Arts Residency Grants Programme

2024-2025

Application Form

OPEN CALL: Arts Residency Grants Programme 2024-2025

This is an open call for applications for our Arts Residency Grants Programme 2024-2025.

For grant details, please refer to the Arts Residency Grants Programme - Guidance Notes.

**HOW TO COMPLETE THIS APPLICATION**
Please use this form to submit your application for our Arts Residency Grants Programme. The form is divided into the following sections:

1. Section 1: GDPR Note
2. Section 2: Pakistan Applicant Details
3. Section 3: UK Applicant Details
4. Section 4: Project Proposal
5. Section 5: Partnership and Collaboration
6. Section 6: Methodology and Approach
7. Section 7: Budget and Activity Timeline
8. Section 8: Impact and Legacy
9. Section 9: Risk
10. Section 10: Declaration

Section 1

1. **Data Protection and Consent:** British Council will use the information that you are providing in connection with processing your application. The legal basis for processing your information is agreement with our terms and conditions of application (contract). British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.
* I agree
* I don’t agree

Section 2

**Applicant details - Pakistan**

This section requires details about the Pakistan-based applicant.

1. Name of the organisation
2. Organisation address

*Please add your organisation’s postal address in this section.*

1. Name of lead contact

*Please ensure you have delegated authority from your organisation to submit the application*

1. Designation of lead contact
2. Email address of lead contact

*Please enter the email address you can be contacted on. This email will be used for project related correspondence*

1. Contact number of lead contact

*Please enter your mobile number or work phone number. This number will be used for project related correspondence*

1. Registration / NTN number of the organisation

Section 3

**Applicant details - UK**

This section requires details about the UK-based applicant.

1. Name of the organisation
2. Organisation address

*Please add your organisation’s postal address in this section.*

1. Name of lead contact

*Please ensure you have delegated authority from your organisation to submit the application*

1. Designation of lead contact
2. Email address of lead contact

*Please enter the email address you can be contacted on. This email will be used for project related correspondence*

1. Contact number of lead contact

*Please enter your mobile number or work phone number. This number will be used for project related correspondence*

1. Registration / Trade number of the organisation

Section 4

**Project Proposal**

1. Title of your proposed residency project
2. Summary of your proposed residency project (max 150 words)
3. Please provide details of your proposed residency project and its overarching objectives (max 500 words)
4. Please evidence the context and establish the rationale for your particular residency. You may reference relevant reports / studies to build your case (max 500 words)
5. Please share up to 3 examples of key projects (realised or speculative) which support the quality and impact of your work. We are particularly interested in seeing examples of residencies you have delivered or been involved with.

Section 5

**Partnership and Collaboration**

1. How will you work together as collaborators? (300 words)
	1. *Have you and your partner worked together prior and if yes, in what capacity?*
	2. *Outline briefly how this partnership will strengthen your relationship and your residency project.*
	3. *Outline risks you foresee with this collaboration and how you intend to mitigate them.*
2. Please outline both partners’ experience and capacity to deliver the project by responding to the following:
	1. Outline of team structure and Bio / CV of project leads
	2. Please provide a link to your organisation website / Instagram / other so we can have an overview of your portfolio

Section 6

**Methodology and Approach**

1. Please use this section to outline how you will deliver your proposed residency project, clearly describing your model of delivery and key activities (max 500 words)

*Please note your residency must include:*

1. *an open, accessible and transparent process for artist selection*
2. *a signed agreement with selected artists clearly outlining expected outputs and terms of reference*
3. *a structured programme of meetings, exploratory trips, events and participatory learning opportunities during the residency*
4. *a public showcase and events programme in Pakistan and the UK to conclude the residency*
5. *documentation in the form of printed publication and/or short video showcasing the residency process and its outcomes*

Section 7

**Budget and Activity Timeline**

1. *The downloadable ‘Arts Residency Grants Programme - Budget and Activity Timeline Template’ can be found on the website. You are expected to submit this alongside your application form. Please complete the template and share it through a Google drive link pasted below. Please ensure you change the settings to "Anyone with the link can view".*

*When filling out this template please consider the following:*

Budget

* 1. *The combined total budget submitted by both applicant organisations should be no more than GBP 30,000. Please use* ***Tab 2 titled ‘Pakistan Applicant – Lead’*** *to detail the budget allocated to the Pakistan partner and* ***Tab 3 titled ‘UK Applicant’*** *to detail the budget allocated to the UK partner.*
	2. *Please ensure the budget is split in a way where the lead applicant is allocated a minimum of 50% of the total amount.*
	3. *The British Council Conversion Rate for Pakistani Rupee is available in the budget template. Please provide the breakdown of budget in your local currency (as you will be awarded in your local currency) and in GBP. Budgets will be calculated based on the British Council Conversion Rate.*
	4. *When providing the cost breakdown, please include the following: 1) overheads (no more than 5% of your total budget), 2) contingency (set at 5% of your total budget) 3) Access costs for e.g., of interpretation/translation, sign language, if your project intends to cater to disabled people, ethnically or geographically diverse audiences within, or across Pakistan and the UK.*
	5. *When providing the cost breakdown please mention any matched and/or in-kind support (this is not a requirement for applying and will not be prioritised as such).*

Timeline

* 1. *Please detail your* ***Activity Timeline in tab 4.***
	2. *Please ensure you clearly mention the start and end dates of your project detailing comprehensively the activities that will be carried out throughout the length of the project.*
1. Does your proposal create new and diverse networks and opportunities for artists? The British Council’s EDI policy might provide useful information for this question
	1. *Please share how you will achieve a gender balance in your residency project, from the design team to delivery and impact*
	2. *Which geographical locations do you aim to work in and which communities / audiences will you try and engage?*
	3. *How will you ensure a diverse range of views and perspectives are incorporated in your project? E.g., engaging with communities from Pakistan and the UK; bringing in voices from more remote areas in Pakistan; considering other groups typically less represented such as disabled people?*
	4. *If your project works with marginalised artists and / or communities, how will you ensure meaningful collaboration with them and responsibility for any short or long-term impact achieved?*
2. How will you approach communications in your residency project to reach wide audiences across Pakistan and the UK?
	1. *What are your strengths around communications e.g. strong community network; strong artist networks; social media following*
	2. *How will you communicate the process and outcomes / impacts of your residency project?*
	3. *How will you ensure inclusive communications in your residency project? e.g. language, translations*

Section 8

**Impact and Legacy**

1. What impact are you hoping to achieve through your residency project? (300 words)
	1. *Please outline what learning and developing for your residency project looks like*
	2. *how do you intend to capture your process and impact?*
	3. *What is the short and long-term impact you are aiming for with 1) the artists; 2) audiences and participants.*
2. What are the legacy outcomes/ opportunities you expect from this residency project?
	1. *Is there an opportunity to continue the residency project long term?*
	2. *If there are physical / digital assets, how will you manage their storage / access to a wider community?*

Section 9

**Risk**

1. Please provide a summary of risks you foresee in delivery of your residency project and a mitigation strategy for each.

 *(300 words)*

1. Does your project involve working with people under 18 or adults at risk?

*Adults at risk are people aged 18 years or over who identify themselves as unable to take care of themselves or protect themselves from significant harm or exploitation; or are understood to be at risk, which may be due to frailty, homelessness, mental or physical health problems, learning or physical impairments, and/or impacted by disasters or conflicts.*

* Yes
* No
1. If yes, please detail your approach to safeguarding here. (100 words)

*Download and read our Global Safeguarding Strategy for support:* [*https://www.britishcouncil.in/safeguarding-policy*](https://www.britishcouncil.in/safeguarding-policy)

Section 10

**DECLARATION**

1. Please declare the following
* I confirm that all information provided in the application is accurate to the best of my knowledge.
* I confirm that I have the delegated authority to submit this application
* I confirm that I have uploaded the required documents
* I confirm that this application has been completed by one Pakistan partner and one UK partner
1. How do you prefer hearing from us in the future for other opportunities and communications?
* Email
* Phone
* All of the above
* None of above