

Visual Artist and Craft Maker Awards 2024

Easy Read Guidance



Part A - How to apply for money from VACMA (Visual Artist and Craft Maker Awards)



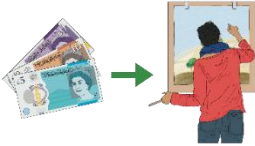
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What is in this guide?



About this guide Page 4



What is VACMA?..... Page 5



How much money could I
get from VACMA? Page 6



How do I apply? Page 8



Help to apply Page 10



Who can apply? Page 13



Who cannot apply? Page 14



What can VACMA be used for? Page 15



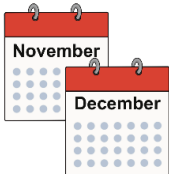
What can VACMA not be used for? Page 17



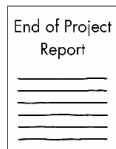
What we are looking for Page 19



Sending us your application form Page 26



How will I know if I will get the VACMA grant? Page 27



Telling us what you have done with VACMA Page 27



What happens if I do not get the VACMA grant? Page 27

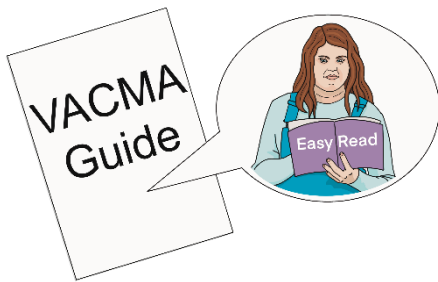


Where can I ask questions or get help? Page 28

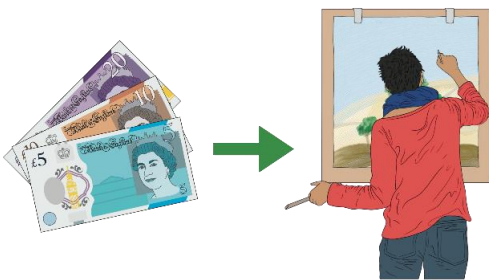


About this guide Page 29

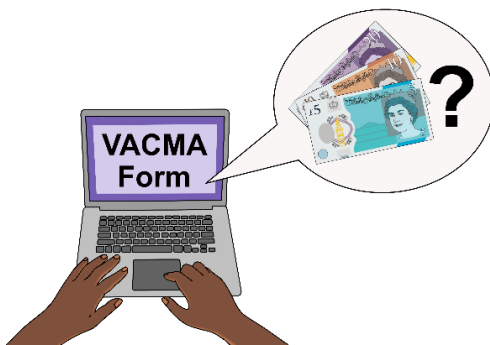
About this guide



This is an Easy Read guide to VACMA grants.



VACMA grants give money to artists and craft makers to help them learn and make work.



This guide explains how to **apply** for VACMA. **Apply** means filling in a form and sending it in to ask for money.



This guide is long for an Easy Read. You do not have to read this guide all at once. You can also ask someone to help you read it.

What is VACMA?

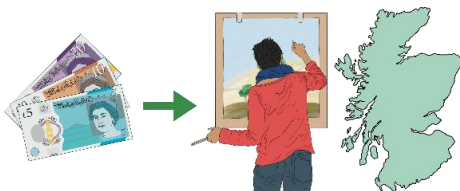


VACMA stands for Visual Artist and Craft Maker Awards.



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Creative Scotland runs **VACMA** with local partners across Scotland.



VACMA gives small **grants** to artists and craft makers in Scotland.



A **grant** is money given to you that you do not have to pay back. It is to help you do a project, or to learn something new, or to create art.

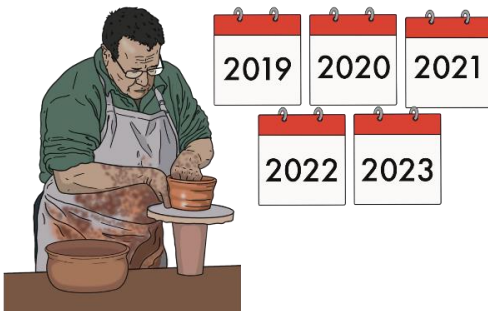
How much money could I get from VACMA?

There are 2 kinds of VACMA grants:



- **£500** for new artists

This means people who have been working as artists for less than 5 years.



- **£1000** for artists who have been working for more than 5 years.



You do not need to have gone to art school or had formal art training to apply for VACMA.



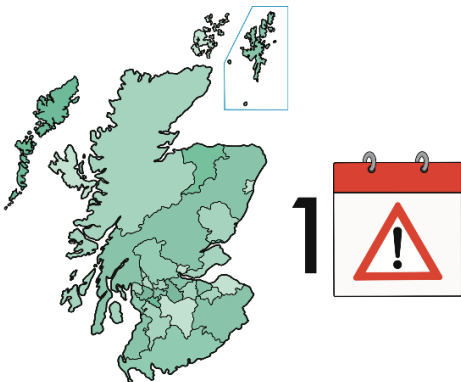
VACMA has two **deadlines**. A **deadline** is the last day you can apply to something.



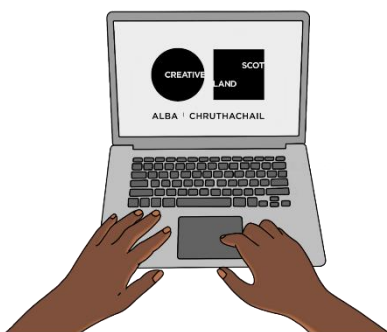
- Autumn deadline: 5pm on **Tuesday 22th October 2024**



- Winter deadline: 5pm on **Tuesday 4th February 2025**



Some VACMA schemes only have 1 deadline. Check with your local scheme before you apply.



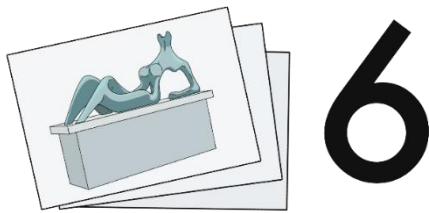
For a full list of local partners and links to their VACMA schemes, visit the Creative Scotland website:

[Visual Arts and Craft Makers Awards](#)



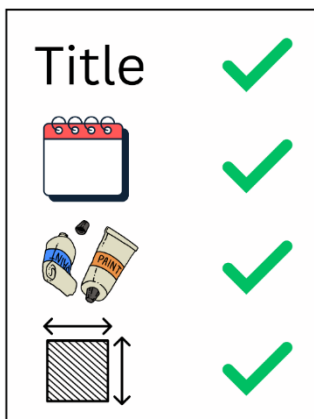
You can click on this link to see a guide about writing a CV:

[Artquest | Artist CV](#)



2. Send us photos of 6 pieces of your work. You should send good quality photos which show your work at its best.

Remember to tell us:



- Title – what each work is called
- Date – when you made the work
- Materials – what the work is made from
- Size – how big is the work?



- if you have **exhibited** the work – this means if you have shown the work in public, for example at an exhibition.



3. Send us an **Equalities Monitoring Form**. An **Equalities Monitoring Form** is a form that asks about you. We will keep what you tell us private.

Help to apply



If you have a disability or are neurodivergent we can give you help to apply for VACMA.



We can pay someone to help you put your idea into words.



Or we can pay someone to help you write the application.



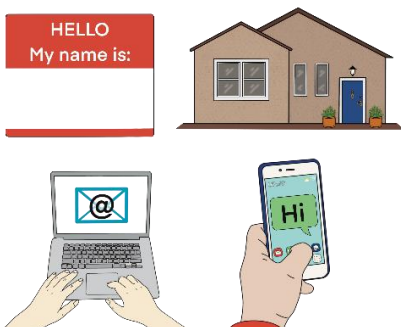
You can see what kind of help we can give you on our website:

[Creative Scotland | Access Support](#)



If you need help to apply, send us an email telling us:

- That you are disabled, neurodivergent, have a chronic illness or a mental illness



- The name and contact information of someone who can help you



- The type of help you need



- How much money you are asking for.



You also should tell us how much money the person supporting you charges per hour.



4 weeks

You should ask us at least 4 weeks before the fund's deadline.



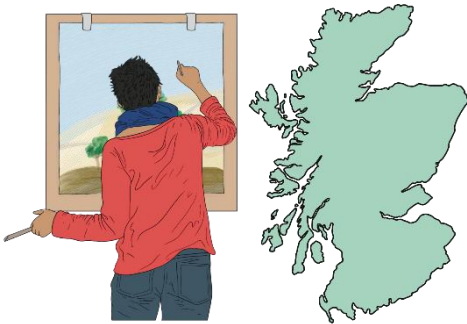
Email:

enquiries@creativescotland.com

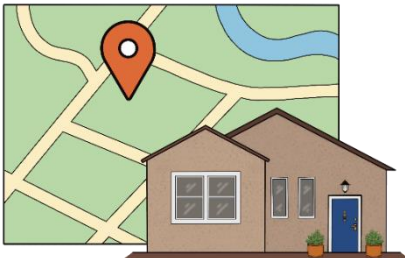
English Gàidhlig Scots

We can also give you information in different formats and languages.

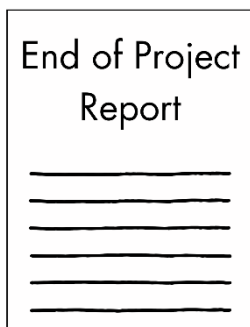
Who can apply?



Visual artists and craft makers in Scotland can apply.



You must live or have a studio in the local area you are applying to.



If you have had money from VACMA before, you must finish that project before you apply again. You will also need to send us an End of Project Report for that project.

Who cannot apply?

These people cannot apply:



Full-time students



Artists who do not live or have a studio in the local area.



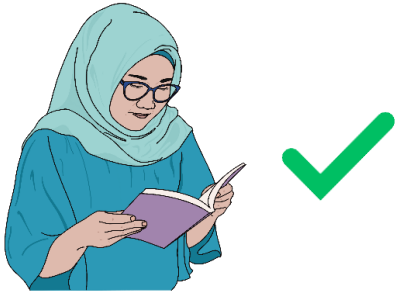
Artists in art forms that are not visual art or craft. For example, musicians, dancers or actors.



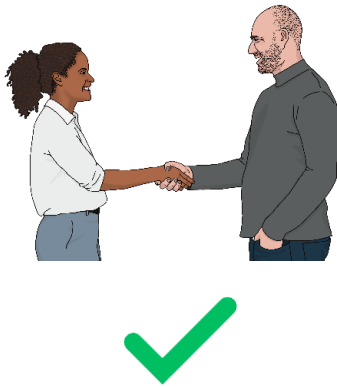
People who already got VACMA funding before, but who have not sent us their End of Project Report.

What can VACMA be used for?

You can use a VACMA grant for:



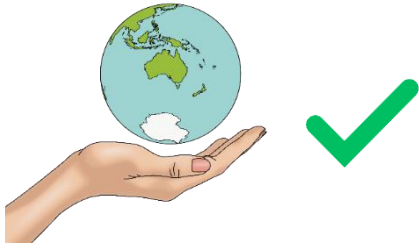
Training and learning.



Mentoring. **Mentoring** is when someone with more experience helps and guides you to learn and improve your skills. It is like having a coach or a teacher who supports you and gives you advice.



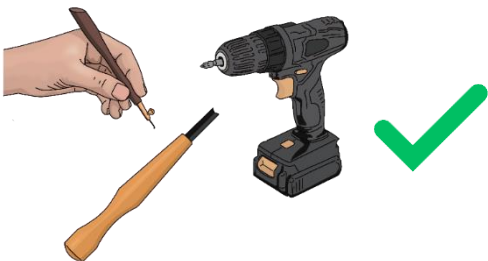
Testing new ideas and ways of working. This is called **research and development.**



Trying out eco-friendly materials and designs that are good for the planet.



Residencies. A **residency** means staying somewhere special to help you grow as an artist.



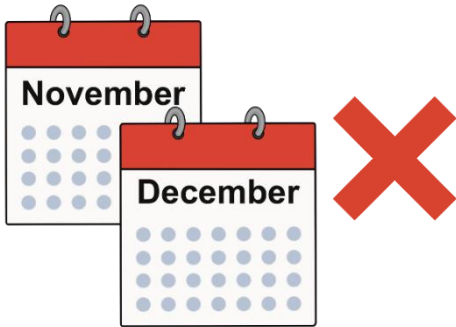
Buying tools that help you try new things and improve your art.



Helping you to make new art for a show.

What can VACMA not be used for?

You cannot use a VACMA grant for:



Things that start before you get the grant. Your project should start at least 2 months after the deadline to apply for VACMA.



School or college, or places where you get a degree or certificate.



Starting a business



Projects that are only about advertising your work, or making a new website



Films (unless you are a visual artist who makes films)



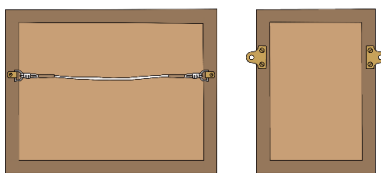
Community or school projects



Graphic design or illustration that does not fit into art or craft. For example, drawing for adverts, or designing logos or websites.



Building projects



Just framing or presenting work that you have already made. But if you ask for money to make new work, you can also ask for the cost of framing or presenting it.



Projects that get money from other VACMA or Creative Scotland grants. If you are already getting money from these programs for your project, you cannot apply for more money for the same project.

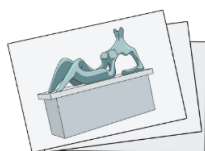
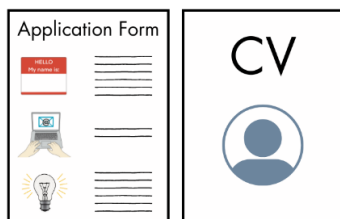
What we are looking for

We are looking for:

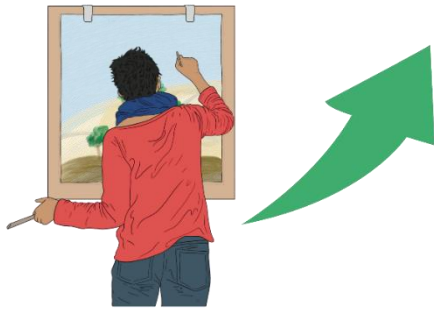
Commitment to practice

This means that you have experience as an artist. And that you are working hard to improve your art or craft.

Your application should prove that you are serious about continuing to work and grow in your art.



We will look at what you write in your application, your CV, and examples of your work.



Creative development:

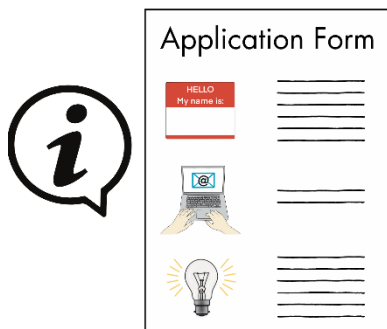
Explain how this opportunity will help you get better at your art or craft. Tell us how it will improve your skills and ideas.



Tell us about the work you have made before and how this project connects to it.



Tell us how the project will improve your skills, ideas, and future chances.



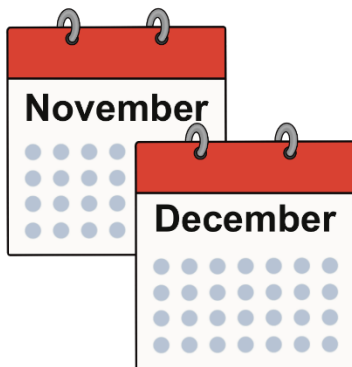
Be clear and give details. For example, if you want training or a mentor, say who you will work with and why. Tell us how this will help you get better at your art.



Clear project plan:

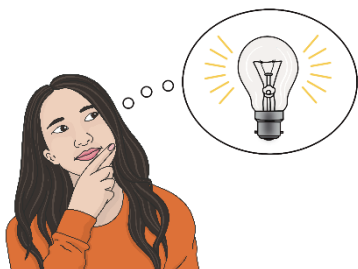
Tell us clearly what you want to do.

Your plan should be **realistic**. We want to know your plan can really happen based on what you tell us.



You should start your project at least 8 weeks after the deadline.

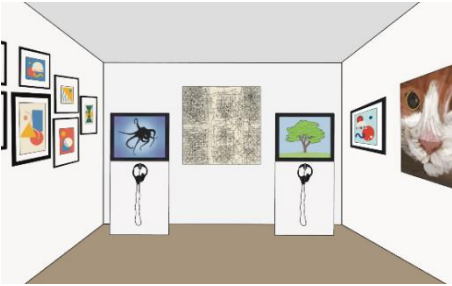
We cannot give money for things that start before we decide.



Think about problems that could happen and how you will solve them. For example, if you want to take a course, check the dates and if there is space.



If you want money for an exhibition or residency, include a letter from the organisation. The letter should say how they will support you.

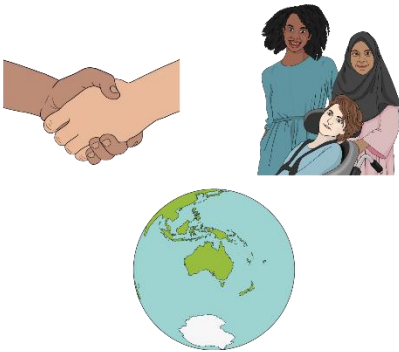


If you are planning your own exhibition, tell us:

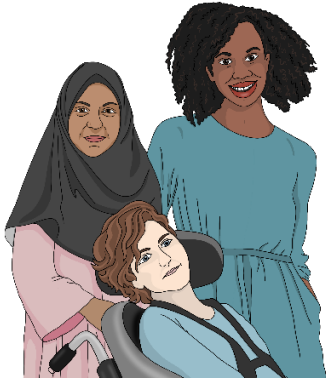
- how you will get people to come
- how you will make sure it is accessible for everyone.

What else are we looking for?

We also want to support fairness, **diversity**, and taking care of the environment. We think about these things when choosing who gets the money.



Diversity means lots of different people being represented.



This means we might give money to new artists and those who face **barriers**. A **barrier** is something that makes it hard for a person to work in the arts. For example, artists who are disabled, or experience racism.



We also want you to think about how your project will affect the environment. Tell us how you will make sure your project does not harm the environment.



These websites have information about how to make your work better for the environment.

[Artists' Environmental Resource | Fife Contemporary](#)

[Resources for Artists | Creative Carbon Scotland](#)

Project costs

You do not need to tell us all the costs for your project.

But make sure your project can be done with the grant money you are asking for.



If you are working with other people, pay them fairly. You can find more information on how much to pay people on the Creative Scotland website.



[Rates of Pay Guidance](#)

If the VACMA grant is not enough to pay for your whole project, tell us how you will get the rest of the money.



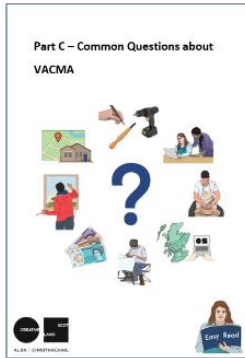
Write down any other money or help you are getting in the budget section of the application form.

Application Form





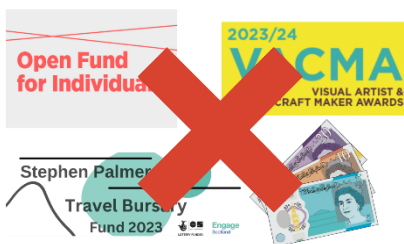
You can ask for extra money for Personal Access Costs on top of the grant.



Check **Part C: Common Questions About VACMA** for more information.



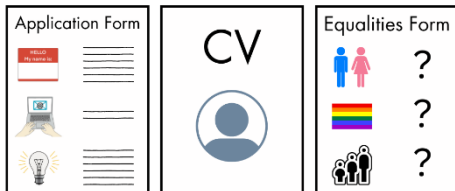
VACMA gets support from Creative Scotland with money from the National Lottery.



This means you cannot use a VACMA grant with other Creative Scotland grants, like other VACMA schemes, the Open Fund for Individuals, or the

Sending us your application form

To apply for VACMA funding, you need to send in:

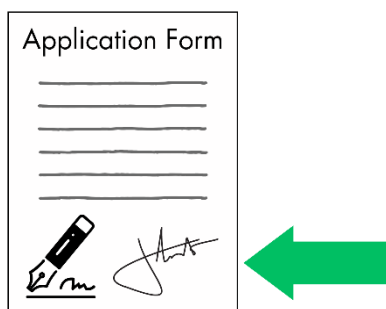


- your completed application form
- CV
- 6 examples of work
- Equalities Monitoring Form



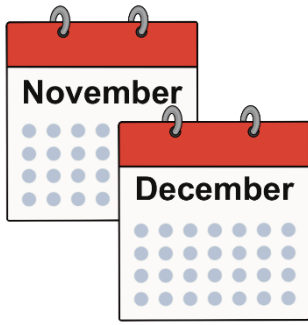
Send them to your **local scheme's email**. You can find your local scheme's email address here:

[Visual Arts and Craft Makers Awards](#)



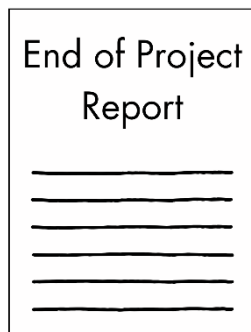
You must include an electronic signature or scan in the page with your signature.

How will I know if I will get the VACMA grant?



We will decide and tell you by 8 weeks after the deadline.

Telling us what you have done with VACMA



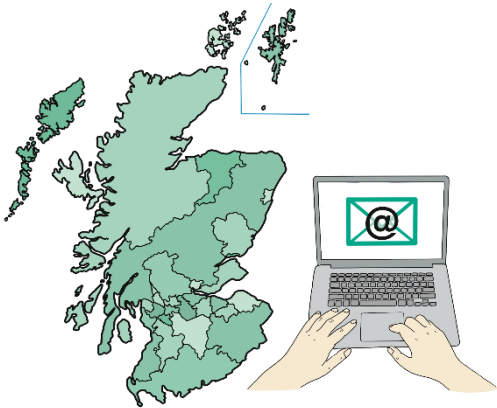
If you get the grant, you must fill out and send us an End of Project Report when your project ends. You can get this from your local scheme.

What happens if I do not get the VACMA grant?

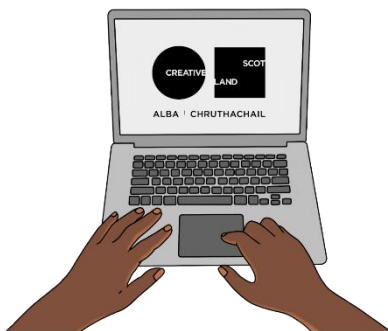


If you do not get the grant, you can ask for feedback. Use it to try again.

Where can I ask questions or get help?



If you have questions about the application form you should contact your local scheme. You can find the contact details of your local scheme at www.creativescotland.com/VACMA



If you have other questions, you can contact Creative Scotland Enquiries.

Email

enquiries@creativescotland.com

Or send a message on X.com :

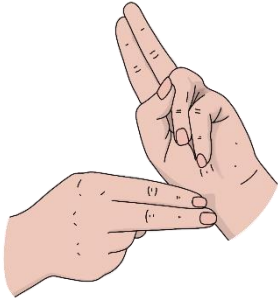
@creativescots



If you contact Creative Scotland Enquiries you should tell us which local scheme you will be applying to.



We explain how to ask for access help on page 10 of this guide.



If you are D/deaf or use BSL, **Contact Scotland-BSL** can help you to speak to us.

 [Contact Scotland-BSL](#)



Go to

www.contactscotland-bsl.org/deafcallers

for more information.

About this document



This information was made into Easy Read by Door in the Wall Arts Access C.I.C.



The call-out was published in August 2024.