Tees Valley Artists of The Year 2025

# APPLICATION FORM (OFFLINE VERSION)

Please read the Tees Valley Artists of the Year 2025 guidance documents before you complete this form, they can be found [here](https://teesvalley-ca.gov.uk/business/wp-content/uploads/sites/3/2025/01/Tees-Valley-Artists-of-the-Year-Updated-Guidance-Document-Jan-2025-1.pdf).

You will be able to submit a video to answer the Why You? section if you prefer.

If you have any access needs that mean you need support in completing this application form, please contact creativeplace@teesvalley-ca.gov.uk.

## 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-2025/)**.**

If you have any technical difficulties with logging in or using the online form, please contact info@zealous.co

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 must upload at least **1 file or embedded media link** that showcases your work and shows evidence of professional recognition such as; press coverage, audience/commissioner feedback, posters, flyers. **You can upload up to 7 pieces in total.**

**Up to 2 of the files / embedded media links you upload 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
* Documents: pdf, xml, doc xlsx, xls, open office
* Audio: mp3, wav,

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.

You will be asked to select which artform category you would like to submit to: please choose the **one** category you feel your creative practice / work most aligns to (we recognise you may have a multi-disciplinary practice - see the guidance document for more details):

* Music
* Live Performance (including theatre, dance, outdoor arts, opera, musical theatre)
* Visual Art
* Craft & Design
* Film & TV
* Literature

Click **upload files** and choose your file from your computer

To add a title and details about the work, click ‘**Click edit details for this work**’

Add in a title and description for the piece you are uploading

Click **Done**

Tick the box to confirm that at least one of the files you have uploaded shows evidence of your professional recognition.

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

|  |  |
| --- | --- |
| If you don't feel that the categories on the first page represent your artform accurately, please tell us how you define your artform (50 words) |  |
| My preferred pronouns are... |  |
| Business name/trading name if applicable:  |  |
| I am part of a collective: (Yes/No)  |  |
| If answered yes to being part of a collective, please list all the members of the collective here. |  |
| Type of Business\*: (Drop down menu) * Sole Trader / Freelancer
* Partnership
* Registered company
* Other – please enter
 | If you selected other, please describe your business type. |
| 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\*: | Dropdown – this is required so there is one option only – Yes.  |
| 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 and include: * Name of the funder
* Amount awarded
* Brief description of what the funding was used for
* Date of the award
 |  |

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

**WHY YOU? Please choose how are you submitting your response to the next section, in writing or video?**

* 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 **13 mins in length.**

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

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 – Film & TV, Literature, Live Performance, Music, Visual Arts, Craft & Design
* 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. **The Dream - What is your ultimate goal(s) or ambition(s) for your professional career/creative practice? (Max 100 words)**

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

The word count for this question is only 100 words, so think big and give us an overview of where you’d like to see yourself in the future. Examples might include:

My ambition is to have a solo exhibition outside the Tees Valley...

My dream is to tour nationally with my band and release an album....

1. **List up to three key goals, objectives, or outcomes you want to achieve by the end of this programme?**

Please note, we would expect the activity you plan will contribute to the development of your career and creative practice. We would expect that you have existing projects, creative work or products that are already in development that through this time, resource and support could help you accelerate and strengthen this work, or this programme could provide an opportunity to catalyse the development of new creative work/product. Other example goals/objectives could be; getting an agent, securing a national tour, having a screenplay commissioned, developed strong national industry networks, presenting work at a key industry event / conference. (Max 50 words per goal)

(Max 50 words per goal)

1.

2.

3.

1. **Why is this the right moment in time for you?**

In your answer, please refer back to the three goals listed above and consider the following; what makes you ready for this opportunity, what, if anything, has been holding you back, what support might you need to achieve your goals, and how do you think this programme can help.(Max 400 words)

#### **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.

Referee statement (Max 300 words)\*:

Name of Referee\*:

Referee Job Title:

Organisation (if applicable):

Referee Email Address\*:

Referee Phone No.\*:

#### **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 (the person/people who own or control a company) and carrying out a financial/fraud risk assessment.
* Carrying out a general risk assessment of the grantee/organisation using Experian and Companies House records.
* Carrying out a financial viability assessment of each grantee/organisation using their accounts together with Experian and/or 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 across 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.

**Consent (Required)**

By submitting this form, you are allowing Tees Valley Combined Authority to store your personal data in accordance with our [Privacy Policy](https://teesvalley-ca.gov.uk/privacy/). Your application will be shared with the relevant organisations who will be making up the assessment panels for applications.

Dropdown menu – Yes, I understand

**If you would like to stay up to date with TVCA news and events, please join our mailing list** [on this link](https://teesvalley-ca.gov.uk/newsletter-signup/).

Please also tick the box below if you are happy to be contacted by TVCA in the future in relation to Artist of the Year, the ASPire programme and other artist development opportunities:

Tick Yes / No

Please confirm you have submitted the equal opportunities monitoring form [here](https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=yRpWQWzNGEOwLrH0k34o4gBmzmL2byBNoO9-OHn3h1dUNE9FSENQVlNGWFVGTksxRVNFSVVLU0dRQy4u&Token=caf065c5b5144996bc229f4d38782791)

The form is anonymous and is not part of the assessment process.

#### **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.**