

**SCREEN SCOTLAND
SGRÌN ALBA**

SCREEN FUNDING

FILM EDUCATION PARTNERSHIP FUND

GUIDANCE 2018/19



Awarding funds from
THE NATIONAL LOTTERY®



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SCREEN SCOTLAND SGRÌN ALBA

Screen Scotland is the new dedicated partnership for screen in Scotland, delivering enhanced support for all aspects of Scotland's screen sector.

Screen Scotland is leading the growth of the sector through increased funding and support for film and television production, an increase in specialist staff and further investment in skills, festivals, audiences and education.

Screen Scotland sits within Creative Scotland and is a partnership with Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, Scottish Funding Council, with funding from the Scottish Government and the National Lottery.

We are funding, developing and growing Scotland's screen sector by:

- Boosting production by increasing funding and support to grow the number and diversity of film and TV productions from Scotland
- Creating specialist business development provision for screen businesses ensuring that advice and support is appropriate and easy to access
- Improving employment opportunities in the sector through increased and co-ordinated opportunities for training and development
- Developing audiences by improving access to Scottish film and TV productions at home and internationally
- Growing and improving Scotland's screen infrastructure including studio facilities
- Developing Scotland's reputation as a destination for international productions and co-productions, supported by our world-class talent, crews, facilities and unique locations.

What is the purpose of the Film Education Partnership Fund?

Film education can take place in many different places or contexts, including but not limited to schools, colleges and universities, teacher education programmes, cinemas, film festivals, libraries, film clubs and societies, media access centres and workshops.

However, this activity can sometimes take place in isolation from other work, limiting the sharing of expertise, resources and moving image education practitioners between them. We want to help change this, and therefore the key strategic aim of this fund is to develop increased capabilities in film education, typically through greater connectivity and partnership working between film education organisations and practitioners, and professional development for the film education practitioners involved. The fund will support partnerships and collaborative programmes of work with the potential to achieve these outcomes.

For example we would be keen to explore the potential benefits of:

- Local or place-based programmes that strengthen collaboration or progression between film education activities in different contexts (for example projects which more effectively link up different film education activities taking place within a city, local authority area or region).
- National or **regional programmes of collaboration** which may be more specific to a particular sector or context, for example library services in different parts of the country working together, or cinema venues in different places working together.

We are keen to support projects which build on and develop existing activities and networks, to enhance their connectivity, reach and potential for sustainability across the relevant contexts and collaborating stakeholders, rather than funding wholly new or isolated projects.

Ideally, your project should also aim to be inclusive of, or accessible to, all key stakeholders relevant to the project – but we recognise that this may not be possible in all cases. Whatever the context, the professional development of new or existing moving image education practitioners should form part of the programme, be that through supported and reflective delivery of projects, or formal professional development sessions, or peer-to-peer learning, or a combination of all of these.

A key priority of this fund is to strengthen film education organisations and services, typically through provision mapping, joint professional development, events, collaborative development and delivery of film education programmes, or other partnership activities. The fund is not intended to support the delivery of standalone film education projects by a single provider.

In all cases, the potential sustainability of the development will be critically important, and we therefore expect key outcomes of each project to include:

- Strengthened provision of moving image education in future, for example through increased priority and closer working relations with key educational stakeholders, better connected networks and co-ordination, efficiencies and synergies.
- A strengthened network of moving image education practitioners be they school teachers, library staff, freelance moving image education practitioners, media access centre staff, or others through enhanced capability, peer support, professional development, access to a wider range of specialist peer expertise, collaborative learning and connectivity.

Further, it is important to note two overarching long-term aims of this fund for Screen Scotland, beyond the individual outcomes of each supported project:

- To demonstrate by example the outcomes and impacts of film education, and to promote these to educational stakeholders (including the ultimate beneficiaries). Independent comparative evaluation will therefore be commissioned by Screen Scotland across supported projects, to help maximise the learning gained.
- To learn from a variety of practices, settings and contexts across Scotland, and so to help improve practices; we therefore aim to support a variety of types of programme and location with the available funds. Supported programmes will also be expected to share the outcomes and learning from their activities with the wider film education community.

What is Film Education?

Put simply, the purpose of film education - or 'moving image education', which is the same thing - is to develop film literacy, the ability to read and write with moving images and sounds.

Our approach to film education aligns with the Film Education Framework for Europe, developed by film educators from 20 countries during 2014-15. For more information visit the [Screen Scotland website](#).

Working with partners and educators, Screen Scotland aims to put film and moving image education where it belongs, at the heart of learning for all, in formal and informal education. Our aim is to inspire and equip people across Scotland to be able to access, enjoy, understand, create, explore and share film and all other forms of the moving image throughout their lives: the moving image dominates global culture and communications, and these are essential capabilities for understanding and participating in the complex world we live in. **The Curriculum for Excellence's 'Principles and Practice' guidance for literacy and English** recognises this in defining literacy as *'the set of skills which allows an individual to engage fully in society and in learning, through the different forms of language, and the range of texts, which society values and finds useful.'* Schools in Scotland are therefore critically important for the development of film education.

We also recognise that, for some, film education can be a first step to inspiring and enabling young people to seek a career in the sector, or to deploy their moving image skills in other fields.

What can I apply for?

You can apply for two levels of funding:

1. Pilot Development

Funding up to a maximum of £15,000 for first stage pilot activities, and/or research and development in order to scope and develop the partnership and programme. In this case you must indicate the range of the partnership and the proposed programme you aim to initiate and establish subsequently.

2. Partnership Programme

Funding up to a maximum of £70,000 per annum for a maximum of two years.

In either case, you can apply for a range of costs to plan and deliver your collaboration, including:

- Research and development
- Project management and administration
- Delivery of collaborative activities
- Staff costs required for project delivery
- Specialist moving image education practitioners, tutors, speakers
- Professional development and training
- Equipment/venue hire
- Marketing and publicity costs (including print, online, PR)
- Access costs (ie any *necessary* additional costs required to deliver the programme to participants, e.g. language interpreters including BSL, increased costs for venue accessibility, transport, childcare.)
- Monitoring and evaluation costs.

Who can apply?

This fund is open to organisations and to other constituted groups based in Scotland, whose proposed collaborative activities meet the aims and criteria of this fund. This can include, but is not limited to local authorities, arms length external organisations, colleges and universities, cinemas, film festivals, libraries, film clubs and societies, media access centres or workshops. Applications should be submitted by one lead organisation, with letters of commitment from all named partners.

Individuals and non-constituted groups can participate in the partnership activity being proposed but are not eligible to apply as lead applicant.

How much can I apply for?

The fund has a total available budget of £300,000.

Awards are likely to be in the range of £5,000 - £15,000 per year for Pilot Developments.

Awards are likely to be in the range of £5,000 - £70,000 per year of activities for a full Partnership Programme, depending on the scale and reach of the project. You can apply for support for up to two years (ie a maximum of £140,000 for a two year programme).

Partnership funding from other sources is not a requirement but applications will be strengthened by significant cash or in-kind resources from the partners or from external sources.

When can I apply?

All applicants **must** discuss their plans with a member of the Screen Scotland Film Education Team in advance of an application being made. To do this, please make contact in the first instance by email to filmeducationpartnership@creativescotland.com.

Applications for both pilot developments and full partnership programmes will be accepted on a rolling basis without deadlines. Decisions will take up to eight weeks and your project cannot begin during this period.

How long will it take to get a decision on my application?

Decisions will take up to eight weeks from the date we receive your application and we have all the relevant information required to make a full assessment. If you apply less than eight weeks before your project starts, your application will be deemed ineligible.

What are the key criteria we will consider when assessing your application for funding?

You must be able to demonstrate:

- The project has clear aims and objectives for a significant development of film education in the chosen context;
- The development has the potential for longer-term sustainability;
- A well-developed understanding of and approach to film education;
- All named partners are committed to the development;
- The project has a clear plan for monitoring and evaluating its outcomes;
- The project identifies how it will contribute to increasing equalities, diversity and inclusion;
- It will be well managed and delivered;
- It has clear target audiences and participants (both moving image education practitioners and ultimate beneficiaries) and strong plans in place to reach them;
- It meets a clearly identified need.

What else do I need to consider?

When planning and making your application, we encourage you to think about the following questions:

- What are the key aims and outcomes you seek in both the short and long term?
- What are the respective benefits of the development to each of the partners?
- What are your long-term aims beyond the life of your proposal, and how will the project and its outcomes contribute to planning for this?
- Have all relevant partners been included or consulted?
- Who will benefit from the project?
- How will you promote the development and ensure its benefits are achieved as widely as possible?
- How do you plan to address **equalities, diversity and inclusion**? Does your project target specific disadvantaged groups of people or locations?
- What need or demand is there for the development, and what opportunities does it build upon?
- What have you learned from previous experience or film education work which you will apply to this development? How will you use formative evaluation to continue developing and improving your work?
- How will you ensure your project is well managed?
- How will you ensure your project is properly costed, and that budgets are well managed?
- How will you monitor and evaluate the project?
- How will you share the outcomes and learning from your programme, beyond your immediate partnership?

What do I need to support my application?

In addition to the application form, you should submit the following supporting materials:

- A detailed budget
- Letters of commitment from all partners in the project
- Details of partnership funding (cash or in-kind) and partners
- Details of monitoring and evaluation plans
- A copy of founding legal documents, for example Articles of Association, Trust Deeds, or written constitution. (The level of information you need to provide will depend on the intended scale of your project and partnership, and the amount you are applying for.)
- A copy of your Equal Opportunities Policy

Please see Section F of the application form for guidance on the supporting materials required.

Equalities, Diversity and Inclusion

As a lottery distributor and public funder, Creative Scotland is committed to addressing diversity in all its work, as outlined in our review of equalities, diversity and inclusion in Scotland's screen sector, *Equality Matters* (2017), in our four **Equality Outcomes 2017-21** and elsewhere.

As noted in *Equality Matters*, film education has significant potential to address inequality, by providing key cultural, critical, creative and literacy skills. In addition, by providing opportunities to explore and develop specific moving image skills, it can also increase the number and diversity of people motivated and able to seek employment in screen and related industries and occupations. Creative Scotland believes that true representation both on and off screen is vital for the sustainability and equity of the screen sector.

Applications for support to all screen funds will be strengthened by a specific and targeted contribution to improving diversity. The **BFI's Diversity Standards** provide detailed guidance to potential approaches.

How to apply

Applications must be made on the Film Education Partnership Fund Application Form, which can be found on the Screen Scotland website: www.screen.scot/funding.

Completed forms should be submitted along with all supporting materials to screen@creativescotland.com.

Making an application

Do you need this information in alternative formats or languages, or do you need any access support?

We are 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.

For more information, contact our Enquiries Service (see Page 14 for details).

Our assessment and decision-making process

What happens when we receive your application?

Shortly after submitting your application, you will receive an automated response confirming receipt. If you don't receive this automated email please check your spam filters, junk files and deleted items. If there is still no sign of the automated response, get in touch with us to confirm that we have received your application.

Once you have submitted your application we will review it for completeness and eligibility. If you have not provided all of the information required, or if you do not meet the eligibility criteria for Film Education Partnership Funding, your application will not be assessed. You will be notified of this, and of the reasons why, by email.

Complete and eligible applications will be assessed by Screen Scotland Officers, against the criteria set out in this Guidance. Assessments will be made on the basis of the information you provide in your application form and any supporting materials submitted. We may contact you during the assessment process to seek clarification on aspects of the information you provide.

How we will make our decisions?

Following an initial assessment and Officer recommendations, decisions on final awards will be taken by our Screen Team, chaired by our Director of Screen.

We expect to be able to fund only a proportion of the applications we receive. However, we will offer feedback to unsuccessful applicants to strengthen their applications in order for them to re-apply should they wish to do so. We will only accept an application for the same project if the reasons for it previously being unsuccessful have been addressed. In addition, any reapplication will be treated in the same way as any other application regarding the decision making timescales – meaning that a reapplication will only be eligible if the activities are at least eight weeks away.

Once a decision is made:

Once we have reached a decision, we will email you to let you know the outcome of your application.

If your application is unsuccessful, we will email to let you know why, and provide feedback should you wish to consider reapplying.

If you are successful, we will issue you with a Funding Agreement, confirming the award we are offering you, as well as any specific conditions that have to be met. You must note and adhere to all the terms and conditions of the Funding Agreement. At this point we will also ask you for your banking details, and agree a payment schedule and cash-flow with you, which will normally be set against agreed milestones. You will need to return a signed copy of our Funding Agreement. Once all conditions have been met we will release the first instalment of your funding award.

Help, further advice or feedback:

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

Telephone: **0345 603 6000***

Lines are open 10am-12pm and 2-4pm, Monday-Friday. Voicemail is available outwith these hours. If you want us to call you back, then leave a message with your number and we'll arrange a time to call you.

Web: You can send us a message via the Creative Scotland [website](#)

Twitter: Get in touch [@screenscots](#)

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/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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