

Open Fund For Individuals

APPLICATION GUIDANCE
UPDATED AUGUST 2021

 Awarding funds from
THE NATIONAL LOTTERY®



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Open Fund for Individuals

- a summary

- A revised version of the Open Fund for Individuals, launched in July 2021
- Applicants can request between £500 and £100,000
- Online application process
- Simplified and staged application process
- Three funding levels – £500 to £5000, £5001 to £20,000 and £20,001 to £100,000
- The fund can support a wide range of research, development and project activity
- The annual budget for the Open Fund for Individuals totals £5m of National Lottery money in the financial year 2021/22
- The Open Fund for Individuals will only support individual practitioners working in the arts and creative industries in Scotland, and applications will not be in competition for funds with organisations
- The fund is open all year round, with no deadlines and can support activity for up to 24 months.

The Purpose of this Fund

The Open Fund for Individuals is one of Creative Scotland's key funding programmes, supporting the wide range of activity initiated by artists, writers, producers and other creative practitioners in Scotland.

Applicants must demonstrate how their activity will not only benefit their own creative development, but also provide opportunities for the wider community to develop, evolve and flourish.

We have a duty to ensure that our funding benefits as wide a range of people as possible across the whole country, so you will be expected to tell us how you will promote equalities, diversity and inclusion in your activity. We also want to understand how you have considered your activity's impact on environmental sustainability.

How we can support you to make an application

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. We have a number of ways we can support you to make your application:

- Officers can offer guidance to applicants on making an application
- Access support is available for disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants
- Additional one-to-one support is available to applicants with access requirements
- Information is available in alternative formats (including large print and other languages)
- We can accept applications in video or audio format (including applications in BSL) for those with access needs
- We can accept applications in a physical format for those without internet access
- We can accept applications and supporting materials written in English, Gaelic or Scots
- Video walk-throughs of our online application forms

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.

You can do this by email, through our website or social media.

Email: enquiries@creativescotland.com

Web: Fill out a [form on our website](#)

Twitter: Send us a tweet [@creativescots](#)

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

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

Overview of the funding available

What is the overall budget for the fund?

We are planning for a total annual budget of around £5m for the Open Fund for Individuals. We will allocate this evenly throughout the year.

This money comes from the National Lottery through Creative Scotland.

How much can I apply for?

You can apply for between £500 and £100,000.

We want to ensure that we only ask you for the information we need in order to make an informed decision, so we'll ask for more information depending on what your application includes, and how much you're asking for.

Our intention is to award funds at the level applied for where possible and in the context of the funds available. In some cases, we will award less than applied for, for example when the application budget includes ineligible costs.

Who can apply?

Freelance and self-employed artists and creative practitioners living in Scotland who are at least 18 years old.

You must have a UK bank account in your name.

If you are not a self-employed individual or a sole-trader, you should apply to the **Open Fund for Organisations**.

Full-time students cannot apply to this fund. Part-time students can apply, but will need to prove their part-time status and that the activity they are applying for does not contribute to their academic studies.

When can I apply?

There are no deadlines for this fund. You can apply at any time during the year. Check [our website](#) to ensure that you are using the most up-to-date version of the guidance.

You can only have one application in the assessment process at any time. The assessment process means the period from submitting an application to the point when the funding decision is communicated to you.

If you have been funded by the Open Fund for Individuals already, you can make one additional application for a different project or activity before you complete the first project.

You can only have two 'live' Open Fund for Individuals projects at any time (including the previous version of the Open Fund for Individuals).

If your application is unsuccessful, you can reapply once more with the same project – [see page 14](#) for more detail.

How long will it take to get a decision?

If your application request is between £500 and £20,000 you will hear the outcome in 8 weeks.

If your application request is between £20,001 and £100,000 you will hear the outcome in 12 weeks.

If you are applying between October and December, these timescales may be affected by office closures due to public holidays over the New Year period.

Your start date must be after the date you will hear the outcome of your application, and we strongly advise allowing additional time to complete and exchange funding contracts, and for the first payment of the award to be made.

What can the funds be used for?

The Open Fund will support a period of research, development and/or delivery of creative activity for up to 24 months. We will ask you to tell us the start and end date for this activity and to describe the outcomes, benefits and impacts that you wish to achieve.

This fund is designed to support creative activity such as a specific project, production or a period of research and development. It can support an individual's time where this is related to specific creative outcomes.

What the funds cannot be used for

This fund does not support the following:

- Activities which are not related to the arts or creative industries
- Activities which have already happened or are scheduled to begin before we reach a decision on your application.
- Funding for activity led by or involving full-time students, funding for tuition fees, or projects which are part of an accredited course or core curriculum activity
- General arts activities in schools, unless your application is for artist-led activity which supports learning through creativity
- Building work or feasibility studies for building projects
- Business start-up or on-going running costs
- Equipment-only funding (see Equipment and Consumables [Appendix Page 19](#))
- Self publishing (excluding in the Visual Arts, Crafts and Design)
- Fundraising programmes
- Funding for film/screen/TV led activity or projects led by individuals whose primary artform is film (please visit [Screen Scotland's website](#) for more information on funding opportunities)
- Other activities which would more appropriately be supported by another Creative Scotland or Screen Scotland funding programme
- Applicants based outside Scotland
- Activity where the main beneficiaries are based outside Scotland
- Touring of Theatre or Dance productions (please refer to the [Touring Fund for Theatre and Dance](#) for this activity). We consider a tour to be the presentation of the same production in three or more locations.
- Activity that you have already received Creative Scotland funding for (from the Open Fund or any other Creative Scotland funding programme)

Reaching People

We have a duty to ensure that our funding benefits as wide a range of people as possible across the whole country. We expect you to promote equalities, diversity and inclusion in your activity and to tell us specifically how you will do that.

Projects and activity that include public engagement or participatory work must demonstrate that they have appropriate plans in place for safeguarding ([see appendix Page 28](#)).

COVID-19 and Risk

If your project includes working with other artists and/or members of the public, your plans and your project or activity should comply with all current UK and Scottish Government guidance. You should also assess and address risk to you, others you are working with, and risk to the public. You can upload a risk assessment as part of your application.

Not sure if you or your project are eligible?

If you want to clarify whether you and/or your project are eligible, or you wish to discuss other questions about this fund, please contact our Enquiries Service.

You can do this by email, through our website or social media.

Email: enquiries@creativescotland.com

Web: Fill out a [form on our website](#)

Twitter: Send us a tweet [@creativescots](#)

We aim to respond to all enquiries within 7 days.

If you want us to call you back, give us your number and we'll arrange to come back you as soon as possible.

How to make an application

Applications for the Open Fund for Individuals are made through Creative Scotland's [online portal](#). You can access this through the Creative Scotland website.

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 using the information [on page 4](#) of this Guidance document.

To make your application, you will 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.

The application process for the Open Fund for Individuals is in two stages for applications between £500 and £5,000 and three stages for applications for between £5,001 and £100,000.

Stage 1 – Eligibility

This first part of the application process asks you to confirm that you meet the basic eligibility criteria for making an application to the Open Fund for Individuals. This stage is the same for all applicants, no matter how much funding you are applying for or what type of project/activity you are planning.

If you do not meet any of the eligibility criteria – for example, you are not aged 18 or over – then you will not be able to continue with your application.

It is important you answer all of these questions honestly – if we later find that your answers were inaccurate this may result in payments being suspended or your grant being withdrawn.

Once you have completed Stage 1, you can progress directly to Stage 2.

If you have any technical problems you can request support directly through the portal or email enquiries@creativescotland.com for help.

Stage 2 – Addressing the Criteria

Applications to the Open Fund for Individuals are assessed against the following criteria:

- Creative and/or artistic strength of the project or activity idea, or its contribution to supporting creativity in others
- Strength of the impact of this project or activity on your work and benefit for others, now and in the future
- Strength of plans to achieve the project or activity including financial planning.

To understand how you meet the criteria, the online application portal will ask you a series of questions in several different sections. There are guidelines on the approximate number of words we expect next to each section on the application portal, along with a countdown of the maximum characters you can input for each section. It is more important to cover all the areas we ask for details on, rather than to write a lot of other details in each section. We advise you to think about the criteria, and how all the information you give us combines to show us that your project meets each one.

When writing an application, it's sometimes helpful to think of it as telling a story with a beginning (what you want to do and why you want to do it), a middle (how you will do it and who else is involved) and an end (what will be different when you've finished the project, and what might happen next).

Specifically, in each section we are looking for the following information:

Your Creative Practice

When filling in this section think about:

- **How you can best describe to us what you do in the arts and creative industries**

We will ask you to either give us a short statement about the work you do, or to upload a CV. There is also an option here to upload or link to examples of your work. So, for example, if you're a musician you may wish to upload some music files or link to a video of you performing, if you're a visual artist or a writer you may wish to upload some images or text from recent works. These will help whoever is assessing your application to more fully understand the work that you have done in the past and how you will use those skills and experiences in this project/activity.

Your Project

When filling in this section think about:

- **What do you want to do?**
- **Why do you want to do it?**
- **Why do you want to do it now?**
- **Why is the project important?**
- **How does the project relate to your work?**

This section forms the main body of your application and is where we ask the key questions about your project and plans. We want to know when your project will happen, what artforms it will involve, why it is important for you to do it now and how it will impact on you and/or others. We will ask you to describe how you have considered equalities, diversity and inclusion in the development of your project – this is so we can ensure that the projects we fund include and represent the full diversity of Scotland's creativity and communities. Finally, we will ask you how you have considered the environmental impact of your project.

For projects applying for over £5000, we will ask you for more information on your approach to managing your project or activity. We want to know what the key stages of your project are, how you will ensure they happen on time and on budget, and how you will work with any partners involved in the project. If you are experienced in managing projects of this type, you can describe your previous experience here.

Engaging people as audiences or participants

When filling in this section think about:

- **Who else will be involved in your activity?**
- **How will they become involved?**
- **How will you reach people?**
- **Is the activity aimed at any specific groups of people?**

We will ask you if your proposed activity involves directly engaging other people as audiences or participants. You should select “yes” here if your project has any public outcomes, such as music that people will listen to, writing that people will read or performances that people will watch. If your project is focused on your own work – such as research towards a future work, or some training for you in a particular area of your practice – then you can select no for this question.

If you select “yes”, we will ask you some questions on your approach to engaging with people. We want to know how you will reach these people and how they will find out about your work. We want to understand your approach to working with them and what their experience will be like. We want to ensure that you have considered equalities and diversity when choosing how to engage with people, and that you have thought about how to make sure that your work is accessible to everyone. And we want to ensure that you have considered how people can have a good experience of the project and be kept safe, especially if you are planning to work with children, young people or vulnerable adults.

If you select “no”, we will ask you how your proposed activity will help you reach people in the future. So, if you’re applying for funding to do some training, we’ll want to understand how this might impact your work with people in the future, for example by enabling you to make higher quality work, or offer new or more inclusive participation opportunities to other people. Or if you’re applying to research a new art work, we’ll want to understand how this research might help you reach organisations that could allow the work to reach audiences.

Working with/employing other people

When filling in this section think about:

- **Who else are you working with or employing on this activity?**
- **How and why have you selected these people?**
- **How you will manage them effectively, and ensure they have a safe and respectful working environment?**

In this section we want to know about any people you will be working with to deliver the project – these might be other artists you’re employing, people who are supporting the management of the project or suppliers you are contracting.

If you are working with or employing other people we will ask you to tell us how you have chosen them. You may be choosing to work with someone because of specific skills and/or experience, or because your project builds on an existing working relationship. We will ask for CVs or biographies for any people you have already selected to work with.

If you’re planning to recruit people for your project after funding is in place, we will want to understand how you plan to do this, and how you will ensure this process is inclusive. We will ask you about how you are paying people, including what industry recommended rates you are using and why. We will ask you how you will manage the people you work with, how you will consider equalities, diversity and inclusion in your plans to work with them, and how you will ensure that they will be working in a safe and respectful environment.

Creative Scotland's Priorities

All sections of the application form determine how your project or activity meets the Open Fund for Individuals criteria and, by extension, **Creative Scotland's Priorities**. We anticipate demand for the funding to be higher than we have budget available, in which case the Panel will also take into consideration the extent to which applications particularly address one or more of our long-term strategic priorities. This section will help the Panel to prioritise those applications with particular relevance to one or more of our priorities (see Decision Making Process below). This section gives you the opportunity to tell us something about your project or your work and how it relates to our priorities that you have not had the chance to tell us elsewhere in the application.

Budget

When filling in this section think about:

- **Does your budget balance?**
- **Are you paying people fairly?**
- **How have you calculated your costs?**

In this section we will ask you how much money you are requesting from Creative Scotland and ask you to fill out a summary budget. For applications under £5,000 this is all you need to do, but you can also attach a more detailed budget if you'd like to. For applications over £5,000 you must also supply a more detailed budget and upload it here.

In every budget line, give as much detail as you can about how you came to this figure. For example, for fees we will want to know how much time this covers and what industry recommended rate you have used; for studio or equipment hire we want to know how long you are hiring this and whether this is based on a quote from a supplier or an estimate. Similarly, if you are including income from other sources, let us know where this money is coming from and whether it is confirmed or just an estimate. For ticket, book or record sales, detail how many sales this is based on and at what income per sale.

To help you with this section of the form, see the Appendix – Help with Budgets **on Page 21**.

For projects applying for over £20,000, we will ask you for more information about your approach to financial management. Tell us about any experience you have in managing public funds, and projects of this scale. We also want to know what systems or procedures you will have in place to ensure that your finances are appropriately managed.

Risks

In this section we will ask you about any risks to your project or activity. These might be risks outside of your control, such as someone involved in the project becoming ill or, for an outdoor project, poor weather. They might be risks you can reduce – such as reducing the risk of people not attending your performance or exhibition, which you can address through marketing plans. Then there are risks you can manage – such as managing the likelihood of someone involved in your project being injured by thorough health and safety checks and briefings. In all cases we want to know what the main risks are for your project, and how you will manage these to reduce their likelihood and limit their impact on the project's overall success.

Currently, one of the main risks to all activity is COVID-19. We want to know how you have considered any COVID-19 measures in your plans, and how you will manage any risks relating to COVID-19.

As well as describing your overall approach to risk here, there is also an option to upload a full risk assessment – this is mandatory for projects applying for over £5,000.

Stage 3 – Additional Information

We have attempted to keep the questions as simple as possible, and not ask for information we might not need. But for projects that are requesting more funds or are more complex, the assessing officer may require some additional documents in order to be able to fully assess whether your project meets our criteria. These documents might include more details on people you plan to work with, marketing plans, risk assessments, or a more detailed timeline – it depends on the nature of your project and its current stage of development. We will only ask you for documents we would reasonably expect you to have at this point in the planning of your project or activity. We will not request any additional information for projects requesting £5,000 or less.

If the assessing officer requires additional documents then, within 6 weeks of submitting your application, you will receive a request with details of what is required, and will have up to 12 weeks to supply this additional information. During this period, the timeline for us to process your application is paused. Once you have submitted the documents, the assessment process will restart.

If you do not supply these additional documents within 12 weeks or contact us, we will consider your application withdrawn.

Decision Making Process

These questions enable us to assess to what extent your application meets the three criteria of the fund and, by extension, Creative Scotland's strategic priorities. All applications that are assessed as meeting our criteria will be recommended for funding and will then be passed onto a Funding Panel for consideration alongside other applications to the Open Fund for Individuals due for decisions at the same time. Funding Panels will be held at least fortnightly and each Panel is expected to include a range of applications from across all artforms and specialist areas.

Each Funding Panel will have a set budget (based on the total budget for this fund for a year, spread evenly across each Panel) and will aim to fund as many applications as possible that are recommended for funding. We anticipate demand for the funding to be higher than we have budget available, in which case the Panel will also take into consideration the extent to which applications particularly address one or more of our long-term strategic priorities. These decisions will be based on the information supplied in each application, including the answer to the Creative Scotland's Priorities question.

Funding Decision

Following the funding panel, we will get in touch with you to let you know the outcome of your application. We aim to do so within 8 weeks for applications made at the £500 to £5,000 level or the £5,001 to £20,000 level, and 12 weeks for applications at the £20,001 to £100,000 level.

If your application is awarded funding, you will receive details of your award, plus any grant conditions that have been added by the assessor or funding panel. You will also be issued with a funding contract. Once you have returned your funding agreement and met any conditions, your first payment will be made. This will usually be 100% of the grant for applications up to £5,000 and 90% of the grant for applications over £5,001. Once you have completed your project you will need to complete the End of Project Report Form to let us know how the project went, any changes that you made to your original plans and whether you have any funds remaining. Once that form is received and checked by your assessing officer, any outstanding payments will be made.

If your application is not awarded funding you will be notified of this, with some feedback from the assessor and/or the funding panel. You can also view your full assessment via your online account. You can reapply for the same project once. When you make your reapplication we will ask you how you have addressed the feedback from your original application, and if you have made any other significant changes to your project. Then your reapplication will be assessed in the same way as all other applications. If you are unsuccessful a second time, you cannot apply to the Open Fund for Individuals again for the same project.

Application Process

Applications **under £5,000**

Once your initial assessment check is approved, your application takes 8 weeks to process and you will then receive your email confirmation as to whether your application has been successful.

Pre-application

Stage 1:

You are asked to confirm that you meet the basic eligibility criteria for making an application. If eligible, you move to Stage 2.

Stage 2:

You submit your application.

Creative Scotland sends you your email confirmation.

Initial application check is made by Creative Scotland. If approved, your application moves to Stage 3.

Stage 3:

Your application and any supporting materials are assessed.

Stage 4:

Your application goes to the funding panel of specialist officers plus a panel chair.

Applications and assessments are reviewed against criteria, their relative strengths and impact, and against Creative Scotland's priorities.

Stage 5:

You are told the outcome of your application and can review the full assessment.

If you are successful, a contract will be issued. Once the contract is signed and the conditions are met, the first payment is made, and your project can begin. At the end of your project, you must complete your End of Project Form to complete the process and release any final payments.

If you are unsuccessful you will receive specific feedback, and can make one re-application for the same project.

Applications **£5,001-£20,000**

Once your initial assessment check is approved, your application takes 8 weeks to process and you will then receive your email confirmation as to whether your application has been successful.

Pre-application

Stage 1:

You are asked to confirm that you meet the basic eligibility criteria for making an application. If eligible, you move to Stage 2.

Stage 2:

You submit your application.

Creative Scotland sends you your email confirmation.

Initial application check is made by Creative Scotland. If approved, your application moves to Stage 3.

Stage 3:

Your application and any supporting materials are assessed.

If no further information is required, your application is then assessed against the fund criteria by a specialist officer. They will seek comments from other specialist officers if needed.

If further information is required, you will be notified and have up to 12 weeks to supply it.

Stage 4:

Your application goes to the funding panel of specialist officers plus a panel chair.

Applications and assessments are reviewed against criteria, their relative strengths and impact, and against Creative Scotland's priorities.

Stage 5:

You are told the outcome of your application and can review the full assessment.

If you are successful, a contract will be issued. Once the contract is signed and the conditions are met, the first payment is made, and your project can begin. At the end of your project, you must complete your End of Project Form to complete the process and release any final payments.

If you are unsuccessful you will receive specific feedback, and can make one re-application for the same project.

Applications **£20,001-£100,000**

Once your initial assessment check is approved, your application takes 12 weeks to process and you will then receive your email confirmation as to whether your application has been successful.

Pre-application

Stage 1:

You are asked to confirm that you meet the basic eligibility criteria for making an application. If eligible, you move to Stage 2.

Stage 2:

You submit your application.

Creative Scotland sends you your email confirmation.

Initial application check is made by Creative Scotland. If approved, your application moves to Stage 3.

Stage 3:

Your application and any supporting materials are assessed.

If no further information is required, your application is then assessed against the fund criteria by a specialist officer. They will seek comments from other specialist officers if needed.

Specialism Lead makes comment on application.

If further information is required, you will be notified and have up to 12 weeks to supply it.

Stage 4:

Your application goes to the funding panel of specialist officers plus a panel chair.

Applications and assessments are reviewed against criteria, their relative strengths and impact, and against Creative Scotland's priorities.

Stage 5:

You are told the outcome of your application and can review the full assessment.

If you are successful, a contract will be issued. Once the contract is signed and the conditions are met, the first payment is made, and your project can begin. At the end of your project, you must complete your End of Project Form to complete the process and release any final payments.

If you are unsuccessful you will receive specific feedback, and can make one re-application for the same project.

APPENDICES

Appendix – Creative Scotland Priorities

Creative Scotland has four key priorities for its work:

- **Equalities, Diversity & Inclusion**
- **Fair Work**
- **Sustainable Development**
- **International**

We want to ensure that, across the full landscape of activity we support, we are prioritising projects that address these areas.

For the Open Fund for Individuals each application will be assessed against our fund criteria, which reflect our priorities, and funding panels will seek to support the applications that most effectively meet these criteria. However, when there are more applications that meet our criteria than we have funds to support, we will seek to support activity that particularly contributes to these four priorities in the following ways:

- 1. Equalities, Diversity and Inclusion** – all projects should demonstrate how they have considered EDI in the development or implementation of their activity. In addition to this, funding panels may take into consideration whether projects are:
 - Creating employment or engagement opportunities for individuals who have previously had limited access to the arts and creative industries
 - Proposing a project or activity that will diversify the creative work available to audiences and participants in Scotland
- 2. Fair Work** – all projects should demonstrate how they have considered Fair Work in the development or implementation of their activity, particularly in the context of applying industry recommended pay rates. In addition to this, funding panels may take into consideration whether projects are:
 - Focused on supporting a significant change in an individual's development as a creative practitioner, enabling them to access opportunities that would otherwise not be available to them
 - Proactively applying or developing models of project delivery designed to reduce financial inequality in the arts and creative industries

3. Sustainable Development – all projects should demonstrate how they have considered environmental sustainability in the development or implementation of their activity. In addition to this, funding panels may take into consideration whether the proposed activity seeks to reduce the environmental impact of the arts and creative industries, and/or encourages the development of more financially sustainable ways of working, by:

- Applying or developing proactive or innovative approaches to reducing their carbon footprint and/or environmental impact
- Supporting the sustainability of an individual's practice through the development of new or more diverse income streams, or seeking to reduce their longer-term reliance on Creative Scotland funding

4. International – where an application is proposing international activity, funding panels may prioritise those that extend the reputation and awareness of Scotland's arts and creative industries by seeking to support projects that:

- Develop or extend an individual's artistic or creative practice through international collaboration
- Allow an individual to develop the sustainability of their practice through international activity (for example, presenting work at an international showcase or undertaking professional development opportunities not available in Scotland)

Appendix – Equipment and Consumables

- Equipment and consumables can form part of your request to the Open Fund for Individuals. We define equipment as items necessary for the delivery of the funded activity and that will become an asset belonging to the applicant on the conclusion of the project.
- We define consumables as items necessary for the delivery of the funded activity that will have no meaningful use or value following the conclusion of the project, such as art materials.
- Equipment and consumables are eligible for support up to a maximum combined total of £10,000 and no more than 50% of your request, provided they are integral to the delivery of your project, or you can demonstrate that they will enable, or further enhance, your creative activities.
- We can consider applications for second-hand equipment where the equipment is no longer available new (for example to utilise legacy formats) or where the equipment is in as-new condition or has a warranty (in order to support re-use in light of the climate emergency).
- We are not able to support building projects, for example, home refurbishments or projects where individuals or homeowners are seeking to build, improve or renovate their own property (for example, to build an artist's or recording studio, or to install broadband).

Appendix – Fair Pay

Fair work is one of Creative Scotland's core priorities and we are committed, through any activities we support, to ensure that artists and those professionals working in the creative community are paid fairly and appropriately for their time and effort.

Every applicant seeking funding from the Open Fund for Individuals is expected to pay themselves and others involved with their project fairly. Across all our funding programmes we expect those seeking funding from us to be clear about all costs they allocate in their budgets relating to the payment of people involved in delivering their work.

It is not Creative Scotland's role to prescribe the rates of pay that apply when employing, working with and/or commissioning artists and creative practitioners. The Rates of Pay Guidance document [available to download from the Creative Scotland website](#) 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 when applying for the Open Fund for Individuals.

Appendix – Risk & COVID-19

Risk is a key factor in our decision making across all our funding programmes, including the Open Fund for Individuals. For more information on risk management you can also visit [this page](#) on the Creative Scotland website.

- Risks to your activity are not just about health and safety – there may be a range of unpredictable elements that could affect the successful delivery of your activity.
- We want to understand how you are addressing the full range of risks that could affect your ability to deliver the activity that you're applying to the Open Fund for Individuals to support.
- Whilst Creative Scotland wishes to continue to support creative and experimental practice in the arts, Creative Scotland cannot accept avoidable or unmanaged risk to health and safety and our funding approach will be cautious in this regard.

One of the main risks to creative activity is currently COVID-19 and our approach is informed by the [Scottish Government guidance](#) on this issue, which is regularly evolving. For the avoidance of doubt, government guidance takes precedence over any statement by Creative Scotland on COVID-19 risks.

Appendix – Help with Budgets

This section explains what budget information is required as part of an application to the Open Fund for Individuals. For more information on budgets you can also [visit this page](#) on the Creative Scotland website.

We ask you to provide us with a breakdown of the costs associated with your project by completing the following three tables in the application form:

- **Budget Summary Table**
- **Project Cost Table**
- **Project Income Table**

Please only use full pound amounts in all budgets. You can round any more specific costs up to the nearest pound. We need the information in these tables to report back to our funders.

We also require all applicants requesting more than £5,000 to supply us with a separate budget to help us to assess the financial management of your project.

We want to support projects which are able to show a good understanding of the costs and income involved and how they will be monitored and controlled.

When filling in the Project Costs table in the form (Section E) what information should I include? In the application form, we ask you to complete two main tables: one listing your costs, and another listing your income. Starting with the Project Costs table, we advise you to make a list – what sort of expenses does your project involve? These are likely to include:

Costs to pay the people involved: Include all the fees and wages of all the people involved in the activity – artists, support staff and including your own artistic costs! Creative Scotland wants to ensure that people are paid fairly and appropriately for their time and effort. When you calculate artistic costs, please look at relevant industry standards on rates (see below).

Essential running costs or overheads for the project: Beyond paying the people involved, include all the necessary running costs for delivering your project (see example budgets for types of core running costs to include).

Costs to buy necessary equipment and materials: If your project requires the purchase or rental of equipment or materials, outline what these are. Equipment and consumable costs cannot exceed 50% of the overall budget for your project and cannot total more than £10,000. We expect you to explain why the equipment is necessary for the delivery of your activity, why you are choosing to hire or purchase the equipment, whether the equipment is new, refurbished or second-hand, and what you plan to do with the equipment following the project.

Costs to promote the project or to help find and develop your audience/ participants. Costs for marketing, research, audience development and the development and production of any marketing communications materials.

Access costs: We expect you to ensure you have considered and included access costs where needed. Access costs are non-artistic costs that help your project to be open to as wide range of people as possible. These can include costs for yourself, for those you are employing or working with, for participants or audiences. Any costs can be included here that are directly related to removing or reducing barriers for people to be involved with, take part in or attend your activity.

If you or someone you are working with are the primary caregiver, for example, to a young person, to a disabled person or an older person, additional care costs may also be included where applicants are unlikely to be able to undertake their planned development activities without this support.

One-off or short-term childcare costs incurred due to your planned activities may be included, where you or someone else involved in your project are unlikely to be able to take part without this support. Childcare costs are classed as a taxable benefit, so whilst Creative Scotland will reimburse these costs, you will be responsible for reporting this to HMRC.

If you or someone else involved in your project has a higher cost of living and/or needs support over a longer period of time for your project – for example due to a disability, health condition or childcare costs as a single parent – these can be included here. If you choose to reflect these in the fees paid under Artistic Costs, please make it clear in your explanation of how the time has been costed so the amount requested can be fairly considered by the assessor and panel in terms of access requirements.

For further information or guidance on access support and costs please contact our Enquiries Team at enquiries@creativescotland.com or read more on **Equalities, Diversity and Inclusion**.

Other costs: Some costs don't easily fit into the sections above, so you should include them here. For example, most projects will include a 'contingency', which is usually a small percentage of the overall cost of a project that is set aside as a safety measure for unforeseen costs. For most projects this is likely to be set at around 5%, but a contingency of up to 10% may be appropriate for activity with more variable costs or risk, such as outdoor work.

What else do I need to know about costs? In your costs table you should include all costs, even the ones you get 'for free' – otherwise known as in-kind – where no money exchanges hands, or you get a discount. For example, you might have volunteers helping with your project. You should estimate the amount of money you would normally have to pay for the work and add it to your costs. Or you could be getting advertisement space at a discounted price from a company. Again, include the full amount it would normally cost.

Are there any costs which we can't include? There are certain types of activity, which the fund doesn't support. In addition, because the budget for the Open Fund for Individuals comes for the most part from the National Lottery, there are certain things that our money cannot be used for. You can't include the following costs in a project budget:

- repayment of loans, endowments or interest
- money which has already been spent
- paying someone else to write your application for you
- costs for political or religious activities
- money for profit-making or wider fundraising purposes
- if you are VAT registered, VAT you can reclaim
- costs for projects which are replacing statutory activities.

What do I include in my Project Income table? In the income table you should list all the income for the project – any funding you are seeking, any in-kind contributions, any costs you expect the project to generate (i.e. from ticket sales). See how much other funding you have, or are anticipating, and request the rest from Creative Scotland.

It is possible to request 100% from Creative Scotland, but it strengthens your application if you can show that there is wider support for the activity you're proposing. Also, it is not a condition of our funding that other partnership funding must be guaranteed, but evidence of funding support from other partners is something that we have to consider in a highly competitive fund.

How should in-kind costs appear in my Project Income table? If there are any items in your Project Income table which are covered as being in-kind (such as volunteer staffing, discounted space bookings, etc.) you need to ensure that they are also given a value and included in your income table. The example budgets on pages 25-27 show some different ways you can show in-kind income.

What else do I need to know about budgeting?

Double Funding

If your project includes other funding from Creative Scotland – either directly through any of Creative Scotland's other funding programmes or through one of our funds delivered by partners – then this should not be included in your project budget. We sometimes refer to this as 'double funding,' and it cannot be described as partnership funding in your budget.

We recommend that you contact our Enquiries Service using the information on Page 4 if you need any clarification on whether any of the partnership funding in your budget is considered 'double funding'.

Project reporting

If awarded funding, as part of managing your project and budgets, you will be required to monitor your income and expenditure throughout and report back on this in the End of Project Monitoring form at the end. We need to see your final costs compared to the budget information presented when you applied, so you will be expected to record this information throughout the project.

Cashflow

If your application is successful and your project/activity is awarded funding, grants for under £5,000 will normally be paid in a single instalment – 100% of the funding when you return the contract. Grants for over £5,000 will normally be paid in two instalments – 90% when you return the contract and 10% upon successful completion of the project and approval of the relevant project monitoring reports.

If you are requesting more than £5,000, you should ensure that you would be able to manage your cashflow, when 10% of the funding awarded will only be made available after the project has ended and the End of Project Monitoring form has been returned. We recommend that you contact your lead officer for a discussion once you have received notification that your application has been successful if you would be unable to deliver your project/activity with this payment structure, as in a limited number of cases we may be able to amend it.

Budget Examples

All applications must complete in full the Budget Summary, Project Costs and Project Income tables. Applications for more than £5,000 are also required to submit a separate budget,

The format of this additional budget is dependent on your project and the examples we provide below are only to give you an idea of the way your budget could look and what items to include in it. We recommend that you use a spreadsheet to prepare your budget and that you check it carefully before you submit, to ensure that it adds up correctly and includes every part of your project.

In the following budget examples the rates or prices used are for example only. They should not be considered as the rates which are formally endorsed by Creative Scotland in any way.

Types of Funding

Table showing the eight different types of funding that can be included in your budget and corresponding information required for each.

Type of Funding	Name of Funder/Source of Income	Cash or In-kind	Conditional Guaranteed or Pending	Amount of Funding/Income £
Creative Scotland	Creative Scotland Open Project Fund	Cash (Our grants are always cash)	Pending (this is what you are applying for, so it's always pending)	£xxx
Local Authority	XY Council	Cash	Guaranteed	£xxx (For any guaranteed cash from other sources, you will need to provide evidence with your application)
Trusts & Foundations	YZ Trust	Cash	Conditional	£xxx (we will ask you to provide details on what this income is conditional on, for example confirmation of match funding)
Companies	WZ advertising	In-Kind	Guaranteed	£xxx (Where possible, please provide evidence of any in-kind contributions where a supplier/partner is giving you a free or discounted service – this could be a letter or email confirming their offer, for example)
Individuals & Fundraising	Crowdfunding campaign	Cash	Pending (if not yet done) or Guaranteed (if funding already raised).	£xxx (If Guaranteed, give us the link to the webpage as proof.)
Own Resources (cash and/or in-kind, please specify)	You might want to add some of your own cash or in-kind contribution (time, equipment, etc.)	In-kind or cash (please specify which)	Guaranteed (we normally accept your own contribution as guaranteed)	£xxx
Earned Income (e.g. Box Office)	Box office income	Cash	This is usually 'Pending' as it is future income. It is only 'Guaranteed' if you have set fees guaranteed by venues, etc.	£xxx (if 'Guaranteed' you must provide written evidence, such as emails, with the amount offered.)
Other (please specify)	Volunteers	In-kind	Guaranteed	£xxx (Please attribute an amount to the costs of the contribution and insert here).
Total Project Income – Box B				£xxx This must be same as the total in the Project Costs table

Budget example 1

This is an example of a visual arts and music project, taking place across four different area locations. The format has been based on the costs attached to the artists involved with the additional project overheads then added.

Income	
CS – Creative Scotland	£29,320
Funder 1 (guaranteed)	£7,621
Funder 2 (in kind – use of equipment)	£173
Artist (in kind – materials)	£60
Funder 3 (in kind – venues)	£2,179
Funder 4 (application pending)	£347
Total Income	£39,700

ITEM	Tender and Commissioning	Artist research period	Area 1	Area 2	Area 2	Area 4	Exhibition and Production	Total	Sub-totals
Musician									
Artist Fee (recording, performances and exhibition)	£0	£1000	£1,250	£1,250	£1,250	£1,250	£0	£6,000	
Production of Work (recording, performances and exhibition)	£0	£0	£1,250	£1,250	£1,250	£1,250	£1,000	£6,000	
Hiring recording & performance Equipment	£0	£0	£500	£500	£500	£500	£0	£2,000	
Artist Travel	£0	£0	£120	£120	£120	£120	£0	£480	
Artist Subsistence (£20 per day 10 days)	£0	£0	£200	£200	£200	£200	£0	£800	
Artist Accommodation (10 days)	£0	£0	£500	£500	£500	£500	£0	£2,000	
Artist Public Liabilities Insurance	£0	£30	£0	£0	£0	£0	£0	£30	
Artist PVG registration/Disclosure	£0	£45	£0	£0	£0	£0	£0	£45	£17,355
Visual Artist									
Visual Artist fee	£0	£0	£300	£300	£300	£300	£300	£1,500	
Materials specific to exhibition	£0	£0	£300	£300	£300	£300	£300	£1,500	
Production of artwork specific to record and publication	£0	£0	£0	£0	£0	£0	£1,000	£1,000	
Artist Public Liabilities Insurance	£0	£0	£30	£0	£0	£0	£0	£30	
Artist PVG registration/Disclosure	£0	£0	£45	£0	£0	£0	£0	£45	£4,075
Writer									
Writer fee	£	£0	£0	£167	£167	£166	£0	£500	£500
Production of editioned work									
300 limited vinyl	£0	£0	£0	£0	£0	£0	£1,000	£1,000	
MP3 download	£0	£0	£0	£0	£0	£0	£0	£0	
Publication costs	£0	£0	£0	£0	£0	£0	£500	£500	£1,500
Staff									
Project Manager	£0	£1,000	£1,000	£1,000	£1,000	£1,000	£0	£5,000	
Volunteers at £6.19 per hour (3 x 4 hours per area)	£0	£0	£25	£25	£25	£25	£0	£99	
Volunteers expenses £5 per day	£0	£0	£15	£15	£15	£15	£0	£60	£5,159
Exhibition at Suttie Arts Space									
Food/drink for openings	£0	£0	£0	£0	£0	£0	£500	£500	
Publicity and Marketing materials (design, print and distribute)	£0	£0	£0	£0	£0	£0	£500	£500	
Hiring of Equipment	£0	£0	£0	£0	£0	£0	£500	£500	
Transport of artwork	£0	£0	£0	£0	£0	£0	£250	£250	£1,750
CORE COSTS									
Programme Curator	£430	£430	£430	£430	£430	£430	£420	£3,000	
Office Manager	£0	£0	£0	£0	£0	£0	£833	£833	
Volunteers at £6.19 per hour (4 hours/day over 12 weeks)	£0	£0	£0	£0	£0	£0	£2,080	£2,080	
Building maintenance (walls, ceilings and lights)	£0	£0	£0	£0	£0	£0	£166		
Electricity	£0	£0	£0	£0	£0	£0	£300	£300	
Internet Access	£0	£0	£0	£0	£0	£0	£80	£80	
Phones	£0	£0	£0	£0	£0	£0	£100	£100	
Computer equipment	£0	£0	£0	£0	£0	£0	£347	£347	
Stationery	£0	£0	£0	£0	£0	£0	£100	£100	
Security (CCTV and staff)	£0	£0	£0	£0	£0	£0	£48	£48	
Contents Insurance	£0	£0	£0	£0	£0	£0	£80	£80	
Buildings Insurance	£0	£0	£0	£0	£0	£0	£125	£125	
Public Liabilities Insurance	£0	£0	£0	£0	£0	£0	£45	£45	
Insurance of artwork in the space	£0	£0	£0	£0	£0	£0	£167	£167	£7,471
Project Total	£430	£2,505	£5,965	£6,057	£6,057	£6,056	£10,741	£37,810	
5% contingency	£21	£125	£298	£303	£303	£303	£537	£1,890	£1,890
Total	£451	£2,630	£6,263	£6,360	£6,360	£6,359	£11,278	£39,700	£33,700

Budget example 2

This example is a dance project where the applicant has chosen to set up their budget based on the format of the project income and cost tables in the Open Project Fund application.

Income	Type of funding	Name of Funder/Source	In Kind	Guaranteed	Conditional	Pending	Total
	Creative Scotland					£59,671	£59,671
	Local Authority	ABC Council			£45,000		
	Own Resources	Director Time		£4,079			£4,079
	Earned Income	Ticket Sales at 1,000 tickets at £12 each				£12,000	£12,000
	Earned Income	Fees from venues		£5,000			£5,000
	Trusts and Foundations	ABC Trust (see confirmation letter)		£5,000			£5,000
	Other	Music and Dance rehearsal space	£2,080	£2,080			£2,080
	Total Income			£16,159	£45,000	£71,671	£87,830

Cost Heading	Description	Number	Breakdown	Sub-Cost	No of Units	Amount Quoted	Cost Pre VAT	VAT Amount	Total Including VAT	
Artistic/Creative Costs	Director	1	Director Fee	£1,439	1	£1,439				
			Weekly Fee	£440	6	£2,640	£4,079	£0	£4,079	
	Producer	1	Producer Fee	£1,439	1	£1,439				
			Weekly Fee	£440	6	£440	£4,079	£0	£4,079	
	Musical Director	1	Director Fee (per hour)	£52	32	£1,656				
			Arranger Fee (per hour)	£52	32	£1,656	£3,311	£0	£3,311	
	Musician Brass & Extras	7	Performance: Session Rate p/d	£131	5	£4,585				
			Performance: Per derum	£23	8	£1,288				
			Accommodation Allowance	£37	3	£767				
			Rehearsal: Session rate p/d	£131	3	£2,751	£9,391	£0	£9,391	
	Core Band	3	Performance: Session rate p/d	£121	5	£4,585				
			Performance: Per derum	£23	8	£1,288				
			Accommodation Allowance	£37	3	£329				
			Rehearsal: Session rate p/d	£131	5	£4,585	£10,787	£0	£10,787	
	Choreographer	2	Prep * first 2 weeks of Rehearsal	£1,778	1	£3,556				
Additional weekly rehearsals			£440	2	£1,760					
Accommodation Allowance			£37	3	£219					
Daily meal allowance			£23	20	£3,220	£8,755	£0	£8,755		
Dancers	4	Weekly Fee (Rehearsals + Performance)	£440	5	£8,800					
		Daily meal allowance	£23	20	£1,840					
		Accommodation Allowance	£37	3	£438	£11,078	£0	£11,078		
Visual Artist	1	Weekly fee	£500	5	£2,500					
		Accommodation Allowance	£27	3	£110	£2,610	£0	£2,610		
Administrator	1	Flat fee	£1,800	1	£1,800	£1,800	£0	£1,800		
Sound Technician	1	Fee	£180	6	£1,080					
		Accommodation Allowance	£37	3	£110	£1,190	£0	£1,190		
Lighting Technician	1	Fee	£180	6	£1,080					
		Accommodation Allowance	£37	3	£110	£1,190	£0	£1,190		
Logistics Manager	1	Fee	£180	6	£1,080					
		Accommodation Allowance	£37	3	£100	£1,190	£0	£1,190		
Artistic/Creative Costs sub-total						£59,457	£0	£0	£59,457	
Professional/Organisational development Costs sub-total						£0	£0	£0	£0	
Equipment/Assets cost	Dance Floor Hire					£417	£83		£500	
	Lighting Hire					£1,333	£267		£1,600	
	PA and Sound Gear Hire					£2,333	£467		£2,800	
	Prop, Set and Costumes Materials						£2,083	£417	£2,500	
	Insurance						£417		£500	
	Accountancy Software									
	Fees			£20	8		£133	£27	£160	
Equipment/Assets Costs sub-total						£7,217	£1,083		£8,300	
Marketing/Audience Development Costs	PR Agent Fee					£1,000	£200		£1,200	
	Marketing Agency Fee					£1,000	£200		£1,200	
	Videography Hire					£1,800	£0		£1,800	
	Social Media Ad Spend					£500	£100		£600	
	Printed Media Advert					£1,667	£133		£2,000	
	Poster Design and Printing					£1,250	£250		£1,500	
Marketing/Audience Development Costs sub-total						£7,217	£1,083		£8,300	
	Coach Hire & Fuel					£2,042	£408		£2,450	
	Venue Hire					£2,750	£550		£3,300	
	Music Rehearsal Space	Studio per 3hr slot		£30	16	£400	£80		£480	
	Dance Rehearsal Space	Theatre space per week		£400	4	£1,333	£267		£1,600	
Overheads Costs sub-total						£6,525	£1,305		£7,830	
Accessibility and Access Costs		Covered by venues				£0	£0		£0	
Subtotal before contingency						£79,916	£3,732		£83,647	
Other Costs		Contingency (5%)				£3,996	£187		£4,182	
Total Project Costs						£83,911	£3,918		£87,830	

Fair Pay

We expect applications to reference relevant industry standards on rates of remuneration – such as those outlined by the Musicians Union, the Scottish Artists Union, EQUITY, BECTU, or the Society of Authors. We've produced some **guidance on rates of pay** which is available on the Creative Scotland website. We normally expect that you should be paid for your own time working on the project. If you wish to give some of your own time in kind (unpaid to support the project) please show this clearly in your budget and tell us the reason why you wish to do so.

Appendix – Safeguarding and Dignity at Work

Safeguarding is the term for measures that you put in place to ensure that people you are working with, as participants or employees, are protected from harm, abuse and exploitation.

Creative Scotland has produced guidance on safeguarding when working with children, both in-person and online – this is available on our website here: **Creating Safety**.

If you are undertaking any work with children, young people or vulnerable adults (either in-person or online), you should have a safeguarding policy in place, and we would encourage you to take expert advice on this – our Creating Safety guidance can help, and other organisations such as NSPCC also have guidance for individuals undertaking this work.

Individuals applying for activity involving children, young people or vulnerable adults should be members of the PVG scheme run by **Disclosure Scotland**.

Individuals applying for activity that involves employing other people should ensure that they have appropriate safeguards in place to ensure dignity at work, including approaches to ensure best practice in areas such as: equality and diversity, harassment and bullying, disciplinary and whistle blowing.

Creative Scotland's primary role is as a funder, and we do not have a regulatory role. However, we expect all grant recipients to take their responsibilities around safeguarding and dignity at work seriously when in receipt of public funds and failure to do so could result in payments being suspended or grants withdrawn.

Appendix – Profit Making Activity

We understand that some activity will include producing products (e.g. artworks, music, writing) which are likely to have a commercial value, and that this commercial value is often realised beyond the timeline of the project/activity supported by a successful funding application. This is welcomed, especially if it allows you to build a more sustainable practice. You should include any expected income (e.g. ticket sales, album sales, artwork sales) you intend to achieve during your project period in your budget.

Projects or activity focused on business development are ineligible for this fund, and activity where the primary purpose is generating profit are also likely to be low priority. You are expected to demonstrate in your application how your project/activity will develop either your own or others' creativity in order to meet our criteria.

When completing your End of Project Monitoring Form, if you have achieved more or less income than expected then you should show this in your final budget. If you have achieved more income than expected, this additional income may mean that any outstanding payments from Creative Scotland are reduced accordingly.

In line with National Lottery terms and conditions, if anything created using our funding is subsequently exploited for significant commercial gain, Creative Scotland may contact you to discuss recoupment of your award.

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 Commissioners Office**.

Complaints procedure

If you are not happy with the way we handled your application, you can access a copy of **our complaints procedure** on our website. Please note that you can only complain if you believe we have not followed our published process when dealing with your application. You cannot use the complaints procedure to appeal against the decision.

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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