

CREATE: INCLUSION

FUND GUIDANCE 2019/20

 Awarding funds from
THE NATIONAL LOTTERY®



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What is the purpose of Create:Inclusion?

Simple. This fund seeks to increase the diversity of people in the arts, screen and creative industries.

Creative Scotland's reports '**Understanding Diversity in the Arts**' and '**Equality Matters**' highlighted numerous and complex barriers to access, progression and representation in the arts, screen and creative industries.

These reports indicated that career progression is far from a level playing field. Challenges are more acutely felt by women, people with parental responsibilities, disabled people and those from Black and minority ethnic backgrounds. Lack of connections, social structures and networks also featured highly as a barrier, with many mentioning the importance of informal networks in securing work or getting noticed.

The Equality Analysis of our 2018-21 Regularly Funded Organisations (RFO) programme highlighted a reduction in the number of Equality, Diversity and Inclusion-led organisations supported through the RFO programme and a reduction in a focus on Equality, Diversity and Inclusion programming. Additionally, there were **no new applications from Equality, Diversity and Inclusion led organisations.**

This fund aims to start addressing some of these well documented concerns and increase the diversity of people in the arts, screen and creative industries in Scotland.

Equality, Diversity and Inclusion is about fairness, cultural entitlement and about creating the conditions for the widest variety of art and creativity:

- Equality is about removing barriers
- Diversity is about supporting and reflecting different cultures in Scotland, enabling different voices to be heard
- Inclusion is about creating opportunities for people to work in, engage with, participate in, and experience arts and creativity throughout the country.

We believe that equality, diversity and inclusion are crucial to the arts, screen and creative industries if they are to be sustained, refreshed, richer and more dynamic, and release the true potential of creative talent, regardless of people's background.

What can the funding be used for?

This fund wants to support a broad range of activities that can help applicants develop themselves, their creative and professional practice, their capacity or to support them to take professional and creative risks.

We have not outlined specific types of activities which can form a project because we want applicants to tell us the type of support they need.

This can differ because, for example, people and organisations or groups work in different contexts; have had specific career paths so far; have experienced different barriers to their development, or have identified specific opportunities to achieve their long-held ambition or vision.

For example, your project can help you make work with new collaborators or in an unfamiliar context. Another example could be developing an existing piece of work so that it could be shown to a different audience or experienced in a new environment.

Your project can include research, development and delivery activities in a single application.

What the funding cannot be used for.

This fund is to support relevant developmental ideas that will support those who face barriers, to get the additional help they need. We therefore wouldn't expect the funding to support:

- Projects that are not related to the arts, screen or creative industries
- Activities which are scheduled to begin before you hear your decision. Please check Timeline Section (Page 8) for the date you'll hear from us
- Ongoing organisational running costs
- Business start-up costs
- Funding solely for buying equipment or for renovating a building/ space. Some equipment costs can be supported as part of a larger project or if the equipment is going to benefit a group or community of people. If you are seeking funding to improve access to a building then please look at our **Open Project Fund**.
- Projects which are already being funded by another Creative Scotland or Screen Scotland programme.

If you are not sure that you or your project would be eligible for the fund, please feel free to get in touch with us. You can do this by contacting our Enquiries Service (see Page 10).

Who can apply?

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

This fund will seek to prioritise applications from individuals who self-identify as sharing one or more protected characteristics defined by the Equality Act 2010; or from groups/organisations which are either minority-led or which focus on working with and for those who share one or more protected characteristics.

The General Equality Duty covers nine protected characteristics which are:

age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

All applicants must be based in Scotland and their activity should benefit those who live and work in Scotland.

Who cannot apply?

- Creative Scotland Regularly Funded Organisations
- National Companies
- Local Authorities
- Cultural and Leisure Trusts
- Educational Institutions
- Other Public Sector Agencies
- Trusts or Foundations
- Students or those in full time education
- Commercial or profit distributing companies.

How much can I apply for?

There are no minimum and maximum limits on how much you can apply for, and our intention is to award funding at the levels requested by applicants.

We expect to support between 12 and 20 applications, depending on the level of demand, and the Fund has a total budget of £285,000 for 2019/20.

This fund is supported by the National Lottery through Creative Scotland. If you have any objections to receiving funding from this source – for example some applicants do not wish to receive money from sources of gambling – then please tell us and if successful we can arrange for the funding to come from other sources.

What are the criteria we will measure applications against?

Applications will be assessed against the following criteria:

1. Strength of the project idea
2. Strength of plans to achieve the project
3. Strength of the project's impact on your work

All eligible applications will be assessed by Creative Scotland Officers. Assessments will be made on the information you provide in your application, including your budget. We will only contact you during the assessment process if we need clarification on any aspects of the information you have already provided.

In your application, we will ask the following:

1. What is your project?

In this section tell us about:

- what you will do
- why you wish to do this project
- how you will do it
- what it will involve
- who will it involve.

2. What will you achieve by this project?

In this section tell us about:

- what you wish to gain by this project
- how these gains will help you in your future work.

3. Please provide a short biography of yourself or your organisation and any collaborators or partners in the project

- you may provide CVs (Curriculum Vitae) and links to online examples of your work. A CV is a short document which summarises a person's background, skills, character, experience and achievements.

4. How will you realise this project?

In this section tell us about:

- what (if any) planning you have completed so far for this project
- how you will deliver different aspects of this project
- how you will tell others about your project.

5. What challenges you may face during the project and how might you address them?

In this section tell us about:

- how you have assessed difficulties you might come across during this project
- what are these difficulties
- how you will resolve them.

6. How will you evaluate the impact of your project?

In this section tell us about:

- how will you know you have achieved what you set to do
- how will you review the impact of this project on your future work.

7. Spending

In this section tell us about:

- how have you estimated or calculated spending for your project
- what has informed your financial planning for the project.

Project Budget:

Please provide a project budget on a separate sheet submitted with the application form.

We do not require money from any other place for this programme. However, if you plan to include any other money, please tell us about that. Your application will not be treated less favourably if you do not include any other money.

Please ensure you have considered and included access costs, where needed. Please speak to us if you need any help with working out what to include in this.

Childcare costs may also be included, where applicants are unlikely to be able to undertake their planned development activities without this support. Please note that childcare costs are classed as a taxable benefit, so whilst Creative Scotland will reimburse these costs, you will be responsible for reporting this to HMRC.

If your project involves you working with others, we would ask that you pay particular attention to how much you are 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. We've produced some guidance on rates of pay which is available on the **Creative Scotland website**.

Decision making process and what are we looking to support?

Decisions will be made by a panel of Creative Scotland staff along with other people who hold credible professional knowledge and expertise of equalities and diverse creative practice across arts, screen and creative industries. These external panel members will be recruited by an open call process and more information about this call will be available on the **Creative Scotland website**.

This fund seeks to increase the diversity of people in the arts, screen and creative industries and the decision-making panel will seek to prioritise:

- Strong projects from applicants who self-identify as sharing one or more protected characteristics defined by the Equality Act 2010. The General Equality Duty covers nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- Strong projects from groups or organisations which are either minority-led or which focus on working with and for those who share one or more protected characteristics (outlined above).

The panel will consider the individual merits of each application and the relative strength of all applications compared to each other.

We will seek to support projects from a variety of disciplines and geographic areas against a limited budget.

Timeline:

Create:Inclusion launched:	26 February 2019
Deadline for applications:	4 April 2019
Date when you'll hear your decision:	16 May 2019

How to apply:

You should fill in an application form and submit it to us by
4 April 2019.

Applications should be submitted by email to:
createinclusion@creativescotland.com

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 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.

If you have any general enquiries about the application process, Guidance or Application Form, please contact our Enquiries Service (see Page 10).

Help and information:

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.

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.



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