

**The Spark Arts for Children**

**Vital Spark  
2024/25**

**Submitting an application – easier read**

# How to apply

Thank you for your interest in applying for Vital Spark. You can apply in a variety of formats and we encourage you to use the format you are most comfortable with.

Each strand of the programme has a different online portal for you to make your application. When you arrive in the application portal you will be able to complete your personal details using the form, then choose to either:

- Answer the questions by typing (or copying and pasting your answers from a word processor of your choice)
- OR upload a video file that answers the questions
- OR upload a voice recording that answers the questions.
- And you may also decide to provide us with a link to support your application.

If you want to submit a video or voice application you can use the voice or video recording guidance sheet which will guide you through the process.

You can also download PDFs from the website which give you the questions you need to prepare answers for. This is sometimes a bit easier than doing it all directly in the application portal.

When your application 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/3zKOOx7>
- 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**.

## Got a question about the application?

If you have any questions about how to make your application or if you have any questions relating to the programme itself, please contact the team on: **jobs@thesparkarts.co.uk** or call **0116 2616893**.

### Digital Gathering

We're hosting an informal online Q&A session where we will explain a bit more about the programme and answer questions you have on Tuesday 3rd September at 6:30pm. This will take place on Zoom and will be British Sign Language interpreted if requested. To sign up you can email **jobs@thesparkarts.co.uk** or call **0116 261 6893**.

### Arrange a chat

Email us at **jobs@thesparkarts.co.uk** to arrange an informal conversation with one of the team to find out more about Vital Spark

Thank you and we look forward to receiving 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**

LCB Depot, 31 Rutland Street, Leicester LE1 1RE

## **Phone**

0116 261 6893

## **Email**

[info@thesparkarts.co.uk](mailto:info@thesparkarts.co.uk)

## **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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