**Sutton STEAMS Ahead Creative Brief Application Form**

**Please read the Sutton STEAMS Ahead Creative Brief guidance notes and relevant Creative Brief before completing this application form.**

Please note we will not accept additional supporting documentation that is not explicitly requested in the application form.

**Section 1: Eligibility Checklist**

It is important that you work through this checklist before you start completing the Sutton STEAMS Ahead Fund application form. This checklist has been designed to help you decide if the Sutton STEAMS Ahead Creative Brief/s is/are right for you, before you submit an application.

|  |  |
| --- | --- |
| You must be able to answer ‘**yes**’ to all questions in part one in order to apply. | |
| **Question** | **Please answer Yes/No** |
| Are you a Creative/Artist who can demonstrate how they will fulfil the relevant brief? |  |
| Do you have a UK bank account? |  |
| Do you live or work in or have established links (personal or professional) with Sutton? |  |
| Does your project demonstrate an awareness of the [London Borough of Sutton’s Environmental Strategy](https://www.sutton.gov.uk/documents/20124/454993/Environment_Strategy_2020.pdf/44a51ff0-5903-6896-0fb5-057d43054b77)? |  |

**Section 2: Your details**

|  |  |
| --- | --- |
| **Question** | **Please complete this section:** |
| Full Name |  |
| Full Address |  |
| Contact Number |  |
| Email Address |  |
| Instagram (if available) |  |
| Facebook (if available) |  |
| Twitter (if available) |  |
| Any other social media links? |  |
| Organisation (if applicable) |  |
| Position in Organisation (if applicable) |  |
| Charity Number (if applicable) |  |
| Company Number (if applicable) |  |

**Section 3: Application and Project Details**

|  |  |
| --- | --- |
| A **written or verbal CV and/or links to your work online** on a website, in articles or Instagram, with reference, where possible, to projects, commissions or elements of your practice that have the most relevance to this commission. If you would prefer not to share online links please provide a PDF document with visual examples of your work - no more than 10mb. | Please email the document or recording to us with your completed application form |
| A **supporting statement** (500-1000 words or 5 mins film or voice recording), which includes:   1. An outline of your interest in working on this particular commission 2. Details of one project previously worked on which you feel has the most relevance to this commission, particularly with relation to workshop planning and delivery 3. Details of your interest in, or connection to, the London Borough of Sutton | Please email the document or recording to us with your completed application form |

**Section 4: Confirmation**

|  |  |
| --- | --- |
| **Question** | **Format** |
| I have read and understood the Sutton STEAMS Ahead Fund Guidance Notes prior to completing this application. | *Tickbox* |
| I am happy for the information submitted in this form to be processed by London Borough of Sutton for the purposes of assessing my suitability for funding from the Sutton STEAMs Ahead Fund. | *Tickbox* |
| I confirm that if successful, I will provide progress reports to Sutton Council including how I have engaged with relevant communities as part of my project delivery. | *Tickbox* |
| Signed by (person completing application) | *Name* |
| Date | *Date* |

**Please send completed submissions to** [**suttonsteamsahead@sutton.gov.uk**](mailto:suttonsteamsahead@sutton.gov.uk)**, please mark your submission ‘Sutton’s Hidden Worlds Education programme - Artist’**