
YOUTH ARTS FUND SMALL GRANTS SCHEME

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 **Small Grants scheme** (this fund) 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 2021 (launched end September 2020).
- A Targeted 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). More information is available on our website here www.creativescotland.com/youth-arts-fund/targeted
- 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 **£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 Small Grants Youth Arts fund?

The purpose of this fund is to support organisations to take ownership of the distribution of funding to meet needs in their sector or locality through empowering freelance youth arts practitioners to deliver activity for the benefit of children and young people. In addition, the fund aims to strengthen and broaden organisations' connections with these practitioners.

Organisations and local authorities can apply for a small grants funding pot of up to £50,000 to distribute grants of £500–£5,000 directly to freelance artists/creative practitioners (locally, regionally or nationally), across all artforms, to deliver artist led youth arts activities. By artist led, we mean artists take the key lead in the design and delivery of collaborative projects.

What are the priorities for the fund?

We will prioritise applications that demonstrate the capacity to distribute funds to freelance artists/creative practitioners who are likely to work with at least one of the following groups of children and young people:

- 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 that your organisation:

- Has the capacity and knowledge to manage and disperse a small grants fund by March 2021. The grant distribution process must include shortlisting against criteria and a panel.
- Has a track record in supporting youth arts activity
- Is networked with – and able to communicate the opportunity to – professional youth arts practitioners
- Will provide appropriate support and networking for the freelance artists/creative practitioners involved
- Has capacity to monitor and report on the grants, including equalities, diversity and inclusion data

We will also ask organisations to show how the fund will benefit their connections with artists and their learning about artist led activity for children and young people.

Who can submit an application to this fund?

Creative Scotland are inviting applications from local authorities, arts organisations and third sector organisations to manage and distribute a small grants fund. Organisations applying do not need to have an arts focus but they do need to have a track record in supporting/ delivering youth arts activity and the capacity to deliver a small grants fund.

Organisations may be eligible to also apply to the **Youth Arts Access Fund**; 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, please make Creative Scotland staff aware before submitting any application so that you can discuss your proposal in further detail. Please contact Enquiries Team at enquiries@creativscotland.com

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

The overall budget for this fund is **£700,000** with at least **£500,000** for music and up to **£200,000** for wider art forms.

We welcome applications to distribute funds to freelance artists/creative practitioners working in one or more artforms. It is not a requirement for every applicant to support artists working in music. However, we will ensure at panel that funding is distributed overall to maintain the split above between music and wider artforms.

Organisations can apply for a grant of between **£10,000** and **£50,000**. The focus of their fund can be local, regional or national. The grants they distribute to individual freelance artists/creative practitioners should be between **£500** and **£5,000**.

All applicants can apply to cover 100% of their costs but applicants are welcome to include additional partnership funding.

How to apply

To apply to the Youth Arts Small Grants Scheme please see the [Application Form](#).

Alongside your application you are also required to submit a budget and the risk assessment (templates for both provided at the above URL), as well as additional supporting material (please see Page 7 for further information on what you need to supply).

The planned timetable for the fund is as follows:

Publication of fund guidance, and application form: **Thursday 24 September 2020**

Deadline for applications: **Monday 2 November 2020**

Notify all applicants of decisions: **Wednesday 9 December 2020**

Small Grants Scheme launched: **January – March 2021**

Key information when submitting your application

The information detailed below is essential and if your application does not comply it will be considered ineligible and further information will be requested:

- 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 make it clear on the application form the supporting material you have included or where we can access it.
- We will not fund any activity which has already started, or which will start before a decision has been made on your application
- 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
www.creativescotland.com/youth-arts-fund/small-grant-scheme

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 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)

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.

Costs which you can include in your budget are:

- Your small grants fund (showing the size of grants you aim to distribute)
- Fund management and administration costs of up to 20% of the total budget. This could include:
 - Staff costs (core or freelance staff)
 - Meeting costs
 - Monitoring and evaluation
 - Other overheads such as heating, lighting or insurance
 - Continual professional development for the freelance artists/ creative practitioners receiving funding (such as costs associated with networking, practice sharing or training sessions)
 - Artists' fees for attending training/ networking
 - Marketing
 - Access costs including digital access costs, British Sign Language interpretation, audio description and captioning and Gaelic/Scots translation

All freelance artists/creative practitioners attending training/networking should be reimbursed for their time at industry rates. You can find further information on rates of pay on the [Creative Scotland website](#).

Creative Scotland will only fund programmes that demonstrate best value for public funds.

Application Submission

Completed application forms and supporting material should be emailed to youthartssmallgrants@creativescotland.com by **5pm on Monday 2 November 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

Logged applications will be assessed by Creative Scotland staff with relevant expertise appropriate to this funding programme. Following initial assessment, and 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 criteria and priority groups of the fund.

Applicants will be notified of the outcome no later than **Wednesday 9 December 2020**.

Information for successful applicants – your small grants fund

If your application is successful you will be required to:

- invite freelance artists/creative practitioners to apply to undertake artist led youth arts project activity in partnership with youth settings, communities and schools during **January – March 2021**. All funds should be distributed by the end of March 2021
- ensure all activity is completed by freelance artists/creative practitioners is by the **end of March 2022**
- use a set criterion, provided by Creative Scotland when shortlisting applications. You will be provided with simple funding templates including an application form, monitoring form and evaluation template
- attend an online training session on **14 December 2020**, delivered by Creative Scotland, to prepare for the delivery/distribution process and to familiarise yourself with the set criterion and funding templates
- invite a member of Creative Scotland staff to be on your decision-making panel, for the distribution of funds to artists

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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September 2020



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