

## GENERAL

### **What is RSA Residencies for Scotland and what does it fund?**

RSA Residencies for Scotland is an artist-led scheme which provides valuable research and residency opportunities for artists at venues across Scotland, ranging from traditional residency venues to specialised production facilities.

The Royal Scottish Academy is an independent art organisation that funds and administers the RSA Residencies for Scotland programme with support from The Wilhelmina Barns-Graham Trust and RSA W. Gordon Smith & Jay Gordonsmith Trust. We are not core funded, and all funds for the residency programme go directly to the artists involved.

Artists should apply for funding to cover venue costs and essential items only (e.g. subsistence, childcare, materials etc).

While the RSA handles all of the artist liaison and administration of the project, once the residencies are awarded, all arrangements should then be made directly between the artist and the residency venue. The RSA will continue to oversee the project and we will always be on hand to provide support and advice for both venues and artists involved.

### **What can I apply for?**

RSA Residencies for Scotland gives financial support to artists to undertake a residency at one of our partner residency venues situated across Scotland. Please read the **Application Guidelines** and **Venue Information**, available on our [website](#), in full before applying. All details about each venue, including costs to budget for, can be found there.

### **How do I apply?**

All applications must be made via the online application system **Submittable** [here](#). If you have issues with the application process please contact us and we will do our best to assist. We accept postal applications from anyone who is having difficulties with the online form, please ensure that postal applications are received by the RSA by the application deadline.

### **How do I choose a venue?**

All information on our partner venues can be found on our website [here](#) (towards the bottom of the page) and is also available to download on the same webpage. You should look through the list of venues and their information and choose one that would best fit with your practice and intended project. Your proposal should be specific to the venue that you are applying to, the selection panel will not choose a venue for you. In the instance that your application is successful but your chosen venue is unable to accommodate you we may find you a similarly suitable venue (this will be done in discussion with you).

Please note, you can only apply to go to one venue.

### **Is there a fee to apply?**

No, it is free to submit an application.

### **Can I submit more than one application?**

Artists can only submit ONE application. See below about collaborative applications.

### **Can I submit as a collaboration?**

Yes, collaborative applications are accepted. Please nominate ONE artist to be the contact for

any correspondence and to complete the application. A collaborative application must keep with in the same guidelines and limits as a single artist submission.

### **What is included in the application form?**

The online application will require artists to submit the following:

- Artist statement (max. 100 words)
- Up to 5 key artistic achievements (max. 150 words)
- Summary of post school education
- 25 word summary of proposed project
- Desired venue
- Proposed residency dates
- Proposal (max. 400 words) which should include a concise outline of proposed project
- Up to 6 visuals of works already produced
- Budget (excel format) including total project costs and amount requested from the RSA (see budget advice below)

### **What should I include in the 25 word summary?**

The 25 words are important; they are a summation of your proposal and should give the panel a quick snap shot/synopsis of your proposed residency.

### **What type of images files can I upload?**

Images should be good quality JPEGs. The maximum file size Submittable can take is 400MB, we recommend file size of at least 2MB and 300dpi. Please avoid using composite or multiple images per slide and captions on images.

Please note that a crucial part of the selection process is based on the review of applicant's visual material and as such we strongly encourage applicants to submit images which show the

### **Can I submit video work instead of images?**

Yes it is possible to submit up to 3 minutes of video files. Should you wish to submit a mix of video and JPEG files, please, consider that every 30 seconds of video equates to the value of one JPEG.

### **Do I have to complete the application in one go?**

No it is possible to start the application and go back to edit it again later. However, it is vital it is completed and submitted before the deadline of Sunday 14 January 2024 at 5pm.

### **What is the tax eligibility of this funding?**

We do not have the expertise or specific knowledge to offer tax advice for individuals in receipt of awards and funding. We advise you visit HMRC's website for information about receiving funding, awards, bursaries and grants, or consult with a qualified expert. You may also want to look at the information provided by Art Quest on the subject [here](#).

## **ELIGIBILITY**

### **Do I have to be Scottish/live in Scotland to submit?**

Artists must be currently living and working in Scotland, and have been for at least the last 3 years consecutively, **OR** be Scottish by birth, to be eligible for this opportunity.

### **Is there a limit to how long I should have lived in Scotland?**

Yes, artists must have been living and working in Scotland for **at least the past 3 years consecutively**, **OR** be Scottish by birth.

### **Can I be in full time education while undertaking the residency?**

No this opportunity is not open to those in full time education.

### **Can I apply if I am in part-time education?**

Yes part-time education is acceptable, however it is important that you will have sufficient time available to undertake the residency.

### **Are there any educational requirements?**

No, applicants do not have to have formally studied art or have any specific education.

### **Are there any specific requirements for certain venues?**

Some venues have specifications on they type of artist practices they prefer to support or skill requirements for using certain facilities. Check the venue information for details on this.

### **I have applied before, can I apply again?**

Yes it is fine again if you have applied in previous years. Please check the guidelines and venue details as these may change over time.

## **SELECTION PROCESS**

### **How will my application be evaluated?**

The first round of selection will be made by a panel comprising Royal Scottish Academicians, who will make an initial short-list of applications. The Academicians on this panel change each year and are selected to represent mix of gender, age and artistic background. A full list of RSA Academicians can be viewed [here](#).

These short-listed applications are then sent to the relevant venues to be put in their order of preference.

The RSA Panel then make a final selection based on the funds available.

In previous years the number of short-listed artists has far exceeded the funds available meaning that a venues first choice artist may not automatically be awarded a residency and not all venues will receive an artist. Some good proposals will unfortunately be unable to be supported due to the restricted amount of funds available in regard to the amount of high quality applications.

### **When will successful applications be announce?**

Successful applications will be announce by the end of May 2024 at the latest. Due to the high volume of applications and the complicated selection process it takes a long time to complete and give every application a fair and equal consideration.

## **ACCESSIBILITY**

The RSA is committed to making our opportunities accessible and easy to apply to and to make the process as user-friendly as we can.

Our submissions management system Submittable is optimised for screen readers and keyboard-navigation.

Although all applications should be made online, we will accept postal applications from anyone who is having difficulties with the online form. Postal applications must be received by the application deadline.

If you require this, or other support with your application, please contact [opportunities@royalscottishacademy.org](mailto:opportunities@royalscottishacademy.org) or [jennybrown@royalscottishacademy.org](mailto:jennybrown@royalscottishacademy.org).

We strongly advise that any requests for assistance are sent well in advance of the application deadline. We are a very small team working on a number of projects and the closer to the deadline the less time we have available to offer help.

The RSA especially welcomes applications from disabled artists, as this is a protected characteristic that is underrepresented in our award winner cohorts. The RSA strives to make our awards and residencies accessible to all and will support your access needs in conjunction with venue hosts as much as we can. Due to the nature of some of the venues there may be access issues that are not suitable for everyone. This information is included in [Residency Venue Information](#) document for each venue. Please contact us if you require further information.

## **BUDGET ADVICE**

### **What should I include in my budget?**

Your budget should include the main costs of your project, such as materials, subsistence, travel, technical assistance, venue fees etc. Please do give particular attention to the details each venue has provided in regards to costings, etc. This can be found in the [Residency Venue Information](#) document available on our website.

Please also include any income and/or in-kind contributions (if any) and be sure to be clear what the full project costs are and the amount you are requesting from the RSA.

An additional artist fee of up to 10% of the requested budget will be awarded by the RSA onto the final fund.

### **How should I upload my budget?**

You should upload your budget as an electronic spreadsheet such as Microsoft Excel or an equivalent.

### **How specific should I be in describing other sources of income?**

The name of each grant or in-kind donation should be specifically listed along with an estimated or exact value for each entry. Please state whether the funds have been confirmed, already received, or pending.

### **What are in-kind costs?**

Support in-kind is used to describe any materials or services that you would otherwise have to pay for but which are being provided free of charge. For example accommodation or use of equipment being provided for free.

### **What does subsistence mean?**

Subsistence costs or Per Diems (costs per day) is a daily allowance costs for meals and travel expenses.

### **What can I not include in my budget?**

Capital costs cannot be included (this includes the cost of purchasing equipment UNLESS you can prove it would be significantly cheaper to purchase an item than hire it). Funds can not be used to fund exhibition costs or to pay for editioning of works or for third party production costs.

### **Can I match fund the project?**

Yes. Although we cannot fund a project that has already started, we can fund an identifiable component within a larger project.

### **Do you have an example of a budget that I could look at?**

Yes, two example budgets can be found below. Please note that these examples are just a guide.

## BUDGET EXAMPLE 1

ITEM	COST
Venue Hire, 4 weeks @ £700 pw	£2,800
Travel (fuel for 2 return journeys Glasgow - Mallaig)	£200
Equipment rental - camera £150 for 1 day	£150
Roll of canvas plus other drawing materials	£120
Subsistence, 4 weeks @ £140 pw	£560
<b>Total</b>	<b>£3,830</b>

## BUDGET EXAMPLE 2

Income		Expenditure	Total	Notes
<b>RSA Residency - total requested funding</b>	<b>£5,000</b>	<b>Residency venue fees</b>		
Funds to support research and production time on residency.		Two week residency. Total cost of whole house @ £800 per week, with full access to studios.	£1,600.00	
	£1,200.00			
Artist's in-kind contribution (towards residency fee at approx 2 days rate)	£366.75	<b>Residency fees/Living costs</b>		
Collaborative partner in-kind contribution (towards residency fee at approx two days rate)	£366.75	SAU rate residency fee @ 14 days		
			£1,469.60	
		Collaborative partner - SAU rate residency fee for 14 days creating and research.	£1,469.60	This is covered by Creative Scotland Funding and in-kind support.
		Subsistence/perdiem @ £150 per week for two weeks	£300	
		<b>Travel</b>		
		Fuel expenses return from Skye to Glasgow	£96.00	
		Travel return from Glasgow to Skye - van hire to take materials and artwork	£464.40	This is covered by van company in-kind support.
		Local ferry return	£60.00	
		Travel for remote stay and travel on remote Skye, to archeological sites and other sites of interest.	£50.00	
		<b>Research fees/ technical assistance</b>		
		Sound composer @ 302.80 SAU day rate. This involves use of equipment and technical assistance, equipment use, post processing and sound editing at studio on Skye.	£302.80	
		Lithography weekend course	£606.40	
		2 x printing technician support	£285.60	
		<b>Materials</b>		
		Plaster, glazes and slips	£150	
		Modelling material - clay	£80.00	
<b>Total</b>	<b>£6,934.00</b>	<b>Total</b>	<b>£6,934.00</b>	
		<b>TOTAL PROJECT COST</b>	<b>£6,934.00</b>	
		<b>SECURED FUNDING</b>	<b>£1,934.00</b>	
		<b>AMOUNT REQUESTED FROM RSA</b>	<b>£5,000</b>	

