

CREATIVE SCOTLAND OPEN PROJECT FUND

APPLICATION GUIDANCE 2019/20



Awarding funds from
THE NATIONAL LOTTERY®



ALBA | CHRUTHACHAIL

Open Project Funding

- A summary

- **A fund to support a wide range of artistic and creative project activity**
- **Open to individuals, groups and organisations**
- **Open all year round, with no deadlines**
- **Applicants can apply for between £1k-£100k – and up to £150k with prior permission**
- **Projects should be no more than 2 years in duration**
- **Applicants must apply in advance of activity, and can expect to get a decision between 8-12 weeks after submission**
- **With very few exceptions, applicants should be based in Scotland**
- **The fund has a planned budget of £8.5m, which mostly comes from National Lottery funds**
- **The fund is extremely competitive. In 2018/19 the annual success rate of all applications received was 42%**
- **All applicants must have a UK bank account**
- **The fund is not open to students**

Do you need this information in another format?

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 require support, further information or have any general enquiries about the fund and how to apply please contact our Enquiries Service. Our Enquiries Service will be able to advise you or will put you in contact with one of our officers.

Email: **enquiries@creativescotland.com**

Telephone: **0345 603 6000***

Lines are open 10am-12pm and 2-4pm, Monday-Friday. Voicemail is available outwith these hours. If you want us to call you back, then leave a message with your number and we'll arrange a time to call you.

Web: You can send us a message via the Creative Scotland **website**

Twitter: Get in touch **@creativescots**

Facebook: We are at **www.facebook.com/CreativeScotland**

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

* **Please note:** Calls to our 0345 number are charged at the same rate as calling national 01 or 02 numbers. Approximate charges are up to 9p per minute from landlines and between 3p – 55p per minute from mobiles. However, calls to this number are also part of inclusive allowances. Please check with your phone line provider for exact charges.

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Section 1:

What is Open Project Funding?

Scotland's arts, screen and creative industries are a central part of life in Scotland. Creative Scotland has the funding responsibility to support quality, ambition, innovation and to enable access to arts and creativity for as many people as possible.

Open Project Funding (OPF) is one of Creative Scotland's three main routes to funding, sitting alongside [Regular Funding for Organisations](#) and [Targeted Funds](#). For more information on these funds, [visit our website](#).

This guidance provides all the information you will need to apply for Open Project Funding and should be read prior to completing your application. Open Project Funding is the main fund that we offer to support individuals, groups and organisations to deliver a wide range of creative projects.

These can include:

- **Projects that develop artistic and creative practice and skill.**
- **Projects creating new work of quality and creative ambition.**
- **Projects which present work to audiences, or are seeking to understand, develop and reach new audiences.**
- **Projects which encourage more people to take part in artistic and creative activity, and benefit people across the country.**

We aim to support artists and creative people to develop work which will make a real difference to cultural life in Scotland, benefiting people across the whole country. We also want to encourage new imaginative ideas and inspiring ways of doing things.

You can apply for a project that can include research, development and delivery of work in a single application, or individual submissions as needed by the applicant or project.

What can I apply for?

Open Project Funding can support a project that is less than 2 years in duration, with an agreed start and end date, and specific objectives to be achieved in that time.

The fund aims to support the widest possible range of activities for individuals and organisations. For example, but not exclusively, this can include:

Projects that develop the artistic and creative practice and skills of those based in Scotland, such as funding for:

- the time to research, develop or create work or content, including funding to support an artist's practice development.
- professional training or other relevant developmental support, in the UK or internationally.
- artist residencies – either for organisations in Scotland to host one, or artists based in Scotland to undertake one.
- organisation-led talent, skills and/or sectoral development.
- organisational development as part of the delivery of the project, including activities to improve environmental sustainability or income generation.

Projects creating new work of quality and creative ambition by artists based in Scotland, such as funding for:

- the writing and publishing of books, poetry or plays.
- the commissioning of new work, including the curation, production, presentation, or exhibition of new work in any art form (such as an exhibition of contemporary visual art, or dance and theatrical performances).
- the recording and production of music.
- artistic or creative projects that are based on the traditional arts of Scotland, or which use the languages of Scotland, such as Gaelic and Scots.
- creative technology projects in any art form or medium.

Projects which present work to audiences, and/or are seeking to understand, develop and reach new audiences, such as funding for:

- artistic or cultural events such as one-off performances, events or festivals. For specific information about what we are looking for when funding festivals please read the information on Page 35.
- some aspects of touring and distribution of work by artists based in Scotland or incoming productions looking to tour Scotland. For specific information about funding for touring please read the information on Page 39.
- Scotland-based artists to take up international opportunities such as showcases or tours.
- public art that has been informed and developed in partnership with communities and artists in Scotland.
- audience research that can be shared with other publicly funded projects.
- online or live streamed artistic or creative events.

Projects which encourage more people in Scotland to get involved and take part in artistic and creative activity, such as funding for:

- projects which encourage participation, such as artists working with people in local communities, the care system, the justice system or education.
- activity which removes barriers to participation, reaches more people and encourages more people to take part in creative activity.
- Equalities, Diversity and Inclusion (EDI) projects which specifically address inequalities due to age, ethnicity, disability or other legislative **Protected Characteristics**.
- small scale capital and equipment costs that can enhance a building or facility, or enable greater access, or equipment purchase that will allow for wider communal use. For more information about Capital Funding see Page 37.

As part of these creative activities, as well as supporting the costs to deliver the project, you can seek funding for:

- audience development and marketing activities.
- travel costs as part of artistic or creative research and development.
- some equipment or small scale capital costs related to the delivery of the project.
- creative learning and educational outreach activity.
- access costs that ensure as many people as possible can access the work we fund, including personal access costs to support individuals to carry out activity

How much can I apply for?

You can apply for any amount between **£1k and £150k**.

When you're planning how much your project will cost, keep in mind that you can apply to Creative Scotland for all or for part of the cost of your project – but if you have money or income from other sources this can help.

In 2019/20, the overall budget for the Open Project Fund is around £8.5m with the budget evenly split throughout the year.

Most of the money in the budget for the Open Project Fund comes from the National Lottery.

What are the deadlines?

Open Project Funding is a continuous programme, meaning that there are no deadlines and you can apply at any time throughout the year.

But, you need to submit your application for funding with enough lead time to enable us to fully assess your application before it begins.

This means that:

- **For applications requesting up to £15k**

You need to apply *at least* 8 working weeks before your project start date.

- **For applications requesting over £15k (up to £100k)**

You need to apply *at least* 12 working weeks before your project start date.

- **For applications requesting between £100k – £150k**

You need to allow 5 weeks to seek prior approval from Creative Scotland before being given permission to apply. If approval to apply is given, you then need to apply at least 12 working weeks before your project start date. Please note that any permission to apply does not guarantee success of any application.

We encourage you to consider building in time between receiving your decision and your project starting, to give time for funding contracts to be completed, exchanged and for payment of the first instalment of the award to be made. We therefore recommend that your project activity should start no sooner than 5 weeks from the decision date you expect to hear from Creative Scotland.

If your application isn't complete, has missing materials or there are any issues with it, this will need to be resolved before it will be considered complete. In these cases, the 8 or 12 week decision making timescale **only starts from the date when the application is considered to be complete by Creative Scotland** – and not the date of your incomplete original submission.

My project is due to start sooner, can you fast track my application?

No. Unfortunately we are not able to fast-track applications or assessments, so you must take account of the time it takes us to reach decisions when you plan your project. This applies to all applications, including re-applications.

Is there anything that the Open Project Fund won't cover?

The fund aims to support a wide variety of activity from a lot of different applicants – but there are some types of activity that we aren't able to support. This information is not definitive. Nor does it imply that any eligible project will automatically be supported.

Open Project Funding does not support the following:

Activities which are not related to the arts, screen or creative industries:

Our funding is here to support the arts, screen and creative industries which broadly includes craft, dance, design, digital, literature, multi-arts, music, screen, theatre, visual arts and the creative industries.

Activities which have already happened – or are scheduled to begin before we reach a decision on your application:

We can't fund activity which has already happened, or which will begin before we have fully assessed your application. You need to plan your application in advance and submit it to us in plenty of time (see How to Apply section on Page 23 for the timescales). You shouldn't order, advertise, pay for or contract any goods or services that you intend to include in your funding application as this will make your application ineligible.

Funding for students, tuition fees or creative activities involving current students:

We don't support students for their studies, living costs, tuition fees or for any funding related to any full-time, long-term, formal or accredited programmes of education in the UK or abroad. The [Scottish Government produces a guide to funding for learning and training](#) which gives an overview of the funding support available for this.

Additionally, students are not eligible to apply for funding for any artistic or creative work until they have graduated from their course.

Finally, any group or organisation applying for a project which primarily works with, or involves students (like a student society or student drama group) is not eligible for this fund. For more information on what we mean by students see page 18.

Activities taking place in schools:

This fund doesn't support schools or parents' groups for general arts activity happening in schools. It can support high-quality, artist-led projects in some educational settings. These can include, for example, artists working on creative learning projects which take place either in or out of school, relate to lifelong learning activity, or which happen in a community and involve working with schools. The application must come from the artist or arts organisation and should add real value to the learning experience.

Large scale capital activity:

We can't support large scale capital development projects, such as costs for major renovations or building projects – and this includes any pre-application development costs (such as feasibility studies). We can accept applications for up to £100k towards a smaller capital or building project, provided the total costs (for the whole capital project) do not exceed £200k. For more information about Capital Funding and Equipment Purchase see Page 37.

Equipment-only funding:

Individuals cannot apply for 'equipment-only' applications. Some equipment costs can be included as part of the overall project costs (but no more than 50% of the overall budget). Organisations can make an 'equipment-only' application, provided this equipment will have a broader benefit to the community (i.e. equipment that will benefit many people in a community facility or instruments which can be used by groups of people). Please note that purchase of second-hand equipment is not usually eligible. For more information about Capital Funding and Equipment Purchase see Page 37.

Ongoing organisational running costs:

This fund cannot support ongoing running and overhead costs of organisations (such as rent, staff salaries or equipment). If applying as an organisation you need to make clear that any funding is only for time-limited overheads relating to the delivery of the project (such as costs for project staff time, venue hire, utilities etc.)

Business start-up costs:

As with the ongoing running costs, the Open Project Fund also won't support business start-up costs. Anyone seeking business start-up support should contact the main business development and enterprise agencies (ie [Business Gateway](#), [Scottish Enterprise](#), and [Highlands and Islands Enterprise](#)).

Translation costs for international publishers:

For international publishers seeking funding to translate existing work by Scottish authors into other languages, we would direct you towards the **Publishing Scotland Translation Fund** which has been set up specifically for this purpose. The Open Project Fund can support Scotland-based publishers with the costs of translating work from other languages into English, Gaelic or Scots.

Self-publishing:

The Open Project Fund will not support authors looking for funding to self-publish their books, to promote self-published books via events, touring or other provision such as school workshops, or to support time to develop work for self-publication. We will not support applications relating to the development or promotion of books published at the author's cost by another press or service. We cannot support authors who have been asked by a publisher to contribute to costs including but not limited to typesetting, illustration, indexing or reprint costs.

The Open Project Fund will only consider applications for support for publishing projects from recognised professional publishing houses which publish a range of authors and titles each year, and which distribute these works via recognised channels (usually trade outlets including bookshops and online retailers).

Activity or applicants based outside Scotland:

Creative Scotland's funding is focussed on supporting individuals and organisations based in Scotland – and these applicants can seek support for international opportunities provided that they are able to demonstrate the benefits it will bring to them and their work.

Individuals based outside Scotland cannot apply to us for funding.

Organisations based outside Scotland can apply for funding for some activity – such as offering high quality developmental programmes or opportunities which focus on supporting artists based in Scotland or which bring such programmes into Scotland to benefit artists. We would encourage any such applicant to work in partnership with groups and organisations based in Scotland, who can take a lead role in delivering the project and managing the funds.

We can also support some applications from those based outside Scotland, looking to bring in high quality work to tour Scotland and reach audiences here. For more information about support for touring in Scotland please read the information on Page 39.

Funding for film/screen projects (including short film)

Screen Scotland is the new dedicated partnership for screen in Scotland, delivering enhanced support for all aspects of Scotland's screen sector. If you work in the screen sector in Scotland any funding for film/screen activity should be directed towards the [suite of funds on offer through Screen Scotland](#).

Fundraising for other activity

If your project, as one of its key outcomes, is aiming to raise funds for other charitable or good causes, you cannot apply to the Open Project Fund for this activity. Our funds cannot be used for activity which is ultimately fundraising for other causes.

Activities which would more appropriately be supported by another Creative Scotland or Screen Scotland funding programme:

Alongside Open Project Funding, and the Screen Scotland funds (outlined above) Creative Scotland operates a small number of other funding opportunities which might be more appropriate for what you're looking for. See 'What other funds are available' section (Page 14) for more details.

Activity which is seeking funding for more, or less, than the fund will support:

You can apply for funding to support your project for any amount between £1k and £100k. This upper limit can increase to £150k, provided you follow the process to apply for Over £100k and are granted permission. You cannot apply for more or less than these amounts in a single application. Anyone seeking smaller amounts of support should look at the range of smaller [devolved funds](#) which Creative Scotland has developed with a range of partners.

Not sure if you or your project is eligible?

If you want to clarify if you or your project fits within our eligibility, or get some general advice, we strongly encourage you to contact our Enquiries Service. You can do this by phone, email or through our website.

Call **0345 603 6000**, email enquiries@creativescotland.com, or fill out a form on our [website](#) (phone lines are open from 10-12 noon and 2-4 pm, Mon-Fri, with voicemail outwith these hours).

Is Open Project Funding the right fund for me?

Alongside Open Project Funding, Creative Scotland runs a number of other funds which support specific activity. We also work with various partners who run other programmes on our behalf. Because these funds exist to support these activities, you should consider these funds first to see if they are a better fit with your activity/project.

What other funds do Creative Scotland offer?

You can see all our funding programmes on [our website](#) – including our [targeted funds](#) and [funds delivered by partners](#).

Some of the main ones you may want to consider are as follows:

- **YOUTH MUSIC:** for any youth music activity, consider the [Youth Music Initiative](#).
- **COMMUNITY ART:** for projects involving voluntary arts activity, or projects in a community setting should consider the [National Lottery Awards for All programme](#).
- **SCREEN/FILM ACTIVITY:** [Screen Scotland](#) has a range of funding specifically for the screen sector, including support for film festivals, screen sector professional development, film development and production, as well as funds for creating new broadcast content, purchasing and upgrading cinema projection equipment, attendance at key markets and festivals and incentive funding to help bring incoming productions into Scotland.
- **SHORT FILMS:** together with the BFI, we fund the [Scottish Film Talent Network](#) to support short films and new/emerging filmmakers.
- **THEATRE AND DANCE TOURING:** funding for the Scottish theatre and dance sector to take existing projects on tour in Scotland is available through the [Touring Fund for Theatre and Dance](#).
- **THE EDINBURGH FRINGE FESTIVAL:** Scotland-based music, theatre and dance performers can apply for support to enhance their Edinburgh Festival Fringe shows and reach new international promoters through the [Made in Scotland](#) programme. We do not fund Edinburgh Fringe shows for applicants based outside Scotland.

- **INTERNATIONAL MUSIC SHOWCASES:** through our partnership with the PRS Foundation, the [International Showcase Fund](#) can support Scotland-based bands and music artists to appear at international music festivals and showcases.
 - **VISUAL ARTIST AND CRAFT MAKER AWARDS (VACMA):** a [small grants scheme](#) in partnership with local partners to support individual artists and makers in communities across Scotland.
-

If my activity is covered by one of these other funds can I still apply to the Open Project Fund?

Generally these funds are ring-fenced to support specific activities and therefore reduce the need for such projects to come into the Open Project Fund for support. So if your proposed activity is broadly covered by one of our other funds, it is unlikely that we would prioritise funding for this type of project from Open Project Funding. If your application is for funding for any of the following, we have additional information you must read before applying:

Festivals (see Appendix on Page 35)

Capital Funding (see Appendix on Page 37)

Touring (see Appendix on Page 39)

Can I apply to multiple different funds for the same project?

No, you cannot apply to multiple funding programmes that Creative Scotland run, or which are run by others on behalf of Creative Scotland, for the same project or activity – so please check these other funds in case one of them is more appropriate for your project.

Can I have more than one live Open Project Fund application at any one time?

Yes, if you want to apply for different projects, you can have two applications for different projects being processed at any one time.

Please Note: because of the competitive nature of the funding, having more than one application in for assessment does not guarantee that one or both applications will be supported.

I have previously received funding – does this affect my chances of support?

If you are currently in receipt of funding from Creative Scotland and delivering a live project we would expect you to outline how you will be able to deliver any new project activity alongside any prior commitments.

Additionally, if you are in receipt of previous funding from Creative Scotland you will need to ensure that you are up to date with any reporting, project monitoring and conditions related to your previously funded activity.

Can I reapply if my first application is unsuccessful?

If you apply, and your application is unsuccessful, you can only reapply one more time (at any time) for the same project. Before reapplying we would recommend that you review our full assessment of your previous application – which we can provide you with – addressing any issues raised and taking into account any recommendations made.

If after applying unsuccessfully, your proposed project changes significantly and the budget increases or decreases – taking the application into a different application band (under or over £15k) then this would be considered a new application.

Please Note: there is no guarantee that a resubmitted application will be successful at the second attempt, even if the previous feedback has been addressed.

Who can apply?

The Fund is open to individual artists, creative practitioners, organisations, groups and networks in the arts, screen and creative industries in Scotland.

Individuals

Artists or Creative Practitioners

Individuals should be based in Scotland and undertaking work in the arts, screen and creative industries. This includes, but is not restricted to, individual artists and creative practitioners who are writers, musicians, craft makers, dancers, visual artists, producers, curators, digital artists or those working in film/screen, theatre, publishing or any of the creative industries. We expect applicants to be able to demonstrate some existing track record of work.

Groups or Collaborations

Unconstituted creative groups such as bands, ensembles or any partnerships where two or more people usually work together on projects as one group, are classed as a group of individuals for Open Project Funding. Additionally groups of individuals can apply jointly for funding, but one applicant will have to take the lead and assume responsibility for managing the application and any funding awarded.

Organisations

You can apply for support if you're an organisation based in Scotland and your work or project involves the arts, screen and creative industries. The following types of organisations can apply:

Registered Charities

Registered charities and other non-profit making organisations based in Scotland and undertaking activity related to the arts, screen and creative industries.

Artists' Groups

As long as you already have an appropriate management structure in place, a written constitution that clearly demonstrates that you are a not-for-profit organisation, and have dedicated UK banking arrangements.

Companies Limited by Guarantee

You should clearly demonstrate that your programme of work will promote the public good and will not be for private or commercial gain.

Consortia

One of the organisations must take the lead and assume responsibility for managing the application and any funding award made. Once we have made an award, you cannot change the lead organisation to which the funding has been paid without the prior written consent of Creative Scotland. All consortia that are successful in applying for funding must provide a legally binding partnership agreement.

Cultural and Leisure Trusts and Local Authorities

Organisations that manage venues or deliver services in the arts, screen or creative industries in Scotland on behalf of Local Authorities. Cultural and Leisure Trusts, and Local Authorities, must demonstrate in their application that the funding they are applying for is additional and not a substitution for their own resources.

Community Interest Companies

CICs must be registered at Companies House and we would expect to see provisions in the articles or memorandum of association that prohibits the distribution of profits or other assets.

Company Limited by Shares

Organisations that share out profits to members or shareholders can only apply if the activity they are applying for is a self-contained project in the arts, screen or creative industries, and can clearly demonstrate that the project is for public benefit and not for private or commercial gain.

Unincorporated Associations

A simple constituted type of organisation, an 'unincorporated association' is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit.

Who cannot apply?

Individuals

Individuals based outside Scotland

Individuals should be based in Scotland and undertaking work in the arts, screen and creative industries in Scotland. This fund is not open to individuals based outside Scotland looking for developmental funding, or funding to come to Scotland to develop themselves or their work.

Students

Anyone still at school, or studying either full time, or as part of a long term, formal or accredited programme at college or university (at the time of application) is not eligible to apply for Creative Scotland funding.

Academics or other education professionals

Academics or other education professionals seeking funding related to their educational role cannot apply.

Members of staff at Regularly Funded Organisations

Individual staff members at Regularly Funded Organisation cannot apply for funding for developmental activity relating to their role.

Organisations

Organisations in administration, receivership and liquidation

Organisations in administration, receivership or in liquidation cannot apply for Open Project Funding.

Regularly Funded Organisations

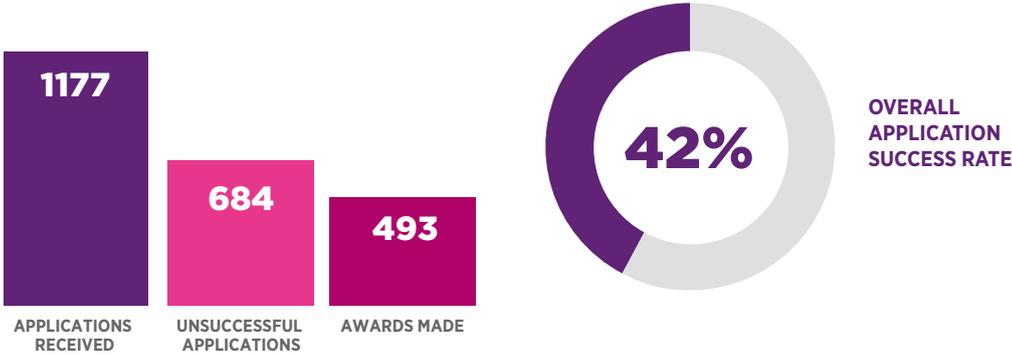
Regularly Funded Organisations are not eligible to apply to the Open Project Fund – either as an individual organisation or within a consortium of RFO partners. An RFO can be cited as a partner in an application made by another organisation to the Open Project Fund, but should not be a significant beneficiary of the project funding or take a lead role.

Organisations based outside Scotland seeking funding for activity taking place outside Scotland

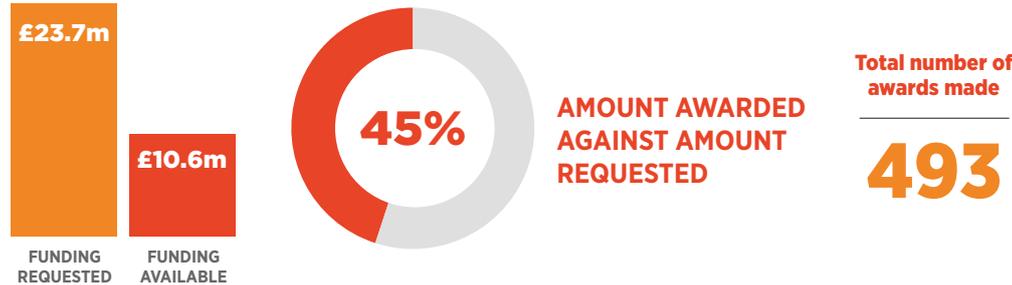
Our funding is primarily to support applicants based in Scotland and activity taking place in Scotland. If an applicant is based outside Scotland, and seeking funding for activity taking place outside Scotland, this is not eligible. The only exception to this would be if a recognised national or international training or developmental programme was seeking to support artists based in Scotland.

What are my chances of success?

The Open Project Fund remains a popular funding programme and over the last full financial year (2018/19), the number of applications received, awards made and success rates are as follows:



The fund is heavily oversubscribed with applicants seeking almost three times the amount of funding than we have budget to support:



In total, we awarded funding to 493 projects split as follows:

Number of awards made to individuals	Total amount awarded to individuals	Number of awards made to organisations	Total amount awarded to organisations
201	£2.2m	292	£8.4m

Please be realistic about your chances of funding. Many good applications do not receive support because we do not have enough funding. This data on applications to Open Project Funding is updated each quarter. To see the most up to date information go to www.creativescotland.com/opfdata

Section 2:

How to make an application

Making an application

All applications must be made on an Open Project Funding Application Form, which can be found on the [Creative Scotland website](#).

For applications up to £100k

There are two separate application forms:

- One for projects requesting **up to £15k**
- One for projects requesting **over £15k**

Please ensure you use the appropriate application form. While both forms seek similar information, applicants seeking **over £15k** are asked to provide a greater level of detail and additional supporting material.

Completed application forms, along with all supporting material, should be submitted by email to:

- For projects requesting **up to £15k**, send applications to: smalopenprojectfund@creativescotland.com
- For projects requesting **over £15k**, send applications to: largeopenprojectfund@creativescotland.com

Before you make an application, you should read this guidance document fully, as well as the [Terms and Conditions](#) of funding.

For applications over £100k (up to a maximum of £150k)

Anyone seeking between £100k and £150k, needs to be given prior permission to do so. To do this, you must submit a request to make an application over £100k to Creative Scotland. Fill out the **Over £100k Request Form**, which is available on the [Creative Scotland website](#).

This request will be considered by a funding panel made up of Creative Scotland staff, within 20 working days of submission. We will notify you by email of the panel's decision within 5 working days after the date on which the panel meets. If permission is given, you can then submit a formal application using the **Over £15k Application Form**.

Please note that any permission to apply for over £100k that is granted does not mean any guarantee that the application will be ultimately successful. All applications are assessed against the published criteria in the context of competition with others.

Supporting materials

What do you need to submit?

All applications

- You must provide written evidence of any guaranteed cash funding, the evidence should state the amount.
 - A detailed budget.
-

Organisations only

- You must supply a copy of founding legal documents (ie Memorandum and Articles of Association, Trust Deeds, Constitution).
 - You must supply a copy of your Equalities and Diversity Policy or Equal Opportunities Policy.
 - A copy of your most recent accounts (for applications Over £15k only).
 - For any applications from consortia, you must supply a legally binding partnership agreement.
-

Individuals only

- You must provide a CV, or give us a short biography in the application form. A CV is a short document which summarises a person's background, skill, character, experience and achievements.
 - If you are a sole trader, you must supply your Unique Tax Reference number.
-

Applications for Over £100k only

- If you are applying for Over £100k you must submit your e-mail stating permission to apply from Creative Scotland.
-

Supporting materials – how to submit?

For more details on how to submit your supporting materials please visit our website www.creativescotland.com/supportingmaterials

How long does it take to get a decision on my funding application?

For applications Under £15k

Our Under £15k process takes **8 working weeks** from the date we receive your complete and eligible application.

For applications Over £15k

Our Over £15k process takes **12 working weeks** from the date we receive your complete and eligible application.

Please note:

The timescales outlined above apply from the date when an application is considered **complete** – and it is an applicant's responsibility for making sure that they've read the guidance fully, and correctly completed the form and supplied all the required supporting materials.

What we do upon receiving the application, is first check it for completeness and eligibility. This can take up to 10 working days – depending on the overall volume of application submissions in the system.

If the application received is complete, the date we received your application is when the process begins.

If the application is incomplete or has any issues, we will not begin the assessment process until these issues have been addressed.

Christmas Holidays and impact on timescales

Creative Scotland is closed between Christmas and New Year – so any application which is being assessed over this period will be subject to an additional 2 week period of assessment. Please take this into account if you are planning to submit an application to the over £15K programme between October to December and the under £15K programme from November to December.

Section 3:

What are we looking for in your application? Application Criteria

This section outlines our criteria for the Open Project Fund and explains what we are looking for in your application. Please read this section in conjunction with the application form and appendices.

What are the criteria for Open Project Funding?

We will assess your application against the following four areas:

- Artistic and Creative Quality
- Reaching People
- Effective Project Management
- Financial Management

Artistic and Creative Quality:

We are interested in the artistic or creative ideas in the project, who is involved and how the project contributes to your development. Your application should include:

- A clear explanation of the artistic and/or creative ideas that underpin your project.
- Your artistic and/or creative skills, experience and work to date.
- The contribution of any partners to the project (if relevant) and their skills, experience and work to date.
- How your project would contribute to your, or your organisation's, artistic or creative development.

Reaching People

Is your project going to reach audiences and/or participants? If so, there will be a section in the application form for 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. You should also tell us why your project is focussing on these audiences and what benefit you feel they will receive.

As a public body we have a duty to ensure that our funding reaches as wide a range of people as possible. We will therefore assess how your project will reach people from different backgrounds (such as by age, disability, ethnicity, gender, sexual orientation, or socio-economic backgrounds) and how you plan to make your project accessible and inclusive.

Some types of activity might not reach people immediately, for example some aspects of R&D (research and development) activity, professional development, training or residencies, which can be more focussed on the development of the artist/creative practitioner, the project or the wider sector. In these situations tell us about the impact that you feel the project will have on your development and how it would strengthen your work – and its reach – into the future.

Effective Project Management:

We want to fund well-managed projects that deliver as planned. To enable us to assess how you will manage your project, your application should include:

- Timelines for the main phase(s) of the project.
 - Your skills, experience and track record of managing projects of this type, scale and complexity.
 - How partnerships (if applicable) will be managed and how they will contribute to the effective delivery of the project.
 - The key areas of risk relating to project delivery and how you will reduce or avoid them.
 - How you will collect and incorporate feedback through the life of the project.
 - How you will monitor and evaluate the success of your project.
-

Financial Management:

We want to support projects which evidence a good understanding of the costs and income involved and how they will be monitored and controlled. All applicants need to provide standard budget information about income and expenditure in the application form, and a separate budget for your project providing more detail on the expected income and costs.

To help you with this section of the form, please see Appendix 4 – Help with Budgets, on Page 43.

Based on the budget information you provide, we will consider the following:

- Whether your costs are reasonable for a project of the scale and type you are proposing.
- The certainty of income from other sources, if applicable, and the reasonableness of the amounts.
- Your plans and the track-record of you and/or your team in managing the finances of projects of this scale and type.
- That you have a considered fair pay for all who are involved in delivering the project. For more information on rates of pay and guidance on industry standards, please visit our website, www.creativescotland.com/ratesofpay

Section 4:

The application process

This section sets out each stage of the assessment and decision making process, who will be involved in each stage and what will happen.

Stage 1: Checking for eligibility and completeness

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 as soon as possible to confirm that we've received your application.

Within 10 working days

Once your application has been submitted, our Funding Team will check your application for eligibility and completeness, and log it onto our system.

It is your responsibility to ensure that you fully and correctly complete the form and submit all required materials. Please double check the the application form to ensure you have completed everything before you submit.

At this stage, if your application does not meet the eligibility criteria for Open Project Funding it will not be assessed. We will email you and explain the reasons why your application will not proceed further.

Applications which do not include all the required materials and documents will be considered incomplete at this stage. We will email you and request missing materials. If you do not reply within 10 working days, your application will be made ineligible and will not be assessed. We will email you and explain reasons reasons why your application will not proceed further.

Stage 2: Assessments

All eligible applications will be assessed by Creative Scotland's Officers, using the criteria set out in Section 3 of this guide.

Assessments will be made on the information you provide in your application, including any supporting materials.

Please note it is still possible at this stage that an application can be found to be ineligible. If this is the case, we will notify you of this decision, and the reasons why, by email.

The assessor will consider your application against four criteria: Artistic and Creative Quality, Reaching People, Effective Project Management and Financial Management. The assessor will make a recommendation on whether your application is assessed as 'fundable' (which means the assessor has recommended it for funding) or 'not fundable' (which means the assessor has not recommended for funding). The assessor could also recommend that the project be awarded a different amount from the amount requested and will explain why this is the case. Some specific conditions of award may be also recommended at this point.

Each application for over £15k will also receive comments by an art form and/or other specialism team, such as for example, Creative Learning, Equalities, Diversity and Inclusion or Place, Partnership and Communities specialisms, on the strategic importance of the application from their perspective.

Stage 3: Decision making process

A Panel made up of Creative Scotland staff with a broad range of expertise will make a decision on each application in a decision-making meeting. These meetings are held weekly for applications under £15K, and fortnightly for applications over £15k.

A week in advance of each meeting, the decision-making panel members and the Chair will receive assessments and (for the Under £15k panels only) applications assigned to each meeting. They are asked to read and reflect on the materials and be prepared for a robust discussion. In a meeting, the panel will consider individual merits of each application as outlined in the assessment, examine relative strengths and impact of each application in relation to other applications and explore the ways in which the project may address the strategic needs of an art form or specialist area, all against the budget for that meeting.

It is likely that some applications which have been assessed as fundable will not be awarded funding. This is because we regularly receive more applications than we can support from our budget. The demand for Open Project funding exceeds available budget and this trend is projected to continue in the future.

Stage 4: Applications awarded funding

We will let you know the outcome of your application by email.

This email will contain a contract and information that tells you what to do next, together with a named Creative Scotland contact.

We will ask you to return a signed copy of the contract and provide your banking details, including official confirmation of the account (for example a pre-printed pay in slip or bank statement) within 20 working days of the date of the issue (which is the date we have sent the email with the contract).

Your contract will include standard conditions of award and may include some special conditions.

We will release the first instalment of your award upon the receipt of a signed contract, your banking details and satisfactory material addressing any special conditions. We normally release payments in two instalments:

75% at the start of the project on receipt of the signed contract and special conditions.

25% upon successful completion of the project and approval of the relevant project monitoring material.

In some cases, we will be able to amend this standard payment structure. Please discuss with us if you consider that your needs may be better addressed by different payment structure.

Applications not awarded funding

We will let you know the outcome of your application by email.

We will tell you why your application was not awarded funding and offer feedback – including, if requested, a copy of the assessment of your project to help you understand how well it met the criteria for the fund.

If on reflection of the feedback you wish to reapply for the same project, you will be able to do so only once. It is therefore important that you consider whether reapplying is the right action for the same project. If you do reapply, your new application should consider, where relevant, feedback on the previous application. We cannot process your reapplication faster or give it any preferential treatment.

There is no guarantee that your reapplication will be awarded funding, even when feedback has been addressed. This is because the Open Project Fund is a competitive programme and your new application will be considered alongside all other applications applying for our limited budget.

What happens to my application after you receive it?

At a glance – application time lines and process

Under £15k	Over £15k
<p>Application Submitted:</p> <p>At least 8 working weeks before your project is due to begin.</p> <p>If the start date is less than 8 weeks away your application is considered ineligible.</p>	<p>Application Submitted:</p> <p>At least 12 working weeks before your project is due to begin.</p> <p>If the start date is less than 12 weeks away your application is considered ineligible.</p>
<p>Weeks 1-2:</p> <p>Your application is checked for completeness and eligibility.</p> <p>If complete and eligible: your application is allocated to a specialist team who then assign an assessor.</p> <p>If there is any missing information or eligibility issues: we will email you to request missing information or to ask clarification on eligibility issues. If you don't respond within 10 working days, your application will be considered incomplete and therefore ineligible and will not proceed any further.</p>	<p>Weeks 1-2:</p> <p>Your application is checked for completeness and eligibility.</p> <p>If complete and eligible: your application is allocated to a specialist team who then assign an assessor.</p> <p>If there is any missing information or eligibility issues: we will email you to request missing information or to ask clarification on eligibility issues. If you don't respond within 10 working days, your application will be considered incomplete and therefore ineligible and will not proceed any further.</p>
<p>Weeks 3-5:</p> <p>Assessment Period: the assessor will read your application and any supporting material and will assess it against the four published criteria. The assessor will write an assessment report to determine whether it is fundable or not and make their recommendation.</p>	<p>Weeks 3-7:</p> <p>Assessment Period: the assessor will read your application and any supporting material and will assess it against the four published criteria. The assessor will write an assessment report to determine whether it is fundable or not and make their recommendation.</p>

Under £15k	Over £15k
<p>Week 6:</p> <p>Decision Making Panel Review of Applications: The members of the panel and the Chair receive all assessments and applications allocated to a specific meeting. They will prepare for decision making by reading and reflecting on the assessment and applications.</p>	<p>Weeks 8-9:</p> <p>Strategic Comments from Specialists: Strategic comments are assigned to each application.</p>
<p>Week 7:</p> <p>Decision Making Panel Meeting: The panel will consider individual merits of each application as outlined in the assessment, examine relative strengths and impact of each application in relation to other applications and explore the ways in which the project may address the strategic needs of an art form or specialist area, all against the budget for that meeting.</p>	<p>Week 10:</p> <p>Decision Making Panel Review of Applications: The members of the panel and the Chair receive all assessments and strategic comments allocated to a specific panel meeting. They will prepare for decision making by reading and reflecting on this material.</p>
<p>Week 8:</p> <p>Notification of Decisions and Follow Up Process: All applicants will receive the outcome of their application by email. Details of follow up process will also be provided at this point.</p>	<p>Week 11:</p> <p>Decision Making Panel Meeting: The panel will consider individual merits of each application as outlined in the assessment and strategic comments, examine relative strengths and impact of each in relation to others, and explore the ways in which the project may address the strategic needs of an art form or specialist area, all against the budget for that meeting.</p>
	<p>Week 12</p> <p>Notification of Decisions and Follow Up Process: All applicants will receive the outcome of their application by email. Details of follow up process will also be provided at this point.</p>

On rare occasions it is not possible to communicate decisions within the published timelines. If this occurs you will be notified by email of any delay and given a new decision date.

Section 5:

Pre-Application Help and Support

Before you apply, do you have any questions?

If so, then please contact us. Our Enquiries Service is available to help you with any queries you might have before you apply.

We can assist in signposting you to the right funding programme, answer questions around eligibility and how your project might fit with our funds. We can also help you if you aren't sure how to answer a question in the application form, or what information is needed to support your application.

And we can offer broader advice, contacts and signposting to organisations and resources that can further assist you if needed – including speaking to one of Creative Scotland's specialist officers who knows your art form and creative area.

Can Creative Scotland read over or review an application before it is submitted?

No. We're happy to help answer any questions you might have, but we can't review applications before you submit them. Because we're responsible for handling public funds, we have to allow applicants to make their own proposals, in their own words and be able to submit their own ideas for funding that haven't been pre-vetted by a member of staff within Creative Scotland.

Can I come in for a meeting before applying?

If you have any additional needs, we can offer access support to disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants.

More generally, because the Enquiries Service is a small team based in our Edinburgh office, we're not able to schedule in face-to-face meetings in advance of a funding application. It's partly down to the limited staffing resource, and partly in the spirit of fairness to everyone outside the Central Belt who can't easily make it in to our offices. So, we ask everyone to speak to us initially by phone or email first.

If in handling your enquiry, we get to the point where we need to pass you across to an art form team or specialist officer, they can continue the conversation by phone or email and sometimes face-to-face meetings can be arranged.

But first port of call for any queries is the Enquiries Service.

How can I get in touch with you?

You can contact us by phone, email, through our website or through social media:

Email: **enquiries@creativescotland.com**

Telephone: **0345 603 6000***

Lines are open 10am-12pm and 2-4pm, Monday–Friday. Voicemail is available outwith these hours. If you want us to call you back, then leave a message with your number and we'll arrange a time to call you.

Web: You can send us a message via the Creative Scotland **website**

Twitter: Get in touch **@creativescots**

Facebook: We are at **www.facebook.com/CreativeScotland**

If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to:

www.contactscotland-bsl.org/public for more information.

* **Please note:** Calls to our 0345 number are charged at the same rate as calling national 01 or 02 numbers. Approximate charges are up to 9p per minute from landlines and between 3p – 55p per minute from mobiles. However, calls to this number are also part of inclusive allowances. Please check with your phone line provider for exact charges.

Section 6: Complaints procedure

If you are not happy with the way we handled with your application, you can access a copy of our [complaints procedure on our website](#).

Please note that you can only complain if you believe we have not followed our published process when dealing with your application. You cannot use the complaints procedure to appeal against the decision.

Section 7: Freedom of Information (FOI)

Creative Scotland is committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions. You can see details of our [FOI policy](#).

We are listed as a public authority under the Freedom of Information Act 2000. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks to see them under the Freedom of Information Act 2000.

We may not release those parts of the documents which are covered by one or more of the exemptions under the Act. Please see the Freedom of Information website at www.foi.gov.uk for information about freedom of information generally and the exemptions.

We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.

Section 8: Data Protection – Funding Privacy Statement:

Creative Scotland (CS) requires some personal information about you / your organisation to consider your application for funding. Without this information CS will be unable to process your application.

If you would like to see a breakdown of the personal information CS requires, why it is required, what CS does with that information and how long CS keeps it, please refer to CS's Funding Privacy Notice available online.

CS may share your personal information with third parties to comply with the law and / or for the legitimate interests of CS and / or the third parties concerned.

Where the personal information you have provided to CS belongs to other individual(s), please refer to CS's Funding Privacy Notice. You must share this Funding Privacy Statement and CS' Funding Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that CS holds about you under data protection law. Information on how to exercise these rights is contained in CS's Funding Privacy Notice or you can contact CS's Data Protection Officer.

If you have any concerns with how CS has processed your personal information, you should contact CS' Data Protection Officer in the first instance, as CS would welcome the opportunity to work with you to resolve any complaint. If you are still dissatisfied, you can submit a complaint to the Information Commissioners Office.

Section 9: State Aid

State Aid rules are set by the European Commission (EC) for all member states. Ignoring the rules can lead to the EC viewing the aid as unlawful and possibly subject to repayment by the aid recipient. All of Creative Scotland's income originates from public funds (Scottish Government and National Lottery) and can therefore potentially be State Aid. Creative Scotland therefore must be mindful of the State Aid regulations before awarding any funding or making any commitments relating to payments.

Further details are available on the [Scottish Government website](#).

Appendix 1 – Festivals

Funding for festivals – what can you apply for?

You can apply for support towards the artistic and creative content of your festival programme and associated costs such as temporary staffing, marketing, accessibility costs and management fees. Artists' fees should be budgeted at the appropriate industry rates.

In line with the wider exclusions outlined in the **Open Project Fund guidance**, (see Page 10) we **cannot** cover core or ongoing running costs of your organisation. The application you make must be time-limited – meaning that it relates to the delivery of your festival over a set period of time (up to 2 years) and you should outline in your application when the start and end dates of the project are.

If applying for funding for a Festival we would expect you to be able to show evidence of:

- Strong artistic quality and an imaginative approach to programming. You will need to provide an indicative programme for the festival you are applying for, including named artists. Whilst this does not need to be confirmed at the point of application, it should give an indication of the curatorial theme of your festival.
 - If the festival is nationally or internationally significant, then you should provide evidence of this. This could include visitor data, information on the economic impact of the event and details of interest from international programmers.
 - Where a festival is more local, specific to a particular place or community we would expect a well-articulated case for your festival location and its value to the immediate community.
 - Evidence of strong partnerships in the delivery and funding of your festival (e.g. local authority support, sponsorship, partnerships with local arts organisations etc.)
 - A clearly demonstrated commitment to reaching new audiences. This can be shown in your approach to programming or by how you are marketing the festival. You should explain how you plan to reach new audiences and any access costs related to this should be clearly identified (such as audio description or BSL interpretation).
 - Details of past programming and learning from the evaluation of previous festivals. If you're proposing a new festival then can you provide evidence of demand, gaps in current provision or research which demonstrates that your festival is fulfilling a need.
-

Further information and resources

The following links may be useful in developing your festival proposal – both in terms of practical advice on developing and running a festival, but also in providing statistical information to help you showcase the value and significance of your festival (*please note the following list is not definitive*):

ISAN Advice and Resources – www.isanuk.org/advice-resources

Advice and information for everyone working in the Outdoor Arts sector

EventScotland Resources – www.eventscotland.org/development

EventScotland offers funding and development support to a portfolio of events across Scotland.

Scottish Government Tourism and Culture Statistics –

www.gov.scot/Topics/Statistics/Browse/Tourism-Culture-Sports

A selection of statistics, trends, data sources and other research providing information on culture and tourism in Scotland.

The International Journal of Event and Festival Management –

www.emeraldgrouppublishing.com/products/journals/journals.htm?id=ijefm

This academic journal advances knowledge in the field of events management.

Euans Guide – www.euansguide.com

Euan's Guide is a listings and review website that helps disabled people and their families know which venues are truly accessible.

Attitude is Everything – www.attitudeiseverything.org.uk

Attitude is Everything improves Deaf and disabled people's access to live music by working in partnership with audiences, artists and the music industry.

Appendix 2 – Capital

Capital funding – what can you apply for?

You can apply for support for small-scale capital costs. When we say ‘small capital costs’ we mean this to include:

- Installing fixed assets, such as lighting or seating
- Purchase of instruments
- Purchase of new equipment
- Purchase of vehicles
- Installation of new technologies
- Small scale building renovations and improvements such as accessibility and fitness for purpose.

Any application for capital costs will need to demonstrate how the funding will enable, or further enhance, your creative activities.

In line with the limits of the Open Project Fund, you can request up to £100k. If you wish to request up to £150k you can do so only with our prior permission. Please note that due to continuing pressure on funds, we are likely to agree to applications for over £100k only in exceptional circumstances.

Please note that the total overall cost of the project for which you are requesting Creative Scotland funding should not exceed £200k.

If your project is part of a much larger capital project – and you are seeking our support to deliver a specific part of that project which meets with our aspirations for the Open Project Fund – or if you are interested in making an application for funding towards a capital project with a significant buildings component please contact our Capital Lead, Andrew Leitch (andrew.leitch@creativescotland.com)

Individuals

Individuals cannot apply for ‘equipment-only’ applications – but can include some new equipment costs in an application. These costs should not exceed 50% of the overall budget for your project.

We do not support home refurbishments or projects where individuals or homeowners are seeking to build or renovate their own property (for example, to build an artistic or recording studio).

Organisations

Organisations can make an ‘equipment-only’ application, provided this new equipment will have a broader communal impact and public benefit (i.e. equipment that will benefit many people in a community facility or instruments which can be used by groups of people.)

Please note that you cannot apply for capital costs if you are a Creative Scotland Regularly Funded Organisation.

Should you have any questions about what may be eligible for Open Projects Funds Capital funding please contact our Enquiries Team.

Specific guidance if making an application for capital costs:

- We expect you to take all reasonable steps for ensuring value for money when buying any assets, goods and services. You would demonstrate this by obtaining like-for like quotations or applying competitive tendering.
 - We would ask that you consider and budget for running costs such as: maintenance; security; insurance; staffing; and training costs related to using the new equipment.
-

Equipment purchase

- Please note that purchase of second-hand equipment is not usually eligible – however we can consider applications which include second hand equipment if the equipment is no longer readily available new and would be essential to the delivery of your project.
-

Buildings

- You must also ensure that you comply with all relevant legislation in developing and delivering your project. This may include, but is not limited to, planning permission, listed building consent, landlord approvals, and building regulations. We would ask that you include evidence of the necessary permissions if you are making an application to us for support for a buildings project.
 - If applying for more than £15k, we ask that you provide us with drawings describing the building works, showing before and after, in order that we can see the impact of our funding.
 - If applying for more than £15k, and are asking for funding towards a building project we would expect that you either own the building or have a lease of at least 10 years on the property which is the subject of your application.
-

Large capital projects

Creative Scotland is currently delivering a large-scale capital programme to support major projects across Scotland. This programme is delivering £30m of projects, and these projects will come to fruition over the next 3 to 4 years. Large Capital Funding (ie funding for projects over £200k) is now closed and we do not anticipate a new fund for large capital projects in the foreseeable future.

Small capital projects for community activity

The National Lottery Community Fund Awards for All programme supports small grants of between £300 and £10k, for voluntary or community organisations, and public sector organisations, and this can include equipment and small capital projects.

Appendix 3 – Touring

Funding for Touring

If you are a theatre or dance company, based in Scotland, looking for funding to tour existing work across Scotland, you should apply to the Touring Fund for Theatre and Dance – as the Open Project Fund will not support this activity.

For all other examples of touring (including other across art forms; or Scottish theatre/dance companies who are looking to tour outside Scotland; or applicants from outside Scotland looking to bring in high quality work to tour and reach Scottish audiences) you may be able to apply for support through the Open Project Fund. Please read this guidance before applying.

What do we consider ‘touring’?

Any work which travels to two or more locations is regarded as touring. However our funding exists to support cultural activity across the whole of Scotland, so any applicant seeking our support for touring will be expected to demonstrate that they’ve made every effort to reach the widest possible audience.

You can apply for support to tour work in Scotland. This can be as part of an application to both make a new piece of work and then undertake an initial tour, or for a follow-up tour of a pre-existing piece of work. You can also apply to tour work internationally.

Touring may involve the movement of a production/exhibition, or individuals either collectively (e.g. an orchestra) or solo artists (e.g. writers).

If applying for a tour, the budget information you present should include fees at the industry standard rate, royalties (where appropriate), transport, freight, accommodation, technical hires, marketing, access costs (e.g. such as audio description, sign language or interpretation) and insurance. Please also read our **Information Sheet: Help with Budgets** before completing your budget.

If you are applying for support to tour internationally ensure that you are aware of work permits and visa costs prior to applying.

What touring activity will the Open Project Fund not support?

For theatre and dance, please see section below on Theatre/Dance Touring Applications eligible for Open Project Fund support.

Please note that touring does NOT include film exhibition and distribution – anyone looking for funding to support this sort of activity should look at the [Screen Scotland Distribution and Exhibition fund](#) instead.

For music and performing companies touring internationally, we would not *normally* support costs incurred in the respective overseas territory (transportation, accommodation, per diems, fees) as these costs should be met by the promoter of the tour in their respective countries. We will consider supporting Scotland-based artists with travel from Scotland/UK to these countries. Additional support would be considered for dedicated showcases where appropriate.

What types of venues are acceptable as part of your tour?

On tour venues can cover a broad range of premises including (but not limited to) publicly funded concert halls, theatres or galleries, independently managed spaces, volunteer managed rural/village halls or site-specific locations.

We recommend that you use accessible venues and locations wherever possible (and if the venue is clearly inaccessible, please explain why you are using this location and what steps you will take to address the accessibility issues).

We will expect you to have secured venue interest in your proposed tour. While it is not necessary to have confirmed fixed dates at the point you submit your application, any subsequent offer of funding we may make will require you to provide confirmation of this detail. You are therefore strongly advised to include supporting documentary evidence of venue interest along with your application. This may include copies of email or postal correspondence. Projects of high artistic merit, but which are not coupled with evidence of clear demand from venues, are significantly less likely to be supported through the Open Project Fund.

Touring outside of Scotland

Creative Scotland's funding is primarily to support touring across Scotland. A limited number of locations outside Scotland can be included in your application to Open Project funding.

For longer tours in the rest of the UK, funding may be available from Arts Council England, the Arts Council of Wales, or the Arts Council of Northern Ireland.

In line with standard industry practice for international music tours we typically expect the overseas promoter to cover all fees, per diems and hotel costs. We will consider exceptions but that is usually based on the size of the band / orchestra touring.

Theatre/Dance Touring Applications eligible for Open Project Fund support.

Although the Touring Fund for Theatre and Dance was introduced in 2018 to strategically support the Scottish theatre and dance sector in touring quality work throughout the country and engage with new audiences, venues and regions, the Open Project Fund remains essential to support dance and theatre in certain circumstances and the following projects remain eligible to seek support through the Open Project Fund (OPF).

This includes:

- Applications from applicants not based in Scotland who intend to tour high quality existing work in Scotland are eligible to apply to OPF.
- Touring for work in specific venues which don't fit the Touring Fund criteria, such as work which is performed in schools, health institutions, provided that the activity is not being delivered as part of the curriculum, is eligible to apply to OPF.
- Funding to develop a piece before touring (development only) as Touring Fund applicants can split their project(s) between development costs (from OPF) and production-ready touring (from the Touring Fund for Theatre and Dance).
- Work that is not suitable for touring but may play in more than one venue i.e. site specific work is eligible to apply to OPF.
- Funding for touring activity outside Scotland is eligible to apply to OPF and/or other national/regional funding schemes/bodies.
- Artists or companies seeking to create work that will not be touring is eligible to apply to OPF.

Please note that:

- Any OPF application received from a Scotland-based dance or theatre applicant that includes a tour element, will be sent to the Theatre and Dance teams for their advice on eligibility.
- Any application that is considered eligible for the Touring Fund is ineligible to apply to OPF.

Further information and resources

There are a range of other agencies and organisations who can also advise you in relation to touring. The following list, whilst not exhaustive, outlines the key organisations:

North East Arts Touring (NEAT) – www.neatshows.co.uk/
NEAT offering funding support to bring touring shows and theatre to the North East of Scotland.

The Touring Network – www.thetouringnetwork.com/
The Touring Network promotes rural touring across Scotland.

Federation of Scottish Theatre (FST) Touring Forum –
www.scottishtheatre.org/

The FST Touring Forum is open to anyone with an interest in touring and works across the professional dance, opera and theatre sector.

Made in Scotland Onward International Touring Fund –
www.creativescotland.com/made-in-scotland

The Made in Scotland Onward Touring fund is open to any individual or company based in Scotland which has presented a professional piece of theatre, dance or music at the Edinburgh Festival Fringe, and which, as a result, was seen by and programmed by an international presenter.

Euans Guide – www.euansguide.com/

Euan's Guide is a listings and review website that helps disabled people and their families know which venues are truly accessible.

Luminate Access Guide – <http://www.luminatescotland.org/sites/default/files/Access%20Guide.pdf>

This guide is a compilation of 'top tips' and general guidance for working with, and welcoming, disabled artists and audiences of all ages.

Appendix 4 – Help with Budgets

What budget information is required as part of an application to the Open Project Fund?

We require all applicants to supply us with a separate budget to help us to assess the financial management of your project.

In addition to your own budget, we also ask you to provide us with a breakdown of the costs associated with your project by completing the following three tables in the application form:

- **Budget Summary Table**
- **Project Cost Table**
- **Project Income Table**

We want to support projects which are able to show a good understanding of the costs and income involved and how they will be monitored and controlled. We also need the information in these tables to report back to our funders.

When filling in the Project Costs table in the form (Section E) what information should I include?

In the application form, we ask you to complete two main tables: one listing your costs, and another listing your income.

Starting with the Project Costs table, we advise you to make a list – what sort of expenses does your project involve?

These are likely to include:

Costs to pay the people involved:

Include all the fees and wages of all the people involved in the activity – artists, support staff and including your own artistic costs! Creative Scotland wants to ensure that people are paid fairly and appropriately for their time and effort. When you calculate artistic costs, please look at relevant industry standards on rates.

Essential running costs or overheads for the project:

Beyond paying the people involved, include all the necessary running costs for delivering your project (see example budgets for types of core running costs to include).

Costs to buy necessary equipment and materials:

If your project requires the purchase or rental of equipment or materials, outline what these are.

Costs to promote the project or help find/develop your audience:

Costs for marketing, research, audience development and the development and production of any marketing communications materials.

Access costs:

Access costs are non-artistic costs that focus on enabling any activity to be open to as wide range of people as possible, removing any barriers for people to be involved, take part or attend your activity.

Other costs

Some costs don't easily fit into the sections above, so you should include them here. For example, you may want to add a contingency, as a safety measure for unforeseen costs. This is usually between 5-10% of the budget.

What else do I need to know about costs?

In your costs table you should include all costs, even the ones you get 'for free' – otherwise known as *in-kind* – where no money exchanges hands, or you get a discount. For example, you might have volunteers helping with your project. You should estimate the amount of money you would normally have to pay for the work and add it to your costs. Or you could be getting advertisement space at a discounted price from a company. Again, include the full amount it would normally cost.

Are there are any costs which we can't include?

There are certain types of activity, which the fund doesn't support (see Page 10 for details). In addition, because the money comes largely from the National Lottery, there are certain things that we money cannot be used for. You can't include the following costs in a project budget:

- repayment of loans, endowments or interest
- money which have already been spent
- paying someone else to write your application for you
- costs for political or religious activities
- money for profit-making or wider fundraising purposes
- VAT you can reclaim
- costs for projects which are replacing statutory activities.

What do I include in my Project Income table?

In the income table list all the income for the project – any funding you are seeking, any in-kind contributions, any costs you expect the project to generate (ie from ticket sales). See how much other-funding you have, or are anticipating, and request the rest from Creative Scotland.

It is possible to request 100% from Creative Scotland, but it strengthens your application if you can show that there is wider support for the activity you're proposing. Also, it is not a condition of our funding that other partnership funding must be guaranteed, but evidence of funding support from other partners is something that we have to consider in a highly competitive fund.

How should in-kind costs appear in my Project Income table?

If there are any items in your Project Income table which are covered as being in-kind (such as volunteer staffing, discounted space bookings etc) you need to ensure that they are also given a value and included in your income table.

Here is an **example Project Income table** showing some of the key things to consider when filling out this table:

Type of Funding	Name of Funder/ Source of Income	Cash or In-kind	Guaranteed or Pending	Amount of Funding / Income £
Creative Scotland	Creative Scotland Open Project Fund	Cash (Our grants are always cash)	Pending (this is what you are applying for, so it's always pending)	£xxx
Local Authority	XY Council	Cash	Guaranteed	£xxx (For any guaranteed cash from other sources, you will need to provide evidence with your application)
Trusts & Foundations	YZ Trust	Cash	Pending	£xxx
Companies	WZ advertising	In-kind	Guaranteed	£xxx (We would also need you to provide evidence of any in-kind contributions where a supplier is giving you a free or discounted service)
Individuals & Fundraising	Crowdfunding campaign	Cash	Pending (if not yet done) or Guaranteed (if funding already raised).	£xxx (If Guaranteed, give us the link to the webpage as proof.)
Own Resources (cash and / or in-kind, please specify)	You might want to add some of your own cash or in-kind contribution (time, equipment, etc.)	In-kind or cash (please specify which)	Guaranteed (we normally accept your own contribution as guaranteed)	£xxx
Earned Income (e.g. Box Office)	Box office income	Cash	This is usually 'Pending' as it is future income. It is only 'Guaranteed' if you have set fees guaranteed by venues, etc.	£xxx (If 'Guaranteed' you must provide written evidence, such as emails, with the amount offered.)
Other (please specify)	Volunteers	In-kind	Guaranteed	£xxx (Please attribute an amount to the costs of the contribution and insert here).
Total Project Income – Box B				£xxx This must be same as the total in the Project Costs table

What else do I need to know about budgeting?

Double Funding

Please note that if your project includes funding from Creative Scotland from another funding route – either directly through one of Creative Scotland’s other funding programmes or through one of **our funds delivered by partners** – this ‘double funding’ cannot be used as partnership funding for a project. If you need any clarification on whether your proposed partnership funding is considered ‘double funding’ please contact our Enquiries Service.

Project reporting

If awarded funding, as part of managing your project and budgets, you will be required to monitor your income and expenditure throughout and report back on this in the End of Project Monitoring form at the end? We need to see your final costs compared to the budget information presented when you applied, so you will be expected to record this information throughout the project.

Cashflow

As outlined in the guidance (P28) if you are successful in being awarded funding, the money is normally given in two instalments – 75% when you return the contract and 25% upon successful completion of the project and approval of the relevant project monitoring reports. Applicants therefore need to ensure that they manage their cashflow, when 25% of the funding awarded will only be made available at the end of the project.

If this is likely to cause you some issues, in some cases, we will be able to amend this standard payment structure. Please discuss with us if you consider that your needs may be better addressed by a different payment structure.

Budget Examples

Please note that **all applications** are required to submit an additional supplementary budget, in addition to the completion of the Budget Summary, Project Costs and Project Income tables.

The format of this budget is dependent on your project and the examples we provide below are only to give you an idea of the way your budget could look and what items to include in it.

We would recommend that you use a spreadsheet to prepare your budget and please check it carefully before you submit, to ensure that it adds up correctly and includes every part of your project.

Please note – in the following budget examples the rates or prices used are for example only. They should not be considered as the rates which are formally endorsed by Creative Scotland in any way.

Budget example 1

This is an example of a visual arts and music project, taking place across four different area locations. The format has been based on the costs attached to the artists involved with the additional project overheads then added.

Income	
CS - Creative Scotland	£29,320
Funder 1 (guaranteed)	£7,621
Funder 2 (in kind- use of equipment)	£173
Artist (in kind- materials)	£60
Funder 3 (in kind- venues)	£2,179
Funder 4 (application pending)	£347
Total Income	£39,700

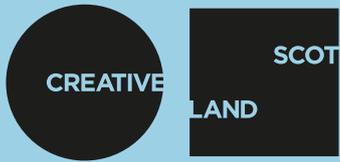
ITEM	Tender and commissioning	Artist research period	area 1	area 2	area 2	area 4	Exhibition and production	Total	Sub-totals
Musician									
Artist Fee (recording, performances and exhibition)	£0	£1,000	£1,250	£1,250	£1,250	£1,250	£0	£6,000	
Production of Work (recording, performances and exhibition)	£0	£0	£1,250	£1,250	£1,250	£1,250	£1,000	£6,000	
Hiring recording & performance Equipment	£0	£0	£500	£500	£500	£500	£0	£2,000	
Artist Travel	£0	£0	£120	£120	£120	£120	£0	£480	
Artist Subsistence (£20 per day 10 days)	£0	£0	£200	£200	£200	£200	£0	£800	
Artist Accommodation (10 days)	£0	£0	£500	£500	£500	£500	£0	£2,000	
Artist Public Liabilities Insurance	£0	£30	£0	£0	£0	£0	£0	£30	
Artist PVG registration/Disclosure	£0	£45	£0	£0	£0	£0	£0	£45	£17,355
Visual Artist									
Visual Artist fee	£0	£0	£300	£300	£300	£300	£300	£1,500	
Materials specific to exhibition	£0	£0	£300	£300	£300	£300	£300	£1,500	
Production of artwork specific to record and publication	£0	£0	£0	£0	£0	£0	£1,000	£1,000	
Artist Public Liabilities Insurance	£0	£0	£30	£0	£0	£0	£0	£30	
Artist PVG registration/Disclosure	£0	£0	£45	£0	£0	£0	£0	£45	£4,075
Writer									
Writer fee	£0	£0	£0	£167	£167	£166	£0	£500	£500
Production of editioned work									
300 limited ed vinyl	£0	£0	£0	£0	£0	£0	£1,000	£1,000	
MP3 download	£0	£0	£0	£0	£0	£0	£0	£0	
Publication costs	£0	£0	£0	£0	£0	£0	£500	£500	£1,500
Staff									
Project Manager	£0	1000	£1,000	£1,000	£1,000	£1,000	£0	£5,000	
Volunteers at £6.19 per hour (3 x 4 hours per area)	£0	£0	£25	£25	£25	£25	£0	£99	
Volunteers expenses £5 per day	£0	£0	£15	£15	£15	£15	£0	£60	£5,159
Exhibition in Suttie Arts Space									
Food/drink for openings	£0	£0	£0	£0	£0	£0	£500	£500	
Publicity and Marketing materials (design, print and distribute)	£0	£0	£0	£0	£0	£0	£500	£500	
Hiring of Equipment	£0	£0	£0	£0	£0	£0	£500	£500	
Transport of artwork	£0	£0	£0	£0	£0	£0	£250	£250	£1,750
CORE COSTS									
Programme Curator	£430	£430	£430	£430	£430	£430	£420	£3,000	
Office Manager	£0	£0	£0	£0	£0	£0	£833	£833	
Volunteers @ £6.19 per hour (4 hours/day over 12 weeks)	£0	£0	£0	£0	£0	£0	£2,080	£2,080	
Building maintenance (walls, ceiling and lights)	£0	£0	£0	£0	£0	£0	£166	£166	
Electricity	£0	£0	£0	£0	£0	£0	£300	£300	
Internet Access	£0	£0	£0	£0	£0	£0	£80	£80	
Phones	£0	£0	£0	£0	£0	£0	£100	£100	
Computer equipment	£0	£0	£0	£0	£0	£0	£347	£347	
Stationery	£0	£0	£0	£0	£0	£0	£100	£100	
Security (CCTV and staff)	£0	£0	£0	£0	£0	£0	£48	£48	
Contents Insurance	£0	£0	£0	£0	£0	£0	£80	£80	
Building Insurance	£0	£0	£0	£0	£0	£0	£125	£125	
Public Liabilities Insurance	£0	£0	£0	£0	£0	£0	£45	£45	
Insurance of artwork in the space	£0	£0	£0	£0	£0	£0	£167	£167	£7,471
Project Total	£430	£2,505	£5,965	£6,057	£6,057	£6,056	£10,741	£37,810	
5% contingency	£21	£125	£298	£303	£303	£303	£537	£1,890	£1,890
Total	£451	£2,630	£6,263	£6,360	£6,360	£6,359	£11,278	£39,700	£39,700

Budget example 2

This example is a dance project where the applicant has chosen to set up their budget based on the format of the project income and cost tables in the Open Project Fund application.

Income	Type of funding	Name of Funder /Source	In Kind	Guaranteed	Condi-tional	Pending	Total
	Creative Scotland					59,671	£59,671
	Local Authority	ABC Council			£45,000		
	Own Resources	Director time		4,079			£4,079
	Earned income	Ticket sales 1,000 tickets at £12 each				£12,000	£12,000
	Earned income	Fees from venues		£5,000			£5,000
	Trusts and Foundations	ABC Trust (see confirmation letter)		£5,000			£5,000
	Other	Music and dance rehearsal space	£2,080	£2,080			£2,080
	Total Income			16,159	45,000	71,671	£87,830

Cost Heading	Description	Number	Breakdown	Sub-Cost	No of units	Amount Quoted	Cost Pre Vat	VAT Amount	Total including VAT	
Artistic / Creative Costs	Director	1	Director Fee	£1,439	1	£1,439				
			Weekly Fee	£440	6	£2,640	£4,079	£0	£4,079	
	Producer	1	Producer Fee	£1,439	1	£1,439				
			Weekly Fee	£440	6	£2,640	£4,079	£0	£4,079	
	Musical Director	1	Director Fee (per hour)	£52	32	£1,656				
			Arranger Fee (per hour)	£52	32	£1,656	£3,311	£0	£3,311	
	Musician Brass & Extras		7	Performance: Session rate p/d	£131	5	£4,585			
				Performance: Per deum	£23	8	£1,288			
				Accommodation Allowance	£37	3	£767			
				Rehearsal: Session rate p/d	£131	3	£2,751	£9,391	£0	£9,391
	Core Band		3	Performance: Session rate p/d	£131	5	£4,585			
				Performance: Per deum	£23	8	£1,288			
				Accommodation Allowance	£37	3	£329			
				Rehearsal: Session rate p/d	£131	5	£4,585	£10,787	£0	£10,787
	Choreographer		2	Prep * first 2 weeks of Rehearsal	£1,778	1	£3,556			
				Additional weekly rehearsals	£440	2	£1,760			
				Accommodation Allowance	£37	3	£219			
				Daily meal allowance	£23	20	£3,220	£8,755	£0	£8,755
Dancers		4	Weekly Fee (Rehearsals + Perf)	£440	5	£8,800				
			Daily meal allowance	£23	20	£1,840				
			Accommodation Allowance	£37	3	£438	£11,078	£0	£11,078	
Visual Artist		1	Weekly Fee	£500	5	£2,500				
			Accommodation Allowance	£37	3	£110	£2,610	£0	£2,610	
Administrator	1	Flat fee	£1,800	1	£1,800	£1,800	£0	£1,800		
Sound Technician		1	Fee	£180	6	£1,080				
			Accommodation Allowance	£37	3	£110	£1,190	£0	£1,190	
Lighting Technician		1	Fee	£180	6	£1,080				
			Accommodation Allowance	£37	3	£110	£1,190	£0	£1,190	
Logistics Manager		1	Fee	£180	6	£1,080				
			Accommodation Allowance	£37	3	£110	£1,190	£0	£1,190	
Artistic / Creative Costs sub-total						£59,457	£0	£0	£59,457	
Professional/Organisational development Costs sub-total						£0	£0	£0	£0	
Equipment/Assets cost	Dance Floor Hire						£417	£83	£500	
	Lighting Hire						£1,333	£267	£1,600	
	PA and Sound Gear Hire						£2,333	£467	£2,800	
	Prop, Set and Costume Materials						£2,083	£417	£2,500	
	Insurance						£417	£83	£500	
	Accountancy Software Fees				£20	8		£133	£27	£160
Equipment/Assets cost sub-total						£6,717	£1,343	£8,060		
Marketing/Audience Development Costs	PR Agent Fee						£1,000	£200	£1,200	
	Marketing Agency Fee						£1,000	£200	£1,200	
	Videographer Hire						£1,800	£0	£1,800	
	Social Media Ad Spend						£500	£100	£600	
	Printed Media Advert						£1,667	£333	£2,000	
	Poster Design and Printing						£1,250	£250	£1,500	
Marketing/Audience Development Costs sub-total						£7,217	£1,083	£8,300		
Overheads	Coach Hire & Fuel						£2,042	£408	£2,450	
	Venue Hire						£2,750	£550	£3,300	
	Music Rehearsal Space	Studio per 3hr slot	£30	16			£400	£80	£480	
	Dance Rehearsal Space	Theatre space per week	£400	4			£1,333	£267	£1,600	
Overheads sub total						£6,525	£1,305	£7,830		
Accessibility and access costs						£0	£0	£0		
Subtotal before contingency						£79,916	£3,732	£83,647		
Other Costs						£3,996	£187	£4,182		
Contingency (5%)										
Total Project Costs						£83,911	£3,918	£87,830		



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