

**SCREEN SCOTLAND
SGRÌN ALBA**

SCREEN FUNDING

PRODUCTION GROWTH FUND

GUIDANCE 2018/19



Awarding funds from
THE NATIONAL LOTTERY®



ALBA | CHRUTHACHAIL

SCREEN SCOTLAND SGRÌN ALBA

Screen Scotland is the new dedicated partnership for screen in Scotland, delivering enhanced support for all aspects of Scotland's screen sector.

Screen Scotland is leading the growth of the sector through increased funding and support for film and television production, an increase in specialist staff and further investment in skills, festivals, audiences and education.

Screen Scotland sits within Creative Scotland and is a partnership with Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, Scottish Funding Council, with funding from the Scottish Government and the National Lottery.

We are funding, developing and growing Scotland's screen sector by:

- Boosting production by increasing funding and support to grow the number and diversity of film and TV productions from Scotland
- Creating specialist business development provision for screen businesses ensuring that advice and support is appropriate and easy to access
- Improving employment opportunities in the sector through increased and co-ordinated opportunities for training and development
- Developing audiences by improving access to Scottish film and TV productions at home and internationally
- Growing and improving Scotland's screen infrastructure including studio facilities
- Developing Scotland's reputation as a destination for international productions and co-productions, supported by our world-class talent, crews, facilities and unique locations.

What is the purpose of the Production Growth Fund?

The Production Growth Fund aims to help grow Scotland's screen production sector, creating employment opportunities for Scottish crews, encouraging the use of production facilities, providing significant opportunities for the professional development of producers based in Scotland, and delivering a direct and significant economic benefit to Scotland. It seeks to do this by attracting large scale productions into the country, and maximising spend in Scotland.

The Fund has a budget of £2m for the period 2018/19 and is available to qualifying productions in the form of a non-recoupable grant.

What will we fund?

We will fund live-action and animated features, and live-action and animated high-end television drama series that demonstrate the ability to create employment opportunities for crew, that utilise production facilities companies based in Scotland, provide co-production opportunities for producers based in Scotland and that deliver a direct and significant economic benefit to the screen production sector in Scotland.

What can I apply for?

You can apply for a grant towards the production costs of a project that will be shot and/or post-produced wholly or partially in Scotland.

Who can apply?

Producers based within and outside Scotland can apply if they are able to demonstrate that by accessing the Production Growth Fund they will secure major production and/or post-production expenditure within Scotland, employing cast and crew based in Scotland, and/or using Scotland-based production facilities companies, thereby significantly increasing the economic benefit to Scotland.

If you are a producer based outside Scotland, the attachment of a Co-Producer based in Scotland could enhance the overall benefits for Scotland, which taken together with a significant spend to funding ratio will strengthen your application. Applications for the support of projects that aim to maximise training opportunities for crew based in Scotland are encouraged and welcome.

How much can I apply for?

- Awards are likely to range from £200,000 up to a maximum of £500,000.
- The ratio of the Estimated Scottish Spend to the level of funding requested should be a minimum of 8:1.

If you are considering applying for any other Creative Scotland funds for the same project, please contact a member of the Screen Scotland Team to discuss in advance of an application. Please email screen@creativescotland.com with brief details of your project and which funding routes you are considering applying to.

When can I apply?

There are no deadlines and applications will be accepted on a rolling basis until all the funds have been allocated.

How long will it take to get a decision?

Decisions will take up to 12 weeks from the date we receive your application form and we have all the relevant information required to make a full assessment.

Further Guidance

- Your project must be in an advanced stage of development and financing and you should be aiming to commence budgeted prep within 12 weeks of a decision being made.
- Awards will be in the form of a non-recoupable grant.
- You will be required to supply a full production budget, production schedule, post production schedule and finance plan along with your application.
- You will be required to provide a fully detailed breakdown of your Estimated Scottish Spend in the form of an Estimated Scottish Spend Budget. Further guidance on **allowable Scottish spend can be found on our website here**.
- We will require customary security and/or takeover arrangements to be put in place (for example, a bond) to ensure completion and delivery of the project in accordance with the script, budget and schedule.
- We will require approval over all key elements of the production, including the finance plan, the terms and conditions of all finance, and the budget and schedule.
- A contribution of £7,500 towards Creative Scotland's legal costs must be budgeted for on all projects supported by the Production Growth Fund.
- Priority will be given to projects that provide significant opportunities for producers, production staff, craft and technical trainees based in Scotland.
- Disability Access Materials must be budgeted for within the production budget, regardless of whether a UK distributor is attached at the point of application. This should include the creation of a subtitle file for the hearing impaired (to include dialogue and sound effects of the Film suitable for use for captioning/subtitling purposes); and an audio description track for the visually impaired in an appropriate format for use in theatrical distribution. These should be supplied in the proprietary format for Dolby Screentalk and DTS CSS discs.
- You will be required to ensure that any agreement for the distribution of your film in the UK provides for distribution of soft-subtitling and audio description materials in cinemas and on any DVD release of the film.

Equalities, Diversity and Inclusion

As a lottery distributor and public funder, Creative Scotland is committed to addressing diversity in film and television, as outlined in our review of equalities, diversity and inclusion in Scotland's screen sector, **Equality Matters** (2017) and elsewhere.

A proactive approach to increasing diversity can improve screen projects creatively, fuelling innovation and creativity, and engaging audiences through a wider range of stories, perspectives and experiences. It can also benefit projects commercially, attracting wider audiences and generating greater revenues. Creative Scotland believes that true representation both on and off screen is vital for the sustainability and equity of the screen sector.

Applications for support to all screen funds will be strengthened by a specific and targeted contribution to improving diversity. The BFI's **Diversity Standards** provide detailed guidance to potential approaches.

How to apply

Do you need this information in alternative formats or languages, or do you need any access support?

We are committed to offering clear and accessible application processes and programmes that are open to everyone. On request this information is available in alternative formats including translations. 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.

For more information, contact our Enquiries Service (see Page 10 for details).

Making an application

Applications must be made on the Production Growth Application Form, which can be found at www.screen.scot/funding.

Completed forms should be submitted along with all supporting materials to screen@creativescotland.com.

Our Assessment and Decision Making Process

Assessment process:

Once you have submitted your application we will review it for completeness. If you have not provided all of the information specified in the Application Form, or if you do not meet the criteria for the Production Growth Fund, in terms of who can apply and how much you can apply for as detailed above, your application will not be assessed. You will be notified of this, and of the reasons why, by email.

Complete and eligible applications will be assessed by Screen Scotland Officers. Assessments will be made on the basis of the information you provide in your Application Form and any supporting materials submitted. We may contact you during the assessment process to seek further information about your project or to seek clarification on aspects of the information you provide.

How we will make our decisions:

Following initial assessment and officer recommendations, the Screen Scotland Team and the Director of Screen will make recommendations to Creative Scotland's Senior Leadership Team, who will make the decision.

Once a decision is made:

Once we have made a decision, we will send an email to let you know the outcome of your application. If you are successful, we will send you information that tells you if there are any specific conditions of the award that have to be met before we can confirm the award. Once specific conditions, if any, have been met we will issue you with a Funding Agreement. You must note and adhere to all the terms and conditions of the Funding Agreement.

At this point we will also ask you for your banking details, and agree a payment schedule and cash-flow with you, which will normally be against agreed milestones. You will need to return a signed copy of our Funding Agreement, and once all conditions are met, we will release the first instalment of your award.

If your application is unsuccessful, we will send you an email to let you know why, and inform you of any options for addressing the reasons why it was unsuccessful.

Complaints Procedure:

If you are not happy with the way we dealt with your application, you can access a copy of our complaints procedure on our website at www.creativescotland.com/complaints.

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.

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.

Help, further advice or feedback:

If you require support, further information or have any general enquiries about the application process 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.

Email: enquiries@creativescotland.com
Telephone: **0345 603 6000***

Lines are open 10am-12pm and 2-4pm, Monday–Friday. Voicemail is available outwith these hours. If you want us to call you back, then leave a message with your number and we'll arrange a time to call you.

Web: You can send us a message via the Creative Scotland [website](#)
Twitter: Get in touch [@screenscots](#)

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

* Please note: Calls to our 0345 number are charged at the same rate as calling national 01 or 02 numbers. Approximate charges are up to 9p per minute from landlines and between 3p – 55p per minute from mobiles. However, calls to this number are also part of inclusive allowances. Please check with your phone line provider for exact charges.



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