Arts Residency Grants Programme

2024-2025

Guidance Notes

Thank you for your interest in our Arts Residency Grants Programme.

This document provides an overview of the grants and the process to apply.

We are excited to read your applications and hear your ideas.

Thank you.

British Council Pakistan Arts Team

**Arts Residency Grants Programme 2024-2025**

We are pleased to announce the second cycle of our **Arts Residency Grants Programme.**

The launch of the programme last year was widely welcomed by the arts sector. Through the first cycle, we supported five projects which received a combined total of 240 applications through open calls and engaged 32 artists in residencies that spanned across Karachi, Lahore, Shikarpur, Gilgit-Baltistan, London and Birmingham.

Our second cycle will offer a further five grants, each worth up to £30,000, to co-developed proposals between Pakistan and UK partners to design and deliver innovative arts residencies that provide early / mid-career artists from Pakistan with opportunities to:

* research, produce and showcase new work
* widen the international context for their practice through learning and artistic exchange
* build new relationships with creative practitioners, communities and institutions
* access new networks and audiences
* explore future creative commissions and partnership projects

The residencies should seek to enable meaningful collaborations between Pakistan and the UK. This could involve Pakistani artists travelling to the UK for a specified duration and / or UK artists travelling to Pakistan to mentor and collaborate with local artists. Hybrid ways of working between digital and face to face models are encouraged. Proposals must be Pakistan-led, with the applicant from Pakistan receiving at least 50% of the funds available.

The work produced through the residencies will form part of a public showcase in Pakistan and the UK and will be used as a platform to stimulate critical discussion around the themes emerging from the residencies.

Grants will be offered to residencies exploring all art forms: theatre, dance, visual arts, literature, film, music, design, fashion, architecture, craft, tech art and new media art. Partnerships across disciplines and organisations are encouraged, including new models of exchange between art, research, science and other fields.

Proposed residencies must include the following:

* An open, accessible and transparent process for artist selection
* Travel between Pakistan and the UK
* Provision of accommodation and basic living expenses in Pakistan / UK
* A studio / workspace and a budget for materials / production
* Administrative, pastoral and curatorial support for artists
* A structured programme of meetings, exploratory trips, events and participatory learning opportunities during the residency
* A public showcase and events programme in Pakistan and the UK to conclude the residency

There should be a clear focus on how your residency will create impact and bring legacy opportunities for the artists, communities and / or audiences involved.

Principles of Equality, Diversity and Inclusion are important to the British Council and as such, we would like for this to be reflected in your residency. Please consider the following when writing your applications:

- How will your residency ensure an open, accessible and transparent selection process for artists?

- How will your activities allow for optimum public engagement? For example, will there be the ability to take specific actions to ensure events are inclusive? This might mean having the time / budget for interpreters, sign language, audio material etc.

- How will you ensure your communications and outreach are inclusive and invite a wide range of stakeholders to participate in your project?

- If needed, how will your project incorporate safeguarding of child protection and / or adults at risk. For this you may refer to British Council’s Safeguarding policies for guidance.

Interested applicants must submit their applications via the online form no later than 23:59 Pakistan Time on 03 March 2024.

**Eligibility Criteria and Considerations**

To be eligible for the funding opportunity:

• The lead applicant must be an emerging or established organisation based in Pakistan.

• There must be a UK collaboration partner (organisation/company and not an individual).

• Applicants must provide evidence of true collaboration, knowledge exchange and mutual benefit for all partners in their application.

• Organisations can apply as a consortium of partners but there must be one lead applicant who receives the funds in Pakistan and / or the UK.

• Both Pakistan and UK organisations must be registered in the country they are based in.

• Project delivery must take place between April 2024 to March 2025.

• Proposals must aim to achieve a gender balance in their projects.

• If the proposal looks at working with marginalised artists and / or communities, it must be evident how a sensitive and knowledgeable approach is taken in working with them. The applicant must show experience of how they will be mindful of context e.g., language, ethics of collaboration etc.

**Financial Requirements and Restrictions**

**Budget template**

• Applicants must include a detailed budget on the template provided outlining their proposed costs for the residency project as part of their application.

• The combined total budget submitted by both applicant organisations should be £30,000. Additional funds may not be requested from the British Council at any point through the grant delivery process.

• Applicants can seek additional sources of funding but must agree the list of potential funders to approach between partners and British Council.

• The budget template includes two separate tabs for each organisation’s budget – The funding must be divided between the collaborators to reflect the levels of engagement by both partners. Please note, a minimum of 50% of the total budget must go to the Lead Applicant from Pakistan.

• The budget template is a downloadable excel spreadsheet called ‘Arts Residency Grants Programme - Budget and Activity Timeline Template’ available on the British Council website along with the application form as of 30 January 2024.

• A google drive link is the most preferred way of including this template as part of your application. Please ensure you change the settings to "Anyone with the link can view" and paste the link in the relevant text box within the online application form.

• The British Council Bookkeeping Rates for PKR and GBP will be available in the budget template. Please provide the budget breakdown in your local currency and in GBP. All budgets will be calculated based on the conversion rate of the British Council (PKR 321 = GBP 1)

• Grantees are expected to retain all copies of receipts and final budget breakdown for reporting purposes. Applicants will be evaluated mid-way with a summary report, and at the end of the project through a full report, including lessons learned. We will also expect all assets and figures on how many people were impacted through the grant.

**Items to include in your budget**

When providing the cost breakdown, please include the following:

o overheads (no more than 5% of your total budget)

o contingency (set at 5% of your total budget)

o costs of interpretation / translation if your project intends to cater to ethnically or geographically diverse audiences within, or across Pakistan and the UK

o Any costs related to taxes, bank transfers (local and international) you foresee during the course of your project

Please also mention any matched and / or in-kind support (this is not a requirement for applying and will not be prioritised as such).

**Access and Inclusion**

When providing the cost breakdown, please mention clearly in the notes column any costs that relate to providing greater accessibility and inclusion. These costs are to ensure people with disabilities can participate fully.

**How to Apply**

You will be requested to fill out the online application and submit it via Microsoft office forms.

In the downloadable spreadsheet titled ‘Arts Residency Grants Programme - Budget and Activity Timeline Template’, you must include your activity timeline along with your budget in the relevant tab and submit this as part of your online application. A google drive link is the most preferred way of including this template as part of your application. Please ensure you change the settings to "Anyone with the link can view" and paste the link in the relevant text box within the online application form. Without this your application will not be complete.

An offline application form in MS Word format is available on the website. You are encouraged to use this to review all the questions and organise your responses before filling out the online form and maintain an offline copy. Please note if your application is not submitted by the given deadline i.e., 03 March 2024, it will not be considered.

**Selection Criteria**

A selection panel of internal and external experts will review applications competitively, bringing in viewpoints from Pakistan and the UK. We aim to have a diverse panel across disciplines and art forms.

Your application will be assessed on the following areas:

- Project proposal with emphasis on clearly articulating the rationale for your residency

- Partnership and collaboration

- Methodology and approach

- Budget and timeline

- Impact and legacy

- Risk

**Partnership Guidance**

The British Council will sign two contracts for each partnership, one with the Pakistan organisation and one with the UK organisation.

• Both the Pakistan and UK applicants will be expected to fill out the grant application jointly.

• Both the Pakistan and UK applicants must be registered organisations in their respective countries.

• Both the Pakistan and UK applicants are responsible for agreeing roles and responsibilities keeping the spirit of collaboration at the heart of this partnership.

• Both the Pakistan and UK applicants are responsible for agreeing a cost split between both organisations and for detailing this clearly in the application budget.

Please note: British Council General Data Protection Regulation (GDPR), intellectual property, finance, monitoring and evaluation and online safeguarding will apply to all contracted partners. These issues will also be reviewed at the inception meeting for all successful partners.

**Contact and Clarification Questions**

For questions the British Council will be hosting a webinar (date below) where you will be able to ask questions about the grant framework and other clarifications you may need. On our website, you will also find a FAQs document.

If you have any questions that have not been answered via this document, please email us at [opencallgrants@britishcouncil.org.pk](mailto:opencallgrants@britishcouncil.org.pk).

Note: the deadline for emailing any clarification questions is Monday, 12 February 2024. All questions received will be collated and uploaded on our website as part of the FAQs document.

**Key Dates**

**Tuesday, 30 January 2024**

Applications open

**Monday, 05 February 2024**

Information Session and Q/A

15:00 Pakistan Time / 10:00 GMT

To join this session, please click [here](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjYwOGE0ZmQtYTgzNy00MDg3LThkNTAtYjg5Yjc0ZTJlMjA2%40thread.v2/0?context=%7b%22Tid%22%3a%22ae6275c1-ccdd-4046-b2a1-6245a2cca3ec%22%2c%22Oid%22%3a%220ff0fb30-d19a-4521-a053-8c87099efac9%22%7d).

**Monday, 12 February 2024**

Deadline for sending clarification questions on the provided email address

**Sunday, 03 March 2024**

Deadline for application submission

**Week of 12 March 2024**

Award announcement