



SMALL ARTS AWARDS FULL APPLICATION GUIDELINES

Notes for guidance in completing the Small Arts Awards application form

The Small Arts Awards are part of the Wellcome Trust's Engaging Science grants programme, which funds projects that explore biomedical science and its social contexts.

The Small Arts Awards support projects that:

- stimulate interest, excitement and debate about biomedical science through the arts
- examine the social, cultural, and ethical impact of biomedical science
- support formal and informal learning
- encourage new ways of thinking
- encourage high quality interdisciplinary practice and collaborative partnerships in arts, science and/or education practice.

The Wellcome Trust is a global charitable foundation dedicated to achieving extraordinary improvements in human and animal health. Allied to this is a commitment to develop and support activities that stimulate interest, learning and dialogue on biomedical research and the questions it raises for societies.

These guidance notes should be read by everyone concerned with the application, including the principal applicant, any co-applicants, any other key people involved in the project as well as the head of the organisation or department in which the work will be undertaken.

For further information please contact:

Arts Awards

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The Wellcome Trust is a charity registered in England and Wales, no. 210183. Its sole trustee is The Wellcome Trust Limited, a company registered in England and Wales, no. 2711000 (whose registered office is at 215 Euston Road, London NW1 2BE, UK).

WHO CAN APPLY?

The scheme is open to a wide range of professionals, including but not limited to artists, scientists, curators, film-makers, writers, producers, directors, science communicators, teachers, arts workers, education officers, health professionals, and academics in bioscience, social science, bioethics and history.

Organisations might include arts venues, museums and other cultural attractions, arts agencies, production companies, schools, local authorities, universities and colleges, youth clubs, community groups, research institutes, NHS and science centres.

Applicants must be based in the UK or the Republic of Ireland, although other members of the project team can be based overseas. The proposal must be aiming to engage a UK and/or Republic of Ireland audience but the subject matter can be international.

No employee or Governor of the Wellcome Trust may apply.

Applicants for Small Arts Awards can apply either as individuals or through an organisation, such as an arts agency, academic institution, charitable body or other not-for-profit organisation.

Applications will also be accepted from commercial companies who would not otherwise be able to undertake the proposed work and where outputs would not be considered for commercial profit.

Applicants may submit more than one grant application to the Trust at any one time, provided the proposals are clearly identified as being different.

Resubmissions of the same project will not be accepted to any Engaging Science scheme unless the Principal Applicant has been invited to re-apply by the scheme's project manager in writing.

The Principal Applicant is the person who has the main intellectual input into, and ownership of, the outcomes if the application is successful. This is the individual with whom the Trust will correspond about the application. The Principal Applicant is normally considered by the Trust to be the 'Holder' of the award, i.e. the grantholder.

WHAT CAN BE APPLIED FOR?

The Small Arts Awards offer support to create or generate new ideas, which must result in the development or production of a new creative work. Funds may be used to deliver new small-scale productions or workshops; investigate and experiment with new methods of engagement through the arts; or develop new collaborative relationships between artists and scientists.

Projects **must involve the creation of new artistic work** and have some **biomedical scientific input** either through a scientist taking on an advisory role or through direct collaboration. This expert may be from an ethics, science or history background, but must be an expert in the area of biomedical science you are investigating.

This funding scheme accepts applications for small and medium sized projects, up to and including £30,000, inclusive of any VAT that may be applicable.

For similar projects that are over £30,000, please refer to the Large Arts Awards: <http://www.wellcome.ac.uk/arts>.

Projects are funded for a maximum of three years.

Health promotion, education or campaign projects, arts projects for therapeutic purposes, straight documentaries, work that is purely illustrative or projects dealing with non-biomedical sciences are not eligible.

Costs requested can include:

- personnel costs directly related to the project, including salary replacement or cover e.g. teaching staff, consultancy costs, project management fees
- direct activity and production costs including venue costs, equipment and materials
- project travel costs, including costs of travel to monitoring meeting and attendance at relevant UK conferences
- project publicity costs
- project administration costs where this is not already covered by other funding
- Criminal Records Bureau checks for applications in the UK & NI (scientists can get these free by registering to be a Science & Engineering Ambassador - <http://www.stemnet.org.uk>)
- contingency and inflation – as long as reasonable and justified
- VAT on fees where the VAT cannot be reclaimed

What is not covered:

- full economic costs <http://www.wellcome.ac.uk/About-us/Policy/Policy-and-position-statements/WTX026852.htm>
- salary costs of staff who are already funded by their organisation
- core overheads of the applying organisation not related to the project e.g. heating, rent, etc
- expenses incurred in submitting an application (including attending interviews)
- academic courses or research such as Masters degrees or PhDs
- costs arising prior to the start date of the project

HOW TO APPLY

A full application form should be completed, via the Trust's [eGrants](#) online application system (note: select the 'Small Arts Awards' form in the 'Full application' drop-down menu), and submitted at any time before the published deadline.

Please note that organisations need to be pre-registered on eGrants before an application can be submitted. This is done by contacting the Trust. Full information on how to register an organisation is located on the [About](#) page on eGrants.

Please refer to the [Engaging Science Grant Conditions](#) and [evaluation guidelines](#) before completing your application. Applicants are also advised to read our [Top Tips for Success](#).

Support material should be sent to our postal address, marked for the attention of the Arts Awards, with your name and Wellcome Trust reference number, after we have confirmed receipt of your application.

All eligible projects will be peer reviewed and assessed individually on merit and need by a Funding Committee.

Receipt of your application will be acknowledged electronically within 10 working days of the deadline.

SELECTION PROCESS

All eligible applications will be subject to review by independent experts based on the criteria set out below. The proposal and the comments of the reviewers will then be considered by the Public Engagement Small Awards funding committee. Applications considered to be ineligible or uncompetitive for the programme, for example if the project does not involve the creation of new

work or the subject area addressed is not related to biomedical science or the history of medicine, will not be reviewed.

Decisions will be made approximately three months after the deadline.

The decision of the Wellcome Trust will be final. Every effort has been made to develop a thorough and informed assessment process. The Trust reserves the right not to enter into any correspondence about the assessment process and/or any subsequent monitoring procedures.

ASSESSMENT CRITERIA

Reviewers of applications will be asked to comment on, but are not limited to, the following aspects of a grant proposal:

- The originality of the idea and approach, and strength of project concept
- The potential to address social, ethical and/or cultural issues surrounding biomedical science
- The nature and quality of the artistic approach
- The quality of the scientific subject matter and approach to science content
- The potential of the project to engage the public with art and science
- The feasibility of the project and the quality of the project management
- Whether the budget has been sufficiently justified and whether the project offers value for money
- The evaluation plans and how any learning gained might be shared.

It should be noted that reviewers' comments form only part of the funding committee deliberations.

Health promotion, education or campaign projects, arts projects for therapeutic purposes, straight documentaries, work that is purely illustrative or projects dealing with non-biomedical sciences are not eligible.

PUBLICITY

Funded organisations will be required to acknowledge the Wellcome Trust's support on all marketing/publicity materials relating to the project.