



The
**Ulrike Michal
Foundation**
for the Arts

Guidance for Applicants to the
UMFFTA Student Grants Scheme

Charity Reg. No. 1188685

2020

This form is designed to help you understand what information the Trustees are seeking and thereby assist you in the task of completing the student grant application form. This document also provides information on the priorities and aims of the Trust and how these will govern the decisions on all applications.

We would encourage you to read the foundation's charitable purpose and benefits document, available on the foundation website, prior to completing your student grant application. Although not all the information is relevant to this grant scheme, all applications have to meet the threshold criteria.

We have set out the advice so that it corresponds to the sections and questions in the application.

§ - section

§ 1 Contact information

Please provide your contact details. This should be your current place of residence or that of your family. All communication will be via post or email. Telephone details are for use if we cannot make contact via post or email.

If you do not have an art-related website or facebook presence, please leave blank. You do not have to include personal facebook address details. This will not affect your application.

§ 2 Threshold Criteria

For a student to be considered eligible for one of the foundation's student grants, the student must meet at least one of the geographical criteria and the education criterion:

- ♦ Geographically – the student must have been normally resident within the geographic region prior to the commencement of their course (explained below)

- ♦ Geographically – the student must be studying full or part-time at a place of higher or further education (post 18) within the geographic region (explained below)
- ♦ Education – the student must have successfully completed their first year (at the time of application) and be pursuing a fine or decorative art course, with a focus on the learning and practice of traditional skills in those genres.

These criteria relate to the foundation's purpose and aims as agreed with the Charity Commission:

The foundation's aim is to promote, encourage and extend the love, appreciation, enjoyment, understanding and practice of fine, decorative and applied arts among people of all ages through experiences at museums, art galleries, historic properties and in the community at large, both as individuals and communally, as participants and spectators.

The foundation will make grants to applicants whose projects and activities meet the aims of the charity for the benefit of adults and/or children within the specified geographical area: the counties of Anglesey, Gwynedd, Denbighshire and Flintshire; the county boroughs of Conwy and Wrexham; the former metropolitan county of Merseyside (comprising Wirral, the City of Liverpool, Knowsley, St. Helens, Sefton and Halton), Cheshire East; Cheshire West and Chester; and the counties of Shropshire and Herefordshire as extant on 2nd December 2019.

If you grew up in the geographical area, but are studying outwith the region and therefore temporarily living outside the region, this should be highlighted in your *curriculum vitae*.

§ 2.1 Art Genre

The foundation wishes to support students who are learning the skills of the fine arts and the decorative arts:

Fine Arts, using traditional skills: painting, drawing, original printmaking and sculpture

Decorative and Applied arts, using traditional skills: pottery/ceramics, textiles, enamelling and glass.

The foundation is unable to fund students whose courses are based around the performance arts e.g. theatre, film, dance and music.

The foundation is unable to fund students whose course is primarily focused on photography, film, digital media, fashion, interior design and architecture.

§ 2.2 Educational Institutional Location

Please use this section to indicate the location where you are studying for a degree (or equivalent) in the practice of fine or decorative arts.

It is understood the name of your educational institution will appear in your *curriculum vitae* and it is expected that one of your referees will be one of your tutors.

The foundation's purpose and aims set out that it...

... will make grants to applicants whose projects and activities meet the aims of the charity for the benefit of adults and/or children within the specified geographical area: the counties of Anglesey, Gwynedd, Denbighshire and Flintshire; the county boroughs of Conwy and Wrexham; the former metropolitan county of Merseyside (comprising Wirral, the City of Liverpool, Knowsley, St. Helens, Sefton and Halton), Cheshire East; Cheshire West and Chester; and the counties of Shropshire and Herefordshire as extant on 2nd December 2019.

If you are studying at an institution outside the region, tick the last box and please write name of the county or city in which the institution is situated.

§ 2.3 Reason for Grant

The foundation is able to fund any of the activities listed that meet the following:

The foundation's aim is to promote, encourage and extend the love, appreciation, enjoyment, understanding and practice of fine, decorative and applied arts among people of all ages through experiences at museums, art galleries, historic properties and in the community at large, both as individuals and communally, as participants and spectators.

The foundation has a particular interest in the practice and development of the traditional skills of the fine arts and the decorative arts. Consequently we have set out the following

as possible reasons for applying for a student grant from the foundation:

- ◆ Mandatory field trips/study visits, as part of an art course
- ◆ Visiting relevant external shows and exhibitions
- ◆ Mandatory course books in art/art-history
- ◆ Course equipment and art materials
- ◆ Freelance publicity and marketing needs
- ◆ Display materials for exhibiting work
- ◆ Artistic skills & development
- ◆ Career development e.g. set up costs, website

However, the foundation is also open to all requests that meet its purpose as set out above.

The Trustees would remind all applicants to consider if there any implications from the Covid-19 regulations that might negatively impact on their application and related activities.

§ 3 You and Your Art

§ 3.1 Need

In this section, you should explain why you are unable to fund these expenses from your student grant, student loan or university hardship fund

The Trustees have set a word limit of 100 words.

§ 3.2 Financial & In-kind support

Please use this section to confirm and explain whether you have obtained additional money or in-kind support for your artistic activities.

The Trustees have set a word limit of 100 words.

The reasons for this section are two-fold.

Firstly, the trustees wish to know whether you have already sourced some money for your planned artistic activity. The money you have already raised could be from other funding sources e.g. a part-time job, your educational institution or another charitable body.

If you have secured funding from elsewhere or you are awaiting a decision on another funding application or you are intending to apply for funding, you should say so in this section. You should enclose proof e.g. a scan of a grant award letter or the front page and declaration page of an application (pdf or jpg). No originals.

It is not expected that an application for a student grant should be supplemented by additional money from other sources. It is only applicable in those cases where your plans require significantly more money than is provided by the foundation's student grant. The foundation will not support plans that are not feasible.

Secondly, please also use this section to indicate the in-kind support you would receive. This could include: your time (hours/days), the time of other people (hours/days), and the free or subsidized use of spaces, materials, facilities and equipment.

§ 3.3 Benefits

In this section you should explain how the grant would support your studies, and affect your creative output and artistic development.

You should bear the following in mind as they valued by the foundation.

- ◆ **Artistic benefit** – This criterion is based on the foundation's wish to see projects that 'promote, encourage and extend the love, appreciation, enjoyment, understanding and practice of the fine, decorative and applied arts'. The benefit can be to the artists, the participants, and /or the spectators.
- ◆ **Skills** - The foundation has a particular interest in the practice and development of the traditional skills of the fine arts and the decorative arts and crafts.

- ◆ **Track record** – what has the applicant done before? The trustees will judge the reliability and ability of the applicant behind the application.

There is no requirement to write full sentences.

The Trustees have set a word limit of 150 words.

§ 4 Budget

The Trustees would like to award during this grant round:

- ◆ 6 student grants, each of up to a maximum of £250

The Trustees reserve the right to award more or fewer grants depending on the quality of the applications.

The Trustees will judge all applications on a cost-benefit basis.

Please set out in the box, the costs which will be met by the grant.

All successful applicants will either receive their funding:

Directly in one tranche on receipt of a further signed reference on headed paper from their place of study acknowledging the student's successful application and setting out the purposes for which the money has been awarded.

Indirectly in one tranche with the foundation paying an invoice. The invoice should set out clearly the products or services being purchased.

§ 5 Enclosures

Please don't forget to include these enclosures with your application, where required.

§ 5.1 Please supply the contact details (email, address and telephone number) for two individuals, known to you who have given their permission, to provide references on your behalf. At least one of the referees should be from your current educational institution. At

least one of the referees should be able to provide a character reference. We will only contact them should your application be considered successful, subject to references.

§ 5.2 You may submit a digital portfolio of images of your artwork (up to four pages, A4) supplied as pdf.

The Trustees will place great importance on your portfolio, especially the artwork you have produced since commencing your course. They will be particularly interested in your practice of the traditional skills of the fine and decorative/applied arts.

§ 5.3 You should detail in a separate document from where you got your costings.

§ 5.4 You may accompany your application with a digital *curriculum vitae* (up to two pages, A4, minimum point size 12)

Your curriculum vitae should concentrate on your academic and artistic career.

You can also include information about any paid positions, hobbies and interests where they are relevant to the application.

If you are currently studying or living outside the geographical region where the foundation concentrates its activities, you should use the curriculum vitae to highlight your previous connections to the region.

When judging each grant application, the trustees will pay particular attention to the following:

- ◆ **Track record** – what has the applicant done before? The trustees will judge the reliability and ability of the student behind the application.
- ◆ **Academic & Artistic career**– This criterion allows the trustees to judge the applicant's knowledge, interest and practice in the traditional skills of the fine and decorative/applied arts.

The length of the *curriculum vitae* should be no more than two sides of A4 (text size: minimum 12 point).

§ 6 Declaration

Please read the declaration's conditions before signing the document which are set out below:

I acknowledge that I have read and understood the guidance documentation associated with this application and the information I have provided is true and accurate.

I authorize the foundation to keep my contact details on its database for 2 years (if unsuccessful) and 6 years (if successful). I understand that this information will not be shared with any other organization unless required by the law or the Charity Commission.

Your contact details will not be shared outside the Foundation unless required by the law. Please see our Privacy Policy which is available on the Foundation website.

Please email your completed application form and enclosures to: info@umffta.org

or post three copies of the application form, along with one paper copy of each of the enclosures.

Don't forget to sign each hard copy of the application form!

**UMFFTA Grant Scheme,
PO Box 2429,
Wrexham,
LL11 0PX.**

Additional information

Recognition

All successful applicants will be required to recognize the support of the Ulrike Michal

Foundation for the Arts.

The Foundation was established in memory of Ulrike Michal, a veterinary neurologist who loved the arts and practising painting, drawing, sculpture, printing, calligraphy and crafting. Please see the document on the website: Recognising the support of the Ulrike Michal Foundation for the Arts and its associated resources.

Evaluation

All successful applicants will be required to submit a summary report within twelve months of receiving the grant. *(See Student Grant recipient report template)*