

THE HOPE SCOTT TRUST
A Registered Scottish Charity No: SC016262

Art Application Form

Please note that with a view to the protection of your personal information, the Data Protection Act 1998 and the General Data Protection Regulation require us to obtain your consent in relation to the Trust processing your personal information. We would therefore ask that you read the Privacy Notice available from the website before completing this application form.

To consider a grant application, we may process the following information:

- Contact Information, such as your name, permanent address, telephone number and email address.
- Individual information such as details of your current and previous relevant activities.
- Financial information such as project costs, other sources of income, course fees, or maintenance expenses for your studies and your bank account details for payment of any awards.

This will almost certainly include **special categories of personal data**, as detailed in the Privacy Notice and you will need to complete and sign the data consent form at the end of this application and when submitting the completed application by email you must add a scanned copy of the signed consent form.

If we do not receive a completed consent form with your application and it contains **special categories of data**, we will be unable to assess the application. Having alerted you by email and having reminded you to email the consent form, we will have no alternative other than to delete it.

Your details:

Full Name:

Permanent Home/Business Address (if applicable):

Term time address (if different/applicable):

Mobile No:

Email address:

Date of Birth:

Nationality:

Registered Charity No:

Please indicate your preferred method(s) of contact regarding this application:

Method of contact	Yes	No
By post to your home address		
By telephone to your mobile		
By email to the address given above		

Please provide a brief description of the project for which you are applying for a grant (not more than 50 words). In the case of exhibitions, please include title, dates and venue(s). Please note that the Trust does not fund documentary film making.

Please provide a full description of the project and its aims.

**Please provide an estimated total cost of the project : £
(A breakdown of the total costs would be helpful)**

What amount you are requesting from the Trust : £

Funding can be requested up to a maximum of £2,000. Applicants should be aware that grants very rarely exceed £2,000 and more commonly are for lesser amounts.

Please note the Trust operates a strict no repeats policy and will not consider applications from applicants who have been successful during the last 3 years.

The Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017

To comply with these regulations, if your application is successful we will require photographic ID of the applicant/payee of the award to verify full name and date of birth. Proof of address under 3 months old will also be required. No payments can be made until this has been received and agreed as satisfactory. Any cheques issued will be issued to the individuals full stated name, not an artist's "stage" name.

Have you applied to any other bodies for financial support for this project?

Yes No

If yes, please complete the following information:

Name of body applied to	Application date	Amount requested	Was the application successful

Have you applied to this Trust before?

Yes

No

If yes, please give the date of your application

Were you successful?

Yes

No

If yes, please give the amount awarded

Is your application connected with course fees or maintenance expenses for studies leading to undergraduate or post-graduate qualifications?

Yes

No

(Please note the Trust does not normally give money for these purposes)

Please insert your further information here, for example, CV, references and web links.

Checklist

Have you enclosed:

- A brief description of the project
- Details of your relationship with Scotland
- Your place of study
- Your CV
- All web links
- Other relevant material
- A scanned copy of a signed data consent form (if applicable)*

With the exception of the data consent form, please ensure you send no attachments as all information must be contained within this Application Form or accessible via the web links provided.

Supporting documentation

- 1) Images of recent work by the applicant(s) or by those on whose behalf the application is being made. If using dropbox or a link to artist's website, please provide the URL. CDs with images (forwarded separately by post to the Trust's administrator) will also be accepted.
- 2) CVs of all applicants.
- 3) In the case of applicants who have recently graduated, references must be provided.
- 4) For applications to support attendance at conferences, seminars or workshops, a programme should be included in the electronic application.
- 5) For applications to support residencies, please include your letter of invitation.

Amending your details

If your name, address or other details change, and you want us to update our records, please contact us at the email address on our Privacy Notice.

THE HOPE SCOTT TRUST
A Registered Scottish Charity No: SC016262

Special Categories of Personal Data Consent Form

Please note that with a view to the protection of your personal information, the Data Protection Act 1998 and the General Data Protection Regulation require us to obtain your consent in relation to the Trust processing your personal information. We would therefore ask that you read the Privacy Notice available from the website before completing this consent form.

As you have probably included **special categories of personal data** in your application then you will need to complete this consent form, and return it this to us along with the completed application.

If we do not receive a completed consent form with your application and it contains **special categories of data**, we will be unable to assess the application. Having alerted you by email and having reminded you to send the consent form, we will have no other alternative than to delete it.

Your details:

Full Name:

I have read and understood the Hope Scott Trust Privacy Notice and have had the opportunity to ask any questions.

I understand that my consent is voluntary and that I am free to withdraw at any time without giving any reason.

Your consent

I consent to the Hope Scott Trust processing any **special categories of personal data** that I may disclose as part of my application form and other communications relating to it.



Print name of applicant _____

Signature of applicant _____

Date of signature _____