

*Handbook for Participation in Glasgow International 2020*

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## **INTRODUCTION**

### **Vision and Mission**

Glasgow International is an internationally renowned festival that celebrates and showcases Glasgow as a unique centre for the production and presentation of contemporary visual arts.

In all its work, Glasgow International aims to:

- Support, develop and present the very best contemporary art.
- Collaborate with the city's artists and arts organisations.
- Broaden and deepen engagement with, and experience of contemporary art amongst local, national and international visitors.
- Create and support a strong and professional team to deliver the festival.
- Create a robust financial model and achieve positive economic impact in Glasgow and Scotland.
- Ensure sound and stable management of the festival.

### **Artistic Values**

There are a number of artistic values that underpin the festival:

Programming:

- Relevance
- Critical integrity
- Timeliness
- Risk-taking

Investment in artists:

- Nurturing
- Supportiveness
- Information-sharing
- Understanding

Audience:

- Accessibility
- Openness
- Generosity

### **Festival History**

Glasgow International is an 18-day event taking place every other year across the city of Glasgow. Combining the characteristics of a conventional visual arts biennial, with a more event-based experience, GI is a truly unique project in the British cultural calendar.

The Festival had two annual editions in 2005 and 2006 before changing to its current format in 2008. 2018 saw the festival return for the eighth edition, and sixth in the biennial format.

GI provides a unique platform, combining the best in international contemporary visual art with a strong local element. Glasgow has an unusually rich visual arts sector, described by The Guardian as the ‘most developed arts scene outside London’.

Using established arts venues, public spaces, museums and non-art spaces, the Festival promotes Glasgow as a major international centre for the production and presentation of visual arts.

### **Funders and Governance**

Financial management of the GI Festival sits with Glasgow Life while the project is overseen by a Funders Group, comprised of representatives of each of the Festival’s three core funders (Glasgow City Council / Glasgow Life, Creative Scotland and Event Scotland) and an Advisory Board.

The Advisory Board, who act as advocates and critical friends towards the activity, fundraising and overall strategy of the festival is comprised of: Rob Churm (artist), Andrew Hamilton (The Modern Institute), Ciara Phillips (artist), Sigrid Kirk (Co-Founder, ARTimbarc), Silka Patel (Cisco Scotland and Scottish Women in Technology), and Sarah Strang (Director, Civic Room).

### **Festival Characteristics and Structure**

Glasgow International is primarily conceived as a festival as opposed to a biennial, suggesting an opportunity for event-based programming, in addition to ‘static’ exhibitions. It aims to showcase, nurture and support work of international quality taking place in the city – a renowned European centre of production for contemporary art.

Glasgow International offers financial support to freelance artists and curators based in the city, as well as other organisations’ programmes undertaking ambitious activity that is over and above already funded programmes.

The final programme comes together through the following routes:

**Director’s Programme:** Projects, events and exhibitions commissioned and curated directly by the GI team, led by the Director, including in co-operation and co-production with other organisations, such as Tramway and GoMA.

**Across The City** (previously referred to as at once ‘Across the City’, ‘Supported’, ‘Open’ and ‘Wider’ Programmes):

- Projects, events and exhibitions in receipt of GI funds, made up through an open call for submissions from individual artists and curators, collectives, groups, galleries and associations.

- Projects, events and exhibitions with existing funding structures, made up through an open call for submissions from commercial galleries and funded institutions.

- Bursary: Open call for submissions from a recent graduate or postgraduate who graduated two years or less from art school at the time of the festival in 2020 to create new work for the festival. This is a £3,000 award.

Across The City Programme decisions are made by a small, diverse panel of established arts professionals and artists from Glasgow and further afield, including the GI Director and Curator.

### **Festival Team**

**Richard Parry**, *Director*

*Festival Manager (vacant)*

**Poi Marr**, *Curator*

**Allan Madden**, *Interim Festival Coordinator*

The Festival is supported by a team of volunteers, and recruitment will start late summer 2019. Letters of interest and CVs can be sent to [volunteers@glasgowinternational.org](mailto:volunteers@glasgowinternational.org).

### **Contact Details**

A: Trongate 103, Glasgow, G1 5HD

E: [info@glasgowinternational.org](mailto:info@glasgowinternational.org)

T: +44 (0)141 276 8384

W: [www.glasgowinternational.org](http://www.glasgowinternational.org)

### **DATES OF THE 2018 FESTIVAL**

The confirmed dates of the 2020 Festival are:

**24 April – 10 May**

**Note, these dates have not yet been widely publicised.** The Festival Team will publicly announce dates as part of the Marketing and PR campaign in 2019.

The Festival preview day will be on Friday 24 April and will be organised by the GI team. Please see the 'Opening Weekend' section for further info.

### **HOW TO PARTICIPATE IN GLASGOW INTERNATIONAL 2020**

Proposals are invited from artists/curators/galleries/institutions based in Glasgow ONLY, unless previously discussed and agreed with the Glasgow International Director.

### **Across The City Programme**

**DEADLINE for all applications is: 31 May 2019.**

Applicants will be notified of decisions in mid-July 2019.

For Glasgow International 2020 we are changing our structure to combine previous open programme strands into one, entitled **Across The City**. The aim of these changes is to make the process more supportive to freelance artists and curators.

We anticipate that, on average, freelance projects will be awarded more than would previously have been the case, however it is important to note that this funding is intended as seed funding and we recognise that it may not cover the full costs of projects. Undertaking the process with a decision nine months prior to the start of the festival (successful applicants will be notified in July 2019) is designed to give as much time as reasonably possible for sourcing additional funding, if necessary.

One of the intended outcomes of this change of structure is that we expect applicants will have a better up front knowledge of the amount they would receive if successful, in order to plan their project more easily from the outset.

The theme for Glasgow International 2020 will be *Attention*. Please see the website for more details on the theme. Together with this theme, below are some of the internal guiding principles that will help steer the content/creative aspects and the practical aspects of proposals.

- Glasgow as a unique site: there are a large number of interesting buildings and locations with potential for projects. We are interested in proposals that can use either their own space or work in conjunction with an off-site project/element.
- Glasgow International welcomes proposals which represent the diversity of the city and the people who live and work here including ethnicity, age, ability, gender and sexuality; and where particular thought has been given to accessibility and engaging with new audiences.
- Quality and ambition: the past editions of Glasgow International have made it into a much-loved, world-class festival and for 2020 we hope to add to that by continuing to show an excellent quality programme that still feels local to Glasgow and Scotland. Visitors to international art events want to get a picture of the city as well as see new works from the wealth of artists based in the city, and this is the balance we will try and achieve for 2020.

While the theme and guiding principles will be considered as part of the selection process, the primary focus of this edition of the festival will be on the ambition, relevance, timeliness and quality of exhibitions, events and projects. The theme is intended as a tool or guide, and successful applications do not necessarily need to conform to the theme. All proposals will be judged on their own merits.

Glasgow International will be supporting BOTH international presentations in Glasgow AND Scotland-based artists in the supported programme.

For Glasgow International 2020, artists, curators, institutions and galleries will all be eligible to apply for four defined levels of financial support according to the descriptions below. All applicants will be asked to specify the level applied for as part of the application process:

**Band A: £1500**

This level is designed for:

- Exhibitions of early-career artists.
- Smaller-scale exhibitions and projects, especially one or two person shows.
- Event programmes/non-exhibition projects.
- Institutions / Funded organisations undertaking ambitious work additional to their existing activity.

**Band B: £3000**

- Solo/group exhibitions.
- Institutions / Funded organisations undertaking ambitious work additional to their existing activity.

One of these awards will be the GI Bursary, an award for a recent graduate or post-graduate who graduated two years or less from art school at the time of the festival in 2020. Artists should be currently living/working in Glasgow but do not need to have studied here.

**Band C: £5000**

- More substantial group exhibitions or solo presentations, potentially involving more established artists, or those living outside of the UK.

**Band D: £10,000**

- Up to two awards may be made at this level for outstanding proposals demonstrating ambition and critical quality.
- Applications for this level should be discussed directly with the GI team prior to submission.

Organisations with existing funding structures and/or capacity to fundraise, such as regularly funded organisations, commercial galleries and other arts institutions with pre-existing support structures are also welcome to apply to the festival programme without requesting support.

All projects included in Across The City will receive the same level of non-financial support, for instance through festival marketing. Please note that there is only one deadline for applying to take part in the festival, whether applying for financial support or not.

The application process has been streamlined with the aim that successful applicants will receive the full amount applied for. While we expect to award selected proposals the band applied to, we recognise that this is a fundamentally new approach to supporting projects within Glasgow International and therefore in a small number of instances offers may be subject to a further conversation

about which band is appropriate following selection, including participation without funded support where applicable.

Decisions will be weighted in favour of freelance artists, curators and projects. We expect that institutions and other organisations with existing funding structures will be awarded funding, up to a maximum of £3,000 (Bands A and B), if they are selected for support. Commercial galleries would be supported to undertake ambitious additional activity in exceptional circumstances.

We will only be including projects by freelance artists or curators that have been selected for funding within the programme.

We recognise that financial planning is important. Decisions will be made on the basis of artistic merit, but realistic financial planning will also be a consideration. One of the intended outcomes of the change in our funding structure is that applicants know from the outset the amount they would receive if successful, in order to plan their project more easily. We plan to offer a programme of support workshops, including financial planning, to be announced in due course.

**APPLY ONLINE FOR ALL LEVELS:** All Proposals must be submitted online. The link can be found on our website and [here](#).

The online proposal form requires your contact details, project information, budget information, written proposal (maximum 750 words) and images. You will also be asked to complete an equalities monitoring form separately from the application form after completion of the project. For information on accepted image sizes please see images section later in this handbook.

Outcomes of this process will be:

- An offer of funding.
- A referral to relevant bodies or individuals who may be able to develop your project; such as Glasgow Life Arts officers.
- A contract with terms and conditions for participation.

Or

- No funding offer.

Or

- In the case of organisations with existing funding structures, no funding offer but accepted to be part of the Across The City Programme.

\*There is no appeal procedure for unsuccessful applications. We cannot offer feedback on unsuccessful proposals.

## INFORMATION FOR PARTICIPANTS

### Payment and Invoicing

Glasgow Life processes GI financial transactions; therefore organisations participating in the festival must submit all invoices in PDF format. Invoices must include Personal Reference, and be addressed to Glasgow Life's head office address: **Glasgow Life, 220 High Street, Glasgow G4 0QW**. Self-employed individuals must also complete a tax liability disclaimer with each invoice – this will be supplied by Glasgow International. Glasgow International will be unable to pay you or your organisation without this information.

Standard payment period for Glasgow Life is 32 days from the date the invoice is received. Further information on invoicing as well as appropriate forms will be made available to those in receipt of funding from GI. Any questions can be directed to [info@glasgowinternational.org](mailto:info@glasgowinternational.org).

On receipt of a full invoice, we will pay the total amount in instalments. The payment structure is that 50% of your award will be paid initially on return of a signed contract and completion of marketing and PR information (September 2019), a further 40% will be sent in December 2019, with the final 10% payment made in June 2020 upon completion of the festival evaluation and adherence to agreed opening dates and times (extenuating circumstances will be considered).

### Recoupment

In the event that an artwork that has been commissioned or substantially funded by Glasgow International is sold within three years of the conclusion of the Exhibition the organisation contracted by Glasgow Life (on behalf of the Glasgow International Festival) will repay to Glasgow Life, within thirty-two days of completion of the sale, whichever is the lesser of:

- the contribution from Glasgow International Festival to the original work
- thirty percent of the [gross] sale price of the artwork.

### **Contracts**

Contracts will be distributed to the successful applicants involved in the programme. Project management teams are required to complete and return contracts to Glasgow International Festival Office, Trongate 103, Glasgow G1 5HD, by September 2019.

### **Venues and Technical**

#### Venues

It is the responsibility of each organisation to secure their venue for the festival. Applications where a venue is secured at the point of submission will be viewed more favourably, although it is not essential. Where feasible within the limits of a small team, Glasgow International can offer some advice with regards to possible sites and locations. Venues must be secured by October 2019. Detailed

accessibility information will be requested from you about your venue, and we ask that you bear this in mind when securing your venue. Glasgow International can supply you with resources around making your venue or project more accessible within a range of budgets.

### Technical

Each organisation is responsible for dealing with all technical requirements and ensuring Health and Safety compliance. Where possible Glasgow International can offer advice with regards to completing risk assessments, the fitting out of off-site spaces etc.

Responsibility also lies with each organisation to ensure all relevant permissions, insurances and licences are in place. Where necessary, GI will request copies of insurance and permission documents.

### **Staff and Access**

#### Staffing/Volunteers

Project budgets should include invigilation costs, or details of how you intend to source volunteers/staff for your exhibition/event.

#### Opening Hours

All venues should be open 7 days a week during the Festival, Thursday 23 April – Sunday 10 May (lots of our visitors are in town Sundays and Mondays). We also ask organisations to open late on each of the Thursdays during the festival - until 8pm (30 April and 7 May 2020). Our audience research has shown that the 'twilight' slot after work (5pm – 7pm) is attractive to visitors, as well as the final weekend of the festival when many visitors take the last chance to visit exhibitions.

We envisage that the Festival Hub will be open 10am – 6pm daily, and until 8pm Thursdays.

#### Opening Weekend

All venues need to be open for the professional preview on the morning of Thursday 23 April 2020 i.e. before your 'launch/preview' event that evening.

A schedule of opening events will be drawn up by Glasgow International in advance of the festival and we aim to geographically cluster events where possible as in 2018. We suggest that opening events take the form of short receptions or over a longer time slot, to allow people to drop in.

Once confirmed, times of opening/ closing events will be added to a list that can be downloaded by subscribers to the Glasgow International website and will be available to visitors to our festival hub. Organisations are responsible for issuing invitations for their own previews.

## **Formal Visits**

### Tours & International visits

Over the festival Glasgow International organises a number of community tours, public and visits for groups such as UK and international arts professionals, and art students. These tours are organised in advance of the festival and if your project has been selected you will be notified by the International and Professional Visits Programmer to make arrangements.

We are open to suggestions of professionals/representatives from institutions who may benefit from a visit to the festival. Please let us know if you want to propose someone to be part of the visits programme.

We regret that due to the size of the festival, we are unable to bring tours to every venue included in the festival.

## **PR AND MARKETING**

Venues will be required to work with the festival PR and Marketing teams to facilitate publicity, media opportunities and branding requirements. All media activity relating to projects should be co-ordinated in tandem with Glasgow International. Please contact [info@glasgowinternational.org](mailto:info@glasgowinternational.org) if you wish to discuss publicising your project prior to our team being on board.

### Advance Access/Images for Press

**It would be desirable for exhibitions to be ready for potential press visits by 9am on Wednesday 22 April 2020, however the Festival are unable to guarantee that press will visit on that or other days.** A list of press-ready exhibitions will be distributed to visiting press on the morning of Wednesday 22<sup>nd</sup> April 2020; please inform the Festival Coordinator and Press Team by **5pm on Tuesday 21 April** to be included on this list.

In the lead up to the Festival our press team will provide updates on press interest in any specific piece of work.

In addition, we ask participants to arrange documentation by the festival opening (23 April 2020). Importantly, this will ensure images of your show can be made available to our press team for any press requests that come in over the opening days of the festival.

### Copy

Organisations will be required to complete a Publicity and Web info request form for exhibitions that have been proposed. This form must be submitted by September 2019. We will ask for information on additional events in December 2019 / January 2020.

The information submitted will be used to populate the website, printed material and in press releases, this information will be circulated before it goes public with a deadline for amendments to be submitted.

### Press Releases

The press team will circulate a ‘note to editor’ which should be added to any press release generated for your project. We ask for all press releases to be sent to the press team on [press@glasgowinternational.org](mailto:press@glasgowinternational.org) for approval before your organisation sends it out.

### Glasgow International Brand Identity & Accreditation

All projects included in the Glasgow International programme are obliged to use GI branding on all marketing and PR material, including, but not limited to, emails, press releases and adverts and leaflets. Glasgow International Festival branding and logo guidelines will be available on our website.

Marketing guidelines will be circulated to all projects at least six months prior to GI 2020. All projects participating in the festival are required to display the Glasgow International logo in any printed or online marketing and PR materials produced for the project. In addition the accreditation line for your own publicity material will be dependent on whether you have received funding from Glasgow International.

- In receipt of funding: “...supported by Glasgow International 2020.”
- Not in receipt of funding: “...presented as part of Glasgow International 2020”
- Bursary: “...commissioned by Glasgow International 2020”

### Evaluation

All participants are required to contribute to the evaluation of the festival, including capturing attendance information and feedback from visitors. Failure to submit your evaluation and accurate visitor numbers by May 2020 will result in 10% of your budget being withheld.

Accurate figures are very important to Glasgow International, and the future of its continued support.

### **IMAGES AND DOCUMENTATION**

Organisations are asked to provide images of the artists’ work for press use. These images are a vital factor in the success of our press campaign. We are looking for images that reflect – where possible – the nature of the commission. Images of work in progress are also welcome.

We will also require high-resolution images of your project. It is each individual project’s responsibility to capture adequate documentation, which should be submitted to the Glasgow International Press team in time for reviews coming out - generally over the first weekend of the festival. This information will then be updated on the festival website (if not already there).

### Images

Glasgow International will begin to receive requests for images from the moment the festival dates are announced. It would be helpful if you have

suitable images ready for September 2019, with exhibition install shots ready before 9pm Wednesday 22 April 2020.

Web-sized images: JPEG ONLY, Maximum 72dpi / 1MB

Print sized images: JPEG ONLY, Maximum 300dpi / 5MB

\*All images must be accompanied by an image caption (including: artists name, year, title, description and appropriate credits). Please ensure that appropriate permissions have been given for any images submitted to us.

## **PROVISIONAL SCHEDULE OF ACTIVITY AND DEADLINES FOR GLASGOW INTERNATIONAL 2020**

|               |  |
|---------------|--|
| 21 Jan 2019   | Glasgow International 2020 funding applications open   |
| 23 Apr 2019   | One year to go 'Save the Date' Announcement  |
| 31 May 2019   | DEADLINE Programme Applications  |
| June 2019     | Consideration and review of applications   |
| Mid July 2019 | All applicants notified of decisions   |
| Sept 2019     | DEADLINE Submission of all marketing copy and images<br>DEADLINE programme contracts   |
| Oct 2019      | First payments to projects in receipt of funding (on submission of copy, images and contracts)   |
| Oct 2019      | Press Announcement – including programme details<br>DEADLINE Confirmation of venues  |
| Nov 2019      | Glasgow International meeting with all programme participants – Date TBC   |
| Dec 2019      | Website copy to be checked by all participating organisations<br>Second payments to projects in receipt of funding.  |
| Jan 2020      | Full programme details on Glasgow International 2020 Website<br>Publicity materials to go to print<br>DEADLINE Additional events (talks, tours, other events)<br>Schedule for opening weekend confirmed<br>Press releases to be submitted to Glasgow International press team for approval |
| Feb 2020      | Invitation requests submitted to Glasgow International office  |
| 22 Apr 2020   | Installation complete  |
| 22 Apr 2020   | Press visits   |
| 22 April 2020 | DEADLINE Installation images for press requests  |
| 23 Apr 2020   | Festival Opening Party   |
| 10 May 2020   | Last day of Glasgow International 2020   |
| 25 May 2020   | Evaluation and documentation to be submitted   |
| June 2020     | Final payments issued to projects in receipt of funding on completion of evaluation  |