

Reference #

INTRODUCTION (Page 1/7)

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
- 6) Delivery: rights clearances, milestone dates and support needs
- 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.

You can also 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.

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 2019

Yes

The budget we are requesting from The Space is between £3,000 and £15,000

Yes

We plan to contribute at least 25% of the project budget in cash or in kind

Yes

We are an arts or cultural organisation with a registered office in England

Yes

PROJECT SUMMARY (Page 2/7)

PROJECT TITLE

40 characters maximum

PROJECT SUMMARY

Please provide a short, simple description of your project.

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.

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://

Urgent applications

Do you require a commissioning decision before Friday 10th August 2018 in order to meet your project timelines?

DECISION NEEDED BEFORE 10 Aug 2018?

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

- Extending the audience reach of existing work or productions
- Curating content around existing artworks, performances or artists
- Low-cost capture
- Other

Select one or more of the options above to describe your project.

See Section 1 of our Commissioning Brief for more details.

'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?

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

What key elements will engage the audience with this experience? Please list 3-5 specific features that explain what your audience will be doing (e.g. follow a story, explore an archive, share with friends).

DISTINCTIVENESS

What makes this project stand out from the crowd?

KEY IMAGE (max. 1MB)

Upload a key image that represents your project – either original or a reference from elsewhere.

Video/audio content (optional)

FILMING APPROACH

If you are capturing video or audio content, please outline your approach, e.g:

- number and type of cameras, e.g: HD, RED, GoPro
- camera placement and direction
- audio recording approach e.g: stereo, 5.1 surround sound, binaural
- any additional relevant techniques

DURATION

If relevant, please indicate the total duration of your work(s).

Other assets (optional)

If you have example content or other assets that explain your project, please provide links to up to three items here (maximum clip duration 2 minutes). 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)

TARGET AUDIENCE

Who are your primary and secondary target audiences (e.g. key characteristics, experiences and subjects they are interested in, sites they might regularly visit, reasons for engaging with your work)?

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)?

NEW AUDIENCES

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

AUDIENCE SHARING

How will you encourage the audience to share your project with their networks?

ACCESSIBILITY

How will you ensure your work is accessible to the widest possible audience?

Please see Section 5 of our Commissioning Brief for guidance.

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 and production personnel.

Summarise their 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

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

SUPPLIERS

Are there any companies you plan to sub-contract services to (e.g. production companies, digital or marketing agencies)? If so, 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 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 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, 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 (XLSX 22KB, 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 between £3,000 and £15,000.

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

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 (PDF 60KB, opens in new window)

ACCEPT TERMS & CONDITIONS

I agree to the terms and conditions

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 \(opens in new window\)](#).

REGISTER FOR UPDATES

I agree to receiving the email updates described above

Email copy of application

Once 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

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