

GUIDANCE Creative & Digital Colwyn Bursary

Please note that these guidelines may be updated for subsequent rounds. Please check online for any updates.

Vision Creative and Digital Colwyn will offer opportunities for accessing funding, networking and development through an exciting and innovative programme of training, mentoring and series of events. The vision is to create a culture of connection, learning, creativity and innovation which will raise aspirations locally and provide economic benefits to the area.

The purpose of this bursary is to offer financial support for professional development and training opportunities that are specific to the Creative & Digital Industry in the project area of Colwyn Bay, Old Colwyn, Mochdre, Rhos on Sea.

Further information

1) Who can apply?

To apply you must

- Run a business in the Creative & Digital Industry* and operate as one of the following: Sole trader, Company Limited by shares, Company limited by guarantee, Partnership (LLP), Charity, CIC, Cooperative.
 - Have been actively trading in business for more than 3 months.
 - Have a residential address or business address in the project area (Colwyn Bay, Old Colwyn, Mochdre, Rhos on Sea) – your business may operate elsewhere
- or
- Have a residential or business address in Conwy county and operate business activities in the project area (Colwyn Bay, Old Colwyn, Mochdre, Rhos on Sea).

If you do not fit the eligibility criteria please look at the free business and mentoring support from [Conwy Business Support](#), [Business Wales Workshops](#), [Superfast Business Wales](#) and [Enterprise hub at M-sparc](#)

The awards will range from £350 to a maximum of £1200.

If you require advice on developing your application, technical support, or have questions about the application process, please contact business@conwy.gov.uk. They are also able to provide you with other business support and sign posting advice.

Definition of creative & digital industry *: advertising and marketing, architecture, art, crafts, design (product, graphic, fashion), digital, IT, computer services (including games and digital media), media (film, TV, video, radio, photography), music, performing arts/dance, publishing (magazines, literature, poetry), Curation / Arts management.

If you are unsuccessful, you may apply again. If you are successful a subsequent application will be considered on a case by case basis.

We are **not** able to accept applications from:

- Fledgling and new businesses (under 3 months of trading)
- Businesses that do not fit in the definition of creative & digital industry.
- Businesses that do not demonstrate a relationship with the project area of Colwyn Bay, Old Colwyn, Mochdre, Rhos on Sea. This means you must have either a base, or operate or deliver regular activities within the area.
- Applicants who do not live or work in Conwy County.
- Large businesses with more than 30 employees.

2. What activity can be supported?

The purpose of the Creative & Digital Colwyn Bursaries are able to offer financial support for professional development and training opportunities that are specific to the Creative & Digital industry.

This bursary seeks to support the development of new skills, knowledge and networks that will benefit your career and business in the short and long term rather than supporting material, making or project costs. We are open to considering any ideas that constitute a self-determined professional development opportunity, including those that combine several different activities.

Bursary activity might include, but is not limited to:

- Learning new skills through professional training, courses, peer-to-peer learning with creatives or non-creative experts
- Mentoring or coaching
- Networking with artists, galleries, organisations or other groups of interest
- Research and development costs for a new way of working or collaboration
- Visiting national or international conferences, biennials, exhibitions, organisations, cities or any other specific location or event relevant to your practice or business

In addition to the activity itself, Creative & Digital Colwyn Bursaries can also support:

- Associated national or international travel costs, accommodation and subsistence
- Contribution to caring costs and any access needs

Examples of activity that cannot be supported include:

- Applications made only for the purchase of materials.
- Applications made only for goods or services e.g. paying a contractor for a website to be built.

- Applications for the purchase of equipment. Please note that [Conwy Business Support](#) may be able to provide support for capital (equipment) items.

3. How much can be applied for? £350 – £1,200. We particularly welcome applications that show own contribution in terms of match funding, time or resources, but it is not a requirement. In kind match funding is welcomed i.e would you be able to share your newly learnt skills in a community workshop?

4. What is the selection process?

Applications will be reviewed and evaluated by a panel. It is possible to process the bursary applications within a 6 week turnaround of the deadline subject to checks and necessary information being provided:-

- You will be notified of decision within 4 weeks of the deadline.
- If successful Stage 1 Payment will awarded within 2 weeks of receipt of signed terms and conditions.

Subject to criteria being met bursaries will be awarded on a first come first served basis until the allocated funds are exhausted.

5. Reporting requirements.

Receiving a bursary comes with an obligation to produce feedback about your training/professional development. In addition to the completion of the on line evaluation form bursary recipients may be required to take part in public relations/media activities. This could include case studies, testimonials film and photographs. You will be required to submit your feedback within 6 weeks of completion of your activity.

Bursary activity must be finished, with feedback submitted by **28 February 2022** at the latest.

6. Payment

If you are successful we will let you know within 4 weeks of the application deadline. You will be sent a statement of terms and conditions and once you have signed and returned it, we will be able to pay half of your award. The remainder of your award will be paid on completion of your evaluation. Your evaluation can take place as soon as you have completed your bursary activity, but it must be submitted within 6 weeks of completion of your activity. Any feedback received after **28 February 2022**, will be too late to receive final payment.

You will be required to show receipts/invoices of your bursary activities.

If your activity does not go ahead, all money paid will be required to be returned.

Successful applications that are dependent on additional funding will only receive bursary payments when that additional funding has been secured.

7. Documentation you will be required to upload with your application form:

Upload your current CV in pdf format (maximum 2 pages no larger than 5MB). Use the following filename FIRSTNAME_SURNAME_CV_2020 (e.g. NIA_JONES_CV_2020)

Or provide a link to your LinkedIn or other professional profile / portfolio of work

A link to your website, Social Media or other means of viewing your business online

Evidence of trading (actively in business)

Copy of most recent accounts

Or

Recent invoice (could be Ebay, Etsy, etc. transaction) and relevant account statement which shows receipt of payment

Copy of most recent signed accounts (if applicable)

As evidence of a sole trader / partnership please submit front page of a letter from HMRC or front sheet of a tax return (if applicable).

Please note you may be required to supply additional information related to recent trading activity in relation to your business.

8. Terms and conditions

Full terms and conditions will be sent out with the award letter (if your application is successful).