Open Programme: Application Guidelines

Overview
Glasgow International 2024
Who can apply?
Application process
Selection process
Criteria for selection
Contribution to project budget
Project support offered by Glasgow International
Glasgow International working practices
Practical requirements for Open Programme projects
Timeline
Contact details for Glasgow International team
Overview

Glasgow International, Scotland’s biennial festival of contemporary visual arts, is seeking project submissions for the 2024 festival. Organisers of prospective projects are invited to submit their proposal through an application process which will remain live between 1 June and 31 July 2023.

This open call will lead to the selection of between 25-30 funded projects to be included in Glasgow International 2024. The total budget allocated for funding for these Open Programme projects is £140,000.

Glasgow International’s Open Programme forms the core of the festival and is rooted in the city’s year-round ecology of arts organisations, artist-run spaces, projects and events, independent curating, critical writing, social practice and community arts initiatives. As a context for presenting new projects stemming from this creative community, Glasgow International endeavours to amplify and support the depth and diversity of these practices and their close dialogues with international art discourse, histories and sites of exchange.

Open Programme projects have historically taken place in both established and temporary venues across Glasgow. The previous nine editions of Glasgow International have each attracted audiences of up to 250,000 people from Glasgow, Scotland, the UK and overseas, and generated vital experiences and opportunities for artists, organisers and other participants.

This document provides guidelines for considering and making an application, including eligibility criteria, information on Glasgow International working practices, and opportunities for financial, practical and development support. Please carefully review the information below before submitting an application. During the period the open call is live, we will hold drop-in sessions for anyone considering applying who may require further guidance around the process.

Please note that organisations with established funding who are not seeking additional funding from Glasgow International should still submit an application through this open call (see more info in the guidelines below)

The online application form is accessible here

If you would prefer not to use the online form, you can alternatively create a video or audio file of yourself or someone else speaking the answers. Contact the Glasgow International team at info@glasgowinternational.org to receive the list of application form questions and email back your file by 31 July 2023.

Or you can arrange to meet with a member of the Glasgow International team to submit your answers verbally or in British Sign Language with a BSL interpreter present.

If you have any particular access needs that would make the process of submission easier, please email us at info@glasgowinternational.org
Glasgow International 2024

The tenth edition of Glasgow International will take place between Friday 7 and Sunday 23 June 2024. The festival will open with a preview day on Thursday 6 June.

Glasgow International 2024 will comprise new projects initiated by the festival curatorial team and in collaboration with colleagues at Tramway, GoMA and other Glasgow and Scotland-based organisations; alongside projects organised by individual arts organisations, independent curators, artist-run spaces, artists, collectives and community groups across the city. Whereas in recent editions of the festival the programme has been publicised in two categories – corresponding to projects commissioned and curated by Glasgow International, and those conceived, developed and delivered by other organisations, groups or individuals – in 2024 the programme will be publicised without this division. The emphasis instead will be on the forms of collaboration, inquiry and exchange that run across the programme, foregrounding the many voices and practices that contribute to the festival.

Similarly, there will be no overarching theme to Glasgow International in 2024, rather the festival will be oriented towards drawing out concerns and approaches that emerge across the varied projects. The nature of the festival and its presentation in locations around the city speaks to the complex permeation of the city’s global histories within contemporary social, cultural and political conditions. There will be a renewed emphasis in 2024 on opportunities for critical discourse and live programming within the festival, with the intent of offering space for audiences and artists to gather and exchange ideas. Glasgow International will also organise opportunities in the months preceding the festival for participants to convene and share information and experiences around the development of their projects.

Glasgow International is committed to working towards a more sustainable and accessible festival model. In 2024 we are placing emphasis on improving support, resources and opportunities for engagement across the festival, reducing the overall number of projects included to increase the levels of care and attention given to each one. We therefore expect to receive a higher number of applications to the Open Programme than are possible to include in the festival.
Who can apply?

* Glasgow International's Open Programme is open to applications from contemporary arts organisations, artist-run spaces and projects, community organisations, independent curators, artists and arts organisers based in Glasgow.
* While applications need to come from organisations or individuals based in Glasgow, project proposals can include the participation of artists or other practitioners based outside of Glasgow, Scotland and the UK.
* Proposals can be made for contemporary arts projects of different formats, including but not limited to:
  - Exhibitions
  - Artworks in public space
  - Event-based projects such as performances, workshops or forms of social practice
  - Print or web-based projects
  - Research and development projects towards new collective initiatives (no requirement to present work at Glasgow International 2024)
* A venue for the presentation of your project does not need to have been secured before you apply. It is however your responsibility as project organiser to locate and secure a venue in good time before the festival. In a limited number of cases, Glasgow International will be able to assist selected projects in finding a venue where needed (see 'Project support offered by Glasgow International' section below).
* Glasgow International will prioritise applications for newly conceived projects (curatorial or artistic) over those that have been presented elsewhere previously (e.g. touring exhibitions)
* Glasgow International does not accept applications from individuals currently in undergraduate or postgraduate education but will accept applications from those undertaking PhD research.

Application process

* All projects that wish to be included in the Glasgow International 2024 programme need to submit a proposal by completing a simple online application form that gathers the core information about your project.
* If you are applying for funds from Glasgow International to contribute to the costs of your project, the application form will require you to also add basic budget information
* If you are not applying for funds from Glasgow International to contribute to the costs of your project, you will not need to submit a budget. However, you will be asked to confirm that you have access to existing funding to cover the costs of the project.
* If you are not comfortable applying through the online form, it is alternatively possible to make an application by video or audio file, or to arrange to make a submission verbally with a member of the Glasgow International team, or in British Sign Language via a BSL interpreter.
* Not all submissions will be selected to be included in the festival, but unsuccessful applicants can request feedback on their proposal.

Selection process

* All proposals will be reviewed by a selection panel. The panel will comprise four individuals external to Glasgow International, alongside the Glasgow International curatorial team (Festival Director, Open Programme Convenor, Curator, and Assistant Curator)
* The external participants in the panel will include two Glasgow or Scotland-based artists, a Scotland-based curator or organiser, and an artist or curator working outside of Scotland and the UK. Glasgow International commits to inviting a group of individuals who will bring different lived experiences to the selection process and who can speak to a diversity of perspectives on contemporary visual arts production.
* The selection panel will make their decisions based on two core considerations:
  - Glasgow International’s mission to bring together and platform the work of Glasgow’s visual arts organisations, artists, curators and other creative practitioners; and to contribute to the wider development of and access to contemporary art
  - The specific selection criteria listed below.
* The selection panel will base their decisions for all project proposals on these considerations, regardless of whether the project requests funding or not. **However, decisions around the distribution of funding will prioritise those projects without an existing organisational infrastructure and budget.**
* Decisions will be made by consensus among the selection panel. In the event of any lack of consensus around particular projects, the Glasgow International Festival Director will make a casting vote.

Criteria for selection

The selection panel will use the below criteria in order to make decisions on which projects are selected for Glasgow International 2024. **We do not expect every project selected for the festival to meet all these criteria. However, projects not meeting the criteria listed as ‘essential’ will only be included under exceptional circumstances.**

Artistic depth and relevance (essential)
While we recognise that these are subjective terms, the selection panel will discuss each project from the perspective of its basis in sustained artistic or curatorial enquiry, and how it will speak to audiences today.

Viability (essential)
Based on the information provided in the application around organisational resources, budget, and plans for a project venue, the selection panel will assess the viability of the project proposed, including the provision of safe and fair working and access conditions.
Contribution to cultural and community life in Glasgow & Scotland
The selection panel will take into account whether the project is likely to have a lasting and positive tangible or intangible impact on cultural and community life in Glasgow and Scotland.

Contribution to wider critical discourse around contemporary visual art
The selection panel will take into account how the project relates to ideas, concerns, experiences, and theories active among contemporary artists, writers and thinkers working around the world.

Location of project in Glasgow
The selection panel will take into account the proposed location of the project, and how it will engage/relate to this context. Glasgow International aims to reach a broad range of people living in all areas of Glasgow, while also being accessible to visitors from outside the city.

Social justice impact and equity
The selection panel will take into account the potential of projects to impact on understandings of social justice, particularly in relation to the lived experiences of marginalised individuals and communities. The panel will consider the project in relation to Glasgow International’s commitment to advance equality, diversity and inclusion in the festival programme, organisation and structure.

Accessibility
Glasgow International encourages each applicant to consider the accessibility of their project for both participants and the public. Applicants should take into account their obligations to avoid unlawful discrimination – for example, to make reasonable adjustments to reduce the risk of disadvantage to disabled people. The selection panel will take into account the use of accessible locations for projects and the planning of other access measures. Over the long-term, Glasgow International aims to improve the ways it supports Open Programme participants to embed access at the early stages of project planning.

Contribution to project budget
* Glasgow International will provide funding to the projects selected for the festival that have requested it. This funding can form the total budget for the project. However, we recognise that some applicants might seek additional funds from other funding sources where the project costs exceed what Glasgow International is able to provide.
* Glasgow International recognises that projects in the festival Open Programme often rely on the voluntary labour of project organisers and other contributors. We are actively adjusting the festival model and its distribution of resources in order to increase the capacity of Open Programme projects to fairly compensate and recognise the labour of all
involved. We encourage applicants to formulate their project with a realistic understanding of all the labour and resources required to realise it.

* If you are applying for funds from Glasgow International to contribute to the costs of your project, you will be asked to select from one of three bands of funding, and to state the exact amount you are requesting. If the panel selects your project but it is not possible to offer the level of funding requested, the Glasgow International team will be in touch to discuss the viability of the project with a lower contribution. Given the limited overall budget, we expect the majority of projects selected for the festival will be funded at either Band A or Band B levels. Please bear this in mind when planning your budget:

**Band A - £3,000-£5,000**
- For projects involving a small number of artists/participants and low organisational and production costs.
- For organisations with existing funding sources, that require additional ‘top-up’ funds to realise their project.
- For new projects/initiatives requiring seed funding or funds for research and development (no requirement for presentation during Glasgow International 2024).

**Band B - £5,000-£7,000**
- For projects involving a small number of artists/participants but with significant organisational and production costs.
- For projects with several artists/participants.

**Band C - £7,000-£10,000**
- A small number of awards will be made at this level. These awards will be focused on proposals that the selection panel judge as showing particular ambition and relevance, and that come with significant organisational and production costs.

**Project support offered by Glasgow International**

* The principal form of support offered by Glasgow International to Open Programme projects is a financial contribution to the project budget.
* Glasgow International also includes all selected projects in the publicity and marketing around the festival, including a printed booklet and website. Projects selected through the open call will be publicised on an equal footing with those initiated by the Glasgow International team. The Glasgow International press team will encourage press engagement with your project and where possible organise interviews and photo-calls with project organisers/participants if requested by press and desired by project organisers.
* Glasgow International organises and coordinates tours of the festival with visiting press, arts professionals and artists. While it is not always possible for these tours to visit every project in the festival, Glasgow International will endeavour to connect individual visitors with project organisers where there are shared areas of interest.
* In addition, in some circumstances the Glasgow International team will be able to offer limited support in four areas. You will be asked to indicate these needs on the application form:

- **Production support:** in a limited number of cases, Glasgow International will be able to provide project production support from within the Glasgow International team or through the hiring of a freelance producer. Projects proposed by artists or other practitioners with no existing organisational infrastructure or support will be prioritised. Decisions around the nature and source of the production support will be made with the project organiser and participants.

- **Locating and securing a venue for the project:** it can be challenging to find empty space in Glasgow suitable for presenting visual arts projects for the duration of the festival. If support is requested, Glasgow International will in some cases be able to connect Open Programme project organisers with organisations and companies that have suitable space available.

- **Additional fundraising:** Glasgow International can advise Open Programme project organisers on possible sources of additional funding for their project. In some cases, we will be able to offer advice to project organisers towards the completion of funding applications (e.g. reading through applications; providing letters of support)

- **Project invigilation:** Making sure your project is open to the public during the hours listed can be challenging (see ‘Practical requirements for Open Programme participants’). Glasgow International understands that the invigilation of Open Programme projects often involves the voluntary labour of project organisers and artists. For Glasgow International 2024 we have introduced more flexible conditions around opening hours to enable project organisers to define what is viable for their project. In cases where the circumstances of the project organisers mean arranging invigilation for even limited opening hours is difficult, Glasgow International will work with you to facilitate additional invigilation support.

* In the build-up to the festival in 2024, Glasgow International will organise events that will provide opportunities for exchange between Open Programme project organisers and participants, creating a critical forum for project development and the sharing of organisational challenges.

* Glasgow International will provide project organisers with collated resources from organisations and artists who have independently developed best practice guidelines around artists fees, artists agreements, access riders and project risk assessments.

* Glasgow International will organise documentation photography for all projects in the Open Programme, where desired. This will take place between Wednesday 5 and Thursday 6 June, with the resulting images available to Glasgow International, project organisers and participants to be used for both exhibition documentation and press purposes.

* Open Programme project organisers will be provided with an optional access document to complete when selected for Glasgow International. This will enable us to understand any access needs you might have when corresponding with you around your project.
Glasgow International working practices

Glasgow International is fundamentally a collective endeavour, and we aim for the festival to be an open, inclusive and safe environment for everyone. For the 2024 festival, Glasgow International is producing a ‘working practices’ document detailing how the Glasgow International team commits to working with artists and open programme project organisers. This document will be shared with the organisers of the projects selected for Glasgow International’s Open Programme and will include information on Glasgow International’s support structures, the policies it works to when working with partner organisations and temporary venues, and its complaints and mediation procedures. We likewise ask that Open Programme project organisers take on board the following considerations when applying:

* Glasgow International’s ‘working practices’ document will include measures to mitigate against and address unsafe or unfair working conditions, discrimination, and harassment within the festival. We ask that organisers participating in the Glasgow International Open Programme also consider how their project can best be managed and risk assessed to create good working conditions for all, and that appropriate processes are in place to sensitively address any issues that may arise.

* Glasgow International recognises that organising a project for the festival is demanding on organisers’ time, energy and resources, and that the contribution Glasgow International is able to make to individual project budgets is limited. Before submitting an application we encourage project organisers to realistically consider the work and resources required to realise the project, and to be transparent with all participants in the project about levels of pay and how their work will be recognised.

* When considering a venue for your project, we ask that project organisers reflect on its accessibility, the likely impact on and engagement with the local community, and that you discuss with participating artists the context of the site both in terms of practical conditions, and any social, personal or political ramifications.

* Glasgow International’s ‘working practices’ document will include an environmental sustainability plan for the 2024 festival. We ask that organisers participating in the Glasgow International Open Programme also consider ways to reduce the environmental impact of their projects.

Practical requirements for Open Programme projects

If your project is selected for Glasgow International 2024 we will provide you with an outline of the full project information we require from you, and the deadlines for supplying these details in the lead up to the festival (see also ‘Timeline’ section below). There are particular administrative expectations for Open Programme project organisers to be aware of when considering applying:

* In order to provide a contribution to the project’s funds, the project organiser is required to sign a contract with Glasgow Life, the wider charitable body that Glasgow International forms part of. This agreement stipulates the project brief, amount awarded, invoice schedule, insurance requirements, credit line, deadlines for marketing materials
and project completion, intellectual property rights, and data protection information. This contract will be provided shortly after notification of your project’s selection and should be signed and returned in good time. The funds contributed by Glasgow International will be paid in two instalments: the first on receipt of your signed contract and an accompanying invoice, and the second in April 2024 on receipt of a second invoice. The majority of the funds will be paid in the first instalment. Funds typically take 31 days to be transferred from receipt of the invoice.

* Your project will be included in the publicity, press and marketing materials around the festival. We will therefore require you to: supply copy and representative images for your project and to liaise with a copy editor who will make an edit of your text based on the Glasgow International style guide; provide a full list of project participants and organisers; and confirm accurate venue location and access details.

* The publicity material around Glasgow International 2024 will communicate the overall festival’s public opening days and hours as Monday to Sunday, 11am-6pm. We recognise, however, that these opening times can be difficult for every Open Programme project to commit to. Glasgow International asks that all project organisers make realistic commitments to the days/hours that they can be open to visitors, and that this information is fixed in advance for each individual project so they can be included in the Glasgow International print and web publicity materials. Applicants are asked to state on the application form whether they foresee not being able to adhere to the full festival hours; and if so to provide a provisional opening schedule and to indicate whether assistance from Glasgow International would enable an increase to the opening hours. These factors will be taken into account by the selection panel when addressing the project’s viability.

Festival timeline

Monday 31 July 2023 (midnight):
Deadline for Open Programme Applications

Mid-August 2023:
Applicants informed about application outcome

September 2023:
Open Programme projects contracted and first invoices from project organisers submitted

November 2023:
Soft Glasgow International Programme launch (this will be headline information only, including selected details of some festival projects)

January 2024:
Final confirmation of all project details (venues, artists) and all project marketing material to be submitted (copy, images)

January to March 2024:
Checking of marketing copy and any editorial support
March 2024
Full programme launch (all project details live on Glasgow International website and final press release issued)

April 2024:
Second invoices submitted
Schedule for opening weekend confirmed
Programme Guide to print

Tuesday 4 June/ Wednesday 5 June:
Installation of all festival projects complete

Wednesday 5 and Thursday 6 June:
Documentation photography and first press visits

Thursday 6 June:
Festival preview day

Friday 7 June:
First public day of festival

Sunday 23 June:
Last day of festival

Contact details for the Glasgow International team

Email: info@glasgowinternational.org
Telephone: 0141 287 8910 (phone available Monday-Thursday, 10am-5pm)