

Creative Scotland

The Guide to Open Project Funding

What is the purpose of Open Project Funding?

'We want Scotland to be a place where the arts, screen and creative industries are valued and recognised, where artists and creative people are flourishing and thriving, and where everyone, everywhere, is interested and curious about creativity.'

-Taken from [Unlocking Potential, Embracing Ambition](#), our 10-year plan for the arts, screen and creative industries.

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

Open Project Funding offers support to individuals and organisations for projects that help them explore, realise and develop their artistic and creative potential, and enrich Scotland's reputation as a distinctive creative nation connected to the world. We are looking to fund projects that will contribute to delivering our 10-year plan, *Unlocking Potential, Embracing Ambition*.

This funding enables applicants to apply for a project that can include research, development and delivery of a project in a single application, or individual strands as needed by the project.

While this fund is focused on fixed-term projects, we are asking applicants to tell us how their project fits in with their longer term ambitions so we can support artists, creative people and organisations to develop a sustainable approach to their work.

We want to support work which will make a real difference to the quality of cultural life in Scotland, benefiting people across the whole country. We also want to encourage new imaginative ideas and inspiring ways of doing things that will impact on other sectors and beyond Scotland.

This guide gives you information about:

- how Open Project Funding works
- some of the types of activities it can support
- the types of activities this fund does not support
- who is - and who is not - eligible to apply for Open Project Funding
- how to apply, and
- how your application will be assessed.

Alongside this, we have produced separate guidance documents providing advice on how to answer the questions in your application form if you are applying for **up to £15k** and another separate guide if you are applying for **over £15k**. Please read this guide and the associated **Help With Your Application** guidance document carefully before you submit your application.

In addition, there are information sheets to provide additional guidance and clarity on specific areas of the application (for example, budgets) or specific types of activity (for example, touring applications). These can be accessed on the **Creative Scotland website**. These will be updated regularly with additional sheets added based on feedback from applicants or Creative Scotland staff.

Other Creative Scotland funding programmes:

The Open Project Fund is highly competitive. Alongside Open Project Funding, Creative Scotland operates a small number of other funding opportunities through our **Targeted Funds** which address specific activities and development needs in a sector, specialism, and/or geographic area. You **cannot** apply to multiple Creative Scotland funding programmes for the same project, so before making an application to the Open Project Fund, you should check these other funds in case one of them would be more appropriate for your project.

If, for example, your project involves music-making opportunities for young people, then you should consider looking instead at the **Youth Music Initiative**. Or if you are looking for film production and development funding, look at our **Screen Funding**. A full list of all these funds can be found on the **Creative Scotland website**.

If you require any help in identifying which fund is the most appropriate for your needs, 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 here**. Phone lines are open from 10-12 noon and 2-4 pm, Mon-Fri, with voicemail outwith these hours.

What are we looking for in your application?

We will consider your application against the following four criteria:

- 1. Artistic and Creative Quality**
- 2. Reaching People**
- 3. Effective Project Management**
- 4. Financial Management**

This section summarises what you need to tell us in your application and why we are asking for it. Before you start your application **you must** read the relevant [Help With Your Application](#) guide which provides more detail. To give yourself the best chance of being awarded funding, your application should demonstrate how your project meets the following key criteria.

1. 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 your project's main artistic or creative idea
- Your artistic and/or creative skills, experience and achievements
- The contribution of partners to the project (if relevant) and their skills, experience and achievements
- How your project would contribute to your, or your organisation's, artistic or creative development.

2. Reaching people:

Creative Scotland is a channel for public funding from both the Scottish Government and the UK National Lottery and seeks to support activity which benefits people and society as a whole. In your application, we would like you to tell us who and how many people you plan to reach with your project, where they are, what benefit they will receive and how you plan to reach them.

We want to ensure that our funded projects reach a wide range of people. We are therefore interested in whether you are targeting people from different backgrounds (such as by age, disability, ethnicity, gender, sexual orientation, or socio-economic backgrounds) and why.

Some types of activity might not reach people immediately, for example research, training or residencies which are more focussed on the development of the artist or

the project activity. In these situations you should tell us about who you intend to reach in the future and how this project will contribute to helping you do this.

3. Effective Project Management:

The final two criteria relate to explaining how you will manage your project, demonstrating that you have a good understanding of the costs and income involved and how they will be controlled. We want to fund well-managed projects that deliver as planned. To enable us to consider 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 measure the success of your project.

4. Financial Management:

We ask that all applicants complete some basic standard information about income and costs in the application form. Additionally, for those applying for **over £15k** we also ask you to provide a separate budget for your project providing more detail on the expected income and costs.

To help you with your budget planning, we have produced a specific Information Sheet on Budgets which you can access on our [website](#). This guide contains information about what we're looking for from you, as well as examples budgets to help you with your planning.

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 your team in managing the finances of projects of this scale and type.

What sorts of activity will Open Project Funding support?

Open Project Funding will support an activity or a set of related activities in the arts, screen and creative industries that take place within a specified period of no more than 2 years in duration, with an agreed start and end date, and specific objectives to be achieved in that time.

Projects should benefit artists and creative people, and/or arts, screen and creative organisations from Scotland by helping them to sustain themselves and their work, to help them thrive, and to bring benefit to the people in Scotland.

Open Project Funding is not intended to support ongoing organisational running costs, although some project administration costs (such as the staffing required to deliver a project) may form part of your budget.

Open Project Funding is designed to accommodate the widest possible range of activities for individuals and organisations. For example, but not exclusively:

Projects that develop artistic and creative practice and skills, such as funding for:

- the time to research, develop or create work or content including artists' bursaries to support practice development
- professional training or developmental activity, in the UK or internationally
- artist residencies – either for organisations to host one, or individuals 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 something new and of high quality, such as funding for:

- the writing and publishing of books, poetry or plays
- the commissioning of new work, including the curation, production, 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 either present work to audiences, 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, touring or distribution
- Scottish based artists to take up international opportunities such as showcases or tours
- public art
- audience research that can be shared with other publicly funded projects
- online or live streamed artistic or creative events.

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

- participatory projects, such as artists working with people in communities, the care system, the justice system and education
- activity which broadens - or removes barriers - to participation, reaches more people and encourages more people to take part
- Equalities, Diversity and Inclusion (EDI) projects which specifically address inequalities due to age, ethnicity, disability or other legislative **Protected Characteristics**.

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

- audience development
- travel costs as part of artistic or creative research and development
- marketing activities (as part of a larger project e.g. advertising a tour)
- new equipment costs related to the delivery of the project. **Organisations can** apply for an 'equipment only' application, provided this equipment will have a broader communal impact, and public benefit. **Individuals cannot** apply for 'equipment only' applications – but equipment can be included as one element of the broader project costs.
- creative learning activity
- small-scale capital costs such as installing fixed assets (such as lighting or seating), purchase of instruments, vehicles, or the installation of new technologies. Building development projects can also be supported providing the overall budget for the project does not exceed £200k.

How many applications can I make at any one time?

You can have two applications under assessment for Open Project Funding at any one time.

If you wish to submit more than one application, we ask that you think carefully about your priorities and plan for future activity well in advance of delivering it.

If your funding needs are relatively straightforward, then your application can be a simple request for one thing – the costs to attend a residency or development opportunity or support to produce a new piece of work – or it can cover a number of strands of related developmental activity.

Alternatively, if you're working on wholly different projects with different partners, you should consider whether you are better served by putting in separate applications.

In all cases, having more than one application in for assessment does not guarantee that one or both projects will be supported, and in order to be eligible to apply (if you are in receipt of previous Open Project Funding and delivering a live project) you will need to show that you are up-to-date with meeting the conditions and **project monitoring** information required for any previous grant.

What will Open Project Funding NOT support?

The guidance that follows is provided to help applicants understand some of the types of activity that Open Project Funding **cannot** support. Please note that this information is not definitive. Nor does it imply that any eligible project will automatically be supported. As previously outlined, the Open Project Fund is competitive and we receive more applications for funding than the budget can support.

If you want to clarify if your project fits within our eligibility, or get some general advice, please 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). Please note that we won't review draft applications.

Open Project Funding **will not support** the following:

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

Creative Scotland is the public body responsible for supporting the arts, screen and creative industries in Scotland – so your project will need to relate to our key areas of responsibility which cover dance, music, literature, visual arts, theatre, screen, media and the creative industries.

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

If your core project activity has happened, or will start before we have reached a decision - within 8 weeks if you're applying for **under £15k**, or within 12 weeks if applying for **over £15k** - then your application will be ineligible. We encourage you to plan for any activity well in advance of delivering it, but you shouldn't order, pay for or contract any goods or services that you intend to include in your funding application as this will make your application ineligible.

Large scale capital activity:

The Open Project Fund is not intended as a source of support for large scale capital development projects - such as costs for major renovations or building projects. 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 projects, provided the total costs (for the whole project) do not exceed £200k.

Funding for formal education programmes, or activities which are solely focussed on supporting current students:

Creative Scotland cannot support students for their studies, or for any funding related to any full-time, long-term, formal or accredited programmes of education in the UK or abroad (this includes both tuition fees and/or any living costs for the student whilst on their course). The Scottish Government produces a **guide to funding for learning and training** which can give an overview of the public funding support for courses, education and training. Additionally if you are a current full-time student you are not eligible to apply for funding for any artistic or creative work (even if it is not related to your studies) until you have completed your course. Similarly if you are a group or organisation applying for a project which primarily worked with, or solely involved students (like a student society or student drama group), then your project would not be eligible for our support. For more information about students please read the guidance on **our website**.

Individuals looking for equipment-only funding:

Individuals cannot apply for 'equipment-only' applications – but some new equipment costs (no more than 50% of the overall budget) can be included as part of the overall project costs. Organisations can make an 'equipment-only' application, provided this 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 purchase of second-hand equipment is not usually eligible.

Ongoing organisational running costs:

The Open Project Fund is aimed at supporting time-limited projects – in other words activity which has a clear plan of what it is trying to do, with set objectives, all happening within set start and finish dates. It won't support the broader ongoing running costs of organisations or any overhead costs (such as rent, staff salaries or equipment) that are not directly related to the project. 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.)

Translation costs

The Open Project Fund will support Scottish-based publishers with the costs of translating work from other languages into English, Gaelic or Scots. 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.

Business start-up costs:

As with the ongoing running costs, the Open Project Fund also won't support general business start-up costs. There is occasionally some funding available through the enterprise agencies ([Business Gateway](#), [Scottish Enterprise](#), [Highlands and Islands Enterprise](#)) although this funding is often targeted towards specific industry sectors or geographic areas. It is also worth discussing ideas for new business activity with the [Cultural Enterprise Office](#) (an organisation supported with Creative Scotland funds to help deliver specific business development support for the creative industries). Additionally, in early 2016, Creative Scotland will publish its first [Creative Industries Strategy](#). This will describe the aims, priorities and actions that will help ensure the continued growth and impact of the creative industries across Scotland. Anyone working in a creative business should be aware of this strategy.

Activities taking place in schools:

The Open Project Fund will not fund schools or parents groups for general arts activity happening in schools. However we are supportive of high-quality, artist-led projects that recognise the contribution of artists to learning in, about and through the arts, screen and creative industries. 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.

Activities or events organised by international groups, which mainly take place outside Scotland and which don't benefit the people and/or artistic community of Scotland:

Open Project Funding should benefit the people of Scotland directly or indirectly. Individuals and organisations based in Scotland can apply for international activity provided that they are able to demonstrate the benefits it will bring to them and their work, and how this will then feed back into future activity benefitting the people of Scotland. Applicants from outside Scotland looking to undertake activity which takes place outside Scotland will only be eligible to apply if the project is able to demonstrate that it provides significant benefit to Scottish-based artists and/or audiences.

Self-publishing:

Whilst writers can apply for funding to help them develop their writing or support the time needed to create new work, the Open Project Fund will not support authors looking for funding to self-publish their books. For publishing we will only support recognised professional publishing houses which publish a range of authors

and titles each year, and then distribute these works via recognised channels (such as online retailers and through bookshops).

Film/short film production and development costs

Alongside Open Project Funding, Creative Scotland has a range of specific funds to support the film and screen sector. You can find more about these funds on the [Creative Scotland website](#). Because these funds already support the costs of film development, production, distribution and exhibition we would not consider an application for this activity from the Open Project Fund. Similarly, Creative Scotland's support for short film is via the [Scottish Film Talent Network](#) which we fund in partnership with the BFI NET.WORK - so short film funding is excluded from support through the Open Project Fund. We only consider supporting film-related projects via the Open Project Fund if the work is an artist film which is intended for non-commercial exploitation.

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

Alongside Open Project Funding, and the Screen Funds (outlined above) Creative Scotland operates a small number of other funding opportunities which address specific activities such as youth music (through the [Youth Music Initiative](#)). Before making an application to the Open Project Fund, please speak to our [Enquiries Team](#), or check these funds in case one of them would be more appropriate for your project. A full list of all these funds can be found on the [Creative Scotland website](#).

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

The Open Project Fund will allow you to apply for support between £1k and £100k – and in exceptional circumstances (and provided you have followed the appropriate process and been given permission) up to £150k. You can't apply for more than this in any single application. Additionally we don't accept small applications of less than £1k and would encourage anyone seeking smaller amounts to look at the range of smaller [devolved funds](#) which Creative Scotland has developed with a range of partners.

Who Can Apply?

This fund is open to individuals and organisations in the arts, screen and creative industries.

Applicants should be able to demonstrate peer, public and critical endorsements, including the proposals for assessing success of any trading activity, if applicable, in support of their application.

We are looking for strong project proposals that demonstrate how the project will help the applicant develop their practice as an individual artist, creative practitioner or organisation and contribute to quality of life for people in Scotland.

Open Project Funding is available to individual artists and creative practitioners; groups such as arts organisations, cultural agencies, creative businesses; and organisations from other sectors which work with the arts and creativity. The list below doesn't attempt to be definitive, but gives examples of the types of individuals and organisations that are eligible for funding, but please check with our Enquiries Service if in doubt.

INDIVIDUALS who CAN apply for funding:

Artists or Creative Practitioners

Individuals who are either based in Scotland or undertaking work in the arts, screen and creative industries in Scotland. This includes, but is not restricted to, individual artists and creative practitioners who are writers, musicians, crafts makers, dancers, visual artists, producers, curators, digital artists or those working in film, theatre, publishing or any of the creative industries. Applicants should be able to demonstrate peer, public and critical endorsements, including the proposals for assessing success of any trading activity, if applicable, in support of their application.

Creative Groups or Artist Collaborations

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

INDIVIDUALS who CANNOT apply for funding:

Students

Creative Scotland does not support current students for their studies, or for any funding related to any full-time, long-term, formal or accredited programmes of education in the UK or abroad (this includes both tuition fees and/or any living costs for the student whilst on their course). Additionally if you are a current full-time student you would not be able to apply for funding for any artistic or creative work (whether or not it is related to your studies) until you have completed your course. For more information, please read the guidance on [our website](#).

Individuals working in sectors outside the arts, screen and creative industries and seeking funding for non-artistic or non-creative activity

This includes sectors like tourism, sports, and the museums and heritage sector, unless you can demonstrate that the project relates to an artistic or creative area supported by Creative Scotland, and meets the main criteria for the fund.

Academics or other education professionals

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

ORGANISATIONS which CAN apply for funding:

You can apply for support if you're an organisation based in Scotland, and your work or project is related to the arts, screen and creative industries. In the application you'll be asked to tell us what type of organisation you are:

Company Limited by Guarantee

You must clearly demonstrate that the activity you are applying for is a self-contained project in the arts, screen or creative industries, and the programme of work is additional to your core business.

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 your project will promote public benefit and will not be delivered for private or commercial gain.

Scottish Charitable Incorporated Organisation (SCIO)

The Scottish Charitable Incorporated Organisation is a legal form unique to Scottish charities.

Community Interest Company (CIC)

CICs must be registered at Companies House or The Office of the Scottish Charity Regulator, as appropriate.

Local Authority

Local Authorities in Scotland who manage venues, deliver services or support those working in the arts, screen or creative industries in Scotland. They must demonstrate in their application that the funding they are applying for is additional to, and not a substitution for, their own resources.

Cultural and Leisure Trust

Organisations that manage venues, deliver services or support those working in the arts, screen or creative industries in Scotland. They must demonstrate in their application that the funding they are applying for is additional to, and not a substitution for, their own resources.

Other Public Sector Agency

Bodies working in other sectors such as health, education, leisure or tourism in Scotland who are undertaking activity related to the arts, screen and creative industries.

Trust or Foundation

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

Unincorporated Association

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 (e.g. a voluntary or community group delivering a project).

Consortia, joint organisations or groups of organisations applying together

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.

ORGANISATIONS which CANNOT apply for funding:

Organisations in administration, receivership and liquidation:

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

Regularly Funded Organisations:

Given the very high demand on Open Project Funding we will prioritise OPF support to those individuals and organisations who do not benefit from multi-year funding. This means that 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 we will expect the applicant, and main beneficiary of the funding to be the non-RFO partner/s. In these cases the programme of work applied for, and the relationship between the RFO and the OPF applicant, will need to be described in the context of the RFO's Funding Agreement with Creative Scotland.

How to apply for Open Project Funding

Alternative Formats, Languages and Access Support

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

If you have any general enquiries about the application process, Guidance or Application Form, please contact our Enquiries Service:

Email: enquiries@creativescotland.com

Telephone: **0345 603 6000 (10am-12pm & 2-4pm, Mon – Fri)**

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

Submission dates:

Open Project Funding is a continuous programme, meaning that you can apply **at any time** throughout the year.

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

As part of our assessment (see section on Effective Project Management) we will look at your planning and we strongly advise you to consider building in time between receiving your decision and your project starting, in order to enable funding contracts to be completed and for payment of the first instalment of the grant to be made. **We therefore recommend that your core project activity should start no sooner than 4 weeks from the due date for you hearing about the decision.**

Making an application:

Before you make an application, you should read the associated [Help With Your Application](#) guidance document – which gives advice on how you should fill out the application form (there is separate guidance depending on whether you are applying for **up to £15k** or **over £15k**). In addition, there are information sheets to provide additional guidance and clarity on specific areas of the application (for example, budgets) or specific types of activity (for example, touring). Please also read these (which can be accessed on the [Creative Scotland website](#)) before completing your application.

For applications up to £100k

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

There are two separate application forms:

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

For applications seeking over £100k, up to a maximum of £150k

As a preliminary step, you will need to 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, chaired by a senior Creative Scotland staff member, 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 make any guarantee that the application will be ultimately successful. All applications are assessed against the published criteria in the context of competition with others.

Our Decision-Making Process

Assessment process:

Once you have submitted your application we will review it for completeness and basic eligibility. If you do not meet the basic eligibility criteria for Open Project Funding, your application will not be assessed. You will be notified of this, and of the reasons why, by email. If you have not provided all of the information specified in the appropriate Application Form, we will email you and you will be given 10 working days to address the issues otherwise your application will be ineligible.

For all complete and eligible applications, these will be assessed by Creative Scotland officers with relevant expertise, using the criteria set out in the “What are we looking for in an application to Open Project Funding section” of this Guide.

Assessments will be made on the basis of the information you provide in your Application Form and any supporting materials submitted. We will only contact you during the assessment process if we need clarification on any aspects of the information you have already provided. We will not seek any new or additional information. 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 review the application and consider the individual strengths of the application against the criteria, assessing the artistic and creative quality, how it will reach people, and the project and financial management from the information provided. The assessor makes a recommendation on whether or not the project is recommended for funding on its own individual merits.

All assessments and recommendations are then reviewed by a Panel made up of Creative Scotland staff and chaired by a senior Creative Scotland staff member. There are two separate Panels – one specifically for all **under £15k** applications, and another for all **over £15k** applications. Feeding into these Panels, each specialist team within Creative Scotland is invited to give an overview of their strategic priorities for funding support from the applications under consideration.

The Panel, in reaching a final funding decision, considers the individual merits of a project as summarised by the assessor, the strength of the application compared to other applications of a similar nature, the strategic needs of each art form and in

respect of the other projects being considered by the Panel - all against a limited budget.

Projects which are assessed as recommended for funding by an assessor can still be unsuccessful when they go to the Panel, because of the volume of applications we receive against the available budget.

Decision timescales:

- **For applications requesting up to £15k**
Decisions will take up to 8 working weeks from the date we receive your completed application form and supporting materials.
- **For applications requesting over £15k (up to £100k)**
Decisions will take up to 12 working weeks from the date we receive your completed application form and supporting materials.
- **For applications requesting over £100k, up to a maximum of £150k**
You will need to seek prior approval from Creative Scotland before applying. If approval is given, decisions will take up to 12 working weeks from the date we receive your application form. Permission to apply does not guarantee success of any application.

Please note that any application which is submitted and is considered to be incomplete will need to have any issues resolved before it will be considered complete and taken forward for assessment. In these cases, the 8 or 12 week decision making timescale **will only commence from the date when the application is considered to be complete by Creative Scotland** – and not the date of the original submission.

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.

Once a decision is made:

Once we have reached a decision, we will contact you by email to let you know the outcome of your application. If you are successful, we will send your Funding Agreement by email, along with information that tells you what to do next.

At this point we'll also ask you for your banking details and detail any special conditions of the award. You'll need to return a signed copy of the funding agreement and any special conditions within 20 working days from the date of issue, after which we'll release the first instalment of your grant. Payments are normally made in two instalments – 75% at the start of the project, and 25% upon successful completion and sign off of the appropriate project monitoring paperwork.

As with most funders, our budgets can only fund a proportion of the applications we receive, and some projects are unsuccessful in their application, not due to any lack of quality in the ideas or approach, but purely because of limited budgets and extremely high levels of demand.

If your application is unsuccessful, we will contact you by email to let you know why and offer you feedback. We will allow you to reapply one more time for the same project, but will only accept a reapplication for the same project if the reasons for it previously being unsuccessful have been addressed.

Additionally, because of the highly competitive nature of the fund, we can make no guarantees that any reapplication will be successful even when any issues have been addressed. Any reapplication cannot be fast-tracked and will be subject to the same decision-making timescales as all other applications.

Complaints Procedure:

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

Help, further advice or feedback:

If you require support, further information or have any general enquiries about the application process 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.

You can contact our Enquiries Service by phone, email or through our website. Call **0345 603 6000**, email enquiries@creativescotland.com or send us a message through the website [here](#).

(Please note that our Enquiries Line is open from 10am - 12 noon and 2-4 pm, Mon-Fri, with voicemail outwith these hours).

We are committed to delivering the most efficient and effective service that we can. Open Project Funding was launched in October 2014, and following a review 6 months after it was introduced, the fund was updated in November 2015 to incorporate feedback, changes and clarifications around what it would support.

Going forward Creative Scotland will review the Open Project Fund guidance and application material on a regular basis to improve the process and provide further clarity as necessary. If you wish to feedback any comments, suggestions or improvements relating to the fund please contact Enquiries in the first instance.

Notes and amendments:

This guidance (Version 2) was updated in June 2018.

From time to time, this guidance may need to be amended to update or clarify information about the funding programme. In the interests of clarity and openness, we'll note any changes we make here, and update the version number in the application footer.

- 1) In the section, 'What will Open Project Funding not support?' on Page 10 of this guidance, we amended the wording of the final sentence of the point relating to 'Activities or events organised by international groups'. The wording was changed in response to feedback from applicants. Previously 'Applicants from outside Scotland looking to undertake activity which takes place outside Scotland' were ineligible. In addition we removed the related note on this issue from the 'Organisations which cannot apply' section.
- 2) In the section 'Which organisations cannot apply to Open Project Funding' we updated the information to confirm that Regularly Funded Organisations are not eligible to apply to Open Project Funding.