



ALBA | CHRUTHACHAIL

TOURING FUND FOR THEATRE AND DANCE

FUNDING TO SUPPORT OUTDOOR AND
NON-CONVENTIONALLY STAGED WORK
THAT COMPLIES WITH COVID-19 RESTRICTIONS

FUNDING GUIDELINES 2020/21

Updated December 2020

 Awarding funds from
THE NATIONAL LOTTERY®

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 require support, further information or have any general enquiries about the fund and how to apply 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.

Help, further advice or feedback:

If you want to clarify if you or your request is eligible, or you wish to discuss other questions about this fund, please contact our Enquiries Service in the first instance.

Presently all Creative Scotland staff are working from home, and so the easiest means of contacting us is by email, through our website or on 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.

Fund summary

What is the fund for?

This round of the Touring Fund -- for outdoor and non-conventionally staged work -- is specifically designed to respond to the limitations in place within the dance, theatre and touring landscape, as a result of the coronavirus pandemic and associated restrictions. This round of the fund therefore seeks to support venues, theatres, artists, companies and producers to present shows that will allow them to re-engage with their audiences in innovative ways while still complying with ongoing restrictions during 2021.

Budget?

The overall budget for this round of the Touring Fund for Theatre and Dance is £600k.

How much can I apply for?

There are no upper or lower limits on the amount an applicant can apply for.

Who can apply?

See page 7 for details on who can and cannot apply.

Deadline for applications?

5 February 2021

When should the funded touring activity to take place:

We are looking to support activity which can take place, whilst adhering to the necessary COVID19 restrictions, from Spring 2021 onwards

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.

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

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** and **December 2019**.

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.

This round of the fund is specifically designed to respond directly to the limitations in place within the dance, theatre and touring landscape as a result of the coronavirus pandemic and associated restrictions.

PLEASE NOTE – Subject to future budgets Creative Scotland plans to continue the Touring Fund in subsequent years in a format similar to the original fund.

This round of the fund seeks to support venues, theatres, artists, companies and producers to re-engage with their audiences in innovative ways while still complying with ongoing restrictions. It also seeks to enable audiences to benefit from access to live and in person performances. It will not support work created for online/digital dissemination.

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 future.

COVID-19 Impact

The wide-ranging impacts of the coronavirus (COVID-19) pandemic continue to be felt across the arts and creative sectors. We recognised the ongoing impact on the touring landscape in Scotland and acknowledge the challenging position that theatres/venues, producers, artists and companies are in. We recognise the interruption to relationships between theatres, venues, artists, companies, producers and their audiences.

The Touring Fund for financial year 20/21 has also been significantly disrupted by the pandemic – plans to run two rounds this year were put on pause in March 2020 due to the lockdown and the social restrictions in place. As things continue to shift, Creative Scotland has sought to balance the need to understand the likelihood of restrictions and their impact with the need to safeguard and support the touring infrastructure in Scotland. We are launching this funding round in a time of ongoing uncertainty and, with it, we are alive to the risks and challenges of planning for the immediate future in these circumstances – both for the sector and for Creative Scotland. This funding round seeks to respond directly to the current situation and the impact of the pandemic. However, it is important to stress that the overarching principles of the Touring Fund – meeting the strategic priorities as set out in the Review – continue to be fundamental to this round.

In this round, applicants' projects will need to be presented in non-conventional ways. We anticipate that there will be applicants intending to present work outdoors/in the public realm. We will have a particular interest in supporting outdoor work that demonstrates artistic and logistical understanding of how to present work outdoors effectively to ensure a high-quality audience experience. Any applicants proposing to re-model an indoor show for outdoor presentation will need to demonstrate how they will reconfigure the performance from an indoor to an outdoor aesthetic.

In this round we will have a particular interest in supporting applicants with outdoor projects or non-conventionally staged work that demonstrate collaboration with theatres/venues, to support them to re-engage with their audiences.

Who Can Apply

All applicants must be based in Scotland and involved in the production, programming and/or touring of theatre and dance. We will accept applications for productions which plan to tour to a minimum of three venue/locations 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

- Applicants seeking funds to research and develop projects to an early stage of production (these should still apply to the Open Fund).
- Applicants seeking funds to create work for presentation in schools.
- Applicants seeking funds to create work for presentation in less than three venues/locations.
- Applicants seeking funds to create work for online/digital dissemination (these should apply to the Open Fund).
- Applicants seeking funding to create digital adaptations of existing work (these should apply to the Open Fund).
- Artists or companies seeking to create work that will not be touring (these should still apply to the Open Fund).
- 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.
- Applicants looking for funding for touring activity which is not theatre or dance.

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 the Open Fund. Please check the Open Fund guidance for more details.

Please email enquiries@creativescotland.com if you have any queries about your eligibility for this fund.

What can you apply for?

- **Work that is able to be presented/performed within current restrictions. The restrictions may change and applicants should make provision for different restrictions.**

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 – and we will take these challenges into consideration when assessing applications. At the same time we also acknowledge that touring activity will start to become possible during 2021 and this fund is therefore looking to help support projects which take place outdoors, and in non-conventional settings that allow for greater flexibility in delivering activity and managing audiences whilst adhering to the necessary social distancing rules.

We would suggest all applicants refer to the latest Scottish Government guidelines on COVID-19 measures here:

www.gov.scot/coronavirus-covid-19/ and the specific guidance for the performing arts and venues sector here: **Coronavirus (COVID-19): guidance for the performing arts and venues sector – gov.scot (www.gov.scot)**. 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.

- **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 restaging of work this could include making artistic and logistical adaptations to ensure that performances will comply with containment measures.

- **Length of tours/touring models.**

For this round we are removing the requirement for a minimum of twelve locations. We would expect applicants to provide a rationale for the geographic spread of their tour and to maximise the reach of it. We would expect applicants to tour to a minimum of three venues/locations with a clear rationale explaining how a limited number of tour locations could nevertheless develop the relationships between companies/artists/venues and support audience development. Applicants could propose a different touring model, for example fewer locations but longer runs at each.

What can you apply for? (continued)

- **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 up to December 2021.**

Whilst we understand that work might tour up to December 2021, we will prioritise projects that are able to deliver performances from 1 April to 31 October that will help venues and theatres with their re-opening plans.

- **One application per deadline.**

All applicants (other than producers) may submit only one application per deadline, this can be for one individual project which could include double bills.

Producers can submit up to three separate applications on behalf of different artists.

- **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.

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 under potentially ongoing COVID-19 restrictions
- Effectiveness of presentation model to create high quality work and high-quality audience experiences
- Rationale for the proposal against the recommendations of the Theatre and Dance Touring review
- Management plans
- Financial plans and value for public funding
- Viability to tour/present under potentially ongoing COVID-19 restrictions.

The desired outcome of this funding round 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 re-engage their audiences whilst complying with current COVID-19 restrictions
- Work that will provide the public with opportunities to access high-quality live performances
- Work that will support venues and theatres to develop their engagement with their locations and local communities
- Art form and genre
- New work and restaging of previously successful work
- 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.

For this funding round we are conscious that some recommendations may not be easily feasible to deliver. We anticipate that some tours may have fewer locations than for previous touring fund supported projects. While audience reach can still be delivered in terms of geographical location, we appreciate that some projects may be constrained in terms of projected audience numbers.

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.

Deadlines and Timescales

Fund opens for applications:

Thursday 10 December 2020

Deadline for applications:

Friday 5 February 2021

Decision notification:

w/c 29 March 2021

Touring activity to take place:

Between April and December 2021.

We understand that the deadline for submitting applications is short. This is to support the intention for this round to address the immediate need to provide live productions as venues and promoters start to re-build their engagement with their audiences.

Making an application

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.

For groups of individuals, one individual or one organisation will need to lead and be responsible for managing the application and any grant.

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 recommendations of the Touring Review of Theatre and Dance in Scotland as outlined on page 11.
- 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 and venues will get from your work. 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 **FST code of conduct and initial agreement** 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.
- 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 here](#).

Please note that your application should be no more than 25 pages long (minimum font size 11). Please note that applications which do not comply with this will be deemed ineligible.

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 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.
- 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), 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 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 artist and companies between active touring projects.

Budget Information (continued)

- 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 an Initial Agreement that you will agree with them, 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 here](#).
- 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, although we understand that the delivery of Edinburgh Festival Fringe 2021 has not been confirmed at the time of writing. 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.
- 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.

What happens to my application after it is submitted?

Stage 1: Receipt of application

Shortly after submitting your application, you will receive an automated response confirming receipt. 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. 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 10). 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 or as part of a 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:

- 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 back to the Touring Fund budget to support future rounds of the fund, or a rationale should be provided to secure an exceptional extension.
- 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.

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 staff can be arranged.

Data Protection:

Creative Scotland (CS) requires some personal information about you/ your organisation to consider your application for funding. Without such CS will not be able to fund your project.

If you would like to see a breakdown of the personal information CS requires, why it is required, what CS does with that information and how long CS keeps it, please refer to CS's Funding Privacy Notice available online at: www.creativescotland.com/privacy-policy/funding-privacy-notice.

CS may share your personal information with third parties to comply with the law and/or for the legitimate interests of CS and/ or the third parties concerned. Where the personal information you have provided to CS belongs to other individual(s), please refer to CS's Funding Privacy Notice. You are welcome to share this Funding Privacy Statement and CS' Funding Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that CS holds about you under the General Data Protection Regulation. Information on how to exercise these rights is contained in CS's Funding Privacy Notice or you can contact CS's Data Protection Officer.

If you have any concerns with how CS has processed your personal information, you should contact CS' Data Protection Officer in the first instance, as CS would welcome the opportunity to work with you to resolve any complaint. If you are still dissatisfied, you can submit a complaint to the Information Commissioners Office.

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/complaints

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.



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Please note: due to COVID-19, Creative Scotland staff have been working from home since March 2020. This has affected our phone services and we ask that at this time, for any queries relating to our complaints process, please contact us by email in the first instance via enquiries@creativescotland.com