INTRODUCTION (Page 1/7)

THE SPACE 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, 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!

To help with your submission please access the Commissioning Brief, Budget Template and
Terms and Conditions via our website.

We look forward to receiving your application. If you have any queries about the process,
please contact commissioning@thespace.org.

The Space Commissioning Team

Qualifying questions

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

- Our project can be published before 31 March 2021
- The budget we are requesting from The Space is no more than £7,000 for short form
  social content, or no more than £11,000 for all other project types
- We plan to contribute at least 25% of the project budget in cash or in kind
- We are an arts or cultural organisation with a registered office in England
PROJECT SUMMARY (Page 2/7)

NAME OF ORGANISATION APPLYING

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 TITLE (40 characters maximum)

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 online for more details.

REGISTERED ADDRESS OF ORGANISATION

WEBSITE ADDRESS OF ORGANISATION

ORGANISATION'S LOGO (max. 20MB)

Upload your organisation's logo
Urgent applications

Do you require a commissioning decision before Friday 19th June 2020 in order to meet your project timelines?

DECISION NEEDED BEFORE 19 JUN 2020? YES / NO

Reason for urgency

Contact details

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)

PROJECT TYPE

- Short-form social
- 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

PROJECT OBJECTIVES

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

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

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)

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 - DESCRIPTION
- ASSET 2 - WEB LINK
- ASSET 2 - DESCRIPTION
- ASSET 3 - WEB LINK
- ASSET 3 - DESCRIPTION
AUDIENCE (Page 4/7)

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) 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)

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)

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)

BUDGET UPLOAD (max 512KB)

Please upload your project budget using the Budget Template available through the online form. 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 ADDITIONAL NOTES

Please add any additional notes relevant to your application.
SUBMISSION

Before submitting your application, please tick the box below to confirm your acceptance of the Terms and Conditions (available online)

ACCEPT TERMS & CONDITIONS

I agree to the terms and conditions

Please tick below if you agree to The Space emailing 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).

REGISTER FOR UPDATES

I agree to receiving the email updates described above

Email copy of application

One you have submitted your application, you will be given a link to printer friendly version. You can also tick the box on screen to receive an email copy as a PDF.

Final checks

You have now completed your Low Cost R&D Commission application form for your project.

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.