

Reference #

## INTRODUCTION (Page 1/7)

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### LOW-COST R&D COMMISSIONING APPLICATION

This form contains seven pages:

- 1) Introduction: including eligibility checks
- 2) Project summary: brief project description and your contact details
- 3) Concept: your project objectives and what makes it distinctive
- 4) Audience: who you are targeting, how you will reach them and your reach/engagement targets
- 5) Team: your project team and any partner organisations or key suppliers, and key areas where you require skills support from The Space
- 6) Delivery: rights clearances and milestone dates
- 7) Finance & submission: your budget, acceptance of terms and conditions and final submission

You can save your progress on a page and return later to complete.

Required fields are marked \* and must be completed before proceeding to the next page. If you don't have your answers ready, then inserting placeholder text will allow you to move on to the next page. But remember to replace your placeholder text before final submission!

Please note, in response to the Coronavirus outbreak:

- 1) The deadline for submissions has been postponed from 16th April to Midday, Thursday 7th May 2020
- 2) The requirement for 25% matched funding has been removed

Please see the updated Commissioning Brief (PDF 400KB, opens in new window) for full details

You can also access the Commissioning Brief, Budget Template and Terms and Conditions via our website and download a copy of this commissioning form (134KB PDF, opens in new

window).

We look forward to receiving your application. If you have any queries about the process, please contact [commissioning@thespace.org](mailto:commissioning@thespace.org).

The Space Commissioning Team

## Qualifying questions

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To be eligible to apply to this commissioning round, you must be able to answer 'Yes' to all the questions below.

## PROJECT SUMMARY (Page 2/7)

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NAME OF ORGANISATION APPLYING

PROJECT TITLE

40 characters maximum

If your application is successful, this is the organisation we will contract with. If your project is a partnership, please give the name of the lead organisation.

PROJECT SUMMARY

Please provide a short, simple description of your project - what are you asking The Space to commission?

AREA OF ENGLAND

To ensure we commission projects that represent all English regions we need to know the area your organisation is based in. See map of Arts Council England's area boundaries (PDF 967KB, opens in new window)

REGISTERED ADDRESS OF ORGANISATION

WEBSITE ADDRESS OF ORGANISATION

Link must include http:// or https://

ORGANISATION'S LOGO (max. 20MB)

Upload your organisation's logo

### Urgent applications

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Do you require a commissioning decision before Friday 12th June 2020 in order to meet your project timelines?

DECISION NEEDED BEFORE 12 JUN 2020?

Yes

No

Reason for urgency

### Contact details

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Please provide details of the primary contact we should communicate with about your application

PRIMARY CONTACT NAME

PRIMARY CONTACT JOB TITLE

PRIMARY CONTACT EMAIL ADDRESS

PRIMARY CONTACT TEL. NO.

Please provide an alternative contact, in case your primary contact is unavailable.

ALTERNATIVE CONTACT NAME

ALTERNATIVE CONTACT JOB TITLE

ALTERNATIVE CONTACT EMAIL ADDRESS

ALTERNATIVE CONTACT TEL. NO.

## CONCEPT (Page 3/7)

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### PROJECT TYPE

- Short-form social content
- Low-Cost Capture
- RnD/content innovation
- Other

Select one or more of the options above to describe your project. See Section 1 of our Commissioning Brief for more details. Up to £7,000 can be requested for short form social campaigns. For all other projects you can request up to £11,000.

'Other' type

If you selected 'other' above, please briefly describe your project type.

## Objectives

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### PROJECT OBJECTIVES

What are your organisation's aims in undertaking this project?

Working with The Space

What makes The Space a good partner for this project?

## CAPACITY BUILDING

What new skills or capabilities will your organisation gain from this project and how will you ensure these are maintained and built on by your organisation beyond this project?

## Creative content

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### KEY ELEMENTS

Please list what will be produced for this commission, with quantities, and where applicable, duration.

### DISTINCTIVENESS

What makes this project stand out from the crowd?

### REFERENCE IMAGE (max. 1MB)

If useful, please upload a reference image that illustrates your project – either original or a reference from elsewhere.

### Other assets (optional)

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If you have referenced any existing assets that will form part of this project, or if you have example content or other assets that help to explain your project, please provide links to up to three items here. If items require passwords to access, please include these in the 'Description' field.

Content will remain confidential and accessible only to the team assessing your application.  
Rights will remain with the originators of the work.

NB - all links must include http:// or https://

ASSET 1 - WEB LINK

ASSET 1 - DESCRIPTION

ASSET 2 - WEB LINK

ASSET 2 - DESCRIPTION

ASSET 3 - WEB LINK

ASSET 3 - DESCRIPTION

**AUDIENCE (Page 4/7)**

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TARGET AUDIENCE

Who are your primary and secondary target audiences, and what reason would they have to engage with this commission?

## NEW AUDIENCES

How do you plan to build new audiences for this project (e.g. ideas for new online marketing activities or distribution partnerships)?

## PUBLICATION PARTNERS

List any publication or distribution partners you've considered for your work to reach the above audiences. Indicate the status of any discussions you've had (e.g. informal discussions, agreements in place).

## EXISTING REACH

What existing online audiences do you, your potential partners and creative talent already have access to for this work (e.g. numbers of social media followers, size of email databases and website visitor sessions)?

## AUDIENCE MEASUREMENT AND TARGETS

How do you plan to measure audience reach and engagement? What are your targets for reach/engagement and what is the basis for your estimate? Please see Section 3 of our Commissioning Brief for guidance.

## TEAM (Page 5/7)

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### KEY TEAM MEMBERS

Please list the senior members of your project team and their project role, whether employees of your organisation or working on a freelance basis. This should include any leading artistic/creative talent, production personnel and those responsible for marketing/distribution. Please note that The Space will make Associate support available to you for the development and delivery of your project, so if you would like this support to be in any key areas, please say so above.

Summarise your existing team's relevant experience in the box above or give links to up to 6 online biographies/portfolios using the fields below.

NB - all links must include <http://> or <https://>

BIOGRAPHY 1 LINK

BIOGRAPHY 2 LINK

BIOGRAPHY 3 LINK

BIOGRAPHY 4 LINK

BIOGRAPHY 5 LINK

BIOGRAPHY 6 LINK

Partnerships (optional)

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ARTS OR CULTURAL PARTNER ORGANISATIONS

If there are any arts or cultural organisations that you plan to partner with in the creation/publication of your work, please give their names, planned contribution and current status of their involvement (e.g. plan to approach, initial discussions held, agreement in place).

## SUPPLIERS

In addition to Associate support, The Space can recommend third-party suppliers. However, if there are any companies that you already plan to sub-contract to, please give company names, website addresses, planned contribution and current status of their involvement (e.g. plan to approach, initial discussions held, agreement in place).

## DELIVERY (Page 6/7)

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### MILESTONE DATES

Please list key dates for your project (e.g. planned start, delivery and publication dates).

### CRITICAL DATES

Please identify if any of the milestone dates are critical to your project and cannot be moved (e.g linked to a live event).

### RIGHTS CLEARANCES

Does your project require the clearance of rights for performers, creative artists, music, archive, literary works or images, or any other rights required to publish content online? If so, please explain how you will manage this and the basis on which you have estimated the costs. Please note, we recognise that you might not have all the details before being commissioned, and Associate support will be provided during the amber-lighting development process, but it would be helpful to see your current thinking.

### RISKS

What are the main risks to the successful delivery of your project and how do you plan to mitigate them?

## SUPPORT

Other than finance, and even if listed elsewhere in this application, what additional support might your team need to best realise the potential of your project?

## FINANCE & NOTES (Page 7/7)

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### BUDGET UPLOAD (max 512KB)

Please upload your project budget using the Budget Template (XLSX 25KB, downloads in browser).

Please see Section 8 of the Commissioning Brief for guidance.

### TOTAL PROJECT EXPENDITURE (£ ex. VAT)

What is the Total Expenditure of your project, as stated in your budget spreadsheet?

### AMOUNT REQUESTED FROM THE SPACE (£ ex. VAT)

What is the Amount Requested from The Space, as stated in your budget spreadsheet? This amount should be up to £7,000 for short-form social content, or £11,000 for all other projects.

### ABOUT OTHER INCOME

In relation to the 'Other income' listed in your budget spreadsheet:

- Indicate timelines and steps required to confirm your other sources of income
- Explain any restrictions or conditions about how the income can be spent

## IS YOUR ORGANISATION VAT REGISTERED?

Yes

No

## VAT NUMBER

## Additional notes

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### ADDITIONAL NOTES

Please add any additional notes relevant to your application.

## SUBMISSION

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Before submitting your application, please tick the box below to confirm your acceptance of the

Terms and Conditions (PDF 60KB, opens in new window)

Please tick below if you agree to The Space emailing [pipe:15] periodically with details of future commissioning rounds, digital skills development opportunities or case studies of projects we have supported. Our approach to managing your personal data is detailed in our Privacy Policy (opens in new window).

## Email copy of application

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One you have submitted your application, you will be given a link to printer friendly version.

You can also tick the box below to receive an email copy as a PDF.

## Final checks

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You have now completed your Low Cost R&D Commission application form for your project [pipe:0].

Before submitting please review to make sure:

- You have completed all required answers and removed any placeholder text

- You have uploaded your budget spreadsheet using the template provided and its totals match the totals in the online form

NB - you will not be able to edit your application once submitted