

Public Art Sited

Public art that brings artists, people and place together

Application Guidelines 2013-2014

Alternative Formats

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone.

- On request this information is available in alternative formats including Gaelic language.
- Access support is available for disabled applicants. Please contact our Enquiries Service on 0845 603 6000 or email enquiries@creativescotland.com

Purpose and Criteria

Purpose

The purpose of the fund is to enable the development and realisation of high quality public art projects that bring artists, people and place together.

The fund will support projects in any art-form and will support proposals that aim to create new work through a deep and genuine engagement with people and place.

The range of projects that will be considered include those that are artist-led, those that are community driven and those that bring art and the creative process into major infrastructure and regeneration developments. Projects can vary in size, scale and duration and both permanently sited and temporary projects will be considered.

We would like to encourage projects in both rural and urban settings that respond to the unique characteristics of the site/s selected. Projects must demonstrate the potential to have a significant impact on the artists, people and places involved.

We are particularly interested in projects that:

- are imaginative in the processes employed
- contribute to the development of artistic practice, particularly where that involves working with site and community
- create meaningful opportunities for artists to work with other professionals, particularly on capital infrastructure projects, such as the development of new transport links; new energy and environmental projects; town centre planning and urban regeneration, etc.
- will act as exemplar projects to inspire and influence future practice, across art-forms and within different communities

Given the nature of the processes and practices involved we expect that long time frames may be required to ensure genuine engagement and impact.

The fund can support some costs relating to research and development but projects that are solely concerned with the initial research and development of a project should consider applying through the [Public Art Research & Development](#) programme.

Artists or arts organisations who are seeking support to make new work or re-site existing work that does not have engagement at the heart of its production, may wish to read the guidelines for our other Funding Programmes, including [Quality Production](#) and [Touring, Festivals and Arts Programming](#). Projects that are primarily concerned with public engagement and address barriers to participation may also wish to consider the [Public Engagement programme](#).

Criteria:

Your application should demonstrate:

- A clearly defined role for the artist that recognises their creative and leadership skills
- The potential to contribute to the development of artistic practice and the ability to establish an imaginative approach to bringing artist, people and places together
- A clear and considered approach to public engagement which will create an effective dynamic between the artist(s), the community and the site involved

- The relevance of the project, and its intended outcomes, to the identified community/site
- The desired impact that the project will have on the artists, people and places involved

For capital infrastructure projects, your application must also provide:

- A well-reasoned and articulated rationale for the involvement of an artist or creative practitioner in the overall project
- An outline clearly describing how, and the extent to which, an artist or creative practitioner will be directly involved in the overall project
- A management and decision making structure

How to apply and further information

Before you apply:

If you would like to discuss your proposal in advance of submitting an application please contact publicartsited@creativescotland.com and include the following in your email:

- A brief description of your project (200 words)
- An outline of all partners involved.

Application form:

All applications must be made on the **Public Art Sited Application Form** which is available on our website here:

creativescotland.com/funding/public-art-sited

Funding available:

In 2013/14, and until the fund is closed on Friday 2 May at 5pm, the total budget available for both Public Art Sited and Public Art R&D is **£750,000**. Individual awards for Public Art Sited will be in the region of **£25,000 - £250,000**.

Who Can Apply?

Applications to Public Art Sited can come from either individuals or organisations based in Scotland. For general details of the types of individuals and organisations that can apply go to:

creativescotland.com/funding/eligibility

Organisations already in receipt of regular funding from Creative Scotland should discuss your intention to apply for project funding with your lead officer in the first instance. Applications will be required to demonstrate why the proposed activity is additional to your existing funding agreement and how the activity enhances current and future plans.

Key information required when submitting your application:

The information detailed below is essential and if your application does not comply it will be deemed ineligible and not assessed.

- If you are an organisation applying for the first time you must submit a copy of your constitutional documents, Equal Opportunities Policy and your bank account details
- If you are an individual applicant applying for the first time, we will need your bank account details at the time of submission
- Applications must be made on the appropriate Application Form and submitted electronically via email, unless a special request has been made and approved in advance
- All supporting documentation has to be submitted at the time of application. Please make it clear on the application form the supporting material you have included or where we can access it. To see details of the preferred formats we would like to receive the information in, go to creativescotland.com/funding/preferred-formats
- If you have made an application to other Creative Scotland funding programmes, and are awaiting a decision on a previous application, please let us know in the relevant section on the application form
- We will not fund any activity which has already started or which will have started before a decision has been made on your application.

Please consider this information at the time of application in order to allow time to submit well in advance of project start

- Applicants must check and tick the disclaimer box on the Application Form to confirm that they have read and understood the Guidelines and **standard terms and conditions**.

Additional supporting material:

When submitting your application in addition to the key information requested above, you should provide the following additional supporting materials:

- Evidence of the artistic quality of the work of all partners involved, including the applicant – for example: links to relevant websites, CVs, examples of previous work undertaken
- Experience of successful project management demonstrated in the work of all partners involved – for example: links to relevant websites, CVs and examples of previous projects undertaken
- Evidence of support from all partners involved in the project – for example: letters of support, confirmation of funding or in-kind contribution
- An outline plan and schedule for the activity to be undertaken.
- An outline timetable

Your Budget:

In the application form you will be asked to outline how much money you are applying for, and complete a table of income.

In addition you will need to submit a one page A4 excel budget, indicating all areas of expenditure and distinguish clearly between cash and in-kind costs and detail budget headings (for example: staff costs, artists' fees, marketing, technical costs, access, education and contingency). Budget information must be complete, accurate and balanced for your application to be eligible.

A minimum of 10% cash partnership funding of the total project costs is required for the Public Art Sited programme. Effective partnership arrangements should be clearly demonstrated in your budget. We will

take into account both the value of in cash and in-kind contributions from partners.

Creative Scotland wishes to encourage professional rates of pay and would encourage you to reflect these in your application – referencing industry standards where applicable.

We encourage you to include a realistic amount for contingency. We suggest approximately 5-10% of your budget is allocated as contingency.

We encourage you to ensure that your activity is inclusive and accessible to a wide range of participants. You may include relevant access costs. For example: British Sign Language interpretation; audio description and captioning; access assistants if required to support travel.

We recognise disabled applicants may have additional costs in carrying out activity and will give this consideration. If you wish to apply for additional funding on this basis you should provide information with your application outlining what these additional costs are.

We will expect you to have taken out relevant insurances but the cost of these insurances will not be covered by Creative Scotland.

Submission & Decision Making Process

Applications will be accepted any time up until Friday 2 May at 5pm or until the fund has been committed.

Submission

- Completed application forms and supporting material can be submitted at any time to publicartsited@creativescotland.com
- On submission you will receive an electronic notification of receipt.
- We will review your application and if it is eligible, we will log it on to our system. If you have failed to comply with any of the points detailed in the section '**Key information required when submitting your application**', then your application will be deemed ineligible. You will be notified of this and the reasons why by email.

Decision Making Process

Applications will be assessed by officers from Creative Scotland with relevant expertise and recommendations will be arrived at following a team discussion. Decisions on awards up to £50,000 will be taken by the Portfolio Manager who leads the programme with decisions above this being referred to the Senior Management Team.

Applicants will be notified of the outcome **no later than 12 weeks after acknowledged receipt of your application.**

Further advice and information:

If you require support, have any general enquiries about the application process or would like to discuss your proposal with someone before preparing your application, please contact our Enquiries Service in the first instance

Our Enquiries Service will be able to advise you or will put you in contact with one of our Officers.

Email: enquiries@creativescotland.com

Tel: 0845 603 6000