

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 the key people involved in the application, including the head of the organisation or department in which the work will be undertaken.

For further information please contact:

Arts Awards

T +44 (0)20 7611 7222

E arts@wellcome.ac.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 manager in writing.

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. 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

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
- 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

Applications for funding will only be accepted on the official application forms which can be downloaded from the website: www.wellcome.ac.uk/arts

Please note that **two signed, hard copies** of the application form should be submitted along with a signed statement from the host organisation supporting the application and undertaking to take full responsibility for the management, monitoring and staff employed or involved in activities as a result of the application.

Both hard copies should be printed single-sided and should not be bound or stapled as all applications will be scanned onto a document management system. Reviewers will not see any binding or covering letters. Faxed or emailed applications will not be accepted.

Application forms and support material should be mailed to:

Arts Awards
Wellcome Trust
Gibbs Building
215 Euston Road
London NW1 2BE

Receipt of your application will be acknowledged electronically within ten 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.

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.

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

PUBLICITY

The Wellcome Trust reserves the right to make non-profit use of the end results of a funded project, to further the Trust's charitable objectives. Such use may be made, for example to ensure wider dissemination of the results, or in materials describing the funding activities of the Trust.

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

COMPLETING THE FULL APPLICATION FORM

Applications must be typed in a typeface of adequate size for reading and not hand written.

Abbreviations should not be used unless fully explained.

The application must be complete in itself, no additional pages will be accepted unless specific instruction is given.

Applications which do not conform to this and/or are not suitable for reproduction will be returned. Incorrectly completed forms may lead to a delay in consideration. Applications which cannot be easily read will be returned to the applicant for resubmission.

APPLICANTS' DETAILS

Q1 Principal Applicant

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.

Q2 Name and address of the organisation to which the grant will be awarded

The Principal Applicant does not necessarily have to be employed by the organisation to which the grant will be awarded. However, please provide documentary evidence that the Principal Applicant is authorised to apply on behalf of the host organisation. Payments will be made to this organisation. Individuals and sole traders can apply but must demonstrate that they have a strong track record in the area of their application.

Q3 Coapplicants

A Coapplicant is someone who has significant input into the project.

Additional project team members

Please provide names of all individuals with a direct involvement in the project. This could be advisors, project managers, administrators, mentors etc. Please state whether their involvement is confirmed or unconfirmed at this stage.

PROJECT AMOUNT AND DURATION

Q6 Proposed start date

The Wellcome Trust does not fund retrospective costs. Applicants should ensure the start date is not before the date you expect to receive a funding decision. This will be approximately three months after the application deadline. Applications will be returned as ineligible where the time frame between the application deadline and the proposed start date of the project is less than three months.

Length of project

The maximum period is 36 months.

PROJECT PROPOSAL

Q7 Project summary

Please provide a summary description and vision of the project which should be written in accessible terms for a non-specialist audience.

Q8 Context and objectives

Please provide a detailed description of the motivation behind the project, what you hope to achieve through the work, any background context to the artistic practice and the scientific subject area, how the collaborations have been developed. Please describe the types of audiences that you think will be interested in the work and how you hope to reach them.

Q9 Methods

Outline in detail how you intend to achieve the project's objectives, how the subject area will be explored artistically, what activities will be undertaken, who will be involved and how the collaborations and partnerships will work in practice.

Q10 Project management and delivery

Describe what methods will be put in place for ensuring that the project will be delivered effectively to time and budget. Identify who will be responsible for this and what their role will be in the project.

Q11 Outputs and outcomes

Provide a detailed description of what will be achieved by the project, which could include artistic work created, events held, resources and partnerships developed, audiences reached. Include target numbers for audiences if applicable. Outputs are the products of your project, outcomes are what you expect to be the longer term consequences of this.

Q12 Evaluation

The Wellcome Trust considers evaluation to be an integral part of any project's development and completion. An integrated evaluation strategy can help you to continuously assess your activities, to show the results of the work and to shape future activities. Your evaluation strategy should illustrate how you plan to review and document the progress of your project and the outcomes as well as describe how you might share this learning with a wider audience.

All applicants are advised to refer to the Public Engagement Evaluation Guidelines document:

www.wellcome.ac.uk/stellent/groups/corporatesite/@msh_grants/documents/web_document/wtd003580.doc

Q13 Timescales

Your timescale should define the main stages involved in researching the project, the anticipated completion date, and schedule for dissemination (e.g. tour dates or exhibition duration).

Applicants should also consider the Trust's monitoring requirements, and should indicate appropriate milestones for the following:

- one interim report (to be submitted once the project is in progression and a significant amount of work has been completed)
- one progress meeting (this should be scheduled soon after the interim report has been submitted)
- one final report (this should be submitted in the final stages of the project or at the end, when all evaluation and dissemination is complete).

Q14 Experience

Only include relevant experience to the proposed project in this section. Please include links to websites if this will be helpful. If you wish to send in a full CV please include this with your support material. We cannot return any support material so digital reproductions or web links are most helpful.

Q15 Currency requested

It is expected that applications will be costed in the currency which, in the view of the applicant(s), best enables the activity to be undertaken. In the majority of cases, the currency specified is likely to be the local currency. Where this is not the case, the reasons for selecting the chosen currency must be clearly stated.

If the application is successful, the award will be made in the currency specified in the application, providing that the Wellcome Trust's currency requirements are met.

Q16 Budget Income

Please state any project income including in-kind support, revenue from ticket sales or other funding sources. Applicants who are applying for part or match-funding should itemise the funding to be provided by other sources and state whether the funding is confirmed or unconfirmed.

Expenditure

Please provide a detailed budget for all project costs sought from the Wellcome Trust over the lifetime of the project. For example, fees should be broken down into role, time spent on project and unit cost per role. Where applicable, VAT should be included in all project costs.

If your total project budget is more than the amount you are applying for from the Wellcome Trust, please provide a separate full budget breakdown of your project.

Applicants should adhere to agreed Equity/union rates or Arts Council guidance when calculating payments for personnel.

Projects should ensure adequate expenditure is allocated for the marketing and dissemination of the work.

Q17 Justification for costs

A full written justification is required for all costs sought from the Wellcome Trust to demonstrate a robust and well-researched budget. In cases where projects are collaborations and funding is sought elsewhere for a related activity, please also explain how the funding sought from the Wellcome Trust fits into this larger project.

Q18 Visual and contextual material in support of your application

The importance of the supporting material is often underestimated. Any supporting visual and written material gives a valuable insight into your ways of working and the quality of the proposal.

It is recommended that you submit up-to-date, high-quality supporting material and that you explain the relevance of this material.

Support material could include:

- still or moving images or digital media
- printed material such as catalogues or authored writing
- examples of relevant scientific material/published writing
- web links to online support material

Applicants should be aware that reviewers will not always request to see support material and therefore, the application form should provide a full description of the intended project. Funding committees will have access to all support material whilst making their funding decisions.

Please note we cannot accept support material in the form of slides, audio or VHS tape. Please list each item and state a full credit line for each image submitted on the application form. Please mark each piece of material clearly with the surname of the Principal Applicant.

The Wellcome Trust accepts no responsibility for any support material submitted. Please note that the Trust cannot return support material, so digital material is preferred.

Q20 Research involving human participants, biological samples and personal data relating to living or dead persons

(a) Human participants, biological samples and personal data

If your project includes significant research involving human participants, for example, in-depth interviews where subjects provide personal information about themselves, you will be required to demonstrate that you have considered the ethical implications of the research and, where appropriate, consulted or intend to consult a research ethics committee prior to undertaking the work.

Approval from the appropriate research ethics committees is required for all Wellcome Trust-funded research involving biological samples or personal data. Personal data, in the context of the 1998 Data Protection Act (Section 3.2, and Annex 3), comprise information about living people who can be identified from the data, or from combinations of the data and other information which the person in control of the data has, or is likely to have in future. Any use of personal data or biological samples, relating to living or dead persons should conform to MRC Guidelines available at:

<http://www.mrc.ac.uk/Utilities/Documentrecord/index.htm?d=MRC002420>

If the answer to this question is yes, the Wellcome Trust will follow up with applicants who will need to consider obtaining ethical approval.

(b) Research using NHS facilities or patients

By agreeing to fund work which requires NHS support, the Wellcome Trust is agreeing to abide by the Statement of Partnership on Non-commercial R&D in the NHS in England (and the corresponding statements in Northern Ireland, Scotland, and Wales). Applicants must therefore meet the obligations of the Partnership and may not carry out any research until the NHS has given its consent. The full report can be downloaded from the Department of Health website www.dh.gov.uk.

The Research Governance Framework for Health & Social Care, published by the Department of Health in England can be downloaded from the Department of Health website www.dh.gov.uk. Please note that the Wellcome Trust cannot act as sponsor.

If the answer to this question is yes, the Wellcome Trust will follow up with applicants. The Trust will need to ascertain which organisation has agreed to be the sponsor for the project under the Research Governance Framework for Health and Social Care,

Q21 Experiments on animals

If the answer to this question is yes, the Wellcome Trust will follow up with applicants.

Q22 Projects working with young people

It is the duty of funded organisations and host institutions to ensure that children are safe while participating in arts and science activities, and to have policies and procedures in place to promote safe working practices. Guidelines for organisations are available from the Independent Safeguarding Authority <http://www.isa.homeoffice.gov.uk/Default.aspx?page=2>.

Where no Criminal Records Bureau (CRB) check has previously been carried out, the Wellcome Trust will require an enhanced CRB disclosure for those named project team members prior to the start of any Wellcome Trust funded activities. The Trust will fund any additional CRB checks required for the project to take place. These should be included in the application's budget.

Q23 Health and safety

The Trust is keen to ensure that the Health and Safety aspects of projects have been considered. If appropriate, the Trust may request proof of a project's risk register and/or public liability insurance.

Q24 Commercial exploitation

Funded projects may not be used commercially without the prior written consent of the Wellcome Trust. Award winners retain copyright in their original work but the written permission of the Trust must be obtained for any sale or licensing of productions or programmes made with funding provided wholly or in part by the Wellcome Trust.

If your application is successful, confirmation will be sought that the applicant complies with the Wellcome Trust's grant conditions. This requires that the organisation liaises with the Trust in all matters relating to the protection and exploitation of any intellectual property.

Please refer to the Trust's policy on intellectual property and commercial activities and relevant clauses in the [Public Engagement Grant Conditions](#).

Q25 Consultancies, equities and directorships

If your application is successful, confirmation may be sought that the applicants comply with the [Wellcome Trust's policy on the relationship between Trust-funded personnel and commercial entities](#).

Accuracy of information

Please note that if the application is successful, the Wellcome Trust must be informed of any changes that may affect the project during the duration. For example, the Principal Applicant or any of the Coapplicants take a post in another organisation.

THE UNDERTAKINGS

The undertakings at the back of the application form should be signed by the Principal Applicant and the Recipient of the Award. The Recipient is the representative of the organisation to which the grant is being awarded (this might be the same person).