Bursary Application Form

**This form must be completed in full by all applicants and returned by 12 noon Thursday 31 October 2024. Please complete clearly in type or dark ink and use additional sheets if necessary.**

**If you require the forms in large print or would like a paper copy posting to you please contact** **ally.oberrotman@nnfestival.org.uk.**

**If you would rather submit section 2, 3 and 4 of the application form by video, please use a common format such as MOV, MP4 or AVI and submit this alongside your application form.**

**Bursary applied for:**

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| Bursary for Young Creatives |

**Section 1 - Personal Details**

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| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** **(work & home)** | Work:Home: |
| **Mobile number** |  |
| **Email address** |  |

**If you are submitting either of the next two sections by video please tick these boxes**

|  |  |
| --- | --- |
| **Section 2 by video** |  |
| **Section 3 by video** |  |
| **Section 4 by video** |  |

**Section 2 – About You**

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| Who are you, and what is your engagement with creativity? (250 words max): |
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| Provide web links which help us understand you (3 max). If it helps, please provide a short narrative for each link explaining why you have shared it with us. |
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| Tell us about your track record as a cultural leader and as project manager. Use examples to illustrate past achievements. (250 words max): |
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**Section 3 – Your Proposal**

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| Please give us a brief outline of your proposal and how it might meet the objectives in the brief. (450 words max or if you are submitting this section by video please keep answers to 4 minutes maximum).* What do you want to do, and where?
* Why is there a need for this?
* What contribution does your proposal make to the creativity journeys of young people in East Anglia?
* What is the timeframe for your project?
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| Tell us about your budget for a Bursary for Young Creatives project. What will the bursary be spent on? Feel free to use your own budget template or amend the one below. (250 words max): |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **£ per hour** | **Approx. Hours** | **Total** | **Notes** |
| Fees |  |  |  |  |
| Travel Costs |  |  |  |  |
| Venue Hire |  |  |  |  |
| Materials |  |  |  |  |
| Marketing |  |  |  |  |
| Catering |  |  |  |  |
| Contingency |  |  |  |  |

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**Section 4 – Partner Organisation**

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| Which organisation will be your partner? (250 words max):* Tell us about the organisation.
* What is your relationship to the organisation?
* Have you discussed this proposal with the organisation?

We understand that not every young leader will be connected with an organisation, or there may not even be an appropriate organisation in your community. If this is the case for, we want you to tell us about this and the strategy you will put in place to address this. |
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**Section 5 – Data Protection Act 2018**

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| Information from this form will be processed for the purposes registered by the Employer under the Data Protection Act 1998 and the General Data Protection Regulation ((EU) 2016/679) (“GDPR”). I have read and understood the statement of how the Trust collects, uses, stores and protects the data supplied by applicants.  |
| Signed |  |
| Dated |  |

**Section 6 – Declaration (please read this carefully before signing this application).**

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| I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that giving false information or omitting to give information could disqualify my application, or, if appointed, could lead to my dismissal. |
| Signed |  |
| Please print your name |  |
| Date |  |

**Completed application forms should be emailed to ally.oberrotman@nnfestival.org.uk together with a completed Equal Opportunities Recruitment Monitoring Form.**

Applications can also be posted to: Ally Oberrotman, Norfolk & Norwich Festival, Norwich Guildhall, Gaol Hill, Norwich, NR2 1JS, marked PRIVATE AND CONFIDENTIAL.

The deadline for receipt of applications is 12 noon Thursday 31 October 2024. No applications can be considered after the closing date.