

LARGE ARTS AWARDS
PRELIMINARY APPLICATION GUIDELINES



Notes for guidance in completing the Large Arts Awards preliminary application form

The Large Arts Awards are part of the Wellcome Trust's Engaging Science grants programme, which funds projects that engage the public with biomedical science and its social contexts. The Large 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 all concerned, including the applicant, any other key people involved in the application and 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 Large Arts Awards must apply 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 Large Arts Awards offer support to fund full or part production costs for large-scale arts projects which aim to have significant impact on the public's engagement with biomedical science. All projects will be assessed individually on merit and need.

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.

Projects can be considered for over £30,000. Whilst we do not put an upper limit on how much you can apply for you should discuss your project with the Trust at the earliest possible opportunity and we can advise on what would be appropriate.

For similar projects that are £30,000 or under, please refer to the Small 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 preliminary application form which can be downloaded from the website: www.wellcome.ac.uk/arts

Please note that applications should be submitted by email only to arts@wellcome.ac.uk.

The Committee will not see any binding or covering letters. Faxed or hard copy applications will not be accepted.

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

SELECTION PROCESS

Preliminary applications will be assessed by the Arts Awards Committee. If the preliminary application is successful, a full application will then be requested (approximately two months after the deadline). This will need to include fully worked up details of the project, its rationale, aims and objectives, details of the audience and marketing plans, implementation plans, expertise of the project team, financial information, evaluation strategy, potential risks and any other relevant information.

The full application will be peer-reviewed by at least two independent reviewers and applicants will be invited to respond to the reviewers' anonymised comments.

Applicants will then be asked to present to the Arts Awards Committee. At this meeting, the business plan, reviews and applicants' responses will be discussed by the Committee. A funding decision will be made following the discussion.

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 PRELIMINARY 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.

Q3 Collaborators

Please list all individuals who will have significant involvement in the project. This could be advisors, project managers, administrators, mentors etc. Please identify which collaborators are confirmed and which are to be confirmed.

Q4 Experience

Outline only relevant experience of the key collaborators on the project. Do not send CVs at this stage. Please include website links if this will be helpful.

PROJECT PROPOSAL

Q7 Proposed start date

Applicants should ensure the start date is not before the date you expect to receive a funding decision. This will be approximately one month after the Committee interviews shortlisted applicants.

Length of project

The maximum period is 36 months.

Q8 Project summary and vision

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

Q9 Project details

Outline 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. Please describe the types of audiences that you think will be interested in the work and how you hope to reach them.

Q10 Proposed 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 it.

Q11 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

Q12 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.

Q13 Budget

Income

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

Expenditure

Please provide a budget for all project costs 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. Then identify how much you are asking the Wellcome Trust to pay for.

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.