

# CONTINUUM

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## 2 – GUIDELINES & FAQs

### SUBMISSION PROCESS

The deadline for submissions is 21 January, 2010. The selection panel meeting will be held on 24 February, 2010. Please keep this date available in your schedule to attend the panel meeting if short-listed. Please read the Submission Guidelines and FAQs.

A submission consists of an application form (downloadable from [www.continuum.org.uk](http://www.continuum.org.uk)) plus a proposal not exceeding 800 words, a budget and a monitoring form. Head your proposal page with the lead contact's name and proposal title. Please contact 0845-ART-FILM (0845 278 3456) if you need this information in any other format e.g. Braille etc.

Email submissions to [submissions@continuum.org.uk](mailto:submissions@continuum.org.uk). All submissions will be acknowledged. You will receive a written response to your proposal by 16 February 2010.

Submissions will be assessed by a selection panel. The selection panel includes: Will Fowler, Curator Artists' Moving Image, BFI National Archive; Nikki Grange, Arts, Heritage and Tourism Manager and Jessica Morgan, Senior Exhibitions and Education Officer, Rugby Art Gallery and Museum; Portland Green, Creative Director, Portland Green Cultural Projects; Monica Fernandez, Arts Development Officer, Rugby Borough Council; Others to be confirmed.

Members of the selection panel do not respond to proposals for commissioning submitted to them outside of this call.

### FREQUENTLY ASKED QUESTIONS

#### **Where can I get advice about what to pay my collaborators?**

BECTU, Shooting People, Equity and Artquest publish resources about compensation.

#### **Where can I get advice about collaborations and intellectual property?**

[www.artquest.org.uk](http://www.artquest.org.uk) and [www.own-it.org](http://www.own-it.org) provide advice for creative people.

#### **I work in many genres; can I apply for commissioning?**

As an emerging or established artist working in the contemporary arts, you may be working in any genre but your proposal should demonstrate a clear use of the moving image.

#### **What artists' moving image work will not be covered by this commission?**

The commission does not cover documentation of works, community projects, moving image used as scenography in performance, etc. If you are unsure whether your art work is a fit for this commission please contact us on [submissions@continuum.org.uk](mailto:submissions@continuum.org.uk)

**What insurance do I need for my project?**

You should ensure all relevant production insurances including public liability insurance, possibly employers insurance and professional indemnity insurance up to £2million are in place at the point of production. We can assist you with advice on insurance.

**Do all members of the artistic team need to be based in England, Scotland and Wales in order to be eligible?** No. The lead artist/cultural producer will need to have an English, Welsh or Scottish postal address and should be resident for the length of the production of the project. Applicants who are resident in Scotland and Wales should contact the commissioners (submissions@continuum.org.uk) before making an application.

**How do I know if I need to include VAT in my budget?**

If you are registered for VAT, your budget should be ex-VAT. If you are not registered for VAT, your budget should include VAT. If you have any questions regarding VAT, please call 0845 ART-FILM (0845 278 3456) or submissions@continuum.org.uk

**What is the Monitoring form?**

This is a standard form used by us to monitor the diversity of applicants to our commissioning.

**Who can assist me with production and technical aspects of the work that I am proposing?**

We can introduce you to producers and technical consultants. Please note these professionals charge for their services. Further information about producers working with artists can be found at [http://flamin.filmlondon.org.uk/news\\_details.asp?NewsID=1662](http://flamin.filmlondon.org.uk/news_details.asp?NewsID=1662)

**Who will exhibit, distribute or market my work?**

Rugby Art Gallery and Museum will exhibit the work if it is gallery-based. The gallery in conjunction with you and Portland Green Cultural Projects will assist in disseminating the work on other platforms if desired.

**Will the work be acquired by the gallery?**

Rugby Art Gallery and Museum is committed to developing the Rugby Collection of British Fine Art and to commissioning new works of art for exhibition. Rugby Art Gallery and Museum are currently purchasing contemporary moving image works for the collection and may consider this commission for purchase if it meets the aims of our acquisition and current collecting policies.

**What about visual references and supporting material?**

Visual references can be a useful way of demonstrating ideas in the proposal and the quality of your artistic work in the past, particularly if we and/or members of the selection panel are not familiar with your work. We ask that visual material including moving image be uploaded to a URL.

**Will you premiere the work?**

Yes, Rugby Gallery and Art Museum and Portland Green Cultural Projects contractually reserve the right to exhibit/distribute the work in partnership with you in the first instance.

**Will I be offered feedback for my application?**

Unfortunately, no, due to the anticipation of overwhelming number of entries, we are unable to offer feedback for applications and proposals.