



## Application Notes

Please read these notes carefully before completing the online TB Agents Proposal form and an anonymous equal opportunities monitoring form (links below).

### Do you want to be a Theatre Bristol Agent?

At Theatre Bristol we want to shine a light on independent artists\* who help lead and shape the future of the arts.

We know it can be hard for independents to attend conferences and events, and that industry gatherings are often only accessible to salaried staff. That's why we offer help with tickets, travel or accommodation costs for 'TB Agents' - artists and producers who want to attend events to soak up new ideas, make contacts and represent the independent sector.

All we ask is that you share your learning, contacts and ideas with the sector. We encourage you to think creatively about how you could do this such as:

- come to an [Open Office](#) and talk about your experience
- come in for an hour and talk to an Artist Support Associate about how it went
- send an audio description
- create a cartoon, fanzine or illustrated journal
- write a blogpost
- talk at a [Bristol DIY Art Network](#) event
- send a photo or a series of photos
- use your social media accounts to make live comments about the event tagging @theatrebristol and using the hashtag #TBAgents
- write a paragraph for Theatre Bristol's weekly [newsletter](#)
- write a cartoon
- make a video
- host an event
- any other creative way that you want to propose

### How do I apply?

[Please complete this online form](#) or get in touch if you would like the form in a different format - contact details below.

Please also complete this anonymous [equal opportunities monitoring form](#).

## Timeline

End of each month	Deadline for proposals
First week of month	Proposals assessed according to the criteria below
Second week of month	All applicants contacted with our decision. If successful, a letter of agreement and invitation to send your invoice will be emailed to you.  We'll also spread the word via theatrebristol.net and our newsletter that you are going to the event as a TB Agent in case anyone wants to find out more.
Third or fourth week of month	Once we have received your signed letter of agreement and invoice we will process the funds and transfer the money to you. We do not need your receipts or tickets.
Event date	TB Agent attends event
Within 2 months	TB Agent to share their learning within two months of event date

## Criteria for Assessment

What we're looking for:

- Conferences and industry events that you wouldn't normally be able to get to because you are not a salaried member of staff with expenses (this bursary is not for attending courses/training events)
- A chance for you to represent and be a voice for the independent sector at these events
- A chance for professional development and learning for yourself
- A chance for learning **for the sector** through your sharing after the event - we're particularly interested in *how* you will share your experience and invite you to respond creatively. (You can find examples [here](#) of how others have shared their experiences including a comic strip, a video, collages and events)
- TB is interested in reaching diverse audiences. Is this relevant to you/your audience and, if so, how?

## After the Event

We will send you a short feedback form to find out about your experience, the impact it's had on your practice and how we can improve this initiative.

Theatre Bristol will take responsibility for sharing the feedback more widely. The Artist Support Associate who made the decision to give the bursary will listen to your sharing and feedback, then in turn report to the TB team and consider if there is another way to further distribute it to TB audiences who have special interests in that area.

We will invite TB Agents to an annual picnic (non-compulsory) and ask you to bring food inspired by the event you attended and to talk a little about your experience as a TB Agent.

### **Contacts and Queries**

If you have any questions or feedback about the TB Agents bursary please get in touch at [info@theatrebristol.net](mailto:info@theatrebristol.net) or 0117 373 0873.

\*Artists = writers, circus artists, puppeteers, dancers, live art artists, producers, directors, designers, technicians, funders, stage managers, musicians, composers, thinkers, administrators, bookkeepers, fundraisers, critics, enthusiasts, supporters... everyone who's interested in live performance is welcome.