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Student opportunities

Guidance for applicants

Art Fund_



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Art Fund_



1. Before you apply

Aims

The aim of this funding is to help museums, galleries and visual arts organisations provide paid opportunities for full-time university students to gain meaningful, developmental work-experience that enables them to further explore their interest in the arts, and related future career options before they graduate.

Student Opportunities benefit both visual arts organisations and students in a range of exciting and transformative ways. Students can explore an interest in the arts alongside future career options, while providing organisations with a skilled and accountable resource.

Student Opportunities can benefit visual arts organisations in the following ways:

- build knowledge of how to effectively engage youth/student audiences by working directly with students
- develop a wider and more diverse range of voices within your organisation
- help develop the diversity of the whole cultural sector, creating a fit for purpose and engaged workforce
- payment assures students take their responsibilities seriously and are a reliable and accountable resource

Student Opportunities benefit students by providing:

- training that empowers them to feel confident in their area of responsibility and develop skills
- practical experience of working within an arts organisation, helping them to build their CV
- an increased awareness of the range of careers available in the cultural sector.
- networking opportunities with arts professionals and other students across the UK
- the opportunity to help diversify the voices that contribute to how arts organisations operate, enhancing cultural experiences for all young people

Why are we funding Student Opportunities?

Art Fund has had a relationship with students since 2017 when we launched the Student Art Pass nationally, helping students overcome price and awareness barriers to visiting more often. Our student members have told us that they want to go 'beyond visiting' and become active collaborators and participants in the world of art and culture. To open pathways into the arts, we offer regular creative competitions and paid opportunities in collaboration with visual arts organisations, and this has fast become one of the most popular membership benefits we offer.

In addition to providing funding, the Student Art Pass team can assist you with audience insights to help you shape the marketing of your opportunity to appeal to young people, and assist with recruitment by promoting it to the 23,500 Student Art Pass members who are located across the UK. We look to support opportunities that are relevant and accessible to as many as possible within this community.

What we'll fund

We encourage applications that focus on facilitating public engagement with art – whether that be online or in real life. We will fund the costs associated with paying students for the time they spend supporting your organisation in delivering projects.

Please base your hourly wage rates on the most up to date figure for the relevant Living wage for your area or the National Living wage, stating in your budget where you got the figure.

We cannot fund

- Core staff costs
- Costs relating to ongoing overheads
- Retrospective funding for projects that have already been delivered

Who we'll support

We will consider applications from UK public museums, galleries, historic houses, libraries and archives, agencies and other visual arts organisations that:

- have a public presence (eg a building open to the public) or a public outcome (eg a festival or public art programme)
- can demonstrate that they operate to standards of best practice within the sector (eg through Arts Council England accreditation)

Please note that all participating students will be contracted to work for you, the applicant organisation, via your HR team.

All grant recipients will be asked to sign our conditions for this programme.

Art Fund exists to support museums and galleries. We can only accept applications from organisations whose primary purpose relates to objects and works of art. As a registered charity we can only pay grants to organisations who are registered for public interest, these include:

- Charities
- Community Incorporated Organisations (CIO)
- Community Interest Companies (CIC)
- Charitable Community Benefit Societies

Unfortunately, the following organisations are ineligible to apply:

- Organisations that exist to make profit, including: Private Limited Companies, Public Limited Companies, Unlimited Companies, or Sole Traders
- General Partnerships, Limited Partnerships, or Limited Liability Partnerships
- Commercial organisations
- Artists' groups
- Hospitals/healthcare settings
- Places of worship
- Organisations with a focus on music, drama, dance and art forms outside the visual arts



Funding range

We will consider applications for up to £10,000.

We will consider 100% funding towards the costs associated with paying students for their time to help cultural organisations deliver projects.

Applicants should demonstrate the commitment their own organisation is making to the activity, in cash or in kind.

Applications will be considered on a rolling basis. We ask applicants to allow at least eight weeks between submitting applications and the time by which they need a decision.

This should be a 'How to apply' box and 'Get in touch' box.

How to apply

For application forms and to submit your application, log in to My Art Fund.

You must be registered as a professional user.

If you already have a My Art Fund account but are not registered as a professional user, you can add your professional details when logged in.

If you require application forms in an alternative format, please [contact the Programmes team](#)



2. Your application

Application process

Please get in touch to discuss your potential project before submitting an application. We will be able to give you advice on eligibility, timescales and deadlines for applications. All applicants should contact Robert Dingle, programme partnerships manager, on 0207 225 4871 or rdingle@artfund.org.

Application form

In the application form we will ask you to provide:

– Project summary

Please provide:

- a summary of your project, the impact it will have on your organisation and its audiences, and how it meets the overall aims of the Student Opportunities
- an indicative but realistic timeframe for the project

– Financial information

Please provide:

- the number of students to be employed
- the number of hours of employment
- the total cost of employment at National/London Living wage
- if you have received a grant from Art Fund in the past to support this activity, please let us know how the evaluation has informed this current application

– Job description

Please provide:

- a short job description that includes: a short headline communicating the vision that a student's participation in this opportunity is helping your organisation to realise; an outline of the role and responsibilities students will be expected to undertake; an outline of how you will train students for the role

– Recruitment timeline

Please provide:

- your ideal start and end date for promoting the opportunity to students
- the date you would aim to have shortlisted students for interview, and the date you will aim to have informed successful applicants
- The date you intend students to start and complete their paid opportunity with you

– Supporting documents

Please provide:

- any additional supporting documents that may have been requested during your initial conversation with us e.g. letters of support from project partners

3. What happens next

All applications are assessed in the first instance by an Art Fund programme manager. They will provide initial feedback and discuss with you if the application needs further development before it can be progressed.

If your application is successful we will then issue our offer paperwork to your organisation or nominated body. The paperwork includes:

- offer letter
- agreement to terms and conditions
- a schedule of the proposed activities as described in your application, including key project dates and aims and desired outcomes

In most instances, the first 90% of the grant can be claimed upfront following the submission of an invoice together with a signed copy of the offer letter (keep the other copy for your own records).

The final 10% of the grant can be claimed once the activities have been undertaken and you have submitted a report. This report should assess the funded activities, reflecting on the aims and outcomes as described in your application, as well as incorporating feedback from the students involved.

Please note that no portion of the funding can be paid directly to individuals. All funds must be paid to a formally constituted organisation with non-profit status.



4. Terms and conditions

The following conditions are attached to Student Opportunities (the Grant):

1. APPLICATION OF THE GRANT

The Grant must be used only for the project you have detailed as benefitting from the Grant on your Grant application form (the Project) and for no other purpose whatsoever.

2. VAT

The Grant is not a consideration for any taxable supply for VAT purposes.

- 2.1. You acknowledge that the Art Fund's obligation does not extend to paying any amounts in respect of VAT in addition to the grant.
- 2.2. If you are registered for VAT, or you subsequently become liable to register for VAT, you must keep proper and up to date records and you must make those records available and give copies to Art Fund when requested.

3. PAYMENT SCHEDULE

The Grant will be paid to you in the following stages;

- 3.1. 90% upon your returning to us a signed copy of the letter of agreement along with an invoice for such amount;
- 3.2. 10% upon receipt by us of the evaluation report referred to in clause 10 below in a form which is satisfactory to us.

4. ACKNOWLEDGING OUR SUPPORT

Our contribution to the Project must be acknowledged in all literature and/or other materials generated by you to publicise and around the Project including (but not limited to) press releases, webpages, e-communications, promotional film or video, press advertisements, posters, leaflets and brochures about the Project. You will make all reasonable endeavours to ensure any partner organisations do likewise.

- 4.1. Our contribution to the Project must be acknowledged through correct use of the credit line with Art Fund support and, where possible, Art Fund's logo. All uses of the logo must be submitted to us for approval prior to publication/printing. You agree to maintain on any web pages that you host in relation to the Project a link to Art Fund's home page at www.artfund.org. You will make all reasonable endeavours to ensure any partner organisations do likewise.
- 4.2. You will not use Art Fund's name or logo in a way which may adversely affect the image of Art Fund or cause any negative publicity or otherwise damage or injure our reputation and standing.
- 4.3. You will arrange for our membership literature and display panels to be prominently displayed at all times in the main foyer of the museum, the size, design and location of the display panels to be mutually agreed. Supplies of our membership literature must be requested from us whenever necessary.
- 4.4. You agree to work with us in good faith in order to showcase and promote the Project throughout the Project Period. Such activities might include (but are not limited to); facilitating visits for our supporters; online activity (including for example, online diaries, blogs and interviews) and features in our magazine *Art Quarterly*.

5. EVALUATION AND REPORTING

You will report on the project in the following ways;

- 5.1. You will provide us with regular updates on the progress of the Project throughout the term of the Project when requested. Such updates must address the aims and desired outcomes of the Project and give full financial details in relation to the ongoing costs of the Project and the application of the Grant and such other matters as we might agree between us from time to time.
- 5.2. Within 12 weeks following the end of the Project you will provide us with an evaluation report which will comprise an analysis of; the final outcomes of the Project as against the initial aims and desired outcomes; the challenges encountered; the benefits realised and a full financial analysis of the total Project costs and the application of the Grant.

6. PUBLICITY AND IMAGES

- 6.1. We each agree that all press releases, web or press copy or related publicity relating to the Project will be submitted to the other for prior written approval in advance of publication. We may publicise the amount and purpose of the Grant in whatever way we think fit, although we will consult with you in advance.
- 6.2. You also agree to provide us at regular intervals throughout the Project with a representative selection of high-resolution digital images illustrating the Project. These images must be suitable for publication and copyright cleared for use by us (where copyright is owned by a third party). Where copyright is owned by you, you agree to grant us a royalty free, irrevocable licence to use the images for all Art Fund purposes.

7. PERSONAL DATA

Art Fund may collect your personal data, please see Art Fund personal data policy for grant giving in our privacy and cookies policy on Art Fund website <https://www.artfund.org/pages/privacy-and-cookies>

8. TERMINATION

- 8.1. Art Fund will not be liable or responsible to you for any failure to perform, or delay in performance of, any of their obligations under these conditions that is caused by events outside their reasonable control (a "Force Majeure Event"). The obligation for performance under these conditions will be deemed to be suspended for the period that the Force Majeure Event continues, and you will have an extension of time for performance of the Project, if appropriate. Art Fund will each use their reasonable endeavours to bring the Force Majeure Event to a close or to find a solution by which their obligations may be performed despite the Force Majeure Event.
- 8.2. If any of the conditions set out in these conditions are breached in a material respect and (if capable of remedy) such breach is not remedied within 60 days, we reserve the right at our sole discretion to require that all or some of the Grant is repaid. We shall exercise this right by specifying in a notice in writing to you the amount of the Grant which is to be repaid. Any sum which is specified in the notice and is not repaid within 60 days of the date of the notice will bear interest charged on a daily basis at the then base rate of our clearing bank.

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Cover'Drag and Draw' public programme for Coming Out: Sexuality, Gender and Identity, exhibition at Birmingham Museum and Art Gallery, a touring exhibition conceived by National Museums Liverpool, in partnership with Birmingham Museums Trust

Art Fund is a charity registered in England and Wales (209174) and Scotland (SC038331)