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Scottish Government
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CULTURE COLLECTIVE

A fund to support a network of creative practitioners, organisations and communities

GUIDANCE FOR APPLICANTS

NOVEMBER 2020

The Culture Collective – in summary

What is this fund for?

The Culture Collective is a pilot programme which will establish a network of creative practitioners, organisations and communities, working together to create a positive difference locally and nationally in response to COVID-19.

Who can apply?

Organisations based in Scotland whose work involves the arts, screen and creative industries and who can demonstrate a significant track record of working with the communities they are seeking to reach. For more details on who can and cannot apply see Pages 5-6.

What is the budget for this fund?

The total budget for this fund is £1.5m.

How many awards will be made from this fund?

We are aiming to support a minimum of 5 applications from the Culture Collective programme.

How much can you apply for?

Applicant organisations can apply for between £100k and £300k to support an 18-month programme of work.

What is the timeline for the fund?

**Guidance published
4 November 2020**

**Expressions of Interest sought
Deadline, 5pm 18 November 2020**
(Please note, all eligible expressions of interest will then be invited to submit a full application)

**Full applications open
25 November 2020**

**Application deadline
16 December 2020**

**Decisions announced
w/c 1 February 2021**

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 are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to: contactscotland-bsl.org/deaf-bsl-users for more information.

Need help?

If you have any questions about the fund, about your eligibility or about how to apply (including any technical problems when filling out the online form) please contact our Enquiries Service at enquiries@creativescotland.com or visit www.creativescotland.com/contact-us

To enable us to allocate funds as quickly as possible this fund has a short turnaround time. We would like to assure you that we are responding to all enquiries promptly. If you need to speak to someone please email us with your contact details and we will call you back.

Culture Collective Programme Overview

The Culture Collective is a pilot programme which will establish a network of creative practitioners, organisations and communities, working together to create a positive difference locally and nationally in response to COVID-19.

The programme will focus on community engaged creative activity, supporting participatory approaches and projects where creative practitioners and communities work collaboratively. A key element of this will be proactively responding to the impact of COVID-19, providing employment opportunities for creative practitioners and actively engaging people in shaping the future cultural life of their community.

Working collectively is central to the programme at a local and national level. Each of the supported organisations and creative practitioners will be required to collaborate with communities locally but also to work together as a national collective. With the support of a central coordinator who will oversee the programme, this includes the ongoing sharing of progress; attendance at national meetings and events; and participation in an evaluation of the pilot.

COVID-19 has already had a significant impact on the creative sector and cultural life of communities. With venues temporarily closed, events cancelled, and our social interactions restricted, opportunities for creative practitioners and audiences have shifted and, in many cases, reduced significantly. Creative Scotland's Audience Intention Research demonstrates a strong appetite for returning to participation in creative activity, however, there is the potential that future models and levels of cultural participation may change. The creative sector will need to adapt in response. The Culture Collective provides an opportunity for organisations to explore and test new models and to learn from each other, whether this is how it provides opportunities and support to creative practitioners or how it actively engages communities in its work.

What will this programme aim to achieve?

In line with the objectives of the **National Culture Strategy**, the Culture Collective programme will:

- Provide support to a minimum of five lead organisations who will work with creative practitioners and communities to explore ways in which arts and creativity can help address challenges and opportunities which have arisen or grown through the impact of COVID-19.
- Create a range of paid roles for creative practitioners to work with communities to create new work and opportunities for participation in cultural activity, helping develop new skills and supporting community capacity building.
- Establish a national network, bringing together creative practitioners, organisations, and communities from across Scotland to share and learn from each other as they progress.
- Produce a robust evaluation of the impacts of each approach to supporting creative practitioners and communities, shaping future national and local policy, practice and funding as Scotland rebuilds from the impact of COVID-19.

Who can apply?

Organisations based in Scotland whose work involves the arts, screen and creative industries. Applicants should demonstrate a significant track record of working with the communities they are seeking to reach.

The fund is open to consortia applications; however, a lead organisation whose work involves the arts, screen and creative industries must be identified. This lead organisation would have overall responsibility for the management of public funds and supported activity

All applicants must be not-for-profit i.e. be set up as a company limited by guarantee, SCIO or CIC and have a UK bank account.

Who cannot apply?

Individuals and Sole Traders

Organisations based in Scotland whose work does not involve the arts, screen and creative industries

Organisations in administration, receivership, and liquidation

Organisations based outside Scotland

What is the overall budget for the Programme?

The total budget available for the Culture Collective pilot programme is £1.5m. This funding is from the Scottish Government and is aimed at supporting activity which responds to the impacts of COVID-19.

How much can I apply for?

You can apply for a grant of between £100k and £300k. We expect to support a minimum of five organisations through this fund.

What period does the funding cover?

The funding will be awarded in February 2021 and can support activity for a period of 18 months from the date of award.

What can the funds be used for?

All applications should allocate funds across each of the following areas:

- **Contracting of Creative Practitioners**

A key aim of the programme is to provide paid opportunities for creative practitioners to work with communities. The number will be dependent on the applicant; however, creative practitioners fees must account for a **minimum of 50%** of the total funding requested.

- **Appointment of a Coordinator**

Each applicant must identify a coordinator to oversee delivery of activity. This includes leading the contracting of creative practitioners; providing ongoing support to creative practitioners and projects; managing the overall budget; and actively participating in the national Culture Collective network. An application can include costs for a dedicated post or alternatively a contribution towards enhancing an existing role. Costs associated with the purchase or rental of IT equipment and office facilities may be included.

- **Creative Projects**

Each application should budget for funds which will be available to the contracted creative practitioners to develop and deliver creative projects with communities.

As this programme is aimed at community-led and participatory projects, we are not defining the type of activity which can be supported. We would, however, envisage that activity may include one or more of the following broad categories:

- Artist-in-residence programmes
- Reactivating the use of community venues, spaces or assets
- Exhibitions, concerts and performances
- Festivals and participatory events

Costs associated with delivering the programme of activity and supporting community engagement including, for example, access costs and honorariums should be included. Costs associated with travel should also be included except for attendance at national Culture Collective meetings and events which will be supported through a central budget.

What the funding cannot be used for

Any core operating or building costs not related to the delivery of the programme.

Equipment that is not primarily for the use of the supported activity.

Evaluation costs (this will be supported through a central budget).

What are the criteria we will measure applications against?

Each application will be assessed against the following criteria:

Equalities, Diversity and Inclusion

The impact of COVID-19 on the people of Scotland is profound. Whether related to health, education, housing, environment, or the economy, no aspect of our lives has been untouched. Further, emerging evidence identified by the Scottish Government indicates a very real threat of existing inequalities widening, resulting in significant long-term consequences for people, communities, and places across Scotland. This includes the risk of lower levels of life satisfaction; poorer physical and mental health; rising unemployment; and increased feelings of loneliness and social isolation.

Equalities, Diversity and Inclusion (EDI) is an integral element of the Culture Collective and will be assessed across each area of the application. Strong applications will provide a considered and actionable commitment to EDI, demonstrating how the approach will genuinely engage people in developing the cultural life of their community; how activity will be inclusive and accessible; and the positive outcomes that this will achieve.

Engaging and Supporting Creative Practitioners

Each applicant must demonstrate comprehensive support for freelance creative practitioners. In addition to evidencing a strong track record of good practice in working with creative practitioners, this includes providing:

- A fixed-term contract providing defined hours of work for a period of no less than 6 months
- Creative freedom for creative practitioners to work collaboratively with communities
- A rate of pay which is at least the recommended industry rate and is agreed in advance with the creative practitioner.
- A safe and supportive working environment, including a dedicated coordinator, access to peers and all necessary equipment and facilities.
- A commitment to the creative practitioners creative and professional development, including opportunities for peer learning and access to training.

Engaging and Supporting Communities

Each applicant should set out who it aims to reach. This may be broad, such as all people who live within a specific region, town, village, or neighbourhood. You may also focus on specific settings such as within a particular education, health, or care environment.

Strong applications will demonstrate:

- A robust understanding of the current context of the communities they are aiming to reach, including identifying specific priorities, challenges and opportunities.
- A significant track record of working with the communities they are seeking to reach, including proven methods for enabling creative projects to be responsive to, and informed by, their aspirations and needs.
- Community participants and third sector organisations contributing to the project's content are compensated for their time within the context of the project. This could be in the form of an honorarium fee, but should be in addition to any expenses or access costs.
- A clear, accessible and collaborative approach to understanding and responding to current and future needs

Capacity Building

A key element of the Culture Collective is to increase the capacity of creative practitioners and communities to develop, implement and sustain creative activity within their context. Strong applications will set out:

- How community capacity will be increased and what outcomes will be achieved.
- A progressive approach to developing new or existing partnerships which will support the delivery of creative projects and the longer-term legacy of the Culture Collective programme.
- A sense of how the proposed programme could evolve in the future, including how activity could be sustained after the initial pilot period. This may include exploring how new partnerships or ways of working could be sustained.
- A significant contribution to the Culture Collective network, including ways in which they would support peer learning and advocacy at a local and national level. This includes engaging with other policy areas, including education, health, social care and planning.

Learning and Development

As the Culture Collective programme is a pilot, we are interested in supporting a diversity of approaches which identify how existing models could be developed or new approaches could be established in order to respond to the current and potential impact of COVID-19. Strong applications will clearly detail:

- How their proposed activity builds on existing approaches, including what is new or innovative relative to their current operations, creative practice or programme of activity
- What they hope to learn through joining the Culture Collective and how they would use their participation to inform their future operations or programme of activity

Management and Governance

Each application will be assessed to ensure it is realistic and fully deliverable. Strong applications will:

- Provide a budget and supporting narrative which is clear and logical based on the proposed programme of activity.
- A supporting structure which evidences that sufficient resources and people are in place to support the proposed programme of activity.
- Applications must set out risks to delivery presented by changing guidelines around Coronavirus, and how these risks will be mitigated (including costs of this)

How can I apply?

Step 1: Submission of an Expression of Interest.

You should submit an Expression of Interest by **5pm, Wednesday 18 November 2020**. You can do this by accessing our online portal which will be open from 12pm, 4 November 2020. A link to the online portal will be available on our website here:

www.creativescotland.com/culture-collective

All submissions will be reviewed by Creative Scotland staff to ensure eligibility and that the proposed activity meets the purpose of the fund. This will be completed no later than **Wednesday 25 November**.

Eligible applicants whose activity meets the purpose of the fund will be invited to apply.

If you are deemed to be ineligible or if the proposed activity does not meet the purpose of the fund, you will not be invited to apply. We will contact you to provide details on this decision.

Step 2: Submission of an Application

If you are invited to apply, applications will open on **Wednesday 25 November** and your application should be received by **5pm, Wednesday 16 December 2020**. All applications will be invited through our online application portal, and we will give you more details of the information we want from you at this time.

How long will it take to get a decision?

We will notify all applicants of the outcome of their application in the week beginning **1 February 2021**. The successful applicants will be announced publicly during the week beginning 1 February 2021.

How will decisions be taken?

All applications will be assessed against the stated criteria by a member of Creative Scotland staff. This assessment will produce a recommendation which will be presented to a Funding Panel who will take the final decision on all applications.

The Funding Panel will select a range of applicants to form the Culture Collective – meeting the aims of the programme to:

- support a minimum of five organisations
- create a range of paid roles
- develop a national network across the geography of Scotland and
- which demonstrate different approaches to working with artists within communities.

The Funding Panel will include members of Creative Scotland staff and external advisors.

We will publish membership of the Funding Panel and all applicants will receive a copy of their assessment.

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 2000. 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 Act 2000. 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 freedom of information 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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