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**ARTS COUNCIL
ENGLAND**

BasildON Creative People and Places

Open Lab – Application Form

Guidance for Applicants

Introduction

Open Lab is a brand new programme from BasildON Creative People and Places, that supports innovative and creative, community engagement projects in Basildon Town Centre

Whether you are a born and bred Basildonian, or from further afield, we invite you to join us in hosting your own a six week pop-up cultural project in the heart of the town centre.

Successful applicants will be provided a vacant unit in Basildon as well as a budget between £1,000- £10,000 to turn your idea into an all singing, all dancing pop-up of dreams.

Making your application

We want to hear ideas from as wide a range of people and organisations as possible, especially those who would not normally apply for an arts commission. We understand some applying will have little experience with application forms so if you have any questions, concerns or things you aren't sure about please contact us at: CPP@creativebasildon.co.uk

The closing date for applications is **27th September 2020**.

Once completed **please email your application form to** Programme Director - Christine Santa-Ana: christine@creativebasildon.co.uk

We are happy if you wish to provide your responses to Section 2 Project in alternative formats such as video or audio, however you will still need to complete the sections about Contact Details, Budget and Equal Opportunities on this form. If you are using alternative formats please send along with your completed application form.

We may contact you if there are details about your submission we would like clarified. Please be aware shortlisted proposals may be asked to make a further presentation to our Creative Pioneer Panel.

We endeavour to respond to all applicants by **19th October**. Detailed feedback will depend on the volume of applications we receive.

Project Requirements

All project proposals must meet a set of core requirements of the Open Labs Programme:

- Occupy a vacant unit for a minimum period of at least 6 weeks
- Be delivered between 16th November and 3rd January 2020
- Be open to the public for a minimum of 96 hours total which can be timetabled to suit your project activity
- Comply with latest Covid-19 Safety Guidelines which can be found here <https://www.artscouncil.org.uk/covid-19/covid-19-government-reopening-guidance-and-tax-changes>
- Have engagement and participation of local communities at their heart
- Be free to the public
- Leave premises in the same condition or better as prior to the project

Selection Criteria and Evaluation Process

BasildON Creative People & Places Programme has community-led decision making at its core. Projects that meet the above requirements for Open Lab will be presented to a 'Creative Pioneers' commissioning panel consisting of local volunteers, representatives from local businesses, public sector and third sector as well as non-voting cultural advisors.

KEEP IN MIND – You're proposals will be viewed and selected by people who may be unfamiliar with the terminology and references of the arts and culture sector. You may wish to consider this in how you describe your projects.

Proposals will be evaluated based on the core principles of the BasildON Creative People and Places Programme.

TRUST

- Be genuine and open to our communities about the operation, purpose, process and desired outcomes of projects
- Reflect the needs, interests and expectations of local people
- Bring people together across communities and demographic divides

GUTSY

- Bring new forms of cultural expression, creative ideas or collaborative processes to Basildon
- Create or reinvent cultural infrastructure and spaces
- Inspire more people in Basildon to try something new

WORTH

- Ensure Basildon communities see Basildon culture as relevant to their lives and true to the identity of Basildon
- Increase people's self-confidence in their cultural identity and own creativity
- Deliver exceptional cultural experiences that are recognised as such both locally and externally

CONFIDENCE

- Raise the level of involvement and autonomy local people have in deciding what cultural opportunities are available to them
- Increase the amount of meaningful volunteering and cultural leadership opportunities taken up by Basildon communities
- Increase the number of arts and culture activities delivered and created by Basildon for Basildon

UNLEASH

- Increase the number, variety, accessibility and awareness of arts and culture activities in the borough
- Increase and widen the pool of cultural collaborators in the borough: creators, participants, audiences, partnerships and decision-makers
- Build and improve the spaces, places, digital platforms and networks for cultural activities in the borough

THRIFT

- Build a bank of physical, social and financial resources to support cultural projects in the long-term
- Ensure Basildon residents feel the Basildon CPP Programme is worthwhile
- Ensure resources provided for the Basildon CPP Programme aren't wasted

ENVIRONMENT

- Prioritise reducing, reusing and recycling materials within Basildon CPP projects
- Raise awareness of how environmental issues affect people at a local level
- Engage people in the care, improvement and celebration of their immediate physical environment

Application Form

1. CONTACT DETAILS

LEAD APPLICANT CONTACT DETAILS

Name (Organisation or Individual):

Address:

Town/City:

Postcode:

Email:

Telephone:

Website:

MAIN CONTACT DETAILS (if different from above)

Name:

Telephone:

E-mail address:

PROJECT PARTNERS (if applicable)

Name:

Email:

Telephone:

Website:

2. PROJECT DETAILS

YOUR PROJECT

Name:

In up to 350 words describe the project you wish to deliver, the approach you would take and how these would meet the core requirements of the Open Lab programme and the BasildON Creative People and Places selection criteria described above:

YOUR PRACTICE

In up to 350 words describe your experience, including links to past work. You can supply up to 5 example images along with your application. Give priority to any experience you have in adaptive reuse of empty spaces and projects that worked closely with local communities.

COVID-19 PRECAUTIONS AND ADAPTABILITY

In up to 200 words describe how your project complies with Covid-19 safety requirements and how you can adapt if these restrictions change (such as delivering activities online, restricting numbers of visitors at one time etc.)

ACCESS REQUIREMENTS AND SUPPORT

Do you have any access or support needs that we should be aware of either in the delivery of your project or the selection process, and additional costs these may entail? This will not impact on your application and we ask so that we can ensure we are providing the best support possible to artists and organisations.

3. BUDGET

COMMISSION AMOUNT

How much will you require from BasildON Creative People and Places to deliver your project, taking into account the total expenditure of your project and any expected income or in kind support from other sources? Download our budget temple <https://docdro.id/htSFwQi> for more guidance on this.

EXPENDITURE

Please list all anticipated expenditure for your project including items you expect to receive as in kind support (such as volunteers, donated materials, etc).

Use the headlines we have given as guidelines for the kind of costs we anticipate you might have to consider depending on your project, but also feel free to change headings and add your own as appropriate.

Artist fees –

Support staff costs (including volunteers) –

External artists/performers –

Transport costs –

Accommodation costs –

Planning and preparation –

Clean up and fit out of venue (pre project) –

Take down and clear up of venue (post project) –

Event costs (such as food, drink, equipment hire etc) –

Licences (such as PRS, temporary events etc) –

Public Liability Insurance –

Covid Safety Equipment –

Project Equipment Hire/Purchase –

Project Materials –

Furniture (such as seating, tables, shelves etc) –

Sustainably rehoming materials, artworks etc (post project) –

Additional Documentation (films, photography, publications etc) –

TOTAL:

INCOME

If appropriate please list any additional income you anticipate receiving to deliver your project from external sources such as trusts and foundations, sponsors, private donors etc. Please indicate if these are confirmed and if not when you would expect to receive confirmation.

TOTAL:**IN KIND SUPPORT**

If appropriate please list any in kind support you anticipate receiving such as volunteer hours, donated equipment, reused materials etc.

MONETARY VALUE:

4. EQUAL OPPORTUNITIES MONITORING

We understand this section is a little more personal, but is really useful to us.

BasildON Creative People and Places is committed to diverse, inclusive commissioning that gives fair opportunity to anyone who wants to deliver projects. No person should receive less favourable treatment because of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.

The following questions have been designed to align with the way the UK Government collects Census data. This enables us to compare who our programmes and opportunities are reaching, to the general population. By answering these questions you will help us to see the extent to which our artists, audiences and workforce reflect everyone in our communities.

If there are any questions that you'd rather not answer, please select Prefer Not to Say.

The data we publish from this information cannot be traced to any individual and is completely anonymised. For the purposes of compliance with the Data Protection Act 1998, by completing this form, you give consent to BasildON Creative People and Places processing the data supplied on this form for the purposes of equal opportunities monitoring.

In all cases please provide the details of the Lead Contact for your project.

GENDER

If you prefer to self-describe please specify

Female

Non-Binary

Male

Prefer not to say

Others (please specify)

GENDER IDENTITY

Do you consider your gender identity to be different from your registered sex at birth?

Yes

No

Prefer not to say

AGE

0-19	20-34
35-49	50-64
65+	Prefer not to say

SEXUAL ORIENTATION

If you prefer to use your own term please specify

Bisexual	Gay woman/Lesbian
Heterosexual/Straight	Gay Man
Prefer not to say	Others (please specify)

ETHNICITY

If your identity is not listed please specify

Black or Black British African	Black or Black British Caribbean
Other Black Background	White British
White Irish	White Gypsy or Irish Traveller
Other White Background	Arab
Asian Indian	Asian Pakistani
Asian Bangladeshi	Asian Chinese
Other Asian Background	Mixed Background
Prefer not to say	Others (please specify)

DISABILITY

Do you consider yourself to be disabled or neurodivergent or to have a long term health condition, including mental health conditions and/or other invisible disabilities?

Yes

No

Prefer not to say

CLASS

Do you consider yourself to be from a low income or working class background?

Yes

No

Prefer not to say