

Appendix 1: Arts fund shortlisting criteria 2016-18

Shortlisting Criteria	Rationale for Shortlisting Criteria
a. Has the applicant completed the section re: amount of funding requested?	<ul style="list-style-type: none"> The application is incomplete and it is not possible to assess an application if they have not told us how much money they are asking for.
b. Does the financial data balance?	<ul style="list-style-type: none"> Priority is given to applicants who are able to put together a basic projection of financial expenditure, which is also an indication of good project/financial management. If the financial data does not balance, it will not be comprehensive. Consequently, it will be more difficult to understand how the money will be spent – and more time consuming to assess. Note that if the financial discrepancy is minor (e.g. just a few £s out), then this may have been included in the shortlist.
c. Is the 'other funding' confirmed – or mostly confirmed?	<ul style="list-style-type: none"> Priority will be given to applications that have confirmed all – or most of their other sources of funding.
d. Is the target audience confirmed?	<ul style="list-style-type: none"> The application is incomplete and it is not possible to recommend an application if they have not told us who their target audience is);
e. Does the application confirm in which district they will deliver their project for both years?	<ul style="list-style-type: none"> Priority will be given to applications that have already planned where they will deliver their project in both year 1 and year 2. The underlying assumption is that applicants that have identified the district for both years are more advanced in their project plan.
f. Did the applicant submit a CV for each artist listed on the application form?	<ul style="list-style-type: none"> Evidence of the 'professional' artist is a key requirement and more points are awarded for applications that have submitted a CV/CVs.

