

We required all artists who wish to enter **Platform** to read the following Terms and Conditions carefully but submitting their application.

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Important Dates

Deadline for applications	Midnight on 1 st April 2018
Judging of applications	12-28 April 2018
Notification of Results	01/05/18

Artist(s) selected in First phase

First Meeting	Mid- May 2018
Second Meeting	Mid-July 2018
Third Meeting	Early-September 2018
Exhibition Install	1 st -4 th October 2018
Exhibition runs from	4 th -27 th October 2018
Exhibition de-install	30 th October 2018

(Meeting dates are for guideline purposes only. Dates are subject to change dependant on availability of guest speakers, curators and artists and depending on the selected artists availability and other commitments)

Artist(s) selected in Second phase

First Meeting	Mid-July 2018
Second Meeting	Mid-October 2018
Third Meeting	Early December 2018
Exhibition Install	4 th -7 th February 2019
Exhibition runs from	7 th February- 2 March 2019
Exhibition de-install	5 th March 2019

(Meeting dates are for guideline purposes only. Dates are subject to change dependant on availability of guest speakers, curators and artists and depending on the selected artists availability and other commitments)

1.1 Objectives and priorities of Platform

The objective of **Platform** is to support artists to develop their artistic practice and to support a project that would not take place otherwise due to lack of funds.

Platform seeks to provide artists with the time, resources and advice needed to help artists think, research, reflect and engage with their artistic practice.

Potential proposals could be those who demonstrate:

- How the award will assist with the development of your artistic practice (this may include support with time, facilities, mentoring, exhibition, etc.)
- How the award will assist with developing and/or resolving a body of work
- How the award will assist with re-engaging with your practice after a break
- How the award will assist you in re-evaluating your practice after a continuous period of outcome-based and deadline-driven project work.

1.2 Who is the applicant?

The applicant is the person who will receive any grant offered and who will be required to accept the terms and conditions of that grant.

Any grant offered will only be paid into a bank account held in the same name as the applicant.

All documentation provided must be in the name of the applicant.

1.3 Who is eligible to apply?

The award is open to practising visual artists working in all genres and at all stages in their professional careers.

To be eligible to apply, applicants must:

- Be working or living in the North West of England.

(This is classified as being from one of the five counties of Cheshire, Cumbria, Greater Manchester, Lancashire and Merseyside)

- Be a practising artist(s)- although you might not earn income continuously or exclusively from your practice, you must identify yourself and be recognised by your peers as a practising artist(s).
- Be available during the date guidelines specified.

We will allow for collaborative, group or collective applications, providing details are provided which show how the bursary would benefit all parties involved and divided equally between each member of the group.

AIR Gallery is committed to equity and inclusion and welcomes applications from individuals or groups within culturally diverse communities and from people with disabilities.

1.4 Who is not eligible to apply?

- Anyone who lives **and** works outside of the North West.

1.5 What is the entry cost?

There is no cost to apply for this opportunity.

1.6 What is included?

If successfully chosen for the bursary scheme you will receive:

- £1000 Bursary awarded in three stages (£500 initially and then two sets of £250 bi-monthly)
- On-site mentoring to be held bi-monthly. These sessions will be a way to keep up to date with your project mentor(s) but to also meet guest speakers, artists and professionals in a related field for critiques and one-to-one mentoring sessions.
- 4 week exhibition- to be held at AIR Gallery either during October 2018 or February 2019 depending on which session you are enrolled onto.

We do have some facilities on-site which can also be used, including machinery and open space in our performance area. This scheme **does not** come with a studio space included. If you need a space to work then we will discuss this at the meeting with successful applicants and see if there are alternatives we can provide on-site.

1.7 What you may apply for

The maximum amount that may be awarded to each successful applicant is: £1000.

Bursaries can be spent on the following:

- Material costs to creating new works. This is anything you may need to carry out the project physically.
- Equipment costs and hire. This includes electrical equipment, cost of hiring specific tools etc.
- Production costs. This includes getting work printed, framed, specially made etc.
- Promotional costs. This includes flyers, catalogues, information sheets

- etc.
- Resources including research.
- Third-party Expertise and hiring of services; where it can be demonstrated that such costs are necessary to the development of their practice.
- Travel Expenses to AIR Gallery.

We do have a small amount of money that we can use outside of the bursary to help fund transportation of artworks and additional support costs such as childcare and access needs.

We do recommend that all artists have their own insurance through an art insurer like a_n artists. Anyone who is not already a member will be required to sign up to a_n but we will help support the cost.

1.8 What you cannot apply for

The bursary cannot be spent on anything other than the project specified or any costs relating to the project. We require all our applicants to keep full records of all expenditure with supporting receipts. Anything questionable will require a full explanation and anything not approved could result in additional charges to the artist.

Other areas the bursary cannot be spent on include:

- You cannot apply for anything that has already taken place prior to a decision being made on your application.
- You cannot apply for anything undertaken for charity fundraising purposes or for primarily profit-making purposes.
- You cannot apply for personal costs to cover accomodation, food, bills, rent etc.
- You cannot apply for academic activities that do not form part of the development of a professional arts practice.

1.9 Conditions of applying

There are some conditions to the bursary that we need all our selected artists to abide by.

All selected artists must agree that:

- Selected artist(s) are require to attend the bi-monthly meetings on the dates agreed. These will be agreed in person upon successful selection. This is important as we intend to invite guest speakers and curators to these meetings. Failure to attend will result in funds being withdrawn.
- Selected artist(s) are required to keep an up-to-date budget list of their expenditure on the project and provide this when requested, with receipts. This will need to be shown at each bi-monthly meeting to demonstrate the progress on the project.
- Selected artist(s) are required to keep to the timeframes given. There is no flexibility on the exhibition dates given so it is vital all artists work to the

deadlines specified.

- Selected artist(s) are not allowed to fund a project other than the one specified. We understand that as part of the research and development process that your project may deviate to the original proposal, however you must keep a record of the progression and how it links to the original idea. We will expect to see evidence of this at the bi-monthly meetings.
- Selected artist(s) are required to complete an end of project report with their gallery mentor. This will be a short document to record their progress, aims, outcome and any feedback from the experience.

1.10 Public Engagement

In addition to the conditions above, we do require all selected artist(s) to have an element of public engagement in their proposal. This can be through the nature of their project, or an element of engagement during their exhibition.

Examples of this can include:

- Open Night/event night
- Performance
- Interactive element to the exhibition
- Workshop
- Tour
- Talk
- Q&A session
- Meet and Greet
- Day event or related activity to the themes of the show
- Producing a publication
- Activity targetting a specific group or audience.

Further details of this can be discussed with your gallery mentor during your first few meetings. This is an essential part of your application and we expect the selected artist(s) to do at least one of the above items. Please ensure to fill in any possible options for public engagement activity on the set area of the application form.

2.1. The ways to apply

There are three ways to apply for **Platform**:

1. Download and complete an application form on your electronic device
2. Print off and return an application form by hand
3. Record a video version of your application

We recommend to record a video version for anyone who struggles with dyslexia or prefers to communicate verbally rather than in writing.

2.2. Completing an application form on your electronic device

This method required you to download and complete our application form on your mobile, laptop or digital device. The form is simple and requires you to complete the following:

- Contact details
- Artists Details: Including a 250 word statement about yourself and a 250 word statement about your current practice. This can include your background, education and achievements as an artist in the first part and then your current themes and achievements in your artwork in the second part. Please do not go over the word limit.
- Bursary Details: Including a statement about the project you would like to do and a statement about how the bursary will help you achieve it. What you write here is key as it helps those involved in assessing your application to understand what you want to do and why. You may wish to give an explanation of the activity you want to propose, your artistic goals or ambitions, the wider context of your work or anything else you feel is relevant. Be as clear and concise as possible in your explanation.
- Agreement to the Terms and Conditions.

Once complete, all applications must be emailed to info.airgallery@gmail.com with their supporting material. (see **2.5**) Please contact us if you require further assistance.

2.3 Completing an application form manually

This method required you to print off the application form and complete the form by hand. The form is simple and required you to complete the following information:

- Contact details
- Artists Details: Including a 250 word statement about yourself and a 250 word statement about your current practice. This can include your background, education and achievements as an artist in the first part and then your current themes and achievements in your artwork in the second part. Please do not go over the word limit.

- Bursary Details: Including a statement about the project you would like to do and a statement about how the bursary will help you achieve it. Be as clear as possible in your application.
- Agreement to the Terms and Conditions.

Once complete the forms can be returned physically or by post to AIR Gallery, The Warehouse, 30 Grosvenor Road, Altrincham, WA14 1LD. Alternatively they can be scanned and sent via email to info.airgallery@gmail.com. Please ensure to write clearly and legibly.

Supporting materials for this method can be sent via email, attached as photographs or handed in on a usb or disc. Please contact us if you require further assistance.

2.4. Completing the form as a video

This method is specifically for those with conditions such as dyslexia or for those who prefer to voice their ideas verbally rather than in written form. To complete this method we need you to:

- State your name and a bit about yourself.
- State what your current practice is about
- State what you would like to do
- State how this bursary would allow you to do that
- Any extra information you would like to provide
- Samples of your work (either in the video or sent seperately)

The video will then need to be uploaded to a video share site such as youtube or vimeo and the link then shared with us via email to info.airgallery@gmail.com with any supporting material. Please contact us if you require further assistance.

2.5 Supporting Material

All applicants are required to send us some supporting images or videos of their current practice to use as reference. These can include:

- Images or videos of previous created works
- Images or videos of your work in exhibitions
- Images or videos of your studio or previous projects
- Images or videos of your preliminary sketches or ideas for this project
- Images or videos of your portoflio as a whole.
- Images or videos of any promotion or publications of your work
- Image list of images or videos provided with relevant information/context
- If your proposal involved working with children, young people, vulnerable adults or groups with disabilities, please provide a copy of your protection and welfare policy for each of these groups.
- If your proposal involves working with other people or orgnisations, please submit details of these listing their expertise, track record and further information links.
- Anything else you feel might be relevant to your application eg: written

evidence, reviews, catalogues etc.

We recommend a maximum of ten images per artist (5 each from groups or collectives) or three excerpts from moving image work (3 minutes samples)

Labelling supporting material

- All still and moving images should be clearly labelled with your name and title. Preferably in this format: namesurname_titleofartwork, namesurname_samplesketch. Make sure all file names are appropriate to the contents.

If you do not submit the required supporting material, your application will be deemed ineligible.

2.6 Submitting your application

All applications should either be sent digitally to info.airgallery@gmail.com or in person to AIR Gallery, The Warehouse, 30 Grosvenor Road, Altrincham, WA14 1LD. All applications should have the relevant supporting material provided and should be labelled with your name. Eg: namesurname_platformapplication

You will receive a confirmation email within 24 hours of it being sent. If you do not receive this email, please resend the form or contact our email info.airgallery@gmail.com

Once submitted we do not allow changes to the application so please ensure all information is correct before sending.

You may only submit one application for this scheme.

Please be aware that submission does not guarantee selection.

3.1. Assessment

AIR Gallery considers all applications, makes decisions and communicates these to applicants in accordance with set procedures. The aim is to ensure that the system for making awards is fair and transparent.

The process is as follows:

1. The application is acknowledged.
2. The application is checked for eligibility – all eligible applications then progress to the assessment stage.
3. All applications to be documented and presented to a judging panel.
4. Judging Panel reviews all applications, supporting material and assesses the application based on the criteria (listed in **3.2**)
5. Judging panel makes final decision on successful applicant(s)
6. Decisions are documented
7. Decisions are communicated via email to applicants.

3.2. Criteria

All applications will be judged on the following three criteria

- 1) Artistic Merit
- 2) How it meets the objectives and priorities of the award
- 3) Feasibility

Artistic Merit

Artistic merit focuses on the artist's previous practice as well as the nature of the proposed activity. This includes:

- The artist's practice as demonstrated through supporting material
- The track record of an artist through background and supporting material
- Potential of the artist based on previous work and proposed activity
- The context in which the activity is proposed
- The ambition, originality, competency demonstrated by the artist

The objectives and Priorities of the award

At AIR Gallery our focus is to promote emerging and early career artists in the field of contemporary art across all art forms. **Platform** is a way for us to do that in the visual arts sector and such assessments in this section may include:

- The proposed project and its contemporary relevance
- The impact the bursary would have on their project.

- How the artist's practice might benefit and be development as a result

Feasibility

The assessment of feasibility considers the extent to which the project is something that can be achieved within the time frame and also the applicants capacity to deliver the activity.

3.3. Judging

All applications will be judged by an external panel of artists, curators and professionals from across the North West. The panel will assess all entries based on their information provided at the time of application. This process will take a few weeks depending on the number of entries we receive.

The judges decision is final and non negotiable.

3.4. Notification of your application

All artists will be notified by the 1 May on the outcome of their application. This will be primarily via email unless specified otherwise.

3.5. Accepted Applications

Any successful artists will be invited to AIR Gallery during May to meet the team, go through the project and to establish a timeframe with the artist to work towards. This will be where the artists received their first payment for the project; after which the rest of the bursary will be awarded in stages towards the final exhibition.

3.6 Rejected Applications

Any rejected artists will be notified of the results. As we expect a high number of entries, it will not be feasible for us to give feedback on all applications unless the judges have a specific piece of constructive advice that they wish to be passed on to the artist.

Any rejected artists will be kept on our mailing list for future opportunities at the gallery. It is likely that any artist who shows outstanding merit may be selected for future exhibitions at the space and every applicant will receive invites to our future exhibitions, opportunities and events at the gallery. To opt out of this option, please respond to the any email correspondance we send with the word '**unsubscribe**'.

4.1. Timeline

All selected artist(s) will be given a specific timeline in which to adhere to . This timeline will be discussed at the first meeting and it will include:

- Duration of the bursary scheme and deadlines to work to
- Dates of exhibition, install and de-install.
- Dates of bi-monthly meetings; including mentoring and critique sessions
- Dates of bursary payments (to be paid in three installments)
- Min. and Max. dates for promotional material
- Any other dates of relevance.

The timeline will be devised based on the artists availability and other commitments. However the exhibition install, duration and de-install dates cannot be changed. Please consider this on application and ensure you will be free on the dates given.

4.2. Mentoring

As part of the bursary scheme, we are offering mentoring sessions for all successful applicants. These will be held on a bi-monthly basis as part of the bi-monthly meetings and may include:

- One-to-one mentoring with your gallery mentor
- Group critiques with other artists and professionals
- One-to-one tutorials with chosen professionals in a similar field

Where possible this will include artists, curators or professionals that relates to the chosen, topic, theme or context of the project.

We will confirm dates will all successful artists once they have been selected for exhibition. Once the dates have been confirmed we will need artists to adhere to these dates with no exceptions.

4.3. Install and De-install

Exhibition install and de-install dates are preset in our calendar. We do ask that all artists be present for the installation of their work. We do have a team on hand at the gallery to assist with artwork hanging and display should the artist require extra assistance.

Any general tools required as part of the install will be provided by AIR Gallery unless the artist requires specific tools in which they can hire using their budget. Any hanging equipment such as screws and nails should be budgetted accordingly by the artist.

Where possible artists should be present for the de-installation of their work. If this is not possible then it will be de-installed by the team at AIR Gallery and stored safely awaiting collection. Artists will be required to collect the work within 14 days of it being de-installed.

4.4. Exhibition

The exhibition will last for a duration of 4 weeks on set dates that cannot be altered. The exhibition will take place at AIR Gallery in either one or both our exhibition spaces (depending on the size and quantity of work produced)

Promotion

The exhibition will be promoted no less than 4 weeks before the show is to open to allow for media sources to pick up and promote the show and for flyer distribution.

AIR Gallery will promote the show on our website and social media sources and on external websites such as Art Rabbit, Culture Hosts and Messenger Online.

Artists will be given a small budget to cover basic flyer printing costs. Should they wish to promote their exhibition further, this can be paid for by the artist using any leftover funds from the original bursary.

The exhibition will be documented in still and moving images for both promotional and funding purposes. By entering the exhibition you agree to your work being documented and used in this manner.

Invigilation

The exhibition will be invigilated by our volunteers at the gallery. Artists are encouraged to invigilate their own exhibition over it's duration depending on their availability.

Insurance for artworks

AIR Gallery is insured for the public visiting the space but we recommend artists have their own insurance to cover their artwork whilst on display. A_N artists is a great source for cheap artist insurance with multiple extra benefits.

AIR Gallery is not liable for any damage that occurs to the artwork during install, exhibition duration or de-install.



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ENGLAND**

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