Creative Scotland
Open Project Funding
Help With Your Application
For applications requesting over £15k

Introduction

This document is intended as a guide to help you complete your application form for **over £15k**, for Open Project Funding. It should be read in conjunction with **Guide to Open Project Funding**. In addition, we have also produced a series of information sheets to provide additional guidance and clarity on specific areas of the application (for example budgets) or specific types of activity (for example, touring). These can be accessed on the **Creative Scotland website** and will be updated regularly with additional sheets being added based on feedback from applicants or Creative Scotland staff. You should not consider making an application without reading these documents fully.

Alternative Formats, Languages and Access Support

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. On request this information is available in alternative formats including translations. We offer access support to disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants. Officers can offer advice to new applicants and support them to make an application. The Equalities Team can offer additional one-to-one support to applicants with access requirements. Please note we will accept applications and supporting materials which are written in English, Gaelic or Scots.

If you have any general enquiries about the application process, Guidance or Application Form, please contact our Enquiries Service:
Email: **enquiries@creativescotland.com**
Telephone: **0845 603 6000 (10am-12pm & 2-4pm, Mon – Fri)**

If you are a deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to **www.contactscotland-bsl.org/public** for more information.

What information will this Help Guide provide?

The Open Project Funding application form asks you a series of questions about different parts of your project or activity. We need this information to help us assess the strength of your proposal. **If your application does not contain the information we have asked for we will not be able to consider your application.**

The following provides question-by-question advice on the information you will need to provide in the application form. Not all of this advice will be relevant for every application so please use it as required.

Please note – the application forms for **up to £15k** and **over £15k** are different, requiring different amounts of information. Consequently this Help Guide will only be relevant for those applying for **over £15k** and filling out the **over £15k application form**. If you're applying for **up to £15k** you will need to read the associated Help Guide for **up to £15k applications.**

Some key considerations around timescales:

Our timescale for assessing applications for **over £15k** is 12 weeks, and it is your responsibility to ensure you get your application to us with sufficient lead time for us to give you a decision prior to the start of your project. If your project is due to start in less time than we need to make a decision (i.e. less than 12 weeks) then your application **will be ineligible**.

These decision-making timescales are based on the assumption that your application will be complete and all supporting materials have been provided when you submit your application. If an application is incomplete or materials are missing, then the 12 week decision-making timescale **will only begin from the date that we consider your application to be complete.**

We encourage all applicants to plan projects thoroughly. This approach will give you time to properly develop, plan and market your project to give it the best chance of success.

As part of our assessment (see section on Effective Project Management) we will look at your planning and we strongly advise you to consider building in time between receiving your decision and your project starting, in order to enable funding contracts to be completed and for payment of the first instalment of the grant to be made.

We therefore recommend that your core project activity should start <u>no sooner</u> than 4 weeks from the due date for you hearing about the decision.

In some cases of professional development – if, for example, you're applying for funding towards a workshop, training or development programme which has a fixed deadline, a selection process and a short period of notice to those selected - there can be a risk that by waiting for a formal decision on your acceptance to the programme before applying for funding will mean that you will miss your window for getting an application in to us.

In these circumstances **we strongly recommend that you apply to us for funding at least 16 weeks before the course will begin** - even if at the point of application your place on the programme hasn't been confirmed yet. By doing this we can begin the process of assessing your application in order to get you a decision in time for the start of the course. Once you hear back from the course provider - if your place is confirmed we can process the application through to its final decision; if your place is not confirmed then you can withdraw the application.

Help with completing your application form:
Section A – Key Information

Do you object to receiving National Lottery funding for religious reasons?

The majority of the money for Open Project Funding comes from the National Lottery, therefore it is essential that you tell us if you have any objections to receiving funding from this source – for example some religious groups do not wish to receive money from sources of gambling. While the funding we can provide from other sources for Open Project Funding is very limited, we can arrange other funding if you do not wish to accept National Lottery funding for any reason. If this is the case, you should apply using our normal application form, but select the option 'Yes' when asked if you object to receiving National Lottery funding. We will process your application in the same way that we process all applications – and this answer will not have any bearing on our assessment decision. If, following assessment, we do then decide to offer you a grant we will ensure that it will not come from National Lottery money.

Are you applying as an individual or an organisation?

Please tell us whether you are applying as an individual or as an organisation.

Individuals can apply jointly for funding, on an artistic collaboration for example, but one applicant will have to take the lead and assume responsibility for managing the application and any funding awarded.

For the purpose of funding, we would consider creative groups such as bands, ensembles or any partnerships where two or more people work as a collaborative unit on projects, as a group of individuals – so you should select 'Individual' if you're applying as one of these groups. The **Guide to Open Project Funding** outlines examples of the sorts of artists and creative practitioners who are eligible to apply as an 'Individual'.

If you apply as an organisation, please also see Section B where we'll ask you to tell us more about the type of organisation you are. You should be formally constituted and will need to provide a copy of your founding legal documents (for example Articles of Association, Trust Deeds, or a written constitution) in English.

Before any payments are issued, you will also need to have a bank account that is in the exact name of your organisation. This is usually a business bank account -

we cannot make payments for an award made to an organisation into an individual's bank account.

Do you hold a UK Bank Account in the name of the lead applicant?
As outlined in the **Guide to Open Project Funding** applicants from outside Scotland can only apply for activity which takes place in Scotland and where they are able to clearly demonstrate that it will benefit artists, creative practitioners, participants or audiences in Scotland. We would also expect there to be partnership with an organisation in Scotland and applicants would be required to have a UK bank account.

Additionally, we will only pay any funding awarded into a UK bank account if it is in the name of the lead applicant – we will not be able to pay money into another named account (ie an individual applicant requesting for funding to be paid into a business or organizational bank account).

Only if applying for over £100,000 – have you submitted the 'Over £100k Request Form' and had confirmation back from Creative Scotland granting you permission to apply?
If you're looking to apply for between £100k - £150k, you have to fill out and submit the 'Over £100k Request Form' and receive our permission to proceed **before** you submit your application. The form is available on the website **here**, and the process for submission and decision making is explained in the **Guide to Open Project Funding**. Please note, if you apply for over £100k and haven't gone through this process, your application will be ineligible and will not be assessed.

Is this a re-application to the Open Project Fund?
If you've previously applied to the Open Project Fund and been unsuccessful, then you are able to reapply one more time. You should tell us this here, and give us the Creative Scotland application reference number for your previous application.
We expect anyone reapplying to ensure that they have taken the time to address any specific feedback they received in relation to their previous application and we ask you to briefly outline here what steps you've taken in your re-application to respond to the reasons for your previous application being unsuccessful.

Help with completing your application form:
Section B – Contact Details

Contact details (Part 1)

All applicants must fill out this section and provide the main contact for the project. Whilst we may need to contact you by phone while we are processing your application our primary means of communication will be by email. If you are applying as an organisation, please make sure that the person you give as the main contact is easy to contact and has a full understanding of the application. We will only correspond with the lead contact, via the contact details provided for them so please ensure this information is accurate. If the contact information changes after your application has been submitted, it is your responsibility to let us know. If alternative communication is required (e.g. if you are visually impaired and prefer telephone calls rather than email) then please let us know.

Individuals and Sole Traders (Part 2)

You need to tell us if you're applying as an individual artist or creative practitioner (and please note the earlier question about what we would include under the term 'individual') or if you are registered as a Sole Trader (a specific type of business structure) then please tell us, and give us your Unique Tax Reference.

Legal/Registered Type of Organisations (Part 3)

If you are an individual or a Sole Trader you **do not** fill this part out.

If you are an organisation you need to tell us the type of organisation you are. We need this information so we can determine if you are eligible to apply for Open Project Funding. We also need the information so we can monitor our decision making and report to Scottish Government and the UK National Lottery on the types of organisations we fund.

In the **Guide to Open Project Funding** there is more detail on the specific types of organisation which are eligible to apply. You should select only one according to how you are set up. Any applicant which is a registered company, or a registered charity must give us details. If you're applying as a consortia or partnership one organisation should be the lead applicant, and you should tell us who the other partners are.

Please note that all applicant organisations are required to submit a copy of your founding legal documents (for example Articles of Association, Trust Deeds, or a written constitution) in English or Gaelic. If you are applying as an 'Unincorporated Association' you will still need to provide a simple written constitution. The Scottish Council for Voluntary Organisations (SCVO) provide guidance on setting yourself up as this type of organisation and specific steer on writing a simple constitution. The Voluntary Arts Network also produce useful guidance on this area including the organisational options and the pros and cons of becoming a more formally established organisation.

We also expect organisations to show a commitment to Equalities, Diversity and Inclusion (EDI) and all applicants are required to provide their Equal Opportunities Policy (we'll ask you more about this in Section F – Supporting Materials). If you have an EDI Plan, please submit this also. For best practice we would encourage you to develop your own Equalities, Diversity and Inclusion Plan and you will find guidance on developing one that is appropriate to the scale and scope of your organisation, on **our website**.

Help with completing your application form:
Section C – Project Summary

Project Summary

This is your chance to outline a brief summary of your project and the key information about it. Tell us, as succinctly as you can, what the project is about – what the main art form or creative area is, who will be involved as participants, artists or audiences, what will take place and where it will happen.

How much funding are you applying to Creative Scotland for?

This figure is the amount that you are asking for from Creative Scotland. It must match the figure in Section E, and should be for **between £15k and £100k** (or up to £150k with permission). If you are seeking less than £15k from Creative Scotland, then you will need to apply using the **up to £15k** application form, and read the supporting **up to £15k Help Guide**. Please note that the forms for **up to £15k** and **over £15k** are different, and require different amounts of information from the applicant. The only exception to this rule is if your overall project costs are less than £15k, but the overall funding request is over £15k due to the addition of personal access costs. Please see the **Information Sheet – Help with Budgets** for more information about *Personal Access Costs.*

Please note that the Open Project Fund is a highly competitive fund which is heavily oversubscribed. We therefore encourage all applicants to think carefully about their funding request to ensure that they apply for what they reasonably need to deliver their project.

Project start and end dates

Please give us the start and end dates of your project. You must allow enough time for planning your activity and for us to process your application. Whilst you can start to plan for your project, we cannot reimburse any costs for any work undertaken or goods or services that have been bought, ordered or contracted before we make a decision on your application. If your project is scheduled to start within the 12 week period of assessment, then your application will be ineligible, it will not be assessed and you will be notified of this by email.

Place

We want to know as much as you can tell us about the physical places where your activity will take place or will be located. We would like to know where the activity

will happen and which geographical or local authority areas it will reach. For example, if you are applying for a tour, please provide a provisional tour schedule (we recommend that you read the additional information sheet on 'Touring' that we've produced for any application which has a tour attached). If you're applying for training, or undertaking research, tell us where this will happen. We will expect you to complete at least one of these sections – although depending on your project, you can complete more if appropriate.

If your project is planning to have a virtual/digital audience or reach people online, then you should select 'Yes'. You will then be able to tell us more about it later (in your answers to Question 6).

Will the work be available digitally or online?
What we're looking for you to tell us about here is whether your work will be made available to download or via a streaming service. This can include recordings of productions or interactive content made available from on web sites, proprietary platforms or via App stores. In addition, digital interactive work that is accessible in-situ or site-specific contexts should be noted here.

What we *aren't* asking for here are general details of company or project web sites, promotional clips, online marketing, ticketing facilities or production documentation.

The main art form/creative area of your project
Having an indication of what the main art form/creative area is will help us ensure that we assess your application using the relevant expertise within Creative Scotland. If more than one art form is involved, please select 'Multi-art form' and then select the different art forms involved. If your project involves a creative area not included in the list, then please add this using 'Other (please specify)'. An example might be if a project is working with a community using multiple art forms – in this case you would select 'Multi-art Form' and 'Other – Community Arts'.

Help with completing your application form:
Section D – Project Details

In this section of the application form, we'll ask you specific questions about your project which are directly linked to the main assessment criteria listed in the **Guide to Open Project Funding** (in the 'What are we looking for in an application…' section). These questions will enable you to tell us about your project, and give us the information we need to assess your application in terms of Artistic and Creative Quality, Reaching People, Effective Project Management and in Section E, the Financial Management of your project.

How much information should you give in this section?
Whilst each question has a maximum word limit as a general guide, we would encourage you to be as succinct as possible in your answers. We do not expect you to use the maximum number of words unless your project is highly complicated. Allow time to proof read and edit before submitting your application to ensure you are as clear as possible with your responses.

Assessment Criterion 1 – Artistic and Creative Quality

Questions 1-4 are your chance to give us a more detailed outline of who you are, what it is you are seeking funding for and – if appropriate - the artistic and creative vision behind it. Also, importantly, we want to know what you feel the project will help you or your organisation to achieve.

At this stage, we're not asking about your audiences, as we'll ask how your project will reach people from different backgrounds under Assessment Criterion 2 – Reaching People.

Q1. Tell us about the artistic or creative ideas in the project, who is involved and how the project contributes to your development (1500 words maximum)

In this question, we're specifically looking for the impacts on you as an artist, creative person, or organisation, rather than impacts on the people reached by the project or the wider sector (which we'll ask you about in Questions 5-8).

In addition to telling us the key details of the activity you are seeking funding for, the vision behind it, and the people involved, we also want to know how this project will add to your personal, artistic, creative or organisational development.

You should think about how undertaking this project will enable you to improve your practice, both immediately and/or in the longer term, by:

- working in new ways, new contexts or with new people
- reaching new or different audiences participants, audiences or readers
- try out new approaches
- achieve other types of professional or organisational development

Through reflection on your work and practice, we would also encourage you to think about Equalities, Diversity and Inclusion (EDI) at the point of conception/creation. Is your idea or project something which could benefit from extending itself into subject matter, creative territory or working with other partners which represent a different background perspective from you as an artist or your normal practice?

Bearing in mind that Open Project Funding can support a broad range of things, from small self-contained one-off projects, to a suite of activity that allow you to develop yourself and your work across a two-year period, please be clear in your application what it is you are seeking funding to deliver.

If your funding needs are relatively straightforward, then your application can be a simple request for one thing – such as the costs to attend a residency or development opportunity, or support to produce a new piece of work. Or it can cover a broader range of things - for example, you could apply for funding for the various stages involved in the research, development, production and touring of a theatrical show.

Your proposal can include various activities which are directly related, as in the case of a programme of exhibitions with supporting workshops and audience engagement activity, or the application can cover a more diverse and distinct range

of projects and pieces of activity which you have planned over a period of time. Provided that your proposal is for activity which falls within the broad purpose of the fund, is within the timescales and financial limits and meets our general eligibility, then you can apply for it.

Q2. Please provide us with a short biography of yourself or your organisation – your work, track record and relevant achievements to date - which are relevant to this application. (600 words maximum)

We want individuals and organisations to provide us with a short biographical summary. We're looking for some background about you and any others who are involved in the delivery of this project, your/their artistic or creative development and an outline of your/their practice and key achievements to date.

You should not presume any prior knowledge that we may have of you, or your work. In addition to answering this question, we recommend you provide us with a copy of the CV(s) of the key personnel involved in the project.

The type of information you give us will depend on what kind of work you do, and what you are seeking support for, but in general you should tell us about your track record and include:

- your key artistic/creative achievements to date related to the proposed activity – for example details of any exhibitions, productions, publications or work produced and any reviews of this work

- any key commissions you have received

- key pieces of work you have completed

- if you have worked with any established artistic/creative partners

- any other information relevant to your artistic or creative track record.

If you are applying as an **individual** you should include sufficient biographical and review information to demonstrate your track record and professional commitment. We would ask you to provide us with a selection of supporting materials that you believe best illustrates your track record, experience and your career to date, so you should aim to present a clear, concise summary of your work.

If you are applying as an **organisation**, we want to see a statement about the artistic work of your organisation, along with a selection of material that you believe best illustrates your organisation's track record.

To support this answer, we would also ask you to consider carefully what supporting materials you can submit to support your application. So, examples of previous work or reviews which demonstrate your work or the ideas outlined in your application can be submitted if you wish. Given the high number of applications we receive we ask that you provide no more than 6 examples of this kind per application. Wherever possible, please adhere to the file formats outlined on our website **here**. These materials give us an overview of you, your work, and the quality of the activity you've previously undertaken.

Q3. If your project is collaborative, please tell us who you are working with, and outline the track record and artistic/creative quality of the people involved. (600 words maximum)

Here we're looking to know more about the other individuals and organisations that are part of your activity. By 'others involved in the activity' we can mean individuals or organisations and other partners who:

- are part of your project/activity; or
- are directly involved in planning and shaping the activity.

For example, this could be:

- programmed participants (as part of a tour, exhibition, publishing programme or a festival)
- other individuals or partners working in collaboration with you to produce work
- a creative mentor, or a mentor from a partnership organisation
- other people taking on key roles in the activity (director, curator, composer, youth worker, teacher, programmer, designer etc.).

Please tell us the individual's or organisation's name, their web address (if applicable), whether their involvement is confirmed and what their role is in the activity (such as collaborating artist, programmed artist, director, curator, choreographer, composer etc.). We understand that not all projects will involve multiple participants. If you are the sole person involved in the project, simply tell us, and refer back to your biography in Question 2.

Q4. What do you want to achieve with this project, and how will it contribute to your own, or your organisations, development? (600 words maximum)

Having told us the key details of the activity you are seeking funding for, and the vision behind it, please now tell us what it will help you or your organisation achieve. If you receive funding, and the project is successfully delivered, what will this add to your personal, artistic, creative or organisational development? We're specifically looking for the impacts on you as an artist, creative person, or organisation, rather than impacts on the audience or the wider sector (which we'll ask you about below).

If you're applying for support towards your development as an individual artist, or as an organisation, you should think about how undertaking this activity will affect your work, both immediately and/or in the longer term. Will your activity enable you to:

- work in new ways, new contexts or with new people?
- reach new or different audiences?
- try out new approaches?
- achieve other types of professional or organisational development?

Assessment Criterion 2 – Reaching People

This section was previously called public engagement.

The money we distribute through the Open Project Fund is mainly from proceeds from the National Lottery which, as public money, requires that we can demonstrate that it is being used for projects that reach out to, and benefit, the people of Scotland.

We know that creativity matters in Scotland, and our arts, screen and creative industries are a proud, vibrant and central part of our daily life. Equally we recognise that not all projects we fund will have an immediate and direct connection to the public of Scotland, and some may only result in benefit to the public and society at large at a later point. By helping artists, creative people and organisations develop themselves and their ideas, to sustain their work, and to thrive, we are benefiting the wider society we live in.

Across the next five questions, we want you to tell us who and how many people you plan to reach with your project, where they are and how you plan to reach them.

Please Note – you should answer EITHER question 5A or 5B – but not both.

Q5A. If you <u>are</u> proposing to reach people with your project: who are you expecting to reach with this project in terms of audiences, participants, readers, viewers, or listeners and why are you targeting them? (600 words maximum)

If you answer **Q5A** you should consider:

Who you are trying to reach could be a narrow or broad group. For example, your project might target:
• a specific group of people (ie young families with children under the age of 10 in Aberdeen and Aberdeenshire) or
• a more general audience (theatre audiences in the Central Belt)

We would also like to know how you are building your audiences and broadening the range of people reached through your project.

We want to ensure that our funded projects reach a wide range of people. We are therefore interested in how your project represents and connects with people from diverse backgrounds and experiences (e.g specific age groups, deaf and disabled people, ethnic minorities, gender identities, sexual orientations, different religions, and people from socio- economically disadvantaged areas). While access is often seen in relation to physical disability, it can also be considered in terms of rural isolation / geographic access, intellectual access, financial access, attitudinal access and linguistic access.

Where appropriate you can use any research findings or evidence you have – census data, data from the Scottish Household Survey, the Scottish Index of Multiple Deprivation (SIMD), the Scottish Government Equalities Evidence Finder, drive time statistics or other audience development or box office data that you have available. If you are working to meet specific audience targets in your own strategic or business plans then reference that here. Or if you have previous sales figures that help give us an indication of your audience, then reference those here.

Equally we're aware that not all projects are geared at reaching large numbers – so if your project is more about strengthening connections with a smaller, more specific, cohort, then tell us here.

Q5B. If you <u>are not</u> proposing to reach people with your project (for developmental activity, training research etc) who does your work reach at present, who do you plan to reach in the future and how does this project enable this to happen? (600 words maximum)

If you answer **Q5B** you should consider:

Your project may not immediately involve an audience if, for example, you're looking for support for things like a bursary to develop your artistic practice, research, travel, professional or organisational development or training. In this situation we would like you to use this question to tell us briefly about how this project will enable you to reach people more effectively in the future.

You should explain you or your organisation's current position in terms of the type of work you produce and the people you reach. You should then explain how this project will develop your skills and/or experience and what difference this will make to the work you produce and people you reach.

<u>Please note that if you complete Q5B, you DO NOT need to answer Questions 6, 7 or 8</u>.

Q6. Provide estimated numbers of audiences, participants and artists involved in this activity.

<u>If you answered Question 5B then you DO NOT need to answer this question.</u>

If you answered Question 5A, you will need to answer this question by estimating the number of people you think that the activity will attract. Wherever possible you should be basing these figures on any specific data you hold or have access to – previous events or sales, research materials, census data, drive time statistics or other audience development or box office data that you have available.

Please note that in relation to the figures for digital/online we ARE NOT seeking general information on your company website traffic, page views or social media engagement figures – instead what we'd like to know is how many people you anticipate will download, play, view, or purchase the content that you intend to produce and make available digitally.

To give us an idea if you can achieve these quoted figures for your content we would strongly recommend that you submit examples from a previous release or project as part of your supporting materials.

Q7. In what ways, will the people you are proposing to reach benefit from your project? (600 words maximum)

If you answered Question 5B then you DO NOT need to answer this question.

If you answered Question 5A, you will need to answer this question by explaining how you think people will benefit from the project as, for example, participants in a workshop, as live audience members, as readers, listeners, reviewers or as participants in research or public consultation.

Also please explain the ways they would benefit from your project which could include:
- Artistic and/or creative experience
- Encouragement for broader or continued engagement
- Additional activity that could follow from this project but is not included in the application but could potentially reach out to people in the future, for example a tour or ongoing partnerships.
- Creative learning opportunities (i.e. learning in an inventive, curious, experimental and imaginative way)

Also please explain whether the benefits of your project will occur at a moment in time, or realised over a number of weeks, months or years.

Q8. How will you reach them? (600 words maximum)

If you answered Question 5B then you DO NOT need to answer this question.

If you answered Question 5A, you will need to answer this question and we would like to see that you have marketing and communications plans in place that will ensure people know about your activity and will want to take part in or attend your activity.

Your application could include how you plan to:
- identify potential participants/audiences/readers
- recruit any participants for the activity if applicable

- promote your project (for example, media coverage, community promotion through speeches, demonstrations)
- if appropriate, use any innovative techniques to widen the reach of the activity e.g. digital technologies like online streaming

Assessment Criterion 3 - Effective Project Management

We want to fund well managed projects that deliver as planned. To enable us to consider your project, the final two criteria (effective project management and financial management) relate to how you will manage your project and demonstrate that you have a good understanding of the costs and income involved.

Q9. Please tell us how your project will be managed effectively and efficiently. Please include partners involved in this project and details of their role and contribution to the management of the activity proposed. (600 words maximum)

In this question we're looking for evidence of your project management and planning for this activity. If you're applying as an individual, with no other partner involvement, tell us simply about how you will deliver all stages of the project – from planning and research, through to delivery and evaluation. It can help to list an activity plan and timeline, which lists the step-by-step stages of the project, when they will happen and who will lead on each.

If your project has partner involvement, we want to know what each partner will do, and who will be responsible for ensuring each part of the project or activity runs effectively. Will there be specific people or staff resource allocated to the management? Are there plans for a steering group, or advisory board? Will you be calling on specialist support or consultancy for any aspect?

Q10. Please outline any preparatory work you've done – including how you have allocated sufficient resources to ensure all aspects of the project are well run. (600 words maximum)

We want to know what planning you may have done to date so that we can understand if your activity is well considered and realistic. For example, tell us about any:

- research
- information on industry standard rates of remuneration you are referencing
- partnerships which have been developed
- previous scoping work (e.g. with audiences)
- planning towards the delivery of the activity (e.g. producing a timeline and ensuring that access is planned at the start)
- secured funding from other partners.

We would expect you to allocate appropriate resources to your project to ensure you have the capacity to deliver what you want to do successfully.

Please note that the planning and preparation activities should not include the purchase, ordering or contracting of any goods or services which you are including in the application, before a decision has been made about your application. Please note that we cannot reimburse any costs for any work undertaken or goods or services that have been bought, ordered or contracted before we make a decision on your application.

Q11. What risks have you identified that could have an impact on your successful delivery of your activity, and how will you manage them? (600 words maximum)

You need also to show us that you've assessed any risks that might impact on the project being a success. The types of risks you identify will be different depending on the nature of your activity, but you should think about:

- risks to achieving high quality outcomes (e.g. not securing the performers/collaborators you want to work with)
- risks to the activity's financial viability (e.g. not securing expected partnership funding)
- risks to achieving public engagement (e.g. not securing your tour schedule successfully)
- risks to the governance of the project (e.g. not formalising professional agreements through contracts)
- risks to the successful management of the activity (e.g. practical concerns such as not securing any appropriate permissions, such as road closures)

You need to show that you have considered risks thoroughly, and have thought about how you will address them.

Q12. How will you document and evaluate your project? (600 words maximum)

Finally, please tell us how you plan to monitor and document the progress of your activity and to evaluate your achievements. Evaluation is a structured way of thinking about what has happened and can help you to:

- make decisions during your activity
- shape future activities

- improve your work
- show what happened as a result of your activity.

Where appropriate, you should tell us about how you plan to share your findings, for example with other artists (via e.g. reports or workshops) or the public (via e.g. a blog or website).

If you are successful, we will ask you to evaluate your work and submit a report at the end of your activity.

Help with completing your application form:
Section E – Financial Management

The Open Project Fund is a highly competitive fund. We encourage all applicants to think carefully about their funding request to ensure that they apply for what they need to deliver their project. If we think that your request is excessive then we may either reduce your award or decide not to fund it.

In this section of the application form the information you provide will help us assess:
- How well you understand the costs and income relating to the project - are they sufficiently detailed, realistic and complete for a project of this scale and type?
- How certain are the estimates (for example funding from other sources) and based on our knowledge of similar projects, how likely is it that an unexpected increase in costs or reduction in income could result in under – delivery of the project?
- How good is your track-record, or the track record of your team, on managing the finances of projects of this size? We will use the information provided in your answer to Question 2 and/or your CV

The key things to remember about budgets

Firstly, please note, we **do** require applicants for **over £15k** to supply us with a separate budget to help us assess the financial management of your project.

Your budget information must balance. That means your income should be the same as your costs. We need to be able to see how you have worked your figures out, so please break them down clearly in the costs table – giving us, wherever possible, details on how you've reached the figures quoted. The budget should be for the total cost of the activity. And please note all costs you use should be in full pounds only - any costs in pence must be rounded up to the nearest pound.

We would ask that you pay particularly close attention to the costs you allocate for paying the people involved in delivering your project. Creative Scotland is committed, through any activities we support, to ensure that artists are paid appropriately for their time and effort. We therefore expect applications to reference relevant industry standards on rates of remuneration – such as those

outlined by the Musicians Union, the Scottish Artists Union, EQUITY, BECTU, or the Writers Guild.

For more specific information about how to complete the Budget Summary, Project Costs and Project Income tables, please read the **Help with Budgets** information sheet that we've produced. You can find this on the Creative Scotland website.

Q13. How will you monitor and control how you spend this public money on this project? (300 words maximum)

In this question please tell us how you will record and manage expenditure on your project, for example through invoices and receipts, and management of bank account(s). All successful applicants will need to submit an evaluation report at the end of their project, including a record of actual expenditure.

Help with completing your application form:
Section F – Supporting Materials

In this section we've listed the essential and desirable materials that you will need to supply us in support of your application. **Please do not send any other additional information as this will not be considered within the assessment process**. All supporting materials provided will **only be** accepted if written in English, Gaelic or Scots. Any materials submitted in any other languages will not be permitted and may make your application ineligible (if the materials are considered essential to the application process).

For all individuals please provide CV of applicant and/or key personnel.
*Please note, this is **not essential***. If supplied it should supplement the answers you give to Questions 2 and 3 – and should tell us about the background, experience and track record of the key personnel in the project.

Supporting examples of previous work or reviews.
This gives us evidence of your previous work – you should refer to our list of **preferred formats**. As indicated in the advice to answering Question 2, we ask that you submit no more than 6 pieces of supporting material with your application.

For all applicants (individuals and organisations), please provide written evidence of any guaranteed or conditional partnership funding (in cash only).
In your financial information, if you've shown evidence of having secured partnership funding, we need to see evidence of this (such as the offer letter from the other funder). This should include the value of support that being offered. If this funding is 'pending' or 'in-kind' we don't need to see evidence at time of application - although prior to any award being made from Creative Scotland we may need to see evidence of this co-funding being in place.

All applicant organisations, except local authorities, must provide a copy of their founding legal document (for example Articles of Association, Trust Deeds, or written constitution)
Please provide us with a copy of your constitutional articles, even if you've applied to us previously and submitted these items before. We have a duty to request these items to ensure that we have the most up-to-date information on file. If providing these items is problematic for any reason, then please let us know.

All applicant organisations must provide their Equal Opportunities Policy, and their Equalities, Diversity and Inclusion Plan (if they have one).

We also expect organisations to show a commitment to Equalities, Diversity and Inclusion (EDI) and all applicants are required to provide their Equal Opportunities Policy. If you have an EDI Plan, please submit this also. For best practice we would encourage you to develop your own Equalities, Diversity and Inclusion Plan and you will find guidance on developing one that is appropriate to the scale and scope of your organisation, on **our website**.

All applicant organisations should provide a copy of their most recent Management Accounts (for their most recently completed financial year) and the most up-to-date Management Accounts.

Applicant organisations should provide all of 3 the following documents if they are already have them prepared for other purposes. If not, then we don't ask for you to prepare new materials just to support your application – but we would require **at least one** of the following:

- Management accounts for the most recently completed financial year. These are accounts that you use for internal monitoring of your organisation. There is no legal requirement to prepare them and if you do not have any then you do not need to create them for the purposes of this application.
- The most recent set of management accounts. These are the same document as above but will cover a period closer to your date of application. Again if you have not prepared then then you do not need to create them for the purposes of this application.
- The most recent approved year-end statutory accounts. These are the accounts that you must legally prepare annually and have approved by your Board if you are a company or a charity. You should state whether these accounts have been audited, reviewed by an independent examiner or had some other kind of external review. We do not require that any of these take place for the purposes of this application but, depending on your organisation, you may be required to by law.

If you are a newly formed organisation and do not have any of these documents already prepared then please explain this to us.

For all applicants (individuals and organisations) applying for over £100k you must provide the email confirmation of permission to apply, and any additional material as requested

If you're applying for between £100,001 and £150k, you will need to have confirmation from us that we've given you permission. As well as supplying the email from us which confirms this permission, we may ask you to provide additional information or materials and you will need to supply these also.

Help with completing your application form:
Section G – Statement of Acceptance

This section is effectively the small print attached to our funding. You should read this as it contains several pieces of key information which relate to the terms and conditions of receiving funding from the public purse.

You need to acknowledge that you've read this section by checking the box at the bottom of the text (above the name and signature section) and typing in your name, position and date. Please note we don't actually need your physical signature at this stage – if you're awarded funding, we'll send you out a hard copy funding agreement which will need to be signed and returned to us. The person signing this form needs to be the named person outlined in the contact section.

In addition to this Statement of Acceptance, you should also read the **Terms and Conditions of funding**.

When you apply to us, your application remains confidential throughout the process of receipt and assessment. If you are unsuccessful, this confidentiality remains.

As the Statement of Acceptance outlines, we will maintain your information securely and confidentially. However the Freedom of Information Act does require us to disclose certain information under the act. If there is anything within your application which you feel should be exempt from enquiry under the Freedom of Information Act then you will need to tell us this, in the covering letter or email that you submit with your application. For more information about Creative Scotland's approach to Freedom of Information, click **here**.

If you are successful we publish and promote all the awards we make. If there is any information within your application which is sensitive or confidential, please tell us when you return your funding agreement.

By signing this form, you are confirming that all the information is correct, and you agree that you have read all the guidance information fully before applying.

Once you've submitted your form, what happens next?

Immediately (within the hour)

Shortly after submitting your application, you will receive an automated response confirming receipt of the materials. This email will also outline the process and timeline for decision making. If you don't receive this automated email please check your spam filters, junk files and deleted items. If there is still no sign get in touch with us to confirm that we've received your application.

Within the first 2 weeks

Your application will be checked for basic eligibility and completeness to ensure that you've filled in the required sections of the form, and supplied all the required supporting materials. If at this stage your application is considered to be ineligible we will email you giving you the reasons. If your application is considered incomplete, we will come back to you to explain this and seek any missing information from you giving you 10 working days in which to respond. Failure to come back to us with this information at this time will mean your application is incomplete and therefore ineligible. We'll advise you of this by email. Please note if your application is considered incomplete at this stage this will impact on the decision making timescales and the 8 week timescale will only start once your application is considered 'complete'.

Your application assessment

All completed applications are then passed to an art form head who will assign assessing officers from within their own team or from across the organisation. The assessment will be based on the information that you've supplied in your application, and you will only be contacted during this period if the assessing officer requires further clarification on information you've submitted. It remains possible that an assessing officer may find something during their assessment which renders your application ineligible and if this happens, we will email you explaining why this decision was reached.

Your decision date

All assessed applications are then passed to an Assessment Panel for the final decision. These panels are regularly scheduled to ensure that we are able to give all applicants a decision on their application within the stated 8 week timescale. You should therefore expect to hear your decision no later than 8 working weeks from the date that your application was received or considered complete (if different, you should base this on whichever is the later date). Decisions will be sent out by email

to the address provided in the application form. If you don't hear from us by this date, please check your spam filters, junk files and deleted items. If there is still no sign get in touch with us.

If successful
You will be sent an email from **legal@creativescotland.com** confirming the award and a copy of the 'Funding Agreement' along with further information that tells you what to do next to accept the grant. You **must** read, understand, sign and return a copy of the 'Funding Agreement' to us in order for us to release your funding to you.

At this point we'll also ask you for your banking details and detail any special conditions of the award. You will need to provide us with the details of your UK bank account which is in the name of the lead applicant – we will not issue payments into any alternative bank accounts.

You'll need to return a signed copy of our 'Funding Agreement' and anything relating to any of the special conditions within 20 working days from the date of issue, after which we'll release the first instalment of your grant.

Please note that we require these items to be signed and returned to us within 20 working days – otherwise we assume that you do not wish to continue with the project and accept our offer of funding.

If you do not receive any correspondence from our Legal Team in line with the 12 week turnaround timelines, then please check your spam filters, junk files and deleted items. If there is still no sign of the email communication get in touch with us as soon as possible.

Payments are normally made in two instalments – 75% at the start of the project, and 25% upon successful completion and sign off of the appropriate project monitoring paperwork.