

# Creative Scotland

## An Invitation to Tender for a new Youth-Led Funding programme

**Guidance on how to apply**

# Introduction

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Creative Scotland is Scotland's leading body for the arts, screen and creative industries. Our vision is for a nation where the arts, screen and creative industries are valued and celebrated and where creativity plays a central part in the lives, education and wellbeing of our population.

More information can be found at: <https://www.creativescotland.com>

This guidance provides a summary overview of Creative Scotland's youth-led funding programmes to date, what we are looking for and how interested applicants can find out more and apply.

Please note that the full Invitation to Tender (ITT) is available to review on the PCS website (see How to Apply section P8). Anyone looking to apply must fully read this ITT when making their submission.

## An Invitation to Tender for a new Youth-Led Funding programme

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We are seeking a partner organisation to develop and manage a new youth-led funding programme for young people's creative development in 2023.

# Background

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## Time to Shine

In November 2013, the Scottish Government launched a new youth arts strategy called Time to Shine. It set out a ten-year vision to support Scotland's children and young people to enjoy, take part in and progress through the arts and creativity.

Since 2017, Creative Scotland has supported the following workstreams through National Lottery funding:

- The National Youth Arts Advisory Group programme of work which supports children and young people to be heard, to lead and act on the issues that are important to them.
- UNCON (short for 'Un-convention') which is a biannual celebration of youth arts and young artists providing opportunities for children, young people and the sector to come together to share and celebrate work for and by children and young people.
- Youth-Led Funding, providing direct support for young people's self-led creative development, ideas and projects.

More information can be found at: <https://www.creativescotland.com/what-we-do/major-projects/creative-learning-and-young-people/national-youth-arts-strategy>

## Youth-Led Funding

The following principles underpin Creative Scotland's approach to supporting youth-led funding:

**Open** - We believe that children and young people have the right to access funding for their own creativity and to receive the appropriate support they might need to do this.

**Trust** - We trust children and young people to make their own decisions and to design funding processes that reflect this.

**Celebrate** - We value children and young people's creativity, whatever stage they are at and whatever they go on to do next.

Youth-led funding programmes supported by Creative Scotland to date include:

### **i. Nurturing Talent Fund**

Delivered in partnership with Young Scot, the Nurturing Talent Fund supported members of the National Youth Arts Advisory Group to lead on the development and delivery of funding for young people aged 11-25. From 2014 – 2021, Nurturing Talent Fund awarded **£233,872** to 367 projects led by young people.

### **ii. Nurturing Talent Fund: New Routes**

Delivered as part of the Youth Arts Fund in response to the Covid-19 pandemic in 2021, Nurturing Talent Fund: New Routes supported approaches to youth-led funding for some of the young people who were historically underrepresented in the Nurturing Talent Fund. Five organisations were supported to deliver youth-led funding, awarding over **£100,000** to 235 projects led by young people.

### **iii. Access All Arts**

Originally supported through Nurturing Talent Fund: New Routes, Access All Arts was developed to support disabled children and young people and children and young people with additional support needs to apply for arts-related funding to explore their creative passions. The huge demand for the fund illustrated the need from this community and also reached younger age groups than previous funds. A second year of support is currently being managed by Children in Scotland. We expect the programme of funding supported through this Invitation to Tender to complement rather than replace this offer.

## A note on age ranges

The scope of the original Time to Shine Strategy spanned age ranges from 0-25.

Most of the Youth-Led Funding supported by Creative Scotland to date has been for ages 11 and up, as this age group are more likely to be able to apply for and manage funding independently. Therefore, we have referred to young people, rather than children, throughout the Invitation to Tender.

We also know that for some young people, systemic barriers to learning and skills development opportunities mean that they will continue to need to access support beyond the age of 25.

Proposed approaches that demonstrate a strong case for working beyond the age ranges traditionally supported are welcomed.

## Who we are looking for

Building on our previous youth-led funding, we want a partner who will develop a fund with national reach and art-form spread that focuses on supporting young people's creative ambitions and project ideas, helping them to take their next steps in their own creative development.

In response to the Invitation to Tender, you will be asked to submit a proposal that:

1. Demonstrates that you have the knowledge, experience, resources and personnel required to manage the funding programme.
2. Outlines your plans for working with young people to develop, deliver and evaluate the funding programme.
3. Outlines how you plan to address access and support needs within the management of the funding programme.
4. Demonstrates that you understand the project requirement and context.

## 1. Knowledge, experience, resources and personnel required to manage the funding programme

We are looking for an organisation or project team with appropriate experience and skills.

You should be able to demonstrate that you have the resources and personnel to support the delivery of a year-long funding programme, and should demonstrate **at least one** of the following:

- Knowledge and experience of youth-led funding programmes, including those delivered by partners outside of Creative Scotland.
- Knowledge and experience of youth arts in Scotland, including connections with local/national networks, or to other sectors such as education or youth work.
- Knowledge and experience of supporting young people with their personal and professional development, such as through skills development schemes and/or youth employment initiatives.

## 2. Your plans for working with young people to develop, deliver and evaluate the funding programme

Due to the youth-led nature of the funding programme and the desire to fund programmes which are designed by young people for young people, we do not expect organisations/project teams to propose a finalised funding model within this Invitation to Tender.

Instead, organisations should demonstrate:

- A robust approach to youth participation and engagement, including track record of prior youth-led work.
- Their proposed approach to working with young people to develop, deliver and evaluate the funding programme.
- A robust approach to duty of care; covering safeguarding and child protection for young people who are: applying to the fund; in receipt of funding; or participating in decision-making processes.

*Please note that all staff and/or freelancers working on the programme **must be** members of the Protection of Vulnerable Groups (PVG) Scheme administered by Disclosure Scotland before the project begins.*

### **3. Approaches proposed to managing access and support needs**

Organisations interested in taking on this work must demonstrate a robust approach to:

- Identifying and removing barriers to participation for young people with access and support needs who are: applying to the fund; in receipt of funding and; participating in decision-making processes.
- Ensuring due regard for equalities, diversity and inclusion in the management of funding.

### **4. Understanding of the project requirement and context**

As this programme builds on 10 years of youth-led funding across Creative Scotland's work, we are looking for the selected bidder to develop, innovate and take the funding programme forward.

Organisations should demonstrate:

- An appropriate awareness of wider youth-led funding programmes in Scotland and beyond and how their proposed approach will enhance this.
- An appropriate awareness of potential areas for improvement or addressing challenges within their proposed approach.

# Budget

We expect the budget for programme management to be between **£13,500** to **£15,500** including VAT. You will be asked to submit a pricing schedule outlining your management costs as part of the Invitation to Tender.

Once the contract has been awarded, the successful bidder will receive a devolved budget of up to **£65,000** for direct distribution to young people, including a contribution of **£15,000** from Screen Scotland that is specifically to support for film-related awards/projects.

# Timeline

Invitation to Tender Issued	Monday 24 October 2022
Deadline for Submissions	12noon, Friday 18 November 2022
Contract Awarded	Friday 25 November
Start Date of Project	Monday 12 December 2022
Funding Programme Delivery Period	December 2022 – December 2023
Final Evaluation Report Due	Friday 29 March 2024

Following the tendering process, the successful bidder will be expected to submit a draft project plan, budget outline and funding timeline, to be agreed with Creative Scotland.

# How to apply

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As this is a formal tender process, any interested organisation should apply via the Public Contracts Scotland (PCS) procurement website. To do this applicants will need to register and read the full Invitation to Tender which is accessible on the PCS website. Step by step details of the process are as follows:

- Go to [https://www.publiccontractsscotland.gov.uk/register\\_v2/Supplier\\_Register.aspx](https://www.publiccontractsscotland.gov.uk/register_v2/Supplier_Register.aspx) and register as a Supplier by completing and submitting the form. You will receive an email from PCS which you will need to click into to verify and activate your PCS Membership.
- Once that's done, go back into <https://www.publiccontractsscotland.gov.uk/Access/Login.aspx> and log in with your details.
- At the top of the Home Page, click "Browse Notices" and under the "Filter Results", insert in the "Reference No" field OCT462388 and click search, (this will bring up Creative Scotland's Notice Details).
- Click into the Notice and "Record your interest now" then Save and Continue.
- Click onto the Notice again where you will find access to the Document Tab and can open up the full Invitation to Tender document.
- Once you have completed the Tender and the necessary documents, go to [https://www.publiccontractsscotland.gov.uk/Authority/Postbox/Auth\\_PostBoxStatus.aspx?ID=OCT462388](https://www.publiccontractsscotland.gov.uk/Authority/Postbox/Auth_PostBoxStatus.aspx?ID=OCT462388) and click on the "Go To Postbox" option on the right hand side and Create a Postbox Response (this is where you will upload and submit your documents) and click Despatch.

# More information

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More information about the full background to this fund and specific instructions on how to apply can be found in Schedule 1 within the Invitation to Tender document. Please use the instructions above to access the document.

## **If you have any questions around**

- The invitation to tender.
- This supporting document.

Please submit them before Friday 4 November via **PCS – Tender**.