
YOUTH ARTS FUND TARGETED FUND

GUIDANCE FOR APPLICANTS

SEPTEMBER 2020



ALBA | CHRUTHACHAIL



Scottish Government
Riaghaltas na h-Alba
gov.scot

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 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.

Need help?

If you want to clarify if you or your request is eligible, or you wish to discuss other questions about this fund, please contact our Enquiries Service in the first instance.

You can do this by email, through our website or social media.

Email: enquiries@creativescotland.com

Web: Fill out a form on our [website](#)

Twitter: Send us a tweet [@creativescots](#)

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/deaf-bsl-users for more information.

Overview of the Youth Arts Fund

In August 2020, the Scottish Government announced that the culture and heritage sectors in Scotland were to benefit from a **£59 million funding package** to protect jobs and help the industry weather the effects of the coronavirus (COVID-19) pandemic.

As part of this announcement £3m was allocated to support youth arts and ensure creative opportunities for children and young people continue to exist across Scotland despite the COVID-19 pandemic.

The Youth Arts Fund will be distributed through 3 routes:

- A Targeted fund (this fund) of £1.05m supporting the key infrastructure for youth arts and youth music, by inviting 20 established regional and national organisations to apply for awards of between £30k and £70k to help plan the recovery of youth arts activity across Scotland from October 2020 (launched September 2020)
- An open Access fund of at least £1.2m offering grants of between £5k and £30k to individuals and organisations who run youth arts programmes to support activity from March 2021 onwards (launched September 2020). A separate set of guidance and forms have been produced for this fund and are available to download from our website here www.creativescotland.com/youth-arts-fund/access
- A **Small Grants scheme** of £700k to devolve funds of between £10k and £50k locally for artist led projects in early learning, schools, and other family support and community settings from January 2020 (launched end September 2020).
- A £50k boost to the **Nurturing Talent Fund** to provide opportunities to young, emerging artists who are entering a challenging funding environment.

What is the Purpose of the Targeted Youth Arts Fund

The purpose of this fund is to offer strategic youth music and wider youth arts organisations targeted funding to support infrastructure and project delivery. 20 targeted national and regional arts organisations, who have an established track record and existing relationships with freelancers working with the fund's priority groups, will be invited to apply. The 20 targeted organisations are:

- Drake Music Scotland
- Engage
- Fèisean nan Gàidheal
- Fèis Rois
- Film Access Network Scotland
- Imagnate
- Lyra
- National Piping Centre
- National Youth Choir of Scotland
- National Youth Orchestra of Scotland
- Scottish Book Trust
- Scottish Brass Band Association
- Scottish Music Centre
- Scottish Youth Theatre
- Sistema Scotland
- Starcatchers
- Tinderbox Collective
- Toonspeak Young People's Theatre
- YDance
- Youth Theatre Arts Scotland

We trust and value the expertise within the targeted organisations to deliver ambitious projects that support the recovery and renewal of youth arts provision as the COVID-19 restrictions lift. We expect that each targeted organisation will have their own approaches and we have therefore set guiding principles for the fund that should help to shape your projects rather than outlining set outcomes.

All applications must clearly demonstrate how they address the guiding principles below, with project activity having a strong emphasis on at least one area:

- Delivery of project activity working across early learning, schools, and other family support and community settings, focused on tackling inequality through targeting priority groups of children and young people.
- Enhancing the current capacity of Scotland's youth arts infrastructure.
- Increasing the commissioning and employment of freelance artists and creative practitioners to support project activity.

What are the Priorities for the Fund?

We will prioritise applications that propose specific actions and partnerships to tackling inequality by engaging at least one of the following groups of children and young people who:

- Are living in poverty or residing in areas of social and economic deprivation. For more information on the Scottish Index of Multiple Deprivation (SIMD) please visit the **Scottish Government website**.
- Are experiencing or at risk of experiencing harm and neglect.
- Are looked after (as defined by the Children (Scotland) Act 1995) and care leavers (as defined by the Children and Young People (Scotland) Act 2014). For more information please visit the **Scottish Government website**.
- Are in the early years (0-5) of their life.
- Are from Black and/or Minority Ethnic backgrounds.
- Have a disability and/or additional support needs.
- Are at risk of offending or have previously offended.
- Are young carers (as defined by the Carers (Scotland) Act 2016) and/or young parents.
- Are experiencing or at risk of homelessness, or who have been homeless.
- Are experiencing mental ill health.

What are the criteria for the Fund?

Your application must clearly demonstrate how it meets the following criteria:

- Demonstrate how the funding will develop additional project-based activity that will tackle inequality and create opportunities for children and young people to engage with the arts.
- Activity must be delivered by highly skilled and experienced freelance staff who are paid industry rates. You can find further information on the [Creative Scotland website](#).
- Evidence that children and young people will have opportunities to influence, lead and have their voices heard in all design and delivery.
- Removal of all barriers to participation whether physical, socio-economic, personal or peer related.
- Support the development of lead staff/tutors working on the project through training or CPD and allocating an appropriate level of budget.
- Provide opportunities for emerging practitioners to gain practical experience and develop skills through working with experienced project staff in the delivery of the project. This could include paid work experience, traineeships or apprenticeships. Applications should outline how these roles will be supported through a structured training plan. Voluntary opportunities will also be considered, but a clear approach to ensuring unpaid opportunities are made financially accessible should be included with the application.
- Raise awareness of the impact and profile of youth arts activities within your area and through effective promotion and advocacy.
- Have a robust plan for monitoring and evaluation that will measure the project's success.
- Outline effective plans for management and delivery including details of roles and responsibilities for staff and project partners.
- Provide a clear budget with breakdown costs and how they relate to the project activity.
- The activity being supported should not have already started before a decision has been made on your application.

Who can submit an application to this fund?

This fund is open to the 20 targeted national and regional organisations (listed on Page 4) with established track record, wide reach and who have the potential to employ and support a high number of freelancers to work with children and young people who have been adversely affected by the COVID-19 pandemic.

Please note, targeted organisations will be invited to apply for funding; however, this is not a guarantee of funding. All applications will be reviewed by an assessor and panel who will prioritise applications that make the strongest case against the guiding principles, priorities and criteria of the fund.

Whilst this fund is an offer to individual organisations, we would be willing to accept a consortium application from more than one of the 20 targeted organisations should a collaborative approach be deemed an appropriate way of delivering on the principles. In this instance, one organisation would need to act as the lead and would be responsible for submitting the application and managing the funding on behalf of the consortium. Organisations cannot apply individually if part of a consortium application and can only apply as part of one consortium.

Targeted organisations are eligible to apply to the **Access Fund** and the **Small Grants Scheme**, however applicants will be required to make a strong case to evidence the need for additional funding. If you are intending on applying to the Access Fund or the Small Grants Scheme, please make Creative Scotland staff aware before your pre-application conversation so that you can discuss your proposal in further detail.

What is the overall budget for this fund and how much can we apply for?

The overall budget for this fund is **£1.05m** with at least **£700k** for youth music activity and up to **£350k** for activity across the wider art forms.

All targeted applicants can apply for between £30k–£70k for up to one year's delivery. We anticipate activity should be scheduled to begin from October 2020. It is anticipated that only a few awards at the upper limit will be possible within the available budget. Please therefore consider carefully the level of budget required.

In the case of a consortium application, applicants can apply for between £30k–£70k per partner organisation up to, but not exceeding, the combined amount of £70k per organisation (ie if 3 organisations apply as a partnership, the maximum amount which can be applied for is £210k).

All applicants can apply for 100% of their proposed programme but applicants are welcome to include additional partnership funding.

How to apply

- **Step 1:** The funding guidance will be published on **Thursday 17 September 2020**, and it will be sent to all eligible organisations along with the application form to make them aware of their opportunity to submit an application to the fund.
- **Step 2:** A pre-application conversation between eligible applicants and Creative Scotland staff will be required to agree the scope of the application and approximate funding request. We will contact you as soon as possible after **Thursday 17 September 2020** to allow you time to develop your application.
- **Step 3:** Completion of an application form by all eligible organisations to be returned no later than 5pm on **Tuesday 13 October 2020**.
- **Step 4:** Decisions will be communicated no later than **Thursday 5 November 2020**.

Additional Supporting Material

In addition to your application form, you must provide the essential supporting materials:

- A separate one-page budget using the template provided
- A project risk assessment using the template provided
- A structured training plan for emerging practitioners
- A copy of your organisations Child Protection Policy. For guidance on child protection please visit the Creating Safety page of the **Creative Scotland website**.
- Letters or emails of support from partners outlining their involvement in the project
- Memorandum and Articles of Association and Equal Opportunity Policy (if applying for the first time)

When planning your project, you may wish to work with the **Is this the best it can be?** toolkit.

Your budget

In the application form you will be asked to outline how much funding you are applying for and complete a table of income. In addition, you will need to submit a separate one-page budget using the template provided, clearly detailing and breaking down all areas of income and expenditure.

Submission

- Completed application forms and supporting material should be emailed to youthartsfund@creativescotland.com by **5pm on Tuesday 13 October 2020**.
- On submission you will receive an electronic notification of receipt.
- We will review your application and log it on to our system. If there are any issues with your application, you will be contacted for further information. Once your application has been successfully logged you will receive an email notification from one of our Funding Officers.

How decisions will be made

All applications will be assessed by Creative Scotland staff with relevant expertise. Following initial assessment, and officer recommendation, decisions on final awards will be taken by a panel chaired by the Head of Creative Learning.

If requests for funding exceed the available budget the panel will agree final selection of successful applications which may include reduced amounts of funding being offered. The panel will prioritise applications which strongly address the guiding principles, priority groups and criteria of the fund.

Applicants will be notified of the outcome no later than **Thursday 5 November 2020**.

State Aid

State Aid involves public money being used to provide financial assistance to organisations. The use of State Aid is regulated and monitored to ensure that public money is not used to distort competition and trade in the European Union. The UK currently remains subject to State Aid regulations and the post-Brexit situation is under negotiation. More information on State Aid can be found here:

www.gov.scot/publications/state-aid-guidance/pages/determining-whether-it-is-state-aid

Grants awarded through this fund are considered to be under the COVID-19 Temporary Framework for UK authorities (SA.56841), and under section 3.1 of the European Commission Temporary Framework for state aid measures to support the economy in the current COVID-19 outbreak (adopted on 19 March 2020 and amended on 3 April 2020) (the “Temporary Framework”). To be eligible for this framework the grant recipient must demonstrate that they were not in financial difficulties at 31 December 2019 i.e. before the impact of the COVID-19.

The maximum total amount of aid that a company may receive from public bodies under section 3.1 of the Temporary Framework is €800,000. The Grant will be relevant if you wish to apply, or have applied, for any other aid through the Temporary Framework. Any recipient of funding from this scheme must retain the award letter for four years after the conclusion of the UK’s transition from the EU and produce it on any request from the UK public authorities or the European Commission.

Data Protection

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

www.creativescotland.com/privacy-policy.

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.

Making a complaint

As an organisation, we will always listen to and respond to any concerns that you may have. If you would like to make a complaint about either the service you have received from Creative Scotland or the way we have handled your application, we have a process that you can use.

Please note that Creative Scotland does not have an appeals process and for this reason, we are unable to accept complaints that relate solely to the decision we have made rather than how we have made it.

For more information, please visit the Complaints section of our website:

www.creativescotland.com/resources/our-publications/policies/complaints-handling

Freedom of Information (FOI)

Creative Scotland is committed to being as open as possible.

We believe that the public has a right to know how we spend public funds and how we make our funding decisions. You can see details of our FOI handling on our website here:

www.creativescotland.com/foi We are listed as a public authority under the Freedom of Information Act (Scotland) 2002. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks to see them under the Freedom of Information (Scotland) Act 2002. We may not release those parts of the documents which are covered by one or more of the exemptions under the Act. Please see the Freedom of Information website at www.itspublicknowledge.info for information about the Act generally and the exemptions. We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.

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