

**The Spark Arts for Children**

**Vital Spark  
2024/25**

**Submitting an application – easier read**

# Introduction

## Video or audio applications

Applications can be made by following the steps on this document.

## Other methods of application

Please make your application in the way most suitable for you. 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**.

## Deadline

All applications must be received through the online portal by midday (12pm) on **Monday 16th September 2024**.

## Information packs for all Vital Spark opportunities

The Information packs for Relationship Programme and Ideas fund provides more information about both programmes. Read/listen to them before completing an application. These documents can be found on our website.

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

## Before you make your application

We understand that when making recordings sometimes we stumble over words or make mistakes. If you are tech minded and can edit cuts together, this is fine, if not, that's fine too. We do not expect completely perfect speeches, where possible we recommend correcting yourself much like you would in a conversation.

Make sure you are recording in a quiet environment. Use a neutral background if you are filming. You can use any camera or audio

equipment you have. For each question, we have suggested how long we expect the answer to take in minutes. This isn't exact, but instead to be used as a guide.

## **Step 1: Making your video/audio**

### **Introductory questions for everyone**

#### **1. Your name and where you are based**

#### **2. Tell us about you (approx 1.5 minutes)**

Your creative experience, art form and artistic interests.

*Then, if you are applying for Relationship programme only- answer questions 3 and 4.*

Or

*If you are applying for Ideas Fund only- answer questions 5, 6 and 7.*

Or

*If you are applying for both strands – answer question 3, 4,5,6,7, and 8.*

### **Relationship Programme questions**

#### **3. Why are you applying for the Artist Relationship Programme (approx 5 minutes)**

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?

#### **4. What would you like your relationship with The Spark Arts for Children to look like at the end of this training programme? (approx 1 minute)**

## **Ideas Fund questions**

### **5. Tell us about your idea (approx 2 minutes)**

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

### **6. What do you want to gain by exploring your ideas with us? (approx 3 minutes)**

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

### **7. Do you have other creatives/partners on board? (approx 1.5 minute)**

Who are they and what's their role?

## **If you're applying to both**

### **8. Tell us why you applying to both Vital Spark strands? (approx 1.5 minutes)**

## **Step 2: Uploading your video/audio**

Once you have recorded your audio or video application, you can now upload it to your application in the online form. You will need to complete a few personal details on the form. If you need support doing this, contact us and we can support you to complete this section.

When your recording is ready, please click on the link below to access the application portal for the strand you are applying for:

- Vital Spark Ideas Fund ONLY: <https://wkf.ms/3zK00x7>
- Vital Spark Relationship Programme ONLY: <https://wkf.ms/3W4V2nP>
- Vital Spark JOINT application (Ideas fund and Relationship Programme): <https://wkf.ms/3Y2ZTIL>

## **Ready to submit?**

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

Thank you and good luck with your application!

## **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](mailto: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**

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## **Email**

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## **Online**

[thesparkarts.co.uk](http://thesparkarts.co.uk)

## **Facebook**

[/SparkArtsFestival](https://www.facebook.com/SparkArtsFestival)

## **Twitter**

[@thesparkarts](https://twitter.com/thesparkarts)

## **Instagram**

[@thesparkarts](https://www.instagram.com/thesparkarts)

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