

Creative Scotland

The Guide to Open Project Funding 2014-15

What is the purpose of Open Project Funding?

'We want Scotland to be a place where the arts, screen and creative industries are valued and recognised, where artists and creative people are flourishing and thriving, and where everyone, everywhere, is interested and curious about creativity.'

Taken from ***Unlocking Potential, Embracing Ambition***, our 10-year plan for the arts, screen, and creative industries.

Scotland's arts, screen and creative industries are a central part of life in Scotland. Creative Scotland holds an important responsibility to provide the right funding to support ambition, and generate access to arts and creativity for as many people as possible.

Open Project Funding offers individuals and organisations working in these areas access to funding for projects that help them explore, realise and develop their creative potential, and enrich Scotland's reputation as a distinctive creative nation connected to the world. We are interested in the ways that projects will contribute to *Unlocking Potential, Embracing Ambition*, while realising that the ambition and plans of individuals and organisations may extend beyond our 10-year plan.

This new route to funding is different from the way we have funded individuals and organisations in the past. It enables applicants to apply for a project that can include research, development and delivery in a single application, or individual strands as needed by the project.

While this fund is focused on fixed-term projects, we are asking applicants to tell us how their project fits in with their longer term ambitions so we can support artists, creative people and organisations to develop a sustainable approach to their work.

We want to support work which will make a real difference to the quality of cultural life in Scotland, benefiting people across the whole country. We also want to encourage new imaginative ideas and inspiring ways of doing things that will impact

on other sectors and beyond Scotland.

This guide gives you information about how Open Project Funding will work; it illustrates some of the types of activities you may wish to seek funding for, and the types of activities we cannot support; it lists who is and who is not eligible to apply for funding; and it tells you how to apply and how your application will be assessed.

Alongside this, we have produced separate guidance documents providing advice on how to answer the questions in your application form if you are applying for **up to £15k**, and another separate guide if you are applying for **over £15k**. So please read this guide and the associated **Help With Your Application** guidance document carefully before you submit your application.

Other Creative Scotland funding programmes:

Alongside Open Project Funding, Creative Scotland operates a small number of other targeted funding programmes – funds which address specific activities and development needs in a sector, specialism, and/or geographic area. Before making an application to the Open Project Fund, you should check these funds in case one of them would be more appropriate for your project.

A full list of these funds can be found on the Creative Scotland website [here](#).

If you require any help in identifying which fund is the most appropriate for your needs, contact our Enquiries Service. You can do this by phone, email or through our website.

Call **0845 603 6000**, email enquiries@creativescotland.com, or fill out a form on our website [here](#). Phone lines are open from 10-12 noon and 2-4 pm, Mon-Fri, with voicemail outwith these hours.

Open Project Funding – The Key Facts

Who can apply?

This fund is open to both individuals and organisations working in the arts, screen and creative industries. This includes organisations working in different sectors, but which embrace arts and creativity as part of their work. We will carefully monitor our decisions to ensure our funding is balanced across both individuals and organisations.

How much can I apply for?

You can apply for funding from **£1,000 to £100,000**. We will also consider applications **up to £150,000** by exception and only with prior written approval. The main funding source we are using for this programme is drawn from the National Lottery which is governed by specific requirements around public benefit.

Do I need to have any other income in place?

All applicants (individuals and organisations) should endeavour to secure other income for their project as it will help strengthen their application. However it is possible to apply for 100% of the costs of the project. Each application will be considered on its merits and a balanced range of criteria will be taken into account to make our decisions.

When can I apply?

We will accept applications from **31 October 2014 onwards**. From this date, there will be no deadlines; Open Project Funding is a continuous programme, meaning that you can make an application at any time and we will manage the budget to ensure funding is available throughout the year.

How long will it take to get a decision on my application?

For applications up to £15,000 - Decisions will take up to 8 working weeks from the date we receive your application form.

For applications over £15,000 - Decisions will take up to 12 working weeks from the date we receive your application form.

For applications over £100,000 (up to a maximum of £150,000) – You will need to seek prior approval from Creative Scotland before applying. If approval is given, decisions will take up to 12 working weeks from the date we receive your application form. See page 15 of this guide for more information.

What are we looking for in an application to Open Project Funding?

Your application will be assessed on the basis of the following four criteria:

Artistic and Creative Quality:

- Your artistic or creative vision and idea, and how you will realise this through your project
- Who you are, your experience and achievements
- If relevant, who else is involved in the project
- How your project will contribute to your artistic or creative development.

Public Engagement:

- Who you are aiming to reach, where they are likely to come from and what type of relationship you want to achieve
- How you plan to engage with the public - before and during your project
- How you will ensure your project is widely accessible
- Other ways people will benefit from your work.

Note: For applications which are focussed on research and development, more than immediate public outcomes, we will ask you to describe how your project will enable you to engage with people in the future.

Effective Management:

- How you plan to deliver your project effectively and efficiently, including through delivery partners (where relevant)
- Have you allocated sufficient resources to ensure all aspects of your project are well run
- What the risks are to the successful delivery of your project and how you will manage them
- How you will monitor, document and evaluate your project.

Financial Viability:

- A detailed budget, appropriate to the size, scale and type of project you want to deliver
- How you will account for the management of public funds
- Any partnership funding, earned income, or in-kind support.

Public Benefit

The answers you provide in response to the criteria above help describe how your project will provide wider public benefit – culturally, artistically, socially or economically. This is important as the majority of funding used to deliver Open Project Funding is from the National Lottery which requires this.

We have produced separate guidance documents providing advice on how to answer the questions in your application form if you are applying for **up to £15k**, and another separate guide if you are applying for **over £15k**. So please read this guide and the associated **Help With Your Application** guidance document carefully before you submit your application.

What sorts of things will Open Project Funding support?

Open Project Funding will support an activity or a set of related activities in the arts, screen and creative industries that take place within a specified period of no more than 2 years in duration, with an agreed start and end date, and specific objectives to be achieved in that time.

Projects should benefit artists and creative people, and/or arts, screen and creative organisations from Scotland by helping them to sustain themselves and their work, to help them thrive, and to bring benefit to the people in Scotland.

Open Project Funding is not intended to support ongoing running costs, although some project administration costs (such as the staffing required to deliver a project) may form part of your project budget.

Open Project Funding is designed to accommodate the widest possible range of activities for individuals and organisations. For example, but not exclusively:

Projects that develop artistic and creative practice and skills, such as funding for:

- the time to research, develop or create work or content including artists' bursaries to support practice development
- professional training or developmental activity, in the UK or internationally
- artist residencies – either for organisations to host one, or individuals to undertake one
- organisation-led talent and skills development
- organisational development as part of the delivery of the project, including activities to improve environmental sustainability.

Projects creating something new and of high quality, such as funding for:

- the writing, publishing and translation of books, poetry or plays
- the commissioning of new work, including the curation, production, or exhibition of new work in any art form, such as an exhibition of contemporary art, or dance and theatrical performances
- the recording and production of music
- artistic or creative projects that are based on the traditional arts of Scotland, or which use the languages of Scotland, such as Gaelic and Scots

- digital or other creative content able to offer public benefit and be delivered within the criteria and funding levels set for this fund.

Projects which either present work to audiences, or are seeking to understand, develop and reach new audiences (including hard to reach groups), such as funding for:

- artistic or cultural events such as one-off performances, events or festivals,
- touring or distribution
- international opportunities such as showcases or tours
- public art
- audience research that can be shared with other publicly funded projects
- online or live streamed artistic or creative events.

Projects which encourage more people to get involved in artistic and creative activity, such as funding for:

- participatory projects, such as artists working with people in communities, the care system, the justice system and education
- public engagement activity which broadens - or removes barriers - to participation, and encourages more people to take part
- equalities-based projects which specifically address inequalities due to age, ethnicity, disability or other legislative **Protected Characteristics**.

As part of these creative activities, as well as supporting the costs to deliver the project, you can also seek funding for:

- audience development
- travel costs as part of artistic or creative research and development
- marketing activities (as part of a larger project e.g. advertising a tour)
- equipment costs related to the delivery of the project
- creative learning activity
- small scale capital costs such as installing fixed assets (such as lighting or seating), purchase of instruments, vehicles, or the installation of new technologies.

Applying for more than one type of activity in one application:

Your application can cover more than one project strand, for example, you could apply for funding for the research, development, production and touring costs of a theatrical show, or for a programme of exhibitions with supporting workshops and audience engagement activity.

How many applications can be submitted for assessment at the one time?

Because of the anticipated volumes of applications in this new fund, we will only be able to accept **one application** for Open Project Funding from an individual or organisation **at any one time**. However please note that once your application has been assessed (within the 8 or 12 weeks), and you have been notified of the outcome, you are then able to submit another application.

This means that you can plan for future activity well in advance of delivering it, and that you will be able to apply for future projects whilst your first project is running. In order to be eligible to apply again (whilst you are in receipt of funding and delivering a live project) you will need to be up-to-date with meeting any of the conditions and project monitoring information required for your earlier grant.

What will Open Project Funding NOT support?

Open Project Funding will not support the following:

- activities that are not related to the arts, screen or creative industries
- activities (including buying goods or services) that have started, been bought, ordered or contracted before a decision has been made about your application; please be advised that we cannot fund activity retrospectively
- overhead costs not directly related to the project; however you may apply for some time limited overheads that are directly related to delivering your activity (such as costs for additional staff time, venue hire, utilities etc.)
- activities delivered as part of the Core Curriculum for Excellence in schools or further education settings
- activities that contribute to a further or higher education qualification and costs related to full time, formal or accredited educational courses – such as HNC/Ds, UG degrees, PG programmes, Masters, or PhD programmes, either in the UK or abroad. This includes any tuition fees, or associated living costs
- costs related to large scale capital development (such as costs for major renovations or building projects), including any pre-application development costs for capital projects (eg. feasibility studies)
- self-published literature, unless a clear track record and route to market is demonstrated
- activities or events that mainly take place outside of Scotland - unless they clearly benefit individuals and organisations based in Scotland.

The lists above are intended for guidance on the types of activity Open Project Funding can/cannot support but they are not definitive. If you want to talk to someone about your ideas, please contact our Enquiries Service. You can do this by phone, email or through our website.

Call **0845 603 6000**, email enquiries@creativescotland.com, or fill out a form on our website [here](#). Phone lines are open from 10-12 noon and 2-4 pm, Mon-Fri, with voicemail outwith these hours.

Who Can Apply?

Open Project Funding is available to individual artists and creative practitioners; groups such as arts organisations, cultural agencies, creative businesses; and organisations from other sectors which work with the arts and creativity. The list below gives examples of individuals and organisations that are eligible for funding, but please check with our Enquiries Service if in doubt.

INDIVIDUALS who CAN apply for funding:

Artists or Creative Practitioners

- Individuals who are either based in Scotland or undertaking work in the arts, screen and creative industries in Scotland.
- This includes, but is not restricted to, individual artists and creative practitioners who are writers, musicians, makers, dancers, visual artists, producers, curators, digital artists or those working in film, theatre, publishing or any of the creative industries.

Creative Groups or Artist Collaborations

- Unconstituted creative groups such as bands, ensembles or any partnerships where two or more people usually work together on projects as one collaborative unit, are classed as a group of individuals for Open Project Funding.
- Individuals can apply jointly for funding, on an artistic collaboration for example, but one applicant will have to take the lead and assume responsibility for managing the application and any funding awarded.

INDIVIDUALS who CANNOT apply for funding:

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| Students | <ul style="list-style-type: none">▪ Students in full time study are excluded from applying for funding. Additionally we cannot fund any activity which is related to accredited courses of formal education or which leads to a formal qualification. This includes undergraduate, postgraduate and part-time programmes. |
| Individuals working in sectors outside the arts, screen and creative industries and seeking funding for non-artistic or non-creative activity | <ul style="list-style-type: none">▪ This includes sectors like tourism, sports, and the museums and heritage sector, unless you can demonstrate that the main benefit of the project will be to an artistic or creative area or discipline supported by Creative Scotland. |
| Academics or other education professionals | <ul style="list-style-type: none">▪ Academics or other education professionals seeking funding related to their educational role cannot apply. |

ORGANISATIONS which CAN apply for funding:

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| Arts and creative organisations | <ul style="list-style-type: none">▪ Organisations based in Scotland working in the arts, screen and creative industries – either producing work, or supporting the work delivered by the creative sectors. |
| Registered Charities | <ul style="list-style-type: none">▪ Registered charities and other non-profit making organisations in Scotland undertaking activity related to the arts, screen and creative industries. |
| Local Authorities | <ul style="list-style-type: none">• Scottish Local Authorities who manage venues, deliver services or support those working in the arts, screen or creative industries in Scotland. They must demonstrate in their application that the funding they are applying for is additional to, and not a substitution for, their own resources. |

Cultural Trusts	<ul style="list-style-type: none"> • Organisations that manage venues, deliver services or support those working in the arts, screen or creative industries in Scotland. They must demonstrate in their application that the funding they are applying for is additional to, and not a substitution for, their own resources.
Other Public Sector Agencies	<ul style="list-style-type: none"> ▪ Bodies working in other sectors such as health, education, leisure or tourism in Scotland who are undertaking activity related to the arts, screen and creative industries.
Artists' Groups	<ul style="list-style-type: none"> ▪ As long as you have an appropriate management structure in place, a written constitution and dedicated banking arrangements.
Companies Limited by Guarantee	<ul style="list-style-type: none"> ▪ You must clearly demonstrate that the activity you are applying for is a self-contained project in the arts, screen or creative industries, and the programme of work is additional to your core business.
Commercial Organisations	<ul style="list-style-type: none"> • Organisations that share out profits to members or shareholders can apply if the activity they are applying for is a self-contained project in the arts, screen or creative industries, and can clearly demonstrate that your programme of work will promote public benefit and will not be delivered for private or commercial gain.
Sole traders	<ul style="list-style-type: none"> ▪ You must clearly demonstrate that your programme of work will promote public benefit and will not be for private or commercial gain.
Consortia, joint organisations or groups of organisations applying together	<ul style="list-style-type: none"> ▪ One of the organisations must take the lead and assume responsibility for managing the application and any funding award made. Once we have made an award, you cannot change the lead organisation to which the funding has been paid without the prior written consent of Creative Scotland. All consortia that are successful in applying for funding must provide a legally binding partnership agreement.

Community Interest Companies and Social Enterprises

- CICs and Social Enterprises must be registered at Companies House or The Office of the Scottish Charity Regulator, as appropriate.

Organisations of the above types based outside Scotland

- We will accept applications from organisations based outside Scotland where the project clearly demonstrates it will benefit artists or creative practitioners, audiences, or participants in Scotland.

ORGANISATIONS which CANNOT apply for funding:

Organisations receiving Regular Funding from Creative Scotland

- Regular Funding is intended to support organisations to undertake all the activities proposed in their 3-year Business Plan. We would therefore not expect organisations receiving regular funding to seek additional support from Open Project Funding, except in very exceptional circumstances, and with the prior agreement of Creative Scotland, where organisations:

- (a) Have identified a new strategic opportunity within the context of the Creative Scotland 10-year Plan that is not identified as part of their funding agreement.
- (b) Are applying as a member of a consortium to deliver additional activities over and beyond those identified in their Regular Funding agreement.

- Organisations that are unsuccessful with their Regular Funding application can apply for Open Project Funding in line with this Guidance.

Organisations in receivership and liquidation

- Organisations in receivership or in liquidation cannot apply for Open Project Funding.

How to apply for Open Project Funding

Alternative formats:

Creative Scotland is committed to offering clear and accessible application processes and programmes. This information is available in a range of alternative formats, including translations on request. Access support is available for disabled applicants. Please contact our Enquiries Service for further information.

Submission dates:

Open Project Funding is a continuous programme, meaning that you can apply at any time throughout the year, but please remember to allow enough time between the date on which you submit your application and the start date for your project, to allow us time to process your application.

We will accept applications for Open Project Funding from **31 October 2014 onwards**.

Making an application:

Before you make an application, you should read the associated **Help With Your Application** guidance document – which gives advice on how you should fill out the application form. Please note that we have produced a separate guidance document providing advice on how to complete your application form if you are applying for **up to £15k**, and another separate guide if you are applying for **over £15k**.

For applications up to £100,000

Applications must be made on the appropriate Open Project Funding Application Form, which can be found here:

creativescotland.com/funding/open-project-funding

There are two separate application forms:

- For projects requesting **up to £15,000**
- For projects requesting **over £15,000**

Please ensure you use the appropriate application form. While both forms seek similar information, applicants **seeking over £15,000** are asked to provide a greater level of detail and additional supporting material.

Completed application forms, along with all supporting material, should be submitted by email to:

- For projects requesting **up to £15,000**, send applications to:
smallopenprojectfund@creativescotland.com
- For projects requesting **over £15,000**, send applications to:
largeopenprojectfund@creativescotland.com

For applications over £100,000, up to a maximum of £150,000

As a preliminary step, you will need to submit a request for prior approval of your project to Creative Scotland. Fill out the **Over £100k Request Form**, which is available on the **[website](#)**.

This request will be considered by a funding panel made up of Creative Scotland staff, chaired by a senior Creative Scotland staff member, within 10 working days of submission. We will notify you by email of the panel's decision within 5 working days after the date on which the panel meets. If permission is given, you can then submit a formal application using the **over £15,000 Application Form**.

Our Decision-Making Process

Assessment process:

Once you have submitted your application we will review it for completeness and eligibility. If you have not provided all of the information specified in the appropriate Application Form, or if you do not meet the eligibility criteria for Open Project Funding, 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 Creative Scotland officers with relevant expertise, using the criteria set out in the “What are we looking for in an application to Open Project Funding section” of this Guide.

Assessments will be made on the basis of the information you provide in your Application Form and any supporting materials submitted. We will only contact you during the assessment process if we need clarification on any aspects of the information you have provided.

All assessed applications will then be considered by a funding panel made up of Creative Scotland staff, chaired by a senior Creative Scotland staff member, for final decision.

How we will make our decisions:

We will look at the individual strengths of each application against the criteria, assessing artistic and creative quality, public engagement, effective management and the financial viability of the project from the information provided.

Open Project Funding will support a diverse range of activity across a broad range of art forms, types of activity and geography. All of our decisions will be considered in the context of our spending so far, aiming to ensure a spread of funding for both individuals and organisations across all the arts, screen and creative industries.

Decision timescales:

- **For applications requesting up to £15,000 -**
Decisions will take up to 8 working weeks from the date we receive your application form.
- **For applications requesting over £15,000 -**
Decisions will take up to 12 working weeks from the date we receive your application form.
- **For applications requesting over £100,000, up to a maximum of £150,000**
You will need to seek prior approval from Creative Scotland before applying. If approval is given, decisions will take up to 12 working weeks from the date we receive your application form.

Given the anticipated high volume of applications we will receive for Open Project Funding, we will not be able to fast-track applications or assessments, so you must take account of the time it takes us to reach decisions when you plan your project.

As with most funders, our budgets can only fund a proportion of the applications we receive, however we will offer feedback to unsuccessful applicants to strengthen their applications in order for them to re-apply should they wish to do so. We will only accept another application for the same project if the reasons for it previously being unsuccessful have been addressed.

Once a decision is made:

Once we have reached a decision, we will write to you to let you know the outcome of your application. If you are successful, we will send you information that tells you how to accept the grant. At this point we'll also ask you for your banking details, and agree a payment schedule and cash-flow with you. You'll need to return a signed copy of our funding agreement, after which we'll release the first instalment of your grant.

If your application is unsuccessful, we will write to let you know why, and advise you of your next steps.

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 [here](#). 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.

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.

We are committed to delivering the most efficient and effective service that we can, and will regularly review our systems and processes in operation. The introduction of Open Project Funding is new for Creative Scotland, as well as for those seeking funding support. We will therefore review the Open Project Funding guidance and application material after the first 6 months of operation and may make adjustments to improve the process and provide further clarity as necessary.

You can contact our Enquiries Service by phone, email or through our website.

Call **0845 603 6000**, email enquiries@creativescotland.com or send us a message through the website [here](#).

(Please note that our Enquiries Line is open from 10am - 12 noon and 2-4 pm, Mon-Fri, with voicemail outwith these hours).

Notes and amendments:

From time to time, this guidance may need to be amended to update or clarify information about the funding programme. In the interests of clarity and openness, we'll note any changes we make here.

The present version of this guide – Version 1-1 Oct 2014 – is the original and un-amended version of the Guide to Open Project Funding.