



ALBA | CHRUTHACHAIL

See Learn Share fund

GUIDANCE 2018/19



Awarding funds from
THE NATIONAL LOTTERY®

What is the See Learn Share fund?

The See Learn Share fund aims to support better Creative Learning activity

Have you been inspired by an idea or project rooted in another sector?

Ever wondered how something in health care, sports, engineering, third sector, IT or science could work for creative learning?

Or need to better understand a sector you are working or going to work with?

See Learn Share can give you the opportunity to investigate further - explore transferable ideas and approaches or have an in-depth encounter with another sector.

See Learn Share is a small fund to enable freelance artists or creative learning staff in arts organisations to spend time working with people from another sector, observing work and discussing, exploring or testing ideas.

The fund allows applicants to connect with another sector (such as healthcare, science, business, education or third sector organisations) locally or further afield; in Scotland, another area of the UK or abroad.

It provides an opportunity to observe the work of other professionals, join relevant activities and get involved in a dialogue about excellent practice with people. The fund can also support mini projects which test the ground for future collaborations.

Each applicant will be asked to focus their visit around an inquiry question. The aim is to support new connections, understanding and ideas for better creative learning activity.

What do we mean by ‘Creative Learning’?

Our definition of Creative Learning is as follows: in the context of Creative Scotland’s remit across the arts, screen and creative industries, creative learning takes place when arts and cultural activity leads intentionally to the development of understanding, knowledge and skills. For more about Creative Scotland’s work supporting Creative Learning please visit our website:

www.creativescotland.com/creativelearning

What types of activity will the fund support?

See Learn Share will support visits or mini experiments that will help an applicant to consider the ways they could improve, develop or innovate in creative learning.

Examples of the types of activity that we are looking to support include:

- Scotland wide, UK or international visits to see examples of best practice in work with specific groups in specific contexts led by other sectors
- Visits to a person, organisation or business in another sector to explore innovative or transferable models of working
- Short projects between sectors which focus on testing an idea, new collaboration or innovative approach.

How will the ‘Share’ element of the project work?

An essential part of any See Learn Share is that the learning is shared beyond the project. Recipients of the funding are expected to share their learning within their organisation or networks and will also be required to write a reflective blog post for the Creative Learning section of the Creative Scotland website.

Who can apply?

Any individual working in an arts organisation and managing or delivering creative learning activity, or a freelance artist from any art form, who is engaged in delivering creative learning activity. All applicants must be based in Scotland.

How much can I apply for?

You can apply for up to £1000 and this can cover 100% of the total costs of the visit. The total number of awards made will be dependent on available budget – but we expect to support 10 recipients in total.

What can the funding be used for?

The fund can be used to support:

- Travel and accommodation costs
- Reasonable daily fees
- The cost of attending an event or training as part of the trip
- Room hire and subsistence costs.

What criteria will we judge an application against?

Applicants will be assessed against the following criteria:

- The clarity of the inquiry question
- The relevance, strength and uniqueness of the proposed visit, dialogue or mini-collaboration
- The relevance of the proposal to the development of the individual and or organisation applying
- If meeting or working with a partner organisation or individual, the evidence that they (i.e. the person or organisation in question) are willing and able to spend time with the applicant and engage in dialogue/collaboration
- The relevance of the dialogue/collaboration to the partner organisation
- The likelihood that the support will lead to further development/ relevant learning.

All eligible applications will be assessed by an officer from the Creative Learning team at Creative Scotland and final decisions will be made by a panel.

Making an application:

Do you need additional support in making your application?

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 welcome 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 (see Page 7).

How to apply

You should complete an application form and submit it to us by the deadline.

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

In your application, we will ask you for the following information:

1. Your inquiry question
2. A short description of your track record/experience (250 words)
3. A summary of the See Learn Share opportunity you're applying for (max 500 words)
 - a. What is the opportunity?
 - b. How will it benefit you and your sector?
 - c. How might it benefit the sector you are visiting/ collaborating with?
- d. A summary of the planning/dialogue you have had so far
4. A letter from the 'other sector' professional/organisation you are going to visit confirming their engagement in the process
5. A timeline
6. Your plans to share your learning (including blog entry) (250 words)
7. Budget.

Application deadline and decision-making process

The deadline for applications for See Learn Share is:

13 December 2018

Completed application forms and supporting material should be submitted by email to: seelearnshare@creativescotland.com

Once you've submitted your form, what happens next?

Immediately (within the hour)

Shortly after submitting your application, you will receive an automated response confirming receipt. 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 to confirm that we have received your application.

Within the first two weeks

Your application will be checked for basic eligibility and completeness to ensure that you've filled in the required sections of the form, and supplied all the supporting materials. If at this stage your application is considered to be ineligible we will email you giving you the reasons. If your application is considered incomplete, we will email you to explain this and seek any missing information from you giving you 2 working days in which to respond. Failure to come back to us with this information within the specified timeframe will mean your application is incomplete and therefore ineligible. We will advise you of this by email.

Decision making process

Logged applications will be assessed by Creative Scotland officers with relevant expertise appropriate to this funding programme.

We will assess applications against the criteria outlined on Page 4 and will make our decisions based on the information presented in the application forms submitted.

You will be notified of the outcome of your application no later than early February 2019.

Timeline

The timeline for the fund is as follows:

Fund is launched:	October 2018
Deadline for applications:	13 December 2018
Assessment period:	January 2019
Decisions announced:	Late Jan - Early February 2019
Grants released:	Mid February 2019
Activity takes place:	March 2019 - November 2019

Further advice and information

If you require support, have any general enquiries, about the application process or would like to discuss your idea with someone before preparing your application, please contact our Enquiries Service in the first instance.

Our Enquiries Team will be able to advise you or will put you in contact with one of our Officers.

You can contact us by phone, email or through our website.

Call: **0345 603 6000***

Email: enquiries@creativescotland.com

Web: www.creativescotland.com/contact-us

Phone lines are open from 10am-12pm and 2-4pm, Mon-Fri, with voicemail outwith these hours.

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

Creative Scotland (CS) requires some personal information about you/your organisation to consider your application for funding. Without such CS will not be able to fund your project.

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 at:

www.creativescotland.com/privacy-policy/funding-privacy-notice

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 are welcome to 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 the General Data Protection Regulation. 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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