



ALBA | CHRUTHACHAIL



Scottish Government
Riaghaltas na h-Alba
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CULTURE COLLECTIVE

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

APPLICATION QUESTIONS

NOVEMBER 2020

CULTURE COLLECTIVE FUND

Application Form Guide

This is a guide to the questions that you will be asked when submitting an application for the Culture Collective Fund.

Please note that all applications must be submitted through our **online application portal**.

Advice and Information

Please read the [Guidance](#) before making an application. If you have any general enquiries about the application process, guidelines or application form please contact us.

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 have any general enquiries about the application process, Guidance or Application Form, please contact our Enquiries Service. 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](#)

We aim to respond to all enquiries very promptly. If you want us to call you back, give us your number and we'll arrange to come back to you as soon as possible.

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

Please read the below instructions before you start.

In order for us to be able to process your application, you need to complete ALL sections of this application. Please be advised, your application will be considered incomplete and will not be assessed if you do not provide an answer for each of the questions. If you consider that you have answered a question elsewhere in your application, please clearly tell us where.

Please note that word count limits are a maximum. We encourage you to only give us the information that is most relevant to your proposed activity and we understand that this will mean many applications do not use this maximum word limit. For each question we have included prompts for information you should include, as well as prompts for additional information you should consider.

Relevant information provided in the Expression of Interest form has been copied into the appropriate field of the application form and you will be able to change some fields to reflect updated information.

- Please confirm that you've read this introduction* (Yes / No)

Section A: Key Information

Please note that you must answer these questions for your application to proceed.

- Please confirm that you have read the [Guidance](#) for Culture Collective before completing this application form? * (Yes / No)
- Please confirm that you have read and understood Creative Scotland's [Funding Privacy Notice](#) before completing this application form. * (Yes / No)
- Please confirm you have read and understood Creative Scotland's [Grant in Aid Funding Terms and Conditions](#) * (Yes / No)

Section B: Contact Details

Please note that all correspondence will be made by email with the named lead contact only. Please ensure this information is correct and the lead contact is fully aware of the details in the application.

Please also note that organisations are required to provide additional supporting materials. Please see Supporting Materials Checklist for details

ALL APPLICANTS MUST COMPLETE THIS SECTION

- Name of Organisation (Copied from EOI)
- Lead Contact Name and Position
- First Name (Copied from EOI)
- Last Name (Copied from EOI)
- Position (if appropriate)
- Address Line 1 (Copied from EOI)
- Address Line 2 (Copied from EOI)
- City (Copied from EOI)
- Local Authority *
- Postcode (Copied from EOI)
- Telephone Number (Copied from EOI)
- Email Address (Copied from EOI)
- Web Address (Copied from EOI)
- Are you a registered company? (Copied from EOI) (Yes/No)

- Registered Office Address:
- Address Line 1 *
- Address Line 2

- City *
- Local Authority *
- Postcode *
- Company Number (Copied from EOI)
- Are you a registered charity? (Copied from EOI) (Yes/No)

- Trading Name of Organisation *
- Full Legal Name of Organisation (if different from above)
- Are you the lead organisation for a consortia or a group of organisations? (Copied from EOI) (Yes/No)

If you are a lead organisation for a consortia or group of organisations, please list your partners. (Copied from EOI)

Which of these legal types of organisation are you? You should only choose one. (Copied from EOI)

We need the information so we can monitor our decision making and report to Scottish Government and the UK National Lottery on the types of organisations we fund.

- Company Limited by Guarantee
- Scottish Charitable Incorporated Organisation (SCIO)
- Community Interest Company (CIC)
- Local Authority
- Cultural and Leisure Trust
- Public Sector Agency
- Trust or Foundation
- Other

Section C: Proposal Summary

Proposal Title *

Cultural Collective

Please summarise your proposal. You should include brief information on the context you are working in, given the impact of Covid-19, who you are aiming to reach and how you will do this. Although we expect your programme to be developed with creative practitioners and communities, you can include brief information on social or environmental challenges your programme may seek to address (500 words maximum) *

Start/end dates

Your start date must be after the date you will hear the outcome of your application.

Start Date*

End date*

Where will your activity take place?

Please tell us as much information as you can about where your activity will take place. We will expect you to fill out at least one of these boxes, but please complete as many as are applicable.

Place (Town, City or Region): *

Local Authority *

What art form(s) or specialist area(s) would you use to categorise your application?

We need this information so we can ensure that your application is assessed by a Creative Scotland Officer with relevant expertise.

We also need the information so we can monitor our decision making and report to the Scottish Government on the range and type of activities we fund.

Please select as many as applicable.

- Multi-art form
- Crafts
- Dance
- Design

- Digital
- Literature
- Music
- Theatre
- Visual Arts
- Creative Learning
- Children and Young People
- Place and Communities
- Traditional Arts
- Gaelic Language
- Gaelic Culture
- Scots
- Arts and Health/Wellbeing
- Equalities, Diversity and Inclusion
- Other

Section D: Proposal Detail

We will use your answers in this section to assess your application against the criteria set out in the guidance for Culture Collective.

1. Engaging and Supporting Creative Practitioners

Please tell us how your plans will support creative practitioners. You should include:

- Information on your track record
- The opportunities and ongoing support you will provide for creative practitioners through this project.
- How you will work with creative practitioners and communities to create an overall shared vision for the programme of activity.

Please consider:

- How will you ensure that creative practitioners have the creative freedom to work collaboratively with communities?

- What is your approach to fair work, and ensuring fair pay for creative practitioners?
- How will you support creative practitioners throughout the project, including learning and development?

(600 words maximum) *

2. Engaging and Supporting Communities

Please tell us who you aim to reach and how you will do this. You should include:

- Your track record of working within communities
- Your understanding of the current context of the communities you intend to reach, including the impact of Covid-19 on these communities.
- How your activities will contribute to, and support, a diversity of voices.

Please consider:

- Are there specific priorities, challenges and opportunities this project will address?
- What community partners are you working with and how will your community participants and third sector organisations be compensated for their contribution to the project?
- How this project will help you test new models of working in communities.

(600 words maximum) *

3. Capacity Building

Please tell us how this project will help those involved to do things differently now, and in future. While some of your thinking will develop during the delivery of the project, you should include your ambitions and initial approach.

Please consider:

- How will you develop new or existing partnerships to support the longer-term legacy of the Culture Collective programme?
- How could the proposed project evolve in the future, including how activity could be sustained after the initial pilot period.
- How will you contribute to the Culture Collective network, including supporting peer learning and advocacy at a local and national level.

(400 words maximum) *

4. Equalities, Diversity and Inclusion

Please describe how you will ensure that your project is inclusive, accessible and reflects both the demographics of Scotland and the communities you plan to work within. You should include:

- Your approach to duty of care for community participants and creative practitioners.
- How you will ensure a diverse workforce which reflects the demographics of your communities.
- Your plans for supporting access needs and associated costs, including those related to digital exclusion.

(400 words maximum) *

5. Management and Governance

Each application will be assessed to ensure it is realistic and fully deliverable. Please tell us how you will manage and deliver the project. You should include:

- The management structure of this project, including the coordinator post, and how you will approach recruitment.
- How you will ensure that the community participants are supported and safeguarded to engage fully in the project.
- How you will approach risk management in relation to Covid-19 preventative measures and potential impact on the management and delivery of this project and your programme of activity.

Please consider:

Although evaluation will be supported through the national programme budget, we would like to know your approach to measuring the impact and outcomes of the project.

(400 words maximum) *

Section E: Budget

Please note we require you to supply us with a separate budget to help us to assess the financial management of your project.

Your budget should include the following cost lines shown separately:

- Fees for contracting of Creative Practitioners (minimum 50% of total project budget)
- Coordinator post
- Budget for coordinator
- Creative projects budget
- Overhead costs (costs associated with the delivery of the project)
- Access costs (non-artistic costs to make your activity accessible to a wide range of people; for example, childcare, equipment for individuals experiencing digital exclusion)
- Other costs not covered above

Note - All costs you use should be in full pounds only

We would ask that you pay particularly close attention to the costs you allocate for paying the people involved in delivering your project. Creative Scotland is committed, through any activities we support, to ensure that people are paid appropriately for their time and effort. Creative Practitioners should receive a rate of pay which is at least the recommended industry rate and is agreed in advance. For more information see our [Rates of Pay guidance](#). Community participants and third sector organisations contributing to the project content should be 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.

Budget summary:

What is the total budget of the project? *

£

What is the funding you require from Creative Scotland? *

You can apply for between £100,000 and £300,000

Supporting Materials

In this section we have listed the essential information that you will need to supply in support of your application. Please do not send any other information as this will not be considered within the assessment process.

Project Budget spreadsheet *

Upload the Culture Collective Budget Spreadsheet. (download from [this link](#))

If VAT registered only include VAT you cannot recover.

Choose file

Your Equal Opportunities Policy. If you have an Equalities, Diversity and Inclusion Action Plan, please submit this too. *

Choose file

A copy of your most recent statutory year-end accounts. *

Choose file

Please state whether these have been audited or checked by an independent examiner. (unless you are a new organisation) *

Safeguarding policy *

Please include any policies you have regarding the safeguarding of children, young people, vulnerable adults or other groups.

Section F: Statement of Acceptance

By submitting this application you confirm that:

You are authorised to make an application on behalf of the named organisation.

You understand that any relief awarded in contravention of State Aid rules irrespective of whether there was a deliberate or otherwise deception of error, or as a result of any misleading statements given on this form is recoverable in full and that you may be liable for legal action to be taken.

You understand that any payment received must be declared to HMRC as appropriate as part of the tax return of the business.

You confirm that prior to 31st December 2019 your company was not subject to insolvency proceedings or at risk of being placed in insolvency by a creditor (e.g. impending court proceedings for non-payment, unable to pay bills as they fall due, owing more than £750 to a single creditor and can't pay).

You certify that the information provided in this application is correct and understand that if any information provided is later found to be false or misleading, repayment of funding may be required.

I hereby confirm acceptance of the above Statement of Acceptance and all related documents. (Yes/No)

Name of Authorised Person

First Name *

Last Name *

Position of Authorised Person *

Date

Once submitted you will no longer be able to edit and resubmit your application

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