**Developing Your Creative Practice (DYCP)**

Round 13 will open for applications at 12pm (midday) 22 February 2022. The deadline for applications will be 12pm (midday) 15 March 2022.

Please note: If you have made two unsuccessful or one successful application since 10 July 2019, you won’t be eligible to apply to Round 13

Before you can start an application you need to create a user account and applicant profile on Grantium.

You cannot start your [**eligibility questionnaire**](https://www.artscouncil.org.uk/our-open-funds/dycp-am-i-ready-apply)or application until ACE have approved your new applicant profile, which may take up to ten working days. Once you're registered and approved, you're ready to start your application.

**Planning template**

Completing this template will give you most of the content you need for your application on Grantium. You can draft it on here and then, when you are happy with it, copy and paste the text onto the online form in Grantium.

**Please read Arts Council England’s** [**DYCP guidance document**](https://www.artscouncil.org.uk/sites/default/files/download-file/DYCP_guidance_05112021_0.pdf) **before completing this and refer to them while you fill it in.** The notes shown in blue on this template are extra tips from Bluecoat staff.

| **Name** |  |
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| **Tell us the start and end dates for your project**  On Grantium use the onscreen calendar to select dates.  You might want to come back to this question once you have developed your Activity/Project plan. |
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| **What do you want to focus on? Tick as many as you feel are relevant to your project.**  Revisit this after you finish your first draft to check you’ve not missed any out. |
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| **building new networks for future development/presentation of work**    **creating new work**  **experiment with new collaborators**  **international travel to explore other practice or work with mentors**  **professional development activities**  **research and development time to explore practice and take risks** |
| **Tell us about yourself and your creative practice.**  Up to 1,800 characters (approximately 300 words)  Describe the kind of work you make, where you are in your career to date and any significant achievements or relevant contexts. It’s a very brief section so this is an ‘at a glance’ version of you. What you write here will also be reinforced by the images / material you can also submit and what someone writes about you in the letter of recommendation.  Tip: Can you ask someone else to read and comment on this section? They may be able to help you reflect on your practice and in turn you may be able to help them describe theirs. It’s sometimes easier for someone else to draw out things that are key to you, your work and career stage. If that’s not possible, draft this section and then come back to it a few days later. Don’t worry about too much detail. It’s an overview to situate the person reading your application. |
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| **Tell us about the developmental opportunity you want to undertake, what you hope to get out of it, and how you will go about it**  Up to 1,500 characters (approximately 250 words)  **Questions to think about:** Do you need to develop new skills? If so, what will these new skills help you do differently? Does your network need to change or grow? If so, who do you need to be in contact with and how will they be able to help you? Do you want to make a change to your practice? How will you make this happen? What will be better/different when you have made these changes?  Tip: Even though word count is again fairly brief make sure you spell out why visiting somewhere, having a mentor session with someone or another named opportunity is key. Don’t expect the person reading it to know what that place / person / opportunity stands for. Add a brief description of their significance to help clarify what the experience will bring to you. |
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| **Why is this important for your practice at this point, and how will this help create future opportunities?** Up to 1,500 characters (approximately 250 words)  **Questions to think about:** Why is now the right time for this developmental opportunity? Timeliness is key. What makes you think that you are ready for this development? Think about how the next few years might look for you if you get this funding. What significant changes will this period of development bring to you to your career / practice?  **TIP:** It might help to do this visually before you write this section. Draw a road diagonally across a piece of paper and write or draw “milestone moments'' along the side of the road. The first milestone should be the completion of this project - try and make the other milestones relate back to it. ACE are always interested in whether the grant will give you opportunities to reach more people in England with your work at some point in the future so make sure one of your milestones covers this. This isn’t an outcome for this grant but should be a future outcome. |
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| **Activity / Project plan**  **We ask you to fill in a table listing the main stages and tasks of the project from the**  **start date onwards, to plan out your time and identify the key milestones.**  **Expenditure**  **We will ask you to fill in a table listing all spending for the activity, specifying the type,**  **description and amount, and show us how you have worked out your figures in the table.**  Think through your whole project from start to finish. Start with the earliest action/activity and add them in date order. Make sure you estimate any costs realistically including your own time. If you have more than 10 actions click on a row in the table and insert a new row above or below.  **TIP:** Write all the actions down on Post-it notes and how long you think each will take. Play around with the order before deciding on the dates and writing them down on this plan. This will give you the start and end dates for your project which is requested at the start of the application form. | | | | | |
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| **Activity/action** | **Start date of action** | **End date of action** | **Will anyone else be involved in this action?**  **(ie a mentor, partner or collaborator) - who?** | **Are there any costs involved?** | |
| **Items - provide details e.g.**  **3 mentoring sessions @ £200** | **Cost £** |
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| When you fill in your expenditure on Grantium you will be asked to put each item into a category depending on the type of spend. Look at pages 30-32 in the DYCP Guidance (or page 21 - 23 in the Easy Read version) for information about the categories. | | | | | |

| **Amount requested**  **Please tell us the total amount you are requesting from us, including any personal access costs (£)**  **How much of this request is for your personal access costs (£)?**  **Grant range: £2,000 - £10,000** |
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You may be required to detail any income you have from other sources which will help to fund your project. You do not need to have any match funding as ACE will fund 100% of the costs, but if you have any match funding then you might be asked to give details.

| **If you receive a grant to develop your creative practice, how will this benefit the public (either now or in the future)? Pick as many as you feel are relevant to your development activity**  Go back to your future “milestone moments” - are any of these public benefits represented? If not try to incorporate at least one. |
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| **Making work to present/show to the public**  **Reaching new audiences through exploring new ways of working**  **Developing networks to increase opportunities to present work**  **Other (please specify** |
| **ACE’s 10-year strategy, Let’s Create, has three Outcomes. Tell us which of the Outcomes, listed below, you think your development activity will contribute to:**  Again look back at your proposal and see which category you fit best. |
| **Creative People: Everyone can develop and express creativity throughout their life**  **Cultural Communities: Villages, towns and cities thrive through a collaborative approach to culture**  **A Creative and Cultural Country: England’s cultural sector is innovative, collaborative and international** |

**THERE ARE TWO OTHER THINGS YOU WILL NEED:**

1. **An example of your work to give a sense of your practice (either as a web link or an attachment)**

Make sure the example helps to illustrate what you have talked about in your application. You could attach a page of your images or writing or include a weblink to a film or sound clip.  
Make sure you include recent examples of work and that they are clearly labelled with date and title. If room you could add brief information on context - where the work was shown or if it’s not been seen by a public as yet.

1. **A supporting document, written by someone other than you that supports the quality of your practice.**

Think carefully about who should write this for you. Do you have a relationship with an organisation who is an NPO of Arts Council England? They are a good place to start. You can download the full list [here](https://www.artscouncil.org.uk/national-portfolio-2018-22/more-data-2018-22) if you’re not sure if you work with an NPO.

Or is there another artist or cultural professional whose opinion you respect and who knows your work well?

TIP: Ideally ask at least a few weeks in advance of the deadline and have more than one option in mind for a reference. Some people will be asked to write support documents for a number of artists and each one takes time. If they agree then send them a brief outline of your application to help them get an idea of how you want to develop your practice (you could send the template above if you have drafted it).

**Bluecoat Surgeries**

If you have booked onto an advice session with one of Bluecoat’s team, you will be asked to come to the session having completed a draft of this template. Please ensure you have done this to make the most of your session.

**Best of luck from all at Bluecoat!!**