
Four Nations International Fund

Application Guidance
October 2021



ALBA | CHRUTHACHAIL



About the fund

COVID-19 and the UK's departure from the European Union present a double challenge to international working. Artists across the UK continue to seek collaboration with their counterparts around the world and already there are powerful examples of digital connection and exchange.

This pilot fund is designed to encourage in-person, digital and hybrid collaboration:

- between artists, creative practitioners and organisations from the four nations across the UK

and

- counterparts from elsewhere in Europe and beyond.

The arts and culture sectors of all four nations across the UK thrive on international collaboration and exchange. This fund invites artists, cultural professionals and organisations to consider where that collaboration could be also enhanced by closer working between England, Northern Ireland, Scotland and Wales.

The Four Nations International Fund is a pilot fund with co-investment from Arts Council England, Arts Council Northern Ireland, Arts Council Wales/Wales Arts International and Creative Scotland.

The budget for this initial pilot round is £100,000, and we anticipate making 20-30 awards in total across England, Northern Ireland, Scotland and Wales.

On behalf of the four nations' arts councils, Creative Scotland is leading and administering this fund. Therefore, the jurisdiction for this fund will be Scots Law, and standard Creative Scotland processes and procedures will apply.

The four nations' arts councils will work together in the decision-making of the fund. Applications are welcomed from across all of the four nations across the UK. Decisions will be made using the criteria of the fund (which you can view in the 'Decision-making' section of the Guidelines) and will aim to be representative of the four nations' diverse cultures and geography.

The aims of the programme

- Supporting international development opportunities for individual cultural practitioners and/or organisations based in the UK
 - Fostering greater collaboration between cultural practitioners and/or organisations in England, Northern Ireland, Scotland and Wales and together with partners in Europe and beyond
 - Exploring new models of innovative practice in international collaboration, in particular testing imaginative ways of working that offer new and positive responses through international collaboration to issues of inclusivity, fair collaboration and climate responsibility. We welcome applications for projects which reduce negative environmental impacts and promote positive ones
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How much is available?

The total budget available for the pilot round is £100,000. Applicants can request between £1,000 and £5,000, as well as access costs in addition to this. There is no requirement for match funding for this pilot round.

We anticipate making 20-30 awards in this pilot round, and will aim to encompass the four nations' geographic and cultural diversity, with a range across art forms.

Who can apply?

In order to be eligible, applicants must:

- Be aged 18 or over
- Be based in one of the four nations of the UK - England, Northern Ireland, Scotland or Wales
- Be a creative practitioner working in the arts and creative industries or an organisation working in the arts and creative industries
- Have a UK bank account in their name

And must have:

- Confirmed commitment from at least one artistic or creative partner based in another of the four nations - England, Northern Ireland, Scotland or Wales (this can be an individual or organisation)

and

- Commitment from an international artistic or creative partner (this can be an individual or an organisation). This will fund will also prioritise international partnerships within Europe.

Only one lead partner from any of the four UK nations can apply on the behalf of each partnership. Multiple applications from different partners for the same activity will be ineligible. **An applicant may only submit one proposal as lead partner to this pilot round.** The lead partner will take financial and reporting responsibility.

This pilot fund will prioritise support to individuals and those organisations who do not have regular funding status from any the following arts councils funding schemes: Arts Council England's National Portfolio Organisations; Arts Council Northern Ireland's Annual Funding Programme; Arts Council Wales' Arts Portfolio Wales; and Creative Scotland's Regularly Funded Organisations.

What art forms will be considered?

We are able to consider proposals from creative practitioners and organisations working across a range of different art forms including:

- Multi-disciplinary arts
- Literature
- Music
- Theatre
- Dance
- Visual arts
- Craft

Please note that this list is not definitive. If you have queries about your eligibility to make an application, please contact us (see Page 13).

What can the funds be used for?

Applications can be for physical, digital or hybrid activity in the following categories:

- Exchanges
- Residencies
- Partnership development
- Co-creation
- Networking

Applications must work within the restrictions of any government guidelines or legislation relating to COVID-19 in any of the four nations in the UK and in the international regions in which the activity will take place.

Priority will be given to applications experimenting with innovative models of international collaboration.

The fund can be used for one or all of the following:

- Development of artistic practice through working cross-UK and internationally
- Collaboration with and learning from artists, creative practitioners and organisations cross-UK and internationally
- Development of early relationships with artists, creative practitioners and organisations with a longer-term view of developing cross-UK and international markets and audiences for work and building profile internationally
- Exchange of key creative people to develop new concepts or relationships

Applicants will need to be able to demonstrate commitment to the proposed activity from the other partners in the proposal - at least one partner from another of the four nations and at least one international partner. An email or letter from the partner will be sufficient.

Activity that you cannot apply for

- Projects that are not arts-related
- Continuation of an existing project without any clear new elements
- Film or video production and cinema exhibition, unless it is in support of artists' work in the moving image (including film and video)
- Projects related to a course of study or tuition fees in a school, a college or a university
- Accredited qualifications
- Projects which take place or start before the published decision date
- Fundraising events, such as charity galas
- Buying equipment and instruments
- Projects in a formal education setting for educational purposes necessary by law
- Projects with a primary focus on social development (we will not consider the proposal eligible unless the focus of the project is clearly and primarily artistic or creative)

Costs that you cannot include

- Costs/activity that are already covered by other funding
 - General running costs and overheads that are paid for by other income, including your own funds
 - Ongoing overheads related to equipment or buildings, such as insurance and maintenance costs
 - The costs associated with quarantine and COVID-19 testing either in the UK or in another country. These include:
 - costs related to self-isolating before and after travel (including any loss of income)
 - costs related to quarantine on arrival in your destination country
 - costs related to quarantine on return to any of the four nations of the UK
 - costs for any fines for breaking the quarantine rules
 - costs that cannot be covered by travel and professional insurance costs caused by COVID-19.
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A note on fair work

Every applicant seeking funding is expected to pay themselves and others involved with their project fairly. We expect those seeking funding to be clear about all costs they allocate in their budgets relating to the payment of people involved in delivering their work. We do not prescribe the rates of pay that apply when employing, working with and/or commissioning artists and creative practitioners, however you can refer to [Creative Scotland's Rates of Pay Guidance document](#) which gathers sources of guidance on industry standards, union rates and codes of practice from key leading bodies. We expect applicants to reference clearly an appropriate industry pay standard in their budget where applicable and appropriate.

When can I apply?

Fund opens - **21 October 2021**

Deadline - **11 November 2021**

Decisions - **w/c 13 December 2021**

Projects start - **between 10 January 2022 and 31 March 2022**

Projects complete - **by 31 March 2023**

How will applications be assessed?

First, your application will be checked for eligibility - please do check whether you, your project idea, activities and partners are eligible for this fund by reading the guidelines and the FAQs. Any applications which do not meet the basic eligibility criteria for this fund will not progress. If you have queries about your eligibility to make an application, please contact us (see Page 13).

Once the eligibility is checked, the application will be scored by two assessors. They will score the application according to the following four criteria:

1. Innovation/need (Maximum 5 points)

- Does the application show how this is a new or different approach to international collaboration?
- Does it respond to specific current needs or challenges of the partners or within the sector?
- Does it aim to test new ways of working that respond to one or more of the following issues: inclusivity, fair collaboration, climate responsibility?

2. Project structure (Maximum 5 points)

- Does the amount requested and the breakdown of costs seem reasonable for the activity taking place?
- Does the timeline seem practical?
- Does the activity take into account the current pandemic situation? (See our notes on ineligible costs and that digital and hybrid activities are also possible)
- Is it clear what is taking place when and with whom?
- Do the activities described seem likely to have the effect or outcomes desired?

3. The partnership (Maximum 5 points)

- Is there a rationale for the selection of partners (their skills, practice, experience) and will the makeup of the partnership help achieve what the project sets out to do?
- Is the partnership mutual - will all partners see benefit in the activity?
- Are there interesting possibilities for how the relationships between these partners could develop?

4. The potential impact (Maximum 5 points)

- Does the proposal outline the potential impact of the activity for each of the partners? This may include artistic practice, future collaborative opportunities, increased international or UK profile or reaching new markets and audiences.
- Are there plans to share the learning and experiences with the wider creative sector?

Once assessed, the two scores will be totalled up, with a maximum score of 40. In the instance of one assessor's score being significantly different from another scoring, there will be a discussion to agree a final score.

The applications will go to a panel of assessors from all partner arts councils, where the panel will look at the highest scoring applications. Approximately 20-30 awards will be made. In making the decisions of the final awards, panellists will also take into account:

- Cultural diversity
- Art form spread
- Geographic diversity
- Applicants who do not have regular funding status from any the following arts councils funding schemes: Arts Council England's National Portfolio Organisations; Arts Council Northern Ireland's Annual Funding Programme; Arts Council Wales' Arts Portfolio Wales; and Creative Scotland's Regularly Funded Organisations.

Short feedback will be given if you are unsuccessful, on whether you were ineligible, or which area of the criteria was weaker in your application. It is worth noting that this is a pilot fund and therefore we are working to a relatively small amount (£100,000) open to applications across the four nations, so this fund may be highly competitive.

If you are successful, you will be contacted to arrange signature of a grant agreement and for your bank details.

We will also ask you to answer some questions about the project 30 days after the end date of the funded activity.

The Application Process

All applicants will need to register and complete the application form through the Creative Scotland online portal: <https://my.creativescotland.com/>

If you are not able to access the internet to make an application, or if you need additional support in making your application through the online portal, please contact us (see Page 13 for how to do this).

Please note that as the application process is being managed through Creative Scotland's online portal, this fund (which is open to applicants from all four UK nations) will sit next to other funding schemes which are open only to Scotland-based applicants.

Online portal registration details

To make your application, you will first need to create your own account. From your account you will be able to work on a draft of your application online, save it as you go along and come back to it before submitting.

- To create an account go to <https://my.creativescotland.com/signup>.
- Fill out the simple registration form, providing your name/organisation name and contact details
- You will be asked to verify the account by email.
- Once verified, you can log in and begin your application here: <https://my.creativescotland.com/login>

The online application form

What follows is a summary of the application form and the questions you will be required to complete in the online form.

Your work section:

For individuals:

- How would you describe your role or practice within the arts and creative industries? (Approx 50 words)

You will then be asked to choose how you would like to give further information about your practice or work: either by uploading a CV (Word or PDF format); completing a text box within the form; or providing a link to a website.

For organisations:

- Indicate if you are currently in receipt of any of the following regular funding schemes: Arts Council England's National Portfolio Organisations; Arts Council Northern Ireland's Annual Funding Programme; Arts Council Wales' Arts Portfolio Wales; and Creative Scotland's Regularly Funded Organisations
- How would you describe your organisation's role in the arts and creative industries (50 words)

You will then be asked to choose how you would like to give further information about your organisation's work and experience: either by uploading a summary of your organisation's work (Word or PDF format); completing a text box within the form; or providing a link to a website.

Your 4 Nations partner(s)

Provide information about your main partner(s) in the four nations to give a sense of their work and/or practice, and upload a supporting document for each partner which shows their commitment to the project.

Only one additional partner from another nation is required, but you can complete details for further additional partners if this is part of your project, by clicking the 'add partner' button down at the bottom as many times as you need.

For each partner:

- Name of UK partner
- Are they an individual/sole trader or an organisation?
- Which of the four nations are they based in?
- What is their postcode?
- Upload a Word document or PDF that gives an overview of the partner's previous work and/or practice
- Upload a supporting document that shows their commitment to the project (email or letter)

Note that in order for the application to be eligible you must have at least one partner from another of the four nations (different to the one you are based in).

Your international partner(s)

Provide information about your main international partner(s) to give a sense of their work and/or practice, and upload a supporting document for each partner which shows their commitment to the project.

Only one international partner is required, but you can complete details for further additional partners if this is part of your project, by clicking the 'add partner' button down at the bottom as many times as you need.

For each partner:

- Name of international partner
- Are they an individual/sole trader or an organisation?
- Which country are they based in?
- What town/city/region?
- Upload a Word document or PDF that gives an overview of the partner's previous work and/or practice
- Upload a supporting document that shows their commitment to the project (email or letter)

Note that in order for the application to be eligible you must have at least one international partner.

Your project - basic details

- Start date of activity (No earlier than 10 January 2022 and no later than 31 March 2022)
 - End date of activity (No later than 31 March 2023)
 - Art form/area
Tell us which art form or creative area(s) best describe this project/activity. You can choose more than one, if this best communicates your project's focus.
 - Other Art forms
If applicable, what other art forms or creative areas does your project involve?
 - Project summary
Give us a summary of what you are planning to do, including who, where and when. Is it in-person, digital, or hybrid? (approximately 250 words)
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Your project - timeline and budget

- **Project timeline**
Upload a document (Word or PDF format) with a table listing the main stages and tasks of the project from the start date onwards. You can use [this optional template](#) as a guide.
- **Amount requested (£)**
Tell us the total amount you are requesting from us (minimum £1000, maximum £5000), not including any access costs you may also be requesting.
- **Access costs (£)**
Are you also requesting any access costs? State the total access costs applied for.

Access costs are non-artistic costs aimed at removing barriers to participation for yourself, someone you are working with or employing, or for participants or audiences engaging with your project or activity. These costs do not count towards your total ask. You can find out more about access costs in the FAQs for this fund.

- **Detail of costs**
Complete the online budget table using the following categories (where applicable) from the drop-down menu:
 - Artistic fees/creative costs (including referenced industry standards)
 - Travel
 - Visas
 - Accommodation
 - Per diems/subsistence
 - Digital collaboration costs
 - Studio/venue hire
 - Insurance
 - Marketing
 - Translation
 - Additional costs
 - Access costs

Please refer to the section 'Costs you cannot include' section on Page 5.

- **Other funding (optional)**
Have you confirmed any additional funding from partners or other sources?
Note that this is not a requirement.

Your project - innovation and need

In what way is this activity trying out something new and/or responding to current needs or challenges? (approximately 200 words).

Refer to the assessment criteria here when responding to this question for some helpful prompts of what to cover.

Your partnership

When answering these questions, refer to the assessment criteria for a sense of what assessors will be looking for in this section.

- Why are you and your partners working together? (approximately 250 words)
 - Tell us why this project is important to each of the partners involved. (approximately 250 words)
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Need help?

Creative Scotland is managing this fund's application process on behalf of the four nations arts councils. We are here to support you through the process. Before preparing an application, if you have any general enquiries about the application process, guidance or application form, including any technical enquiries about our online application process, feel free to contact the Creative Scotland enquiries team to discuss any ideas or questions.

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](#)

Do you need additional support in making your application?

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.

If you need any further access support in making your application or would like to discuss access support costs for the delivery of your project, Creative Scotland Enquiries service will direct you to someone based in your nation's arts council who will be able to support you further.

We can 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.

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.

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 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 Privacy Notice. Please ensure you share this Privacy Statement and CS's 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 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's 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 Commissioner's 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.

Subsidy Control

Subsidy Control involves public money being used to provide financial assistance (subsidies) to organisations. The UK left the EU on 31 December 2020 and, as a public body, Creative Scotland must now comply with the UK Government's Summary Guide to Awarding Subsidies from 1 January 2021 and supporting technical information. Current Scottish Government guidance in relation to these rules is that the principles of EU State Aid regulation that were in place prior to 31 December 2020 still apply. Based on this guidance the grants awarded are considered to be the equivalent of those made under the 051/20 Temporary Framework for State Aid for COVID-19 responses noting that the EU scheme has been extended to 31 December 2021 with revised limits. If you have any concerns that you may breach this guidance please contact the Scottish Government State Aid Team. Creative Scotland will not respond to any queries on this matter.

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