

UNLIMITED...

Frequently Asked Questions

For Unlimited Emerging Artist Awards 2018

Please contact us if you would like this information in an alternative format.

How do I apply?

Artsadmin has an online portal for all applications to Unlimited.

To start completing your application go to <http://weareunlimited.org.uk/apply-to-unlimited/>

If this is inaccessible to you, you can apply by using a Word version of the application form. To do this, or you have any other access related questions in relation to applying, please contact Sara Dziadik at Shape on 020 7424 7336 / sara@shapearts.org.uk.

When can I apply?

The application portal for all Expressions of Interest applications is open from 1st September 2017. Deadline for all submissions is 6th November 2017 at 12 noon GMT.

Shortlisted applicants will be notified week of 4th December 2017, and they will be invited to submit a full application by 5th February 2018.

Is there any support available to help with submitting an application?

Yes. If you need any assistance with the language and terminology in our application form, or want to discuss your eligibility for an Award, contact Clara Giraud (clara@artsadmin.co.uk) at Artsadmin or call **020 7247 5102**.

If you require access support in completing your application, we can help. Please contact Sara Dziadik at Shape on 020 7424 7336 / sara@shapearts.org.uk.

Why is there a two-stage application process?

Unlimited is asking applicants to submit an Expression of Interest, and then inviting shortlisted applicants only to fill out a more detailed application form. This two-stage process saves time for artists, producers, and selection panel members, by only asking shortlisted applicants to develop a detailed project plan and budget.

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Shortlisted applicants will also have direct contact with a named Unlimited Team member in order to seek advice regarding their application.

How competitive are these opportunities?

Unlimited expects to receive a large number of high quality applications, and we will not be able to fund all of the good applications we receive. In 2016, we received many Expressions of Interest applications - 48 were for the Main Research & Development and 100 for the Emerging Artist strand. We shortlisted 15-16 and awarded support to 5-6 projects in each strand.

Do I need to be registered disabled to apply?

No. There is no longer a register of disabled people. We base our work on the Social Model of Disability. If you self define or view yourself as a disabled person, then you are eligible to apply. You do not need to disclose details of your disability or supply any medical evidence. For a definition of the Social Model of Disability visit the Shape website: www.shapearts.org.uk/News/social-model-of-disability

My artistic practice is not related to disability. Can I still apply?

Yes. Applications are welcome from artists who work within a disability arts context, and from those disabled artists whose practice is unrelated to disability and/or impairment. Unlimited is about art, not about disability; some work may reference disability, some may not.

Can individuals / organisations apply?

- Individual artists:

Individual disabled artists are encouraged to apply. Please think about how the reporting, finances, administration and production of your project will be supported. We recommend that individual artists apply with an individual producer or producing organisation already in place.

- Organisations and companies:

The aim of the Unlimited commissions is to support work **by** disabled artists, not work **for** disabled people. Organisations and companies are welcome to apply and must clearly demonstrate how the creative elements are led by disabled people.

What do you mean by 'disability led'?

At Unlimited we take a flexible view on the term 'disability led' – we expect applicants to clearly demonstrate how the creative elements are led by disabled people. The key is in your articulation - you need to explain how 'disability-led' applies to your situation.

Will I be eligible for Access to Work* funding and support during the programme?

It is the selected applicant's responsibility to apply for Access to Work funding, if the support is necessary and relevant to their situation. It is anticipated that for most artists, costs for support workers and/or access equipment/technology will be funded via Access to Work.

*Access to Work is a government scheme that is designed to meet the additional costs of employing a disabled person where they are directly a result of that person's impairments. For more information go to: www.gov.uk/access-to-work/overview

Will my access costs be covered?

Any access costs you incur as an artist or practitioner should be covered by Access to Work if you have self-employed artist status or work as part of an organisation or company. You should include these costs in your budget, both as expenditure and expected income. If you do not draw an income from your work, we will work with you to meet your access costs if you are selected, please still include these figures within your project budget.

Will audience members' access costs be covered?

It is the responsibility of the applicant to consider how their work will be accessible for audiences and participants in their full application proposal. These costs should be covered within your project budget.

The Unlimited team can provide further advice on how audience members' access requirements might be met if required.

Can I apply with one or more collaborators?

Yes, but the proposed work must be led by disabled artist(s).

Can I submit several applications?

You can be the lead artist in one application.

You can also be mentioned as delivering in up to 2 other applications (across both the Main R&D and Emerging strands).

Can I apply if I have received an Unlimited commission before?

Yes. If you received a main award, you can apply for a new and different project. If you received an R&D award you may apply to continue that project or you can apply for something completely different.

If you received an Emerging Artist 'Create' Award you can apply to continue to R&D that project, apply for something completely different or apply under the 'Participate' strand.

What artforms are eligible?

We welcome application proposals from all artforms, this includes visual arts, music, performing arts and literature. Film is only suitable if it is moving image work for a gallery or art context, as opposed to cinema. If your work is related to cinema, you may want to check Arts Council's recommendations for film funding:

<http://www.artscouncil.org.uk/funding/other-sources-funding>

Can I submit a portfolio, reviews, publications or slides?

No. Please only submit the support material as outlined in the application form. You may consult the Word versions of each application form by downloading it from

here: <http://weareunlimited.org.uk/apply-to-unlimited/>

These forms list what can be submitted with your application.

What are we looking for in Research & Development stages?

We're interested in Research & Development that looks both inward and outward. This might mean considering an artistic idea and the form it might take, and also developing relationships with organisations that can help you take the project further.

How do I calculate how much money I am applying for from Unlimited?

You will need to create an estimated budget for each of the stages of your project, making sure you include professional fees for everyone involved, equipment and materials, access costs, access for audiences, marketing, contingency and more.

Note that fees should be aligned with industry standards following guidance from artists unions and industry agencies.

Then, consider all potential income sources, including other funding partners (confirmed or expected), in-kind support, grants from other organisations, and fees for the presentation of the work if relevant.

The balance between your income and expenditure is the amount you are requesting from Unlimited. Read a blog we've written about balancing a budget [here](#).

Why are different awards only open to artists and companies based in specific countries?

Each award is supported by different funders, therefore the funds can only be used to benefit of artists based in those countries.

Is there going to be a representative spread of commissions across UK?

Yes. The funding from Arts Council England and Arts Council of Wales is dedicated for artists/companies based in those locations.

The Emerging Artist Awards may fund work across England, Scotland, Wales and Northern Ireland, depending on the locations of the successful applications; location is not a selection criteria for these awards.

When and how will the decisions be made?

The Expression of Interest Applications will be shortlisted by a panel of industry professionals using the criteria mentioned in the FAQs and in the brief. The panel includes representatives from key partners and 5 members who have been selected through an open application process. Find out more about how the panels work and who is on each panel [here](#). Unlimited staff support the application process but do not vote in the final selection process.

All applicants will be told if they have been shortlisted or not by 4th December 2017. Shortlisted applicants will be invited to submit full applications, providing more detailed information about their project, by 5th February 2018.

The panels for all of the commissions and awards will meet in March 2018 and awards will be announced end of March 2018.

Where can I find a producer?

We recommend you contact people you already know, and tap into your networks to see if anyone familiar with your practice might be interested in supporting your project. Alternatively, we will have contacts of some producers happy to be contacted about potential Unlimited projects (please email james@artsadmin.co.uk for this information), or you could advertise through a platform such as the Artsadmin e-digest: <http://artsadmin.co.uk/resources/e-digest>. Read more about what a producer might mean for your project, through these blogs: [What do we mean by producer?](#), [This thing called producing](#), and [Working with a Producer](#).

Expression of Interest Forms: what kind of information should the 'Project Description' contain?

This is the section of the form where you tell us about the project you would like Unlimited to support. Tell us about your idea, and what context you aim to deliver it in. Remember that Unlimited works across all art forms, at all scales, so be clear as to what type of work you want to create and what setting the 'final product' will be

suitable for. This short section should give the selection panel a clear sense of what you are looking to do or create, without going into too much detail. If your application is shortlisted, you will be invited to provide much more detail about your project and how you will deliver it.

Can Unlimited give me advice about writing a good application?

The Unlimited Team are available to support you and answer any questions you have regarding the application process. They cannot advise you regarding the content of your application at this stage, or read any draft applications. However, we have a range of resources on our blog about what makes a strong funding application:

- [Sharing a vision](#)
- [Ambition vs Realism](#)
- [Being the right match](#)

What do you mean by Disability-led?

Disability-led means that disabled people have creative control and make the creative decisions. You may collaborate with non-disabled people to create and showcase your work but the creative ideas and direction should be led by disabled people.

Should I apply for a 'Create' or 'Participate' award?

A 'Create' Award is for emerging artists who have an idea that they want to research and develop further. This might be a new piece of work, across any artform, that will be shared with an audience.

A 'Participate' award is for emerging artists to run a series of events or participatory workshops. These projects are focused on the process of working collaboratively rather than the final outcome and may not result in a final performance / exhibition or sharing. They may take the form of a series of workshops, discussion groups or creative sessions across any art, form for disabled or disabled and non-disabled people.

What do you mean by 'emerging artist'?

We define an emerging artist as someone who has yet to receive major exhibition or showcasing opportunities. They will not have obtained extensive media coverage for their work. We recognise that some artists, due to disability may have barriers to education and training opportunities which their non-disabled peers do not face. We do not define an emerging artist by age.

What do you mean by Producer and why do I need one?

A Producer will support you, as lead artist or company, to turn your creative ideas into reality. They may undertake a number of activities from managing your budget, tour booking and assisting with the marketing and communications of your work.

Even if the scale of your work is small, we expect the applicant will require support which certain aspects of their proposal. We've published some blog posts about producing, which might be useful for you to read:

<http://weareunlimited.org.uk/whats-producers-talk/>

<http://weareunlimited.org.uk/mean-producer/>

Where can I find a producer?

We recommend you contact people you already know, and tap into your networks to see if anyone familiar with your practice might be interested in supporting your project. Alternatively, we will have contacts of some producers happy to be contacted about potential Unlimited projects (please email james@artsadmin.co.uk for this information), or you could advertise through a platform such as the Artsadmin e-digest: <http://artsadmin.co.uk/resources/e-digest>

What do you mean by Research and Development (R&D) and how do I know if I need to include this in my application?

R&D is an opportunity for artists to test out, experiment and explore new ideas and methods of working, to help develop their projects further. If you do not know any of the details of your project (for example what format it might be best presented in, where it will be showcased, what materials it will utilize, how long it will take to create, how much it will cost) you may need to undertake a period of R&D.

If you need more time to explore your idea and the requirements of the project, then we recommend you include an element of research and development within your budget and project timeline.

I don't have any documentation of my work – can I still apply?

Yes. But where possible, please share examples of your work to the selection panel using either still images, audio, video documentation and/or written documents.

I don't have my own website – can I still apply?

Yes. You can also give us the link to a social media account or page which showcases your work, for example.

What are the criteria for the selection process?

The Key Criteria are:

- disability-led
- quality, innovation and ambition
- artist/producer relationship planned or developed
- collaborations and partnerships (including with non-disability led companies/artists/producers) planned or developed

We will be looking to support a range of work – in relation to artform, scale, and location across the commissions.

How many Emerging Awards will Unlimited be funding this round?

Unlimited is aiming to fund around five Emerging Artist Awards, across both the Create & Participate strands.

When and where will the Unlimited commissions be programmed?

For artists/companies applying for a 'Create' Award, we encourage at least one scratch performance, or sharing/exhibition platform to showcase the work. The arrangement of this will be the responsibility of the lead artist(s) or arts organisation. Unlimited can assist in making connections with our Unlimited partners, venues and programmers, wherever appropriate, but we cannot guarantee placement of work within Southbank Centre's Unlimited Festival or any other linked events.

How long are you expecting live shows to be?

We don't have a set length or expectation – it's for you to determine the nature of your piece. It might be useful to look at similar pieces or talk to venues to see what kind of lengths of work they like. Often shows at Edinburgh Fringe are 50 mins to allow an hour turn around. So think about how long the piece is, what works and also the kind of places you want it seen.

Will the artwork be for sale, and will Unlimited take a commission?

Artwork does not have to be up for sale, and we will work with individuals on a case by case basis to determine any commission fees. These will be determined by negotiation between the Unlimited partners and the selected commissioned artists. Any print material you produce as part of your work (i.e. catalogues) would be for you to sell and gain income – Unlimited would not expect commission (presenting venues/partners may have different conditions).

What do you mean by match-funding and do I need this in place to apply?

Match-funds are funds that you contribute to the project from other sources. This may include money from other funders, income generation (through ticket sales) or

'in-kind' support. In-kind support includes any non-cash donations made to the project. This could include someone offering their time, services or use of rehearsal/studio space free of charge.

Emerging Artist Award applicants are not required to provide match funding. However, the grants available are limited and so match funding – confirmed, applied for or anticipated – may strengthen your application, whether in cash or in kind. Grants for the Arts or project-based funding from Arts Council England and Arts Council Wales, **cannot** be used as match funding.

How can I budget without knowing specifically where the piece might be shown?

We appreciate this makes it hard to budget and suggest you work out a 'unit cost' for showing your work in different spaces and then indicate how many spaces you ideally would like to see it at in the timescale of the project - we want people to be ambitious but also realistic. It would also really help us to know the kinds of venues you have in mind and the circumstances you prefer. We want artists to be flexible and adaptable but also to be clear about the needs of the work. Your vision for the work is key.

We've also published a blog post about budgeting:

<http://weareunlimited.org.uk/budget-tells-story/>

How do I know how much money to apply for?

You are not required to submit a detailed budget with the Expression of Interest forms. However, it is recommended that you create a budget breakdown based on what will be required to deliver your project.

You must consider all of the expenditure that might be involved: industry standard fees for all contributing artists and professionals, materials, space rental, access-related costs, administrative and project management costs, travel, insurance, contingency etc.

You should also think about the other sources of income for the project, such as other funders, other delivery partners, Access to Work, presentation fees or ticket sales, both in cash and in kind. For reference, you may want to read a blog post about budgets here: <http://weareunlimited.org.uk/budget-tells-story>

