**Note on character counts – characters with spaces – do not use Word, use** [**https://www.countingcharacters.com/**](https://www.countingcharacters.com/) **or similar.**

**Shade are actual questions**

**Activity Dates**

Please enter the start and end dates for your activity.

You must allow enough time to plan your activity and for us to process your application.

We can not fund any goods or services that you have bought, ordered or contracted before we can make a decision on your application.

›**Activity start date:**

›**Activity end date:**

›**How did you hear about Developing Your Creative Practice?**

**Activity focus**

›**What do you want to focus on? If your application is successful we will ask you to reflect back on this at the end of your project as part of your final activity report.**

\* Tick as many as you feel are relevant to your project:

\* Choose options that apply from the following list:

[ ]  building new networks for future development/presentation of work

[ ]  creating new work

[ ]  experiment with new collaborators

[ ]  international travel to explore other practice or work with mentors

[ ]  professional development activities

[ ]  research and development time to explore practice and take risks

**Your work**

› **Please tell us about yourself and your creative practice**

(up to 1,800 characters including spaces2)

**Think about:**

* the main focus of your artistic, cultural or creative activities
* your main creative achievements to date – for example, exhibitions, productions, publications etc.
* any important commissions you’ve received
* important pieces of work you’ve completed
* if you’ve worked with any established creative or cultural partners
* any other information relevant to your track record; and
* whether you’ve shown that you are ready to benefit from a development opportunity

**Your development**

› **Tell us about the developmental opportunity you want to undertake, what you hope to get out of it, and how you will go about it.**

(up to 1,500 characters)

**Think about:**

* how you will seek out opportunities that will benefit your development
* how ambitious your activity is. We can fund small, one-off opportunities (such as a research trip), but we’re more interested in supporting extended periods of development which give you the time to really explore and work in new ways
* if the application shows that you can manage the activity successfully, and whether what you want to do is realistic and well-planned
* if you have plans in place to access the networks you want to work with

If your application includes taking part in a residency, please note we would only expect to fund residencies if the experience is tailored to your development, and not off the shelf residencies

› **Why is this important for your practice at this point, and how will this help create future opportunities?** (up to 1,500 characters)

**Think about:**

* what your main aims for the activity are
* why this is the right point to take some development time
* what you want this development to lead to; and
* what will be different about your practice as a result of this development

**Public engagement**

Developing Your Creative Practice helps Arts Council England further our charitable purposes of improving the knowledge, practice, accessibility and understanding of arts and culture by supporting the development of independent creative practitioners. Supporting individuals to get to the next stage in their practice will benefit audiences in England in the longer term.

We don’t expect you to use your grant to make public facing work, but you should think about how a grant will help you reach audiences in the future.

› **If you receive a grant to develop your creative practice, how will this benefit the public (either now or in the future)? Pick as many as you feel are relevant to your development activity.**

[ ]  Making work to present/show to the public

[ ]  Reaching new audiences through exploring new ways of working

[ ]  Developing networks to increase opportunities to present work

[ ]  Other (please specify)

**Our Outcomes**

› **Our 10-year strategy, Let’s Create, has three Outcomes. Tell us which of our Outcomes, listed below, you think your development activity will contribute to:**

[ ]  Creative People: Everyone can develop and express creativity throughout their life

[ ]  Cultural Communities: Villages, towns and cities thrive through a collaborative approach to culture

[ ]  A Creative and Cultural Country: England’s cultural sector is innovative, collaborative and international

**Your work – attachments**

› **We’d like to see an example of your work to give us a sense of your practice.**

You can either provide a web link or attach a document. For example, this could be an image, a music file, a sample of your writing, a video, a link to an online portfolio, or anything you think demonstrates your work.

Think carefully about the attachments/link that you give us. Your attachments/link should add value to your application. Think about how to demonstrate the quality of your work, and show that you’re ready to take a step up in your practice.

A document can be a maximum of five pages, and we can only look at a single web page. **If your document or web page requires a password, please provide this somewhere in your application**. Please don’t use a link to a site that requires payment or membership to view (such as LinkedIn) as we won’t be able to access it. If we can’t access your document or web page then we may view your application as ineligible.

› **We also need one supporting document, written by someone other than you that supports the quality of your practice. This can be a review, external views of your work or a letter of support from an organisation or partner you have worked with.**

This can be a review, external views of your work or a letter of support from an organisation or partner you have worked with. See our Guidance for applicants for more detail on what we expect to see here.

You can use the links to upload your documents, or link. We need:

one document to demonstrate your work (either as a web link or an attachment) and;

one supporting document (an attachment)

Your document can be up to 10MB, and we accept PDF, MS Word, MS Excel, MS PowerPoint and JPEG files.

**Expenditure budget**

You don’t need to have any income from other sources to apply to this programme. We just want you to tell us how you will spend the funds you’re applying to us for.

**When entering your expenditure think about:**

* whether you have included a fee for your own time;
* whether your costs have been clearly broken down. You should make sure that you show how all your figures have been calculated in the **description** field. For example, show the number of days and the daily rate for any fees (eg ‘specialist mentoring, 2 days @ £200 per day = £400’)
* if your costs are appropriate

**Amount requested**

**›Please tell us the total amount you are requesting from us, including any personal access costs (£):**

**›How much of this request is for your personal access costs (£):**

If there are extra costs relating to your own access needs, or those of the people you are working with, to help you deliver your project and manage your grant online, include them in this figure. For example, payment for a sign language interpreter to help you manage your project.

**›Do you, or does your organisation object to receiving National Lottery funding for religious reasons?**

› **We’ll ask you to break down your spending for the activity, and show us how you have worked out your figures in the table.**

**Artistic and creative costs**

In this section, include any of the artistic or creative costs you need to pay for, and show how you have reached your figures. You should include:

* **The fees for artists or creatives involved in the activity, including yourself**

We are committed to making sure that artists and creatives are paid appropriately for activities we support. The amount is likely to depend on a number of factors, including experience and skills, the type of work and the length of the activity. You should include your own fees here, as well as any artists or creatives you need to work with.

* **Other artistic or creative costs**

For example, the cost of events, commissions, research and development, preparation, conservation, productions and residencies, including any materials or equipment you hire to carry out these things.

**Overheads**

You can apply for overhead costs that are directly related to the activity you are asking us to support. For example: payments to staff, phone bills, postage and insurance. You can apply for a contribution to your ongoing overheads if these are not covered by other funding. Explain how you have worked out the cost.

**Assets – materials, equipment, instruments**

If you need to buy any materials, equipment or instruments you should include the costs in this section of the budget and tell us about them in the description field. You should get competitive quotes from more than one business or supplier. Buying assets is not the main purpose of the programme, but we understand that you may need to make some purchases to be able to carry out your development. As part of our eligibility checks we will decide if any proposed asset purchases are appropriate. You may be asked to send invoices for any purchases.

**Other spending**

Include any other spending for your activity that is not included elsewhere. This can include an amount for unexpected costs (contingency spending).

**Personal access costs**

If you, or the people you’re working with are:

* deaf
* disabled
* neurodivergent
* experience learning difficulties
* have a mental health condition; or
* a long term health condition

there may be extra costs relating to your access needs. These could be to help you deliver your project or for the online management of your grant. Some examples are: a BSL interpreter, a notetaker or specialist tutor for admin support, counselling costs for your project.

**Only include post-application costs for personal access costs in your expenditure table. Do not include costs related to preparing, planning and submitting your application.**

You will have told us about the expected costs of your personal access costs, as part of the eligibility questionnaire. The figure you provided will ‘pull through’ onto the online application form, and pre-populate the ‘Amount requested’ section and the expenditure table. If you need to change the amount, you will need to edit the figure in the ‘Amount requested’ section, when you do this the budget line for personal access costs in your expenditure table will automatically update. You cannot edit the budget line for personal access costs from the expenditure table page. To find out more about personal access costs, see **our website:**artscouncil.org.uk/DYCP

**Activity plan**

› **We’ll ask you to use the table to list the main stages and tasks of the development period you’re applying for, from your start date onwards, to plan out your time and identify the key milestones.**

You can add as many lines to this table as you need to identify the main stages of the activity. For example: planning, developing partnerships, research, attending events, evaluation, and so on.

We want to see that you have thought about how you will plan your time, and that you are able to manage your activity in the time you’ve allowed for it.

We understand that you might not know exact dates at the time you apply. We want to see that you have considered how best to use your time.

**Helping us to evaluate the programme**

After you have completed the application we will ask you some additional questions to help us evaluate the programme in the future. We’ll ask you about your income in the last 12 months, and about how much of your income in this period came from your practice.

We will also ask you what the occupation of the highest income earner in your household was when you were 14.

We’ll use this data in an anonymised way to better understand socio-economic background, and to inform future work to remove barriers to application.

**This information will not be used in deciding whether to offer you a grant.
No-one involved in processing or making a decision on your application will see your answers to these questions.**

We ask these questions because we want to be able to understand the impact of the Developing your Creative Practice programme.

We hope this programme will support individuals to develop in their practice, and when we evaluate the programme in the future we will use this data in an anonymised way – alongside other data – to help us understand some of the ways our grants may have had an effect.

**You can choose not to answer these questions if you prefer.**

›**What would you estimate your total income to be in the past 12 months (before tax or any deductions)?**

›**What percentage of your income in the past 12 months would you estimate came from your practice? (eg commissions, paid work, grants)**