



Awarding funds from
THE NATIONAL LOTTERY®

ALBA | CHRUTHACHAIL

How do I apply for money from the Visual Artist and Craft Maker Awards 2023 to 2024?

#VACMAScotland



About the awards



ALBA | CHRUTHACHAIL

Creative Scotland works with partners across Scotland to give Visual Artist and Craft Maker Awards.

This is also called **VACMA** for short.



These awards are small **bursaries** to artists and craft makers to develop their work.



A **bursary** is an amount of money given to an artist or a maker.

The money can be used to make a new piece of work happen or to learn new skills.



This Easy Read document tells you about applying for a bursary.

In this document, **apply** means filling in and sending off the forms to ask for a bursary.

And an **applicant** is the person who is asking for a bursary.

How much money you could get



VACMA offers 2 kinds of bursaries.



1. 750 pounds for applicants who:

- have been an artist or craft maker for more than 5 years
- may or may not have had formal art education

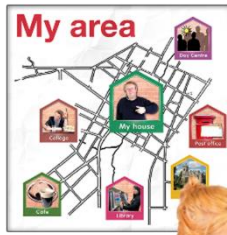


2. 500 pounds for applicants who:

- have less than 5 years experience after education or training
- have not studied art formally but have been an artist for less than 5 years

This is called an Early Career Bursary.

Who can apply



Artists and craft makers can apply if they:

- are living, working or keeping a studio space in the local authority area they are applying to
- show they are committed to developing their creative practice



These are some of the things that have been funded in the past:

- researching and trying out new ways of working
- courses and ways to get new skills
- mentoring and masterclasses - advice and teaching from someone with more experience
- residencies – time to develop your work in a different space
- support to make new work to be shown
- getting to use a place and its equipment



Who cannot apply

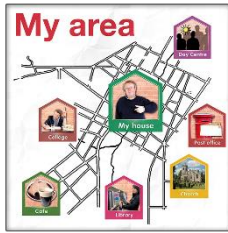


Artists and craft makers cannot apply:

- if they are students in full time education
- if the project or activity has already started or if it will start before the decision date
- if the project already has funding from VACMA or Creative Scotland programmes
- for community or educational projects
- to develop their business
- for traditional filmmaking projects like feature length, short and animated films and documentaries
- if they are illustrators or graphic designers who are working for a business
- for websites and **marketing** – this means telling people about your work
- if they have had money from VACMA before and have not sent in their end of project report



More information about applications



You can only send an application to 1 VACMA area.



You can apply if you are an artist who works with artists film and moving image.



Your project must not begin until 8 weeks after the application deadline date.

What we are looking for



What we are looking for is also called **criteria**.

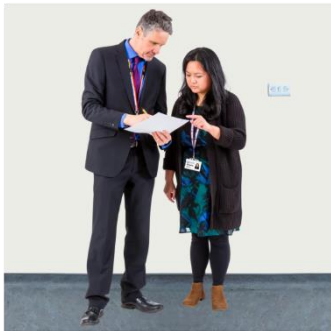
We want to hear about:

- your work
- your ideas
- your experience

Tell us how you will develop your visual arts or craft work



How you develop your work and skills is also called your **Commitment to Practice**.



The VACMA panel will look at your work and what you have done in the past.

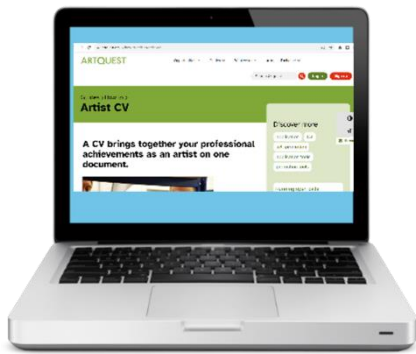
It will check:

- your written answers
- your **CV**
- your examples of your work



A **CV** is a document with information about your skills, education, and work experience.

Put newest things first and take out any activities that are not about art or craft work.



You can click on this blue link to see a guide about writing a CV

[Artist CV | Art Quest](#)



Your examples of work should be good quality, clear images which show your work at its best.

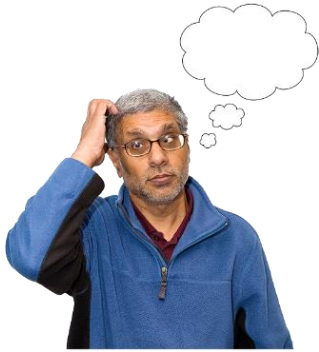
Remember to put in:

- titles – what the work is called
- dates – when the work was done
- materials – what the work is made from
- size – how large or small the work is
- if it is **exhibited** – this means where the work is shown



You might find this guide to [photographing your artwork](#) helpful.

Click on the blue link.



If your application is about developing new work with new materials, think about how your choice of images will help explain that.



We want to support new and different voices.

So if you have had funding from a VACMA scheme before, we might not choose you again.

Creative Development



Creative development means things like:

- trying new ways of working
- trying new materials
- changing your work
- learning new skills



Tell us what your work is like just now.

Tell us how the bursary money would help your work to change and develop.

You can send your artists statement with your application if you want to.



Think about how the new work you want to do connects to:

- work you have already done
- things you have learned
- the work you want to do in the future

Clear project plan



You must have a clear plan in place to explain:

- how you will do your activity
- the time it will take to finish



We want to know if there are any risks in the work you want to do and how you will deal with them.

Tell us if you have found any courses or contacted any people you plan to be working with.



If you have been invited to do an exhibition or residency, please send us a letter from that organisation.

The letter needs to say what the organisation is giving to the project.



If you plan to put on your own exhibition we want to see:

- who the exhibition is for
- if the space will be accessible

Budget



You do not need to tell us exactly what everything in your plan costs.

If the bursary from VACMA is only covering part of your planned work, we want to know how you will pay for the rest of it.



Tell us if you are getting:

- money from other places
- help or resources that you don't need to pay for

You can still apply if you do not have money coming from other partnerships.



VACMA cannot be used to help another Creative Scotland funding programme.

Equality, diversity and inclusion



Equality means treating people fairly. It also means offering more support to some people to make sure they get the same choices and chances.



Diversity is about making sure we support and represent the different kinds of people in Scotland.



Inclusion makes sure everyone can take part and have the same choices and chances.



We want anyone to have the chance to experience culture and creativity.

We welcome all views and voices.

We are most likely to support applications that can show how you support equality, diversity and inclusion in your work.



You can find out more information online by clicking this blue link [Equalities, Diversity and Inclusion Creative Scotland](#).

Thinking about our environment



The **environment** is the places around us and the air and water we need.

We ask everyone applying to think about how their work can help the environment.

Things like:



- putting less carbon dioxide gas into the air
- using materials that are kind to the environment
- using resources wisely
- dealing with any waste materials



You might find these resources helpful:

[Environmental Sustainability | Creative Scotland](#)

[Artists' Environmental Resource | Fife Contemporary](#)

[Resources for Artists | Creative Carbon Scotland](#)

Online



We know that some people have challenges because of things like:

- health conditions
- disability
- being a carer
- where they live



Meeting and working online can help with these challenges.

We support online ways of working that give artists and makers ways to develop their work.

You might find these resources useful:



[Building an Online Audience | The Space](#)

[Designing for accessibility is not that hard | UX Collective](#)

[Creating Safety | Creative Scotland](#)

How to apply



Please choose the application form for your local area.

You can fill in your form by typing or writing clearly in black ink.



You can scan and email your application form to us.



Sometimes we can take application forms by post too.



You must sign your application form.



Please include up to six examples of work you have done recently.

Put a list of them on the Artwork Submission Form.



If you are applying for the Early Career Bursary these might be works that you did while you were training.



Sometimes we might use copies of these work examples in our reports and shared information.

Our Equalities Form



Please fill out an Equalities Monitoring Form too.

We look at this separately from your application form.



It gives us information so we can understand which groups of people do not apply for funding.



The Equalities Monitoring Form does not have your name on it.

If you do not want to tell us some of the information, you can tick the box that says 'prefer not to answer'.

How we decide who gets a bursary

All the application forms go to a group of people called a **panel**.



Our panel usually has:

- people from the local authority or partner organisation
- a mix of artists, makers, curators, tutors or other arts professionals
- Creative Scotland staff

We often change our panel members to make sure there are:



- different people helping with the process
- different ideas
- different knowledge

The application forms are checked and talked about at a meeting.



The panel checks each one meets the rules.

It does not matter if the panel know you or have seen your work before. We treat everyone fairly.



We keep your personal information safe.

Each local scheme has their own privacy notice that you should check before sending in your application.



You will be told if your application has been successful 8 weeks after the deadline, or earlier.

What happens if you are not given a bursary



If you are not successful, you may be successful in another round.

Please feel you can apply again.



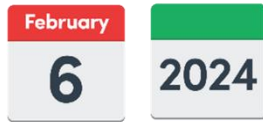
Ask for feedback and take time to think about it.

If you do not understand the feedback or need it to be clearer, you can call or email the person whose contact details will be on your letter.

Deadlines – when the application has to be in by



Autumn deadline: 5pm on 24 October 2023



Winter deadline: 5pm on 6 February 2024



Some VACMA partners only have 1 deadline a year.

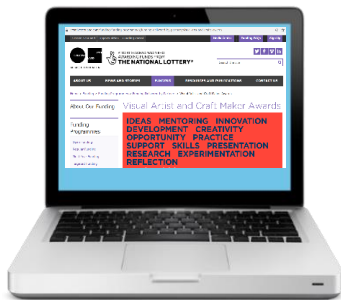


Please check with your [local scheme](#) by clicking the blue link here.

More information and support



If you have any questions about applying – or you want some help - please contact your local scheme.



You can find a list of our partners and schemes if you click on this blue link www.creativescotland.com/vacma.

If you have any other questions about VACMA, please contact our Enquiries Service:



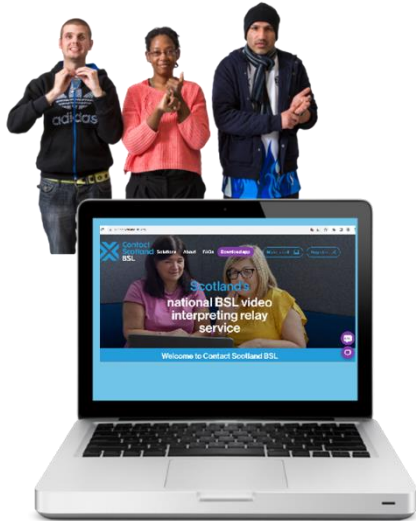
- by email: enquiries@creativescotland.com



- fill out a form [on our website](#)



- Twitter or X:
Send us a message [@creativescots](https://twitter.com/creativescots)



If you use British Sign Language you can get our services with the Contact Scotland-BSL programme.

To get more information, click on this blue link www.contactsotland-bsl.org .

Copyright images © Photosymbols. Prepared by Disability Equality Scotland

