



ALBA | CHRUTHACHAIL

TOURING FUND FOR THEATRE AND DANCE

FUNDING GUIDELINES 2022/23

April 2022

Awarding funds from
 **THE NATIONAL LOTTERY®**

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Summary of key information

What is the fund for?

This round of the Touring Fund is to support high quality work to tour throughout Scotland and for the touring sector to continue to re-engage with audiences, delivered through partnerships between touring artists/companies in conventional and non-conventional formats and staging.

Who can apply?

All applicants must be based in Scotland and involved in the production and/or touring of live 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 a piece of work).

Please note that applicants for touring of work that is likely to earn a significant proportion of income from box office need to consider specific criteria which are laid out on page 16.

See pages 6-7 for full details of who can and cannot apply.

Budget?

The overall budget for this round of the Touring Fund for Theatre and Dance is £1,000,000.

How much can I apply for?

There are no upper or lower limits on the amount an applicant can apply for. We expect to make a range of awards and anticipate that we will make only a small number of high awards.

When should the funded touring activity take place?

We are looking to support activity which can take place from Spring 2023 onwards.

We expect the next round of the Touring Fund for Theatre and Dance to be in Autumn 2022.

What is the timeline for the fund?

Online application portal opens	2pm, Wednesday 20 April 2022
Application deadline	2pm, Wednesday 1 June 2022
Decisions	w/c 25 July 2022
Touring activity to take place	From Spring 2023

Background to the fund

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, audiences, 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.

You can find out more about the former recipients of this fund on the Creative Scotland website.

Award rounds were made in **December 2018, June 2019, December 2019, December 2021** and **May 2021**.

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

Purpose of the fund

The Touring Fund aims to address the recommendations from the Review of Touring Theatre and Dance in Scotland.

Additionally, we recognise that the limitations of presenting live work, as a result of the coronavirus pandemic and associated restrictions, have had a profound impact on the dance, theatre and touring landscape.

This round of the fund is designed to continue to support the touring sector to re-engage with audiences, delivered through partnerships between touring artists/companies and venues/host sites.

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, for example, 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 changes 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 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.
- 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 its operation and there will be opportunity to amend and refine criteria in the future.

Impact of COVID-19 on your touring projects

We understand that the COVID-19 pandemic, and the changing restrictions associated with it, make it hard to plan for the presentation and touring of creative work, even as far as in advance for touring from Spring 2023 onwards. We will take these challenges into consideration when assessing applications. At the same time, we also acknowledge that touring activity will be possible during 2023.

The Scottish Government guidelines on COVID-19 measures will continue to evolve as the country moves through the road map to recovery. We would suggest all applicants refer to the latest Scottish Government guidelines on COVID-19 measures around the time their application(s) will be submitted. You can find these on www.gov.scot/coronavirus-covid-19 and the specific guidance for the performing arts and venues sector here: [Scottish Government: COVID-19 updates](#). UK Theatre has also gathered links to further useful information here: [Working Safely During Coronavirus \(COVID-19\) – UK Theatre](#).

If you would like to speak to a member of the team about your idea before applying, please get in touch via enquiries@creativescotland.com

Who can apply?

All applicants must be based in Scotland and involved in the production and/or touring of live theatre and dance.

Based on the recommendations in the Touring Review we are looking to support projects that will expand touring reach (reflected in the number of tour venues) or depth of engagement (reflected in longer runs and/or ancillary activity). We will accept applications for productions which plan to tour to a reasonable number of venues/locations appropriate to the work 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 artists)

Who cannot apply?

The following list is not definitive and if you have any queries about your eligibility for the fund please email enquiries@creativescotland.com

- Applicants seeking funds to research and develop projects to an early stage of production*
- Applicants seeking funds to create work for presentation in schools*
- Applicants seeking funds to create work for presentation in less than six venues/locations
- Applicants seeking funds to create work for online/digital dissemination*
- Applicants seeking funding to create digital adaptations of existing work*
- Applicants seeking funds to present work at the Edinburgh Fringe. Due to the high demand on the Theatre and Dance Touring fund we are unable to support performances of your project at the Edinburgh Fringe. You may still carry out Fringe performances in addition to your tour, but none of the costs or income for these should be included in your budget for your application.
- Applicants seeking to create work that will not be touring*
- Applicants seeking funding for touring work other than theatre or dance*
- 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.
- Applicants not based in Scotland.*
- Funding for touring activity outside Scotland.*

*** Please note – these types of projects may be supportable by the Open Fund. Please check the [Open Fund guidance](#) for more details.**

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

Applications will be assessed against the following criteria:

- Artistic quality and ambition
- Potential for audience engagement and/or development
- Effectiveness of presentation model to create high quality work and high-quality audience experiences
- Rationale for the proposal against recommendations of the Theatre and Dance Touring review
- Management plans
- Financial plans and value for public funding.

The desired outcome of this funding deadline should be to fund work of high artistic quality and ambition that provides a balance of:

- Work that will support venues, theatres, artists, companies and producers to continue to re-engage their audiences and develop their engagement with their locations and communities
- Work that will provide the public with opportunities to access high-quality live performances
- Art form and genre
- New work and restaging of previously successful work
- Work of different scales in terms of production and audience sizes (Please see guidance for tours that are likely to earn a significant proportion of income from box office on page 16)
- Good geographic spread across Scotland. This will 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. The decision-making panel will balance the geographical spread of the projects that will be supported:
- Work that is created by a diverse range of artists and producers
- Work for a diverse range of audiences

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

All applicants to this fund are asked to carefully consider how their project will help deliver some of the key recommendations from the **Review of Touring Theatre and Dance**. Note that a project does not necessarily need to address all of the key recommendations. A project that helps to deliver one of the recommendations strongly will meet this criterion sufficiently.

These recommendations highlighted the following:

- Demonstrate clear strategic priorities around audience development, reach and depth of engagement.
- A need to improve reach and distribution.
- Address the gaps in distribution in the central corridor of Local Authority areas, and in the least visited areas.
- 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
- Ensure proven high-quality work is given an extended life to reach more audiences
- Examine ways to pool resources to generate work with a longer life and more resources through consortia
- Support the development of work that is locally or regionally situated and has increased capacity to resonate with audiences and communities.

What can you apply for?

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, or the restaging of work which you have already developed or previously toured.

For work that is likely to earn a significant amount of income from box office, the fund will support the pre-production and creation/re-rehearsal costs but not the touring costs of this kind of work. Please see page 16 for more information on work that falls into this category.

Length of tours/touring models

We expect applicants to demonstrate that their proposed tours will support them to develop their audience engagement. We expect applicants to explain how the rationale for the numbers and range of tour locations proposed will support them to achieve their ambitions for their project. We consider at least twelve tour locations is reasonable for a conventional tour. We consider that around six tour locations are reasonable for a tour which seeks to provide deeper audience engagement or a non-conventional touring model.

We recognise that some art forms and genres – for example dance, aerialism, outdoor work – have more limited programming options as performance spaces do not have the necessary technical resources or because the work is pushing boundaries or needs to develop audiences over time. We also acknowledge that there may be other reasons why longer tours may not be possible such as health conditions or caring responsibilities. For these kinds of work or personal situations we consider that around six tour locations is a reasonable number, if a clear rationale is supplied, explaining why it is not able to tour to more than a limited number of locations.

The fund can support different touring models, from traditional one performance per venue to “slow touring.” This could be a residency type model where the artist/company stays at the venue for a longer period and presents multiple performances and offers accompanying participatory work if this would lead to deeper engagement with the local communities and strengthen audience development. For projects using this model, we consider around six tour locations is reasonable if there is a clear explanation of the benefit of enhanced audience engagement.

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.

How many applications can I submit?

Artists/companies can submit up to two separate applications for two separate tours.

Artists/companies/producers can submit one application for a tour that is likely to earn a significant proportion of income from box office

Producers can submit up to three separate applications for three different artists/companies.

Or

Producers can submit up to two separate applications for two separate tours by the same artist/company and another separate application for a different artist/company.

In your application you must include:

- 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.
- An explanation of how your application addresses the relevant recommendations of the Touring Review of Theatre and Dance in Scotland as outlined on page 9.
- 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 your 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 and venues will get from your work. In developing your description of what audiences will get you may wish to use the **Audience Workbook**.

If your application is then successful, you will be expected to develop an audience plan, in collaboration with the venues you tour to, using the **tour planning spreadsheet** and the **FST code of conduct** as a basis. This will ensure you and your proposed venue partners are clear on what you expect each other to provide in order to get an audience for your production.

Please also include:

- Brief information on who will be responsible for managing the project and what experience they have.
- A detailed budget (see more information in the Budget Information section along with the supporting **budget template** available alongside this guidance on the Creative Scotland website).
- **A risk assessment form** using the template available alongside this guidance on the Creative Scotland website.

Summary of application questions:

Project/activity details

- Name of project/activity
- Provide the delivery start/end date of your touring project/ programme
- Confirm the overall start/end date of your project (outwith the touring/delivery dates, i.e. including planning, evaluation, etc.)
- Summarise your project the way you would pitch it to venues/ promoters for consideration for their programme, with audiences in mind. (approx. 50 words).

Your touring project

- Tell us in further detail about the touring project you are seeking funding for. (approx. 1000 words). *What is the show about? Who are the target audiences? If relevant, please describe the partners you will be working with (outwith venues), etc.*

Explaining your touring format and choice of locations

- Proposed venues/locations (including postcodes) & number of performances in each venue/location.
- Tell us why you have chosen those venues. (approx. 500 words)
- Please explain the rationale for the number of venues/locations and/ or model of touring you have chosen and how this will support you to achieve your ambitions for your project? (approx. 500 words)

Developing Audiences

- Provide a description of what will attract an audience to this project (approx. 250 words).
- Tell us how your project will develop audiences for you and for the venues that you intend to perform at. (approx. 500 words)
- Provide a description of your project's presentation model to create a high-quality audience experience. (approx. 300 words)
- If the work has been presented previously, tell us how audiences and venues responded. (approx. 200 words)

Artists involved

- Please tell us more about the artists involved in the project. Please supply brief biographies, demonstrating experience and track-record relevant to the proposed project. (approx. 500 words)

Addressing the recommendations of the Review of Touring Theatre and Dance in Scotland

- Explain which recommendations from the Review of Touring Theatre and Dance in Scotland your project addresses and how. (approx. 200 words for each criterion)

*You do not need to address all of these but only the most relevant to your project. Please note that not all projects are necessarily expected to meet all of the recommendations. **A project that helps to deliver one of the recommendations strongly will meet this criterion sufficiently.***

Evaluation and Management

- Describe how your project will be managed and evaluated. *Please provide information about the management and production team/staff. Please demonstrate you have experience delivering project of this scale and of managing public funds.*
- Provide a timeline for your project, i.e. dates and milestones for your planning, production and touring activity. *Please include each milestone in the format: date/delivered activity.*

Budget

- Each application should be accompanied with a separate and detailed budget. Please provide this in an excel spreadsheet format, using the budget template to outline the budget expenditure for the tour. Please see the guidelines' Budget Information on what we need to see in your budget. Please upload your detailed budget.
- Please also provide us with a breakdown of the costs associated with your project by completing the following two tables:

Budget Summary Table

Project Income Table

Supporting Material

• Essential supporting material:

Please ensure to include the following:

- Risk assessment – using CS template. (upload)
- If applying as an organisation, please provide your Equalities and Diversity policy, or Equal Opportunities Policy.

• Optional supporting material:

Please feel free to include the following, which you feel supports your application:

- Insert other supporting materials as required (maximum 6 examples of past presentations). For all supporting material, please check Creative Scotland's preferred formats. (upload)
- If you have your organisation's Equalities Plan, please submit this also. (upload)

Budget information

- 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 alongside this guidance.

Please submit your budget as an excel spreadsheet. Please do not use a PDF format.

- Costs for the planning of the tour (i.e. tour booking, producer support, audience engagement 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.
- Costs for the tour. Please consider what may be appropriate for:
 - access costs
 - get-out costs.
- 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 on the **Independent Theatre Council website**.
- 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), should be included in the budget. Any RFO co-producers should provide a cash contribution to any coproduction.
- Box Office fees should not be included in your budget. Instead, the successful applicants will be expected to offer the work to venues for no fee as all costs are covered by the fund. For any shows where box office is earned this should be divided on an 80/20 split in the venues' favour. The applicant should 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 must not be included in the project budget. Fees related to the creation of the funded project are 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 artists 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 the FST code of practice as a basis, detailing what they will provide for the project, covering technical, marketing, staffing and how they will work with the applicant to deliver audiences. A copy of this can be found on the [Federation of Scottish Theatre website](#).

- If your application to the fund is successful you will be funded to deliver the number of performances you have indicated in your application. If demand for your project increases, unfortunately the fund cannot increase your award to cover the costs of additional performances above this number. We would encourage you however to maximise the number of tour dates you carry out and you may wish to increase your number of tour dates on a charged basis, either through a box office split or fee agreed with the additional venues. You may wish to use your award to prioritise performances at venues that will allow you to reach new audiences.

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.

Touring of work that is likely to earn a significant proportion of income from box office

By “significant” Creative Scotland means box office income which will be sufficient to support the weekly touring costs.

The fund can support the production and creation/re-rehearsal costs of theatre and dance work of this scale. However, it will not support the touring costs of work of this scale. Performances playing at larger scale venues (e.g. Kings’/Theatre Royal Glasgow, Capital Theatres’ main auditoria Edinburgh, His Majesty’s Theatre Aberdeen, The Empire Eden Court Inverness) have the potential to earn significant income. As the Touring Fund is public funding, it is not appropriate for this funding to subsidise any profits made from these performances. We would expect the total of any profits made from commercial tours and/or any co-production funding to cover all costs of the tour to all tour venues, regardless of their scale.

Artists/companies/producers’ applications can include one application for a tour that is likely to earn a significant proportion of income from box office.

Applicants with a proposal for a touring project that is likely to earn a significant proportion of box office need to follow other criteria of the fund, as laid out in the guidelines. However, they would also need to consider the following specific requirements:

Length of tours

We expect applicants to demonstrate that their proposed tours will support them to develop their audience engagement. We expect applicants to explain how the rationale for the numbers and range of tour locations proposed will support them to achieve their ambitions for their project. We consider **at least** three large-scale tour venues is reasonable for a tour of work that is likely to earn a significant proportion of income from box office, (with additional mid-scale venues as well if appropriate to the work) with **at least** twelve performances, but more performances would be welcomed.

- For tours that are likely to earn a significant proportion of income from box office project budgets should include the entire cost of making the work. Although applicants are welcome to use their own format, **a budget template** can be found alongside this guidance.

Please submit your budget as an excel spreadsheet. Please do not use a PDF format.

- Costs for the planning of the tour (i.e. tour booking, producer support, audience 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.

Costs for touring the work should be shown separately. We will not support these costs but need this information to determine if the tour is financially viable.

Deadlines and Timescales

Online application portal opens: **2pm, Wednesday 20 April 2022**

Deadline for applications: **2pm Wednesday 1 June 2022**

Decision notification: **w/c 25 July 2022**

Touring activity to take place: **From Spring 2023**

How to apply

All applications are to be submitted via our online application portal.

At **2pm** on **20 April 2022** the online application form will open for submissions.

You will need to register or log in to apply.

If already registered, log in to the Creative Scotland online application portal at <https://my.creativescotland.com/signup>

Once logged in you should select the Touring Fund for Theatre and Dance application form. Click on “Apply now” to begin your application. Complete the form as instructed.

To help you prepare you can preview the application questions on Page 12. You can also use the “Review your Progress” button after you have completed the registration and begun the application process.

You can save your application and return to it at any time before the deadline of **2pm, 1 June 2022**.

Submit the completed form before the deadline. Once submitted it will not be possible to amend the application so ensure you thoroughly review and check before admission.

What happens to my application after it is submitted?

Stage 1: Receipt of application

Shortly after submitting your application, we will send you a confirmation message confirming receipt, and giving you with a reference number. If you do not receive this automated email please check your spam filters, junk files and deleted items. If there is still no sign, get in touch with us at enquiries@creativescotland.com as soon as possible to check that we have received your application.

Stage 2: Eligibility Checking and Assessments

All eligible applications will be assessed by Creative Scotland staff. Assessments will be made on the information you provide in your application and supporting materials. including your financial information; online information available on your organisation; and the assessor's knowledge of your organisation. Please note that assessors might find that an application is not eligible during their initial review. If this is the case, we will email you and let you know if this is the case. We will also explain why your application is not eligible. The assessor will consider your application against the criteria listed in the "What are the criteria we will measure applications against, and what are we looking to support?" section (Page 8).

The assessor will make a recommendation on whether your application is assessed as 'recommended for funding' or 'not recommended for funding'. Some specific conditions of award may be also recommended at this point.

Stage 3: Decision making

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 audiences.

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, company, producer or as part of a touring network/consortium). Decisions will be made within **9 weeks** of application.

Stage 4: After decisions are made

Applications awarded funding:

We will let you know by email whether or not you have been awarded funding. If you have been successful, this email will tell you what to do next. We will issue you with a contract and ask you to return a signed copy of this contract. Your contract will include standard conditions of award and may include some special conditions. We will also ask you to confirm your bank details. Your bank/building society account must be in the name of the organisation or individual that is applying for a grant. If you apply as an individual, we will only make payments to your individual bank account. If you apply as an organisation, we will only make payments to a bank account in the organisation's name.

Please note that successful applications will be awarded funding in principle for the project in its entirety. This funding will be released to the applicant as follows:

Artists/Companies/Producers

- A first payment of up to 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.
- 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.

Tours that have potential to earn significant income from box office

Artists/Companies/Producers

- A first payment of up to 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 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.
- 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.

Applications not awarded funding:

We will let you know the outcome of your application by email. We will tell you why your application was not awarded funding and provide feedback. You can request a copy of the assessment of your project to help you understand how well it met the criteria for the fund and if further information is desired a follow up meeting with Creative Scotland can be arranged.

General and technical enquiries

If you have any general enquiries about the application process, Guidance or Application Form, including any technical enquiries about our online application process, 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](#)

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

Alternative Formats

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.

Do you need additional support in making your application?

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.

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 at dataprotection@creativescotland.com.

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 (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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April 2022