Reference #

STRATEGIC DIGITAL MENTORING APPLICATION (Page 1/6)

Please apply here to be part of The Space's Strategic Mentoring Programme. Please make sure you have read the Programme Overview and FAQs before you apply.

The deadline for applications is 12pm midday, Thursday 17 January 2019. We will be selecting the participants for this programme by Monday 4 February 2019 and will be in contact with all applicants after this date.

If you have any queries about the process or require assistance submitting your application, please email mentoring@thespace.org or call 0121 643 1488.

We look forward to receiving your application.

The Space Team

About this form

The application form will ask for information about:

 your eligibility to join the programme

 your organisation and its strategic need for the support

 your team to be mentored

 how you will identify and measure success

 any additional needs you might have

You can save and return to your application at any time before submitting. You must complete required questions on each page before proceeding to the next page. If you do not yet have the answers to all required questions, you can input draft answers or placeholder text to enable you to proceed to the next page. Remember to replace this draft text before final submission.

If you want to share the application questions with colleagues, you can download an offline example of the form (PDF 153KB, opens in new window). However, you should complete your application by using the online form.

Confirm your eligibility

Please tick the box below to confirm your acceptance of the Programme

Terms and Conditions (PDF 230KB, opens in new window).

We particularly draw your attention to the following requirements:

To provide a minimum of two people to receive mentoring ('lead mentees'). One of your

mentees must be a senior leader in a position to make strategic change across your organisation. Other mentees could include board members, artistic project leads, production team members, supporting consultants, or fellow senior leaders

That your lead mentees will be able to attend up to six mentoring sessions between the start of the programme in February 2019 and the end of November 2019. These will be arranged at mutually convenient times and each session may last up to two hours. They will usually be delivered via a telephone or web-based conference call, but may occasionally be face-to-face

That your lead mentees can devote sufficient time to the programme to be able to act on the mentoring advice and share learnings across your organisation

That the lead mentees will attend the Reflections & Next Steps Workshop to be held at the end of the Programme

That you will support the reporting and evaluation process for this programme by completing feedback forms, participating in a confidential feedback interview and potentially sharing insights that you are comfortable with via a case study for the benefit of the sector

To be eligible to apply to this Programme, you must be an arts or cultural organisation based in England.

Contact details

ORGANISATION NAME

Name of the organisation applying.

ORGANISATION ADDRESS

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

CONTACT NAME 1

JOB TITLE

EMAIL ADDRESS

TEL. NO.

You may also provide details of a secondary contact we can communicate with about your application, if the primary contact is not available.

CONTACT NAME 2

CONTACT JOB TITLE

CONTACT EMAIL ADDRESS

CONTACT TEL. NO.

YOUR ORGANISATION (Page 2/6)

Please provide some profile information about your organisation below. This is so we can ensure that the programme supports a diverse range of the UK's arts and cultural organisations in terms of:

- Art forms and cultural activities that they focus on

- Scale of organisation

- The area of England they are based in

ORGANISATION DESCRIPTION

Please provide a 100 word description of your organisation that we can share publicly, if you are accepted onto the programme.

AREA OF ENGLAND

In which Arts Council England funding area is your organisation based?

You can download a map of Arts Council funding areas (PDF 990KB, opens in new window).

ART FORM(S) / CULTURAL ACTIVITIES

Combined Arts
Dance
Events and Festivals
Libraries
Museums and Heritage
Music
Musical Theatre
Opera
Spoken Word
Theatre
Visual Arts
Other

What art form(s) or cultural activities is your organisation focused on (tick all that apply).

FINANCIAL TURNOVER

Less than £20,000
£20,000 to £49,999
£50,000 to £99,999
£100,000 to £199,999
£200,000 to £499,999
£500,000 to £999,999
£1m to under £2.5m
£2.5m to under £5m
£5m to under £10m
£10m or more
Don't know

Please state your organisation's annual turnover in your most recent reported financial year.

EMPLOYEES (FULL-TIME EQUIVALENTS)

None
1 to 10
11 to 20
21 to 50
51 to 100
101 to 200
More than 200
Don't know

Please state the number of employees (full-time equivalents) in your organisation.

Supporting diversity

We are particularly interested in:

- Applications from organisations where the leadership or the proposed lead mentees are BAME (Black, Asian or minority ethnic) or identify as disabled

- Applications where the organisation or the mentoring will have a particular focus on meeting the needs of underserved audiences

Please select any of the statements below that are relevant to your organisation or application (tick all that apply).

NB: you do not have to meet any of these criteria to be eligible to apply.

SUPPORTING DIVERSITY

Our organisation is BAME-led
One or more of our mentees is BAME
Our organisation is disabled-led
One or more of our mentees considers themselves to have a disability, impairment or long-term health conditic
Our organisation and/or mentoring project is focused on meeting the needs of underserved audiences

SUPPORTING UNDERSERVED AUDIENCES

Please explain how your organisation and/or project is focused on meeting the needs of underserved audiences.

YOUR MOTIVATIONS (Page 3/6)

Please use this section to tell us how you expect to benefit from mentoring and your motivations for applying.

ORGANISATIONAL NEEDS

Please tell us what specific organisational needs you are hoping to address through this mentoring.

CAPACITY BUILDING SUCCESS

Please tell us what success would look like for your organisation in terms of building digital capacity?

WHY IS NOW THE RIGHT TIME?

Please tell us why now is the right time for you to benefit from this mentoring

IMPLEMENTING IDEAS AND LEARNING

Please tell us how you expect to implement ideas and share learning from the mentoring.

For example, you may wish to consider team capacity to test and develop strategic plans, engaging your board and others across the organisation with the process and, if appropriate, sharing learnings with other organisations.

YOUR TEAM (Page 4/6)

You must name a minimum of two people to act as lead mentees. You can also designate a third mentee.

One of your mentees must be a senior leader in a position to make strategic change across the organisation. Other mentees could include board members, artistic project leads, production team members, supporting consultants, or fellow senior leaders.

You will be able to bring more people from the organisation into your mentoring sessions, if this would be useful as the support progresses.

MENTEE NAME 1

ROLE IN ORGANISATION

EMAIL ADDRESS

MENTEE NAME 2

ROLE IN ORGANISATION

EMAIL ADDRESS

MENTEE NAME 3 (OPTIONAL)

ROLE IN ORGANISATION

EMAIL ADDRESS

ADDITIONAL INFORMATION (Page 5/6)

The following information will not be used for programme selection decisions. However, it is useful for our programme monitoring, to inform programme design and to help us to ensure you have the support you need.

NPO ORGANISATION

    Yes
    No
    Don't know

Are you currently one of Arts Council England's National Portfolio Organisations (NPOs)?

NPO FUNDING BAND

    Band 1
    Band 2
    Band 3

What NPO funding band are you in?

APPLIED FOR A SPACE COMMISSION

Yes
No
Don't know

Have you applied to The Space for a commission to create a digital project between 2013 and now?

RECEIVED A SPACE COMMISSION?

Yes
No
Don't know

Was your commissioning application to The Space successful?

Detailed assessment

We are considering the option of offering a detailed assessment of organisations' digital capabilities at the start of the programme. This would be available to all participating organisations and would enable us to work with you to benchmark your capabilities, prior to the mentoring beginning.

The results of the assessment would be confidential to your organisation, although we may ask your permission to use summary results on an anonymous basis to inform our programme evaluation.

If this option is of sufficient interest to organisations, it would be at a maximum cost of £250 ex. VAT. per organisation.

Please indicate your preference below:

Detailed assessment (up to £250 ex. VAT per organisation)

We would be interested in participating in the assessment
We would be interested in participating in the assessment but would like to discuss affordability with you
We would not be interested in participating in the assessment

Access support

Will any of the mentees you have listed above require access support to participate in this programme?

ACCESS SUPPORT NEEDED

Yes
No

ACCESS SUPPORT DETAILS

Please provide a summary of any access support needed and contact details so we can discuss requirements.

SUBMISSION (Page 6/6)

You have now completed the Strategic Digital Mentoring Programme application form.

Before submitting please review to make sure you have completed all required answers and removed any placeholder text.

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

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 below to receive an email copy as a PDF.

Receive other updates

Please tick below if you would like The Space to email [pipe:17] periodically with details of future commissioning rounds, digital skills training opportunities, case studies of projects we have supported or other services we provide. Our approach to managing your personal data is detailed in our Privacy Policy (opens in new window). You can unsubscribe from these updates at any time.