

## Public Engagement Application Guidelines 2014

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### Important information about Creative Scotland's funding in 2014-15

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Creative Scotland is in the process of updating its funding model with the aim of simplifying the application process for individuals and organisations. We will be announcing our approach to three new funding programmes (regular 3 year funding, open project funding, and funding targeted at specific opportunities) in more detail in April. These will replace all other funding by April 2015.

The detail of our new funding programmes will be available in stages, as follows.

- We will publish details of how to apply for our new regular funding programme in April 2014.
- We will announce this year's targeted funds shortly afterwards.
- We plan to announce details of the new open funding programme in early July, with applications being accepted from October 2014.

Project funding will be available between April – October 2014 through the continuation of a selection of existing funding programmes. When considering putting in an application, please take careful note of the closing dates for each of these programmes. This funding can support work taking place across the financial year 2014-15.

All funding updates will be published on the website. To receive regular email updates throughout out this period, please sign up online [here](#).

### Specific Purpose and Criteria of this Fund

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#### Purpose:

One of Creative Scotland's [Equality Outcomes](#) is to ensure that: 'opportunities to engage with, and participate in, arts, screen and creative industries, throughout the country are more inclusive and accessible to everyone'.

The purpose of the Public Engagement programme is to address persistent inequalities in arts provision, to widen participation and address barriers to engagement in high quality arts. Funds are available to support arts organisations and artists to engage with diverse communities and/or work in community settings, to address inequalities and encourage wider participation in arts.

The programme can support organisations to engage more widely with local communities, to target equalities groups, and develop new and different audiences.

### **Criteria:**

Your application should demonstrate the following:

- Strong artistic quality and an imaginative approach to developing engagement
- A track record of delivery in participatory or community settings
- Clear identification of the participants, target groups or audiences that your activity is intended to reach
- A clear approach to identifying the barriers to taking part in the arts usually experienced by the participant group
- Evidence that the participant groups, or partners who will help reach these groups, have been involved in developing the project

We will prioritise proposals that are likely to have longer term positive impacts on the participant groups and/or your organisation.

## **How to apply and further information**

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### **Alternative Formats:**

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.

Access support is available for disabled applicants. For further information, please contact our Enquiries Service on 0845 603 6000 or email [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com).

### **Application Form:**

All applications must be made on the **Public Engagement Application Form** which is available on our website.

### **Funding Available:**

Awards are usually in the region of **£10,000 - £50,000**. Please include appropriate access costs in your budget.

## Who Can Apply?

Applications are welcome from organisations based in Scotland. Further information on the [types of organisations](#) who can apply, is listed on our website.

Individuals are not usually supported by this fund, unless they can develop significant partnerships which will clearly demonstrate their capacity to deliver and enable them to meet the criteria of the fund.

Organisations already in receipt of regular funding from Creative Scotland should discuss your intention to apply for project funding with your lead officer in the first instance. Applications will be required to demonstrate why the proposed activity is additional to your existing funding agreement and how the activity enhances current and future plans.

Please note – Creative Scotland is **not** able to fund current students, or applications looking for support for formal educational qualifications.

## Key information required when submitting your application

The information detailed below is essential. If you cannot supply the information required, then your application will be considered incomplete, and will not be logged and assessed:

- If you are an *organisation* applying for the first time you must submit a copy of your constitutional documents, Equal Opportunities Policy and your bank account details. If you are an *individual* applying for the first time you should submit your bank account details at the time of application.
- Applications must be made on the appropriate application form and submitted electronically via email, unless a special request has been made and approved in advance.
- All supporting documentation must be submitted at the time of application. Please clearly outline on the application form the supporting material you have included, or where we can access it. Details of the preferred formats for submitting materials can be found on our website, [here](#).
- If you have made an application to another Creative Scotland funding programme and are awaiting a decision, please outline this in the relevant section on the application form.
- We will not fund activity that has already started or that will have started before a decision has been made on your application. Please consider this at the time of application in order to allow time to submit well in advance of project start.
- Applicants must check and tick the disclaimer box on the Application Form to confirm that they have read and understood the Guidelines and [standard Terms and Conditions](#).

## Your Budget:

You can find further information and guidance on creating a budget in the Funding section of our website, [here](#).

In the application you should outline how much money you are applying for and complete a table of income.

In addition you should also submit a one page budget, indicating all areas of expenditure. Distinguish clearly between cash and in-kind costs and cash and in-kind income. Show budget headings, for example: activity costs, materials, travel and accommodation. Budget information must be complete, accurate and balanced. If it isn't, your application will be considered incomplete and will not be logged and assessed.

A minimum of 10% cash partnership funding of the total project costs is required for the Public Engagement Programme. Effective partnership arrangements should be clearly demonstrated in your budget. We will take into account both the value of in cash and in-kind contributions from partners, however in-kind support cannot substitute for the minimum 10% cash partnership

Creative Scotland wishes to encourage professional rates of pay and, if applicable, encourages you to reflect these in your application – referencing industry standards where necessary.

We encourage you to ensure that your activity is accessible to a wide range of participants. You may include relevant access costs. For example: British Sign Language interpretation; audio description and captioning; access assistants if required to support travel.

We recognise disabled applicants may have additional costs in carrying out activity and will give this consideration. If you wish to apply for additional funding on this basis you should provide information with your application outlining what these additional costs are.

We expect you to have taken out relevant insurances. These costs will not be covered by Creative Scotland.

To encourage value for money please provide us with evidence that costs are based on up to date information e.g. links to websites that provide relevant travel and/or accommodation costs.

## Submission and Decision Making Process

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### Submission:

Applications for the Public Engagement fund are accepted *at any time* until **5pm on Monday 7 July 2014**. The fund may close before this deadline date if it is fully spent. Therefore, we would advise submission of applications as early in the year as possible.

Completed application forms and supporting material should be submitted to:  
**publicengagement@creativescotland.com**

On submission you will receive an electronic notification of receipt.

We will review your application and log it on to our system. If you cannot supply the information required, then your application will be considered incomplete, and will not be logged or assessed. You will be notified of this, and the reasons why, by email.

### Decision Making Process:

Logged applications will be assessed by Creative Scotland officers with relevant expertise appropriate to this funding programme. Following initial assessment, and officer recommendations, decisions on final awards will be taken by the team overseeing the Public Engagement fund, chaired by the Portfolio Manager who leads the programme, and a member of the Senior Leadership Team.

Applicants will be notified of the outcome **no later than 12 weeks after acknowledged receipt of your application**. Given the high volume of applications anticipated it is not possible to fast-track applications or assessments.

### Further Advice and Information:

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.

Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

Tel: 0845 603 6000