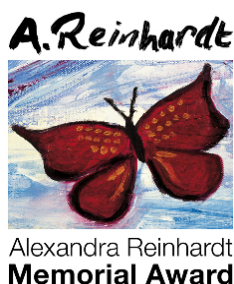


# engage in the visual arts



## Alexandra Reinhardt Memorial Award, Artist Commission 2018

### Application information for venues

#### Application deadline: 10am, Monday 15 May 2017

Galleries, museums and visual arts venues throughout the United Kingdom are invited to submit proposals to host the 2018 Alexandra Reinhardt Memorial Award (ARMA), Artist Commission, worth £15,000. The Award funds an artist or artists to undertake work with children and young people over approximately 10 weeks, and for the experience to inform an art commission accessible to the public. A further £2,250 will be made available to the host venue to cover expenses.

Applications are invited from both organisations with experience working with artists on commissions, participatory projects or education and learning programmes, and those with little experience and for whom this would be a good opportunity to develop work in these areas.

Artist Alison Carlier completed ARMA 2016 at aspex, Portsmouth; Anne Harild, ARMA 2015 at the Bluecoat, Liverpool; in 2014, Maria Zahle was hosted by New Walk Museum and Art Gallery, Leicester and in 2013, Elpida Hadzi-Vasileva was at mima, Middlesbrough Institute of Modern Art. For further information on ARMA 2013-2016 see:

[www.engage.org/arma](http://www.engage.org/arma)

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### The Alexandra Reinhardt Memorial Award (ARMA), Artist Commission 2018

engage invites galleries, museums and visual arts venues across the UK to submit a proposal to host a 10-week artist/s'-led participatory project leading to a visual art commission. The participatory project will run in spring/summer 2018. The artist/s will create an indoor or outdoor artwork (temporary, semi-permanent or permanent, see [Appendix 3](#)) for the venue or nearby, and will carry out (as a guide) 8-10 days of education/participatory activities with children, young people and/or family groups. The commissioned artwork will respond to the venue, e.g. to a collection, display, the building, the venue's history, or to an audience group who use the venue.

The award is an opportunity for a venue to work with an artist or artists on a participatory programme, which culminates in an art commission accessible to the public. The venue does not need to have worked with an artist on a participatory project, or on an artist commission to apply for this award.

ARMA will award the host venue £2,250 to cover the costs of hosting the residency. A further £500 is available for the cost of a celebratory event for the artist/s participatory project and commission. An exhibition about ARMA including works by Alexandra

Reinhardt and work from the participatory programme will accompany the celebratory event. Other costs, such as the artist/s fees, expenses, education activity materials, creating and installing the artwork (excluding surveys and site preparation) will be met by the Max Reinhardt Charitable Trust, totalling an award to the artist of £15,000. Please see [Appendix 1](#) below for a breakdown of these costs.

The aims of the programme are:

- For an artist or artists to respond to the host venue's collection, a display, the building, the venue's history, or to an audience group who use the venue, and to create a temporary, semi-permanent or permanent art commission for the venue or for a nearby space accessible to the public
- For an artist or artists to carry out a participatory/education programme with children, young people and/or families. The participatory and educational element is as important as the commission. The participatory and educational element will contribute directly to the artist idea for the commission.

## **Background**

ARMA was established in memory of the artist Alexandra Reinhardt and is supported by the Max Reinhardt Charitable Trust. The award comprised an annual artist participatory/education project culminating in an artwork in the public realm. From 2005, artists undertook residencies in NHS hospitals through a programme coordinated by Paintings in Hospitals. From 2010, the artist residency programme was coordinated by The Art Room, an organisation that works with art and artists to support vulnerable young people. engage, the National Association for Gallery Education, is delighted to have been running ARMA since 2012. From 2016 ARMA has run bi-annually.

[www.alexandrareinhardt.org](http://www.alexandrareinhardt.org)

## **About engage**

engage is the lead advocacy and training network for gallery education, with some 800 members across 270 museums, galleries and visual arts organisations. Members include national, local authority and independent museums and galleries, and freelance education professionals throughout the UK. engage has well-developed programmes in England, Scotland and Wales, and focuses on four areas of work: research and activities, continuing professional development, sharing practice, and advocacy. engage receives support from Arts Council England's National Portfolio Organisation programme, project funding from the Arts Council of Wales and is an Annual Client of Creative Scotland. [www.engage.org](http://www.engage.org)

## **Support from engage and the ARMA Coordinator**

- The ARMA Coordinator will provide the host venue and artist/s with support and advice
- engage and the ARMA Coordinator will manage the appointment of the artist/s. The host venue will be a member of the shortlisting and interview panel for the artist/s
- engage and the ARMA Coordinator will appoint an Evaluator to report on the participatory programme and commission

## **The host venue will be awarded £2,250 to cover:**

1. Staff time to support the artist/s during the 10-week participatory project. As a guide, the artist/s will be available for 8-10 days during the participatory phase of the project to work principally with children and young people and accompanying adults. The artist/s may factor in a break mid-way through the participatory phase. The artist/s will spend an additional 1-2 days a week on other aspects of the project such as planning and making the work. This may be at or away from the venue.

2. Expenses for a representative from the host venue to be part of the artist shortlisting panel and to take part in the artist interviews in London or at the host venue. Other panel members will include trustees from the Max Reinhardt Charitable Trust and engage and experts from the arts and cultural sectors.

3. Supervision of the installation of the artwork created by the artist/s, as well as the retention and maintenance of the work for an agreed period (N.B. an allocation for the costs of installing the artwork is included in the budget for making the artwork, please see below. The venue may be required to contribute to the cost of installing the artwork if the cost exceeds the amount allowed for in the budget). The venue will provide plans for the building/site where the artwork will be installed, including details of where services are located; will carry out a survey of the site if necessary ahead of the installation of the artwork; will prepare the site for the installation of the artwork; and will ensure required services are available e.g. Wi-Fi and power etc.

4. Production of promotional material to market the commission and participatory project, and regular use of social media.

5. The arrangement of a Disclosure and Barring Service (DBS, formerly CRB) check on the artist/s, if required.

More than one artist may undertake the participatory project and commission. If there is only one artist, the expectation is that they will be a visual artist; if there is a pair of artists, one of them should be a visual artist and the other artist may work in any other art form.

It is anticipated that the artist/s undertaking the participatory project use some of the ARMA award to purchase workshop materials.

A further £500 is available for the cost of a celebratory event and exhibition about ARMA, including works by Alexandra Reinhardt and work from the participatory programme organised by the venue at the completion of the project and commission (please see [Appendix 1](#)).

Please see [Appendix 2](#) and [Appendix 3](#) for host venue Project Guidelines.

### **Important dates**

- Shortlisted venues will be selected for site visits in June 2017
- The artist shortlisting meeting and interviews will take place in October/November 2017
- The artist/s' participatory project will take Spring/Summer 2018
- Art work made/fabricated September/October 2018
- The commissioned artwork to be installed by October/November 2018
- The opening, celebratory event and exhibition for the commission and residency should take place in November/December 2018 – January 2019.

### **Who can apply?**

Galleries, museums and visual arts venues of any size in the UK are invited to apply.

### **How to apply**

Complete the application form in full and submit by email to [info@engage.org](mailto:info@engage.org) by **10am on Monday 15 May 2017**. Please use subject line: 'ARMA 2018 Venue Application'.

The **Application Form** is available on the engage website: [www.engage.org/arma](http://www.engage.org/arma)

**Please read the host venue project guidelines below in full before submitting an application.** If you have questions about the programme or your application, contact Alison Unsworth, ARMA Coordinator at 07506 299514 / [arma@engage.org](mailto:arma@engage.org) .

engage is committed to equality of access. Should you need application details in another format please contact engage on 020 7729 5858 / [info@engage.org](mailto:info@engage.org)

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## Appendix 1 - ARMA, Artist Commission 2018 Budget

Artist Commission and participatory project <i>Fee to artist/s for participatory project and commission: workshops, creation and installation of artwork, material and equipment costs for education activities and artists expenses e.g. accommodation and travel</i>	15,000
Fee to host venue	2,250
Celebratory event/exhibition costs and refreshments	500
<b>Total</b>	<b>£17,750</b>

## Appendix 2 - project guidelines

- Venues are invited to submit applications to host a 10-week artist/s' participatory programme. Shortlisted venues will be visited by representatives from the selection panel before they make their final decision.

### ***The host venue will be expected to:***

- Contribute to and agree the artist brief and advertisement for artists to apply for the participatory project and commission, with engage and ARMA/ the Max Reinhardt Charitable Trust
- Sit on the artist shortlisting panel and participate in interviews taking place in London or at the host venue
- Liaise with and be supported by the ARMA Coordinator, both remotely and with occasional visits (with the artist/s)
- Nominate a staff member who will offer regular on-site support to the artist/s during the project.
- Work with the artist/s to develop a timetable, including participatory/education activities, prior to the start of the project
- Provide adequate insurance cover for the artist/s and participants during the residency (including Public Liability)
- Promote and encourage engagement with the artist/s' participatory programme to children, young people and/or families
- Ensure venue staff are briefed and updated in regards to the artist/s' participatory programme

- Work with the ARMA Project Coordinator and engage to create a project schedule detailing the participatory programme prior to the start of the project
- Provide the artist/s with an induction session, a security pass if necessary, and any other venue-specific checks required in advance of the start date
- Assist the ARMA Coordinator and artist/s in obtaining permission from any participants who may appear in or otherwise participate in the artist/s participatory programme and commission to use as visual documentation for dissemination online and in print
- Provide an appropriate space for artist/s to run regular participatory activities or liaise with suitable venue/s such as a school, youth or community centre that are able to host participatory activities
- Provide appropriate studio/workspace for the artist/s, if required
- Provide appropriate facilities such as access to running water, Wi-Fi and power sockets, as agreed with the artist/s throughout the duration of the project
- Provide adequate secure storage facilities for work produced by the artist/s or by participants in education activities during the project
- Work with engage to agree and issue marketing copy and press releases; promote the project before and throughout; and regularly update social media
- Work with engage and the artist/s to facilitate access to the artist/s, gallery staff and/or artwork for the press, when possible/if requested
- Carry out and abide by relevant Health and Safety requirements in advance to the commencement of the project
- Carry out a Disclosure and Barring Service (DBS, formerly CRB) check on the artist/s, if appropriate
- Discuss with engage and the ARMA Coordinator any issues and obtain prior consent for any changes to the project, including significant staff, location and budget changes. Funding must be used for the purposes set out in [Appendix 1](#) (as amended or varied with the agreement of engage and the Max Reinhardt Charitable Trust Trustees)
- Work with the ARMA Coordinator and independent Evaluator to collect data to assess the impact of the participatory project and commission and contribute to the overall evaluation of the project and commission, including the timely return of case study material and evaluation/monitoring reports as detailed by and in conjunction with the Evaluator and ARMA Coordinator. The Evaluator will produce a final report and a case study for the engage website
- Provide plans for the building/site where the artwork will be installed, including details of where services are located; carry out a survey of the site if necessary ahead of the installation of the artwork; prepare the site for the installation of the artwork
- Attend a design presentation by the artist/s to approve the final designs, with engage, Max Reinhardt Charitable Trust Trustees and the ARMA Coordinator
- Discuss, oversee and agree employment of sub-contractors with artist/s
- Apply for and secure relevant permissions e.g. planning permission for the artwork
- Support the artist/s with the realisation and installation of the final commission, within budget, on time and in liaison with relevant contractors
- Discuss with the artist/s a maintenance schedule for the artwork
- Insure the commissioned artwork whilst in its care (including Public Liability)
- Put in place a maintenance schedule for the commission and sufficient resources to carry this out
- Install a plaque with details of the artwork
- Arrange transportation of Alexandra Reinhardt's artwork to be exhibited at the host venue (as paid for by Max Reinhardt Charitable Trust, MRCT)
- Act in accordance with engage's Diversity Strategy and Equality Action Plan during the selection of the artist/s, and maintain responsible and ethical working practices throughout the residency

### Appendix 3

- The commissioned artwork will belong to the host venue. If at the end of an agreed period the host venue wishes to de-commission the artwork they will inform Max Reinhardt Charitable Trust Trustees, engage and the artist/s. The artwork cannot be sold by the venue
- If a temporary artwork (on display for a period of up to 6 months) is produced, the artist/s must leave a legacy for the host venue e.g. film/photographic documentation, a booklet/publication etc. to be agreed in advance with the venue, ARMA/the Max Reinhardt Charitable Trust and engage
- If the host venue is not able to house an artwork it may wish to locate it in a partner organisation. This must be done with the agreement of MRCT and the artist/s. The partner organisation must agree to house the work for an agreed period, to meet the cost of transporting and installing the work, to apply for and secure all relevant permissions associated with the artwork e.g. planning permission, to insure the work, have Public Liability cover in place and to maintain it. The commissioned artwork will belong to the partner organisation. If at the end of an agreed period the partner organisation wishes to de-commission the artwork they will inform the Max Reinhardt Charitable Trust, engage and the artist/s. The artwork cannot be sold by the partner organisation.

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