian and/or CreditSafe.
* We may request additional documentation in order to complete these checks such as;
* Evidence of existing bank account
* Details of any person who has control of the business including the completion of a 'fit and proper person' declaration

I consent to TVCA undertaking financial due diligence checks \*: Yes

#### Section 6: Application Form - Subsidy Control

Subsidy Control Act 2022 Minimum Financial Assistance (MFA)

It is considered that this grant scheme complies with the minimum financial assistance requirements of the Subsidy Control Act 2022. This allows you to receive small amounts of financial assistance from public bodies not exceeding £315,000 in the current financial year and the two proceeding financial years.

Please confirm, if you are awarded this grant, whether you will exceed the MFA threshold?

Select from Dropdown menu

* YES, I will exceed the MFA threshold
* NO, I will not exceed the MFA threshold

Note: We may ask you for further information for audit purposes.

#### Your contact details

Address:

Postcode\*:

Telephone Number\*:

#### Submit your application

You should receive an automated email from Zealous to confirm receipt of your application. Please check your junk email and then email creativeplace@teesvalley-ca.gov.uk if you don’t get an email. You can edit your application until the closing date. **Please do not make multiple applications.**