



ALBA | CHRUTHACHAIL

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# TOURING FUND FOR THEATRE AND DANCE

FUNDING GUIDELINES 2019

Updated February 2019

Awarding funds from  
 **THE NATIONAL LOTTERY®**

# Background to the fund

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In late 2016, Creative Scotland commissioned an independent review of Touring for Theatre and Dance, and the **final report** was published in May 2017.

The Review identified many complex and inter-related issues regarding touring theatre and dance in Scotland. The Review called for bold thinking to effect change in the touring ecology.

Among the main conclusions was a call for a more strategic focus for touring, and the need to establish a touring fund driven by a renewed vision and clear strategic priorities around artistic quality, audience development, reach, balance of genre and scale, depth of engagement, efficiency, sustainability, continuity and progression.

This fund has consequently been developed in partnership with the Federation of Scottish Theatre, and working groups made up of representatives of dance and theatre companies and Creative Scotland.

To read more on the background to this fund, see the separate **Appendix 1**.

This fund is supported by the National Lottery through Creative Scotland.



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# Purpose of the fund

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**This fund is a starting point to test several tactics to address the recommendations from the [Review of Touring Theatre and Dance in Scotland](#).**

We recognise that publicly funded theatre and dance is only one aspect of the touring ecosystem. However, the public funding that Creative Scotland provides needs to serve both the artists and audiences of Scotland.

This fund has the ambition to change the way we tour publicly funded work. The projects supported through the fund should provide greater access to a variety of experiences for a diverse audience and broader opportunities for a more diverse range of artists and producers. This could be through partnership working between venues and promoters, through innovative presentation in non-traditional spaces or through deep engagement with communities.

**This fund aims to bring about this change by:**

- Funding high quality work to tour in a way that could improve the relationships between venues and producers of touring work, be they individual artists, companies or producers of touring theatre and dance.
- Funding work that has the capacity to grow the numbers and/or diversity of audiences across Scotland, especially those who live outside the main cities of the Central belt.
- Funding work that increases the diversity of artists, producers and companies touring theatre and dance across Scotland.
- Creating conditions where artists are recognised for their work and can retain a proportion of the income their work creates to sustain their ongoing practice.
- Creating conditions that support venues to be more sustainable and give them the ability to invest more in developing audiences which we see as core to their role.
- Addressing Creative Scotland's dual role in funding both the creation of work and the fee paid to artists for its presentation.
- Supporting the programming of work in venues or locations that would not otherwise present it to increase the opportunities for it to be seen by audiences.

We intend the fund to be responsive to evidence gathered throughout the first year of operation and there will be opportunity to amend and refine criteria in future.

## Who Can Apply

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**All applicants must be based in Scotland and involved in the production, programming and/or touring of theatre and dance. We will accept applications from:**

- Individual dance and theatre artists, companies and organisations.
- Independent dance and theatre producers (on their own to create an individual piece of work or on behalf of a group of artists producing several pieces of work).
- Consortia of venues. These can include venues which are Regularly Funded Organisations (RFO) and are funded to receive touring productions – provided they can evidence that this consortia activity is additional to their core work, that they are providing significant benefit to the consortia and that the consortia is not exclusively comprised of RFOs.

## Who Cannot Apply

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- Applicants seeking funds to research and develop projects to an early stage of production (these should still apply to Open Project Funding).
- Artists or companies seeking to create work that will not be touring (these should still apply to Open Project Funding).
- Creative Scotland Regularly Funded Organisations whose funding agreement includes making and touring theatre and/or dance as part of their core activity.
- Student and non-professional companies.
- Artists and organisations not based in Scotland.
- Funding for touring activity outside Scotland.

**PLEASE NOTE – Because of the introduction of the Touring Fund, the majority of applications to make and tour work will no longer be accepted for Open Project Funding. Please check the Open Project Funding guidance for more details.**

**Please email [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com) if you have any queries about your eligibility for this fund.**

## What is the overall budget for the fund?

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The Touring Fund for Theatre and Dance has a £2m budget to cover all awards for 2019/20.

In keeping with requests from the sector to support a scale of activity and projects, there are no minimum and maximum limits on how much you can apply for.

It is also the intention to award funding at the levels requested by applicants – rather than offering a lower proportion than an amount requested.

# What can you apply for?

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- **Making and touring new work or restaging previous work.**

The fund will support the production and touring costs for both new theatre and dance work, as well as the restaging of work which you have already developed or previously toured.

- **Touring of projects to a minimum of 12 locations.**

We would normally define a tour as a minimum of 12 locations and would expect applicants to use this as their basis for their application. However for some art forms or genres - for example dance or aerial work - securing 12 locations is not feasible as performance spaces do not have the necessary technical resources; or because the work is pushing art form boundaries and needs to develop audiences over time. For these kinds of work, a tour of less than 12 locations can be supported if there is a clear rationale supplied, explaining why it is not able to tour to more than a limited number of locations.

- **Touring in Scotland only.**

This fund exists to support the touring of work in Scotland. For anyone seeking funding for tour dates outside Scotland, you should look at other funding options.

- **Projects taking place over a maximum two-year period.**

This can mean one project to tour at a time OR a group of projects.

- **One application per deadline.**

Applicants may submit only one application per deadline, but this can be for one individual project or for a slate of several projects.

Please note that slate applications need to demonstrate strategic development in terms of audience between the various projects.

Please note that producers applying for several projects on behalf of different artists/companies may either apply as a slate application (for which they need to demonstrate strategic development between projects) OR as several separate single applications (to a maximum of 3).

- **The full amount required to produce and tour.**

In this fund we intend to support applications by either funding the full amount requested by the applicant, or not funding the project at all. So we ask applicants who are submitting one application for multiple projects to be realistic in terms of their capacity to deliver them in a two-year period. The decision-making panel will **not** select individual projects from a slate application.

# Recommendations from the Review of Touring Theatre and Dance pertinent to this fund

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All applicants to this fund are asked to carefully consider how their project will help deliver the key recommendations from the Review of Touring Theatre and Dance. These recommendations highlighted the following:

- A touring fund driven by a renewed vision and clear strategic priorities around artistic quality, audience development, reach, balance of genre and scale, depth of engagement, efficiency, sustainability, continuity and progression.
- Seek ways to align national, RFO and project funded companies around the shared goal of developing audiences for Scottish work in a way that is mutually beneficial and advances the touring infrastructure.
- Ensure proven high-quality work is given an extended life to reach more audiences.
- Longer-term funding agreements for touring companies.
- Form regional/national touring consortia which would collaborate on establishing efficient touring 'highways' that producers can tap into.
- A need to improve reach and distribution.
- Look to address the gaps in distribution in the central corridor of Local Authority areas, and in the least visited areas.
- Establish long-term funding for touring networks to secure continuity.
- Examine ways to pool resources to generate work with a longer life and more resources through consortia.
- Establish targeted programmes of residencies and audience development to support touring work.
- Review priorities around the volume and balance of productions funded to tour by genre and scale.
- Trial and share innovative marketing and sustainable audience development approaches, which encourage repeat visits and longer stays, and include a focus on depth of engagement and local impact.
- Support the development of work that is locally or regionally situated and has increased capacity to resonate with audiences and communities.

# What are the criteria we will measure applications against, and what are we looking to support?

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## **Applications will be assessed against the following criteria:**

- Artistic quality and ambition
- Potential for audience engagement and/or development
- Rationale for the proposal against the recommendations of the Theatre and Dance Touring review
- Management plans
- Financial plans and value for public funding.

## **The desired outcome of each funding deadline will therefore be to fund work of high artistic quality and ambition that provides a balance of:**

- Art form and genre
- A variety of scales in terms of production and audience size
- New work and restaging of previously successful work
- Good geographic spread across Scotland. This will need to be appropriate to the work but we would expect you to be trying to broaden the range of venues and audiences beyond those you currently reach. This should include a consideration of venues and touring networks outside the main Central Belt cities and venues across the Central Belt who are under served with theatre and dance
- Work that addresses the gap in mid-scale productions
- Work that is created by a diverse range of artists and producers
- Work for a diverse range of audiences.

We will select projects for funding across a variety of scales, bearing in mind that larger scale work will be more expensive and therefore we will be able to fund a smaller number of these projects at each deadline.

We do not intend to set quotas for each scale or type of work, but to be responsive to the applications received. A balanced set of funded projects at each deadline will include some small and some larger scale works, representing a diversity of work for prospective audiences.

We will set priorities for each future deadline that will reflect the applications received and their potential to impact change on one or more of the recommendations of the Touring Review. We will also consider any gaps identified in the range of previously funded projects.

# Deadlines and Timescales

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**Fund opens for applications:**

5 February 2019.

**Deadline for applications:**

30 April 2019.

**Decision notification:**

Week commencing 24 June 2019.

**There will be further deadlines in 2019:**

We will publish dates for these later in 2019.

We expect projects to be planning tours around 12 months or more in advance of their application for funding. Applications at shorter notice will be accepted provided they contain a clear justification for the notice period.

Before each deadline Creative Scotland and peers recruited from the touring sector will hold funding surgeries at locations across Scotland to provide pre-application advice. This will be in addition to the usual advice available from Creative Scotland. Dates for these surgeries will be announced throughout the year.

# How to apply

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**Do you need this information in alternative formats or languages, or do you need any 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.

For more information, contact our Enquiries Service (see Page 12 for details).

## Making an application

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Applications must be made on the Touring Fund Application Form, which can be found on the Creative Scotland [website](#).

Completed forms should be submitted along with all supporting materials to [touringfund@creativescotland.com](mailto:touringfund@creativescotland.com).

## In your application you must include:

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- A clear proposal outlining the creative idea and the creative team. Applicants should be able to demonstrate their track record in the delivery of creative projects. If the artists involved have limited touring experience it would be helpful to include statements from mentors/peers on the suitability of the proposed work for touring. Artists who have toured before need not do this.
- An explanation of how your application addresses the recommendations of the Touring Review of Theatre and Dance in Scotland as outlined on Page 7.
- An outline of venues/spaces/locations the work is intending to perform in. You do not need to have come to any agreement with these venues or promoters at the point of submitting your funding application. However we will expect applicants to provide details of any relevant conversations, research and/or relationships which explain the rationale behind the proposed tour.
- If you are an artist or an artist-led company, we do not expect you to develop a marketing and audience development plan in your application - however, you should include a clear description of your intentions for what audiences will get from your work. If your application is then successful, the marketing and audience development plan will be the responsibility of the venues or bookers you tour to and an agreement will be developed post-funding award that ensures you and your proposed venue partners are clear on what we expect you both to provide in order to get an audience for your production.
- Brief information on who will be responsible for managing the project and what experience they have.
- A detailed budget (see more information on Page 11 along with the supporting budget template available alongside this guidance [on the Creative Scotland website](#)).

# Budget Information

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- Project budgets should include the entire cost of making/restaging and touring the work.

Although applicants are welcome to use their own format, a budget template can be found here. [link to document]

- Costs for the planning of the tour (i.e. tour booking, producer support, audience development planning) should be shown separately in your budget from the creation and making costs. If your application is successful a payment schedule to cover these costs will be agreed with a first instalment payable on signing the agreement with Creative Scotland.
- For multiple project applications, we need an overall budget and a budget for each tour with delivery costs as above divided across each project. Please use the budget template provided alongside this guidance and application form.
- Budgets should include a contingency of 5% for most types of work, or up to 10% for work with higher variable costs such as site specific and outdoor work.
- It is a requirement that all applicants pay appropriate industry standard fees and payments to all members of the creative and delivery teams. Advice on [appropriate pay scales can be found here](#).
- Co-Production income, where you are working in partnership with a venue or promoter to create a piece of work and they are providing resources above what they would normally provide for a performance (e.g. technical support, rehearsal space, marketing support for individual projects) this should be included in the budget. Any RFO co-producers should provide a cash contribution to any co-production.
- Box Office fees should **not** be included in your budget. Instead the successful applicants will be expected to offer the work to venues at an 80/20 split of box office **in the venues' favour**. The applicant will retain this 20% of the box office to support their ongoing work between projects. This may be used to maintain producer support or develop future projects. This need **not** be included in the project budget. Fees related to the creation of the funded project will still be covered by the funding award.
- We expect applicants to make full use of the [Theatre Tax Credit](#) but again this should **not** be included in the budget for the Touring Fund, although we will need you to record this in your end of project monitoring report. You should therefore make sure you have systems in place to capture the required information for a claim. Together with the 20% of box office we intend this to provide a level of sustainability for artist and companies between active touring projects.

- For venues, the retention of 80% of the box office is intended to promote varied programming and development of their audience. To book this work venues will be expected to adhere to a Initial Agreement detailing what they will provide for the project, covering technical, marketing, staffing and how they will work with the applicant to deliver audiences. This Initial Agreement is being developed by the Federation of Scottish Theatre Touring Working Group.
- For productions playing performances at larger scale venues where there is the potential to earn significant income (e.g. The Kings/ Theatre Royal in Glasgow, Festival Theatre Edinburgh, His Majesty's in Aberdeen or the Empire at Eden Court) the weekly direct touring costs of these weeks should not be included in the budget and these should not be subject to the 80/20 split of box office.

**If you are planning to tour to some of these venues, please contact Creative Scotland for a pre-application conversation to discuss the type of deals and/or box office splits to include in the budget.**

- Performances at the Fringe can be included as long as they are part of a larger tour. However, these should not be subject to the 80/20 split of box office. Any box office earned at the Fringe should go towards covering the direct touring costs of these weeks.
- We do not intend to offer reduced awards. Applications will either be funded in total or not at all so please provide realistic and appropriate costs.

## Decision-Making Process

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Decisions will be made by a panel of up to four Creative Scotland staff plus five panel members drawn from the touring dance and theatre sector, recruited by an open call process and selected by Creative Scotland. Membership of the panel will be for set periods and new members will be recruited regularly.

We will draw on the expertise of the decision-making panel, who will be formed of a majority of sector peers, to identify which projects best reflect high artistic quality and potential for audience development.

All panel members will receive training on panel decision making which will include unconscious bias training. Where a panel member has an interest in an application this should be declared. It will not be possible for a panel member to sit on a panel where they are also an applicant (either as an individual or as part of a consortium).

Decisions will be made within 8 weeks of application. Unsuccessful applicants will be notified by email and given written feedback in the first instance and if further information is desired a follow up meeting with Creative Scotland staff can be arranged.

## If you are successful in receiving funding:

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**Successful applications will be awarded funding in principle for the project in its entirety. This funding will be released to the applicant as follows:**

A first payment of 15% of the total award will be released on signature of agreement to cover the initial costs of bringing the planned tour to fruition. This will require negotiating the Initial Agreement with tour venues or promoters. This figure may be negotiated if a strong rationale is given.

If applicants cannot book their proposed tour to an agreed appropriate number of venues within three months of the proposed start date of a tour then the balance of funds awarded would either revert to the Touring Fund to make other awards, or a rationale should be provided to secure an exceptional extension. Extensions beyond 12 months will not be possible.

For successful applications for multiple projects the process described above will be applied to each individual tour, in line with an agreed payment schedule and timeline.

Once the tour has been agreed, the balance of funds up to 75% of the total award will be released, with the remaining 10% released on final evaluation of the project. Please note that for slate applications, the second payment of 75% as a whole will be released for each project as bookings are confirmed.

## Help, further advice or feedback:

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As outlined earlier, prior to each deadline Creative Scotland and members of the touring sector will hold pre-application information surgeries. If you want to find out more about when and where these will take place, you can [sign up for our monthly emails](#) and/or follow us on Twitter – and once details are confirmed, we will communicate this out via these channels.

Alternately if you require any 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 working on this funding programme.

**Email:** [enquiries@creativescotland.com](mailto: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 [@creativescots](#)

**Facebook:** We are at [www.facebook.com/CreativeScotland](http://www.facebook.com/CreativeScotland)

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](http://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:

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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](http://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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