# Template for the Developing your Creative Practice fund

Grantium is a right pain to use.   
This template is designed to help you draft your DYCP application before using Arts Council’s funding portal, Grantium.

## Use this checklist to help you breakdown your tasks

* I have created an account for Grantium (It can take 5-10 working days for your account to be approved)
* I have checked that I am eligible to apply for this funding - [Short Quiz](https://www.artscouncil.org.uk/dycp/dycp-am-i-ready-apply)
* I know which Round I am aiming to apply for
* I have made a plan for how I will complete this application

To help you develop your application, think about the following points:

What will your activity be, and how long will it take?

Why do you want to take this period of development, and why now?

Can you give a one line summary of your development activities?

How much will your development project cost overall, and how much do you need from us?

What are the main things you want to achieve? How will you know whether you have achieved them?

What are the key milestones for your development and when do you expect them to be?

Note: All character counts include spaces and punctuation.

## 

## Part 1: Eligibility Questionnaire

Before you get to the application, you will need to complete an Eligibility Questionnaire. This is simply to say you tick all the boxes for the application and allow you to apply.

**Yes/No Questions**

1. Are you based (living) in England?
2. Do you confirm that you’re applying in your capacity as an individual and that if successful you will receive the grant in your personal bank account?
3. Will you be requesting funding for personal access costs?

**Total Amount**

Please tell us the total amount you are requesting for your activity (£): £XX,XXX

*Please note: the “total amount” that you enter in this section will automatically pull through to your actual submission, so it’s important to have a clear idea of your budget before starting.*

**More Yes/No Questions**

1. Are you applying for funding towards an activity that focuses on one or more of our supported disciplines?
2. Are you able to demonstrate that you have at least one years’ experience as a creative or cultural practitioner outside a formal education context?
3. Can you provide an attachment from an external source to support your application?
4. Are you currently waiting for a decision from us on another Arts Council application?
5. Have you made two unsuccessful or one successful application since 10 October 2019?

## 

## Part 2: The Application

### Applicant Details

* Your Name
* Applicant number
* What name is your bank account registered in?
* Main art form (drop-down)
* Are you based within England or the wider United Kingdom?

### Address Information

* Address
* Phone Number
* Email Address
* Website (optional)

### Activity dates

| Start Date |  |
| --- | --- |
| End Date |  |

### How did you hear about Developing your Creative Practice? *(drop down list)*

|  |
| --- |

### Activity focus

What do you want to focus on? *Tick as many as you feel are relevant to your project*

* 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

## The Written Questions

### Your Work - (Question 1)

| **Tell us about yourself and your creative practice**  *Up to 1,800 characters (approximately 300 words)* |  | **Cai’s advice:**   * This question is solely about you and your background   **Think about:**   * The main focus of your artistic, cultural or creative activities * Your main creative achievements to date, such as exhibitions, productions, publications, etc. * Any important commissions you’ve received * Important pieces of work you’ve completed * Any established creative or cultural partners you’ve worked with * Any other information that is relevant to your track record * Whether you’ve shown that you are ready to benefit from a development opportunity |
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### Your Development - (Questions 2 & 3)

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**Question 2:**

| **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 (approximately 225 words)* |  | **Cai’s advice:**   * This question is solely about what you would do with the funding * Don’t be afraid to use a list * Use brief language: i.e. instead of writing “and”, just use “&” * Use CAPITAL LETTERS to create basic headings   **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. * How you will 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. |
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**Question 3:**

| **Why is this important for your practice at this point, and how will this help create future opportunities?**  *Up to 1,500 characters (approximately 225 words)* |  | **Think about:**   * What your main aims for the project 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   **Cai’s advice:**   * Don’t be afraid to use a list * Use brief language: i.e. instead of writing “and”, just use “&” * Use CAPITAL LETTERS to create basic headings |
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## The Application cont.

### Public Outcomes *(Tickbox)*

**If you were to receive a grant to develop your creative practice, how will this be beneficial to the public (either now or in the future)?**

*Select as many as is relevant*

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

*\* Choose options that apply from the following list:*

* 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

### One document to demonstrate your work

You will need to provide evidence of your work as a creative professional to give them a sense of your practice. You can either provide a link to a webpage or upload an attachment to Grantium (5 pages and 10MB maximum). This could be a video, showreel, a sound clip, some images, portfolio pages, a sample of your writing or anything you think demonstrates your work.

**To demonstrate evidence of my work, I will…**

* Upload an attachment
* Provide a link

Link provided: *(for example)* www.joyful-design.co.uk

### One supporting document

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.

**Aim for 1-2 pages and encourage the person you ask to consider the following points:**

* In what capacity have they worked with you?
* What makes your work notable, interesting or insightful?
* How do they think you would benefit from the development period?
* Where do they see your working relationships growing as a result of this development period?

*You don’t need to answer each one as though it’s a tick-box, but use them as a starting point!*

## Finance

**Total Amount**

Please tell us the total amount you are requesting for your activity (£): £XX,XXX

**Access Costs**

How much of this request is for your personal access costs (£): £XX,XXX

**Yes/No**

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

**Expenditure**

They will ask you to fill in a table listing all spending for the activity, specifying the type, description and amount. Be as specific as you can and give examples.

| **Expenditure Type** | **Description** | **Amount** |
| --- | --- | --- |
| Artistic and creative costs | Add expenditure here e.g. Artist Fee: XX days at £XXX/day | £X,XXX |
| Artistic and creative costs | e.g. Coaching with Cai Burton at £75/session x 10 | £750 |
| Assets - materials, equipment & instruments | e.g. Painting equipment (brushes, paper, paint) | £XXX |
| Other | e.g. Contingency at 2.5% (to cover unexpected travel, opportunities or ideas) | £XXX |
| Artistic and creative costs | Continue adding points (add more rows to fit) |  |
| Artistic and creative costs |  |  |

## Activity plan

They will ask you to fill in a table listing the main stages and tasks of the project from the start date onwards.   
**Aim for at least 15 points** and go into detail describing what the activity is you will complete.

| **Start Date** | **End Date** | **Activity** |
| --- | --- | --- |
| 01.01.2024 | 01.01.2025 | Add activity here |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 

## Evaluation & Monitoring Information

**This information is NOT used to assess your application and will be kept completely separate to your submission. It is not compulsory and will not affect the outcome of your application.**

### First, they will ask you

* Your total income to be in the past 12 months (before tax or any deductions) (dropdown with brackets)
* An estimate of what percentage of your income in the past year came from your practice

### Then, they have some basic monitoring questions

* Your ethnicity
* Your sexual orientation
* The occupation of the highest income earner in your household when you were 14
* The socio-economic background that best reflects this (they define specific jobs [here](https://www.artscouncil.org.uk/sites/default/files/download-file/Socioeconomic_occupation_definitions_0.pdf))
* Your age
* Your disability status (if you identify as D/deaf and/or Disabled person, or have a long term health condition)
* If you consider yourself to be neurodivergent
* Your current sex
* Your gender identity
* Your sex registered at birth

**All of these questions have an “not known” or “prefer not to say” option to select.**

## 

## Declaration

### Finally, you will confirm several things

* That the information in your application is true and correct
* That you are 18 years old or over (or will be at the time of accepting any grant offer made)
* Your name & date of birth
* That you meet our bank account requirements as set out in their [Bank Details guidance](https://www.artscouncil.org.uk/ProjectGrants/project-grants-information-sheets)
* Whether anyone involved with the project or writing the application…
  + …works for the Arts Council
  + …has worked for the Arts Council within the past 5 years
  + …is related to or is the partner of someone who works for the Arts Council
  + …is a member of the Arts Council National or Area Council (our governing bodies)
  + …is related to or is the partner of a member of the Arts Council National or Area Council
  + …is a former member of either Arts Council National or Area Council, within the past 5 years
* Whether you are happy to be contacted for feedback to help evaluate the programme.

Once that is done, it will take you to a page where you can review a list of all the sections.

There will be ticks and crosses depending on what is complete/missing. The notes section below will tell you what is missing.

### When you have checked through all this information again, press submit!

### Congratulations, you have just completed your DYCP Application.