



Photo Credit: Trina Haldar

**The Spark Arts for Children**

# **Vital Spark Ideas Fund 2025/26**

Application Guidance

# **Application Guidance – (Ideas Fund only)**

This document can be used in **preparation** for completing the online form, or submitting your video or audio application.

## **Part 1: About you**

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

Your creative experience, art form(s), artistic interests.

## **Part 2: 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)**

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

Who are they and what's their role?

## **Part 3: 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 an online interview in the week commencing **27<sup>th</sup> October 2025**? **YES / NO**

Are you available for the Vital Spark Takeover Day in Leicester during The Spark Festival between **16<sup>th</sup>- 24<sup>th</sup> May 2026 (exact date tbc)**? **YES / NO / NOT SURE**

Are you able to develop your idea between the period **November 2025 – May 2026**? **YES /NO/NOT APPLICABLE**

Do you identify as one or more of the following? We recognise that this is not an exhaustive list and welcome applications from people who may have faced barriers working in the arts or cultural sector in the past.

**(Please tick any that apply to you)**

- People who identify as being from a global majority background or as ethnically diverse (including but not limited to African, African Caribbean, South, East and South East Asian diaspora.
- People who are D/deaf, Disabled and/or Neurodiverse
- People who identify as LGBTQIA+
- People from a refugee or migrant community
- Those who are care-experienced (defined as individuals who are in or have experienced care during their lives, no matter the duration)
- People who are from a Gypsy, Roma or Traveller community
- People from a working class/low-income background (or have identified as such in the past)

**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 with 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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## **Phone**

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## **Email**

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## **Website**

thesparkarts.co.uk

## **Facebook**

/SparkArtsFestival

## **Instagram**

@thesparkarts

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