



**The Spark Arts for Children**

# **Vital Spark 2024/25**

**Application questions – joint application**

This document can be used in **preparation** for completing the online form, or submitting your video or audio application. **Use this document only if you want to apply to both the Ideas Fund and the Relationship Programme.**

If you would prefer to submit your application by video or audio format please use the additional audio/video guidance document to guide you through the process.

If you would like to discuss alternative ways you can make an application please email [jobs@thesparkarts.co.uk](mailto:jobs@thesparkarts.co.uk) or call 01162616893.

We'll need to have received your submitted application through our online portal by midday (12pm) on **Monday 16th September 2024.**

## **Information for applicants**

The Vital Spark Information packs provides more information about the programmes and Vital Spark, what artists can expect and what is expected from artists. Please read/listen to both information packs before completing an application.

We thank you in advance for making your application and look forward to reading/watching/listening!

## **Application questions (joint application)**

### **Part 1: About you**

#### **Tell us about you (250 words)**

Your creative experience, art form, artistic interests.

### **Part 2: Relationship Programme**

#### **Why are you applying for the Artist Relationship Programme? (approx 600 words)**

What are you hoping to learn by being involved? Why are you keen to develop your craft in relation to work for children and families?

#### **What would you like your relationship with The Spark Arts for Children to look like at the end of this training programme? (approx 150 words)**

### **Part 3: Ideas Fund**

#### **Tell us about your idea (approx 200 words)**

What do you want to explore? Why? Who with?

#### **What do you want to gain by exploring your ideas with us? (approx 300 words)**

How do you want to explore your ideas/what's the artistic journey?

#### **Do you have other creatives/partners on board? (approx 150 words)**

Who are they and what's their role?

### **Part 4: Vital Spark**

#### **Tell us why you are applying to both Vital Spark strands? (approx 150 words)**

### **Part 5: Previous work/experience**

#### **Please provide showreel, links or summary of previous work**

This could include work made for adults, university projects, education projects.

#### **Referee name, email and telephone number**

Someone who has worked with you as an artist in the past 12–18 months.

### **Part 4: Personal information**

- Name
- Address
- Email address
- Telephone number
- Best way and time of day to contact you

If shortlisted, are you happy for your expression of interest to be shared with Vital Spark partner organisations for their thoughts? **YES / NO**

Will you be living and working in England at the time of the programme? **YES / NO**

Do you hold a valid DBS certificate? **YES / NO**

Are you on the update service? **YES / NO**

If not, are you happy for The Spark to complete one on your behalf? **YES / NO**

Do you intend to apply for additional funding to support this project? **YES/NO/ NOT SURE/ NOT APPLICABLE**

Are you available for Vital Spark Sharing Day in Leicester on 4th March 2025? **YES /NO**

Are you able to develop your Ideas Fund project between the period October 2024 – Feb 2025? **YES /NO/ NOT APPLICABLE**

Are you available for the Relationship Programme residential during the week of 4th November 2024 in Leicester? **YES /NO/ NOT APPLICABLE**

**Do you identify as one or more of the following?**

- African and African Caribbean diaspora
- Disabled
- D/deaf
- Ethnically diverse
- LGBTQ+
- Neurodivergent
- South, East and South East Asian diaspora.

**How did you find out about Vital Spark?**

**If invited to an online interview, do you have any access requirements?**

## About your personal information

The Spark understands how important it is to protect your privacy and takes its responsibilities regarding the security of your information very seriously. We are committed to protecting your personal information and being transparent about what information we hold about you. We will only use any personal information you send us for the purposes for which you provide it, or where allowed by law.

We use your information in accordance of all applicable laws concerning protection of personal information, including the General Data Protection Regulation (GDPR) and Privacy & Electronic Communications Regulations (PECR).

### Security of your personal information

We will put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information as secure as possible. We will ensure that any third parties we use for processing your personal information do the same.

### Maintaining your personal information

The Spark Arts for Children will use the information you provide in this form to process your application. If your application is successful and you are appointed to the post, this form will be kept on your personnel file.

If your application is unsuccessful, your data will be kept on file for six months after the completion of the recruitment exercise, and then destroyed.

### Your rights to your personal information

You have a right to request a copy of the personal information that we hold about you and to have any inaccuracies in this data corrected. We do not charge for this but reserve the right to charge a fee if additional information is requested that will incur excessive administration costs.

### Contact details and further information

If you would like further details on how your information is used and stored, or would like to access, update or remove your data, please contact **admin@thesparkarts.co.uk**.

Our full Data Protection and Privacy Policies can be seen on the website [thesparkarts.co.uk/company-policies](https://thesparkarts.co.uk/company-policies).

# The Spark Arts for Children

LCB Depot, 31 Rutland Street, Leicester LE1 1RE

## Phone

0116 261 6893

## Email

info@thesparkarts.co.uk

## Online

thesparkarts.co.uk

## Facebook

/SparkArtsFestival

## Twitter

@thesparkarts

## Instagram

@thesparkarts

The Spark Arts for Children is a company limited by guarantee (No: 5254229) and is registered as a charity (No: 1106952).