

OPEN FUND FOR INDIVIDUALS: SUSTAINING CREATIVE DEVELOPMENT 2020/21

Application Guidance
Updated October 2020

 Awarding funds from
THE NATIONAL LOTTERY®



ALBA | CHRUTHACHAIL

Open Fund for Individuals: Sustaining Creative Development – a summary

- **A fund launched in March 2020 in the midst of the Coronavirus pandemic to focus support on helping artists and creative practitioners to sustain their work and continue to develop their practice**

- **Funding available for between £1k and £100k**

- **The fund can support a wide range of research, development and project activity**

- **The overall budget for the Open Fund for Individuals and the Open Fund for Organisations totals £7.5m of National Lottery money**

- **The Open Fund for Individuals will only support individual practitioners, and projects 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 12 months.**

The Purpose of this fund:

Sustaining the Creative community in Scotland during and after COVID-19

Creative Scotland is committed to ensuring that people are supported to develop excellence and experimentation in a wide range of arts and creative activity, reflecting Scotland's diverse and dynamic cultures. We want to ensure that the experience of the arts and creative activity benefits as many people as possible across Scotland's communities and places. We have a key role in ensuring that Scotland's creative workforce and businesses have opportunities to develop, evolve and flourish.

We have launched our Open Fund for Individuals in a difficult context. The disruption of COVID-19 is a situation without precedent. The creative sector is facing significant challenge. We understand that you will be considering the impact of this emergency and its after-effects on what you do.

As it becomes more clear what activity will be possible over the coming months, you may be seeking funds to start a new project. Or you may be reimagining what you do, thinking of new ways of working, or exploring new ways of reaching people through your work. As an individual, you may be thinking about how to sustain your practice in a changing world, and as part of this process, you may wish to take creative risks.

This fund is designed to support you to sustain your practice in a changing world. We are asking you to tell us what you want to do, and how it will help you and/or others in the months and years to come.

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

Do you need this information in another format?

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

We offer access support to disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants. Officers can offer advice to new applicants and support them to make an application. The Equalities Team can offer additional one-to-one support to applicants with access requirements.

Please note we will accept applications and supporting materials which are written in English, Gaelic or Scots.

If you require support, further information or have any general enquiries about the fund and how to apply please contact our Enquiries Service. Our Enquiries Service will be able to advise you or will put you in contact with one of our officers.

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: **www.contactscotland-bsl.org/public** for more information.

Overview of the funding available

We will accept applications between £1,000 and £100,000. Please note, we will review this position on an ongoing basis and update this guidance if we make any changes.

Our aim is to support as many individuals as possible to sustain their practice and we expect that most applications will be up to £15,000. We understand that your needs will depend on many things, including the type of project or activity you wish to do. For example, working with others (collaborative projects or activity) and more complex projects or activity may cost more.

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

Given the significant impacts of COVID-19 we expect that individuals may wish to do more exploratory, research and development projects and/or activity.

Activity that includes public engagement or participatory work should comply with all current UK and Scottish Government guidance on COVID-19. You must show that you have assessed and addressed all risks for your activity. We have provided additional guidance on risk assessment and risk management.

You can apply for activity which will last up to 12 months.

What is the overall budget for the fund?

We anticipate a total annual budget of around £7.5m across our Open Fund for Individuals and Open Fund for Organisations. We will allocate this evenly throughout the year.

This money comes from the National Lottery through Creative Scotland.

How much can I apply for?

We can accept applications between £1,000 and £100,000. If you are applying for between £15,001 and £100,000, we will ask you to tell us more about some elements of your project or activity. You also must fill in and provide a Risk Assessment form with your application.

Who can apply?

Freelance and self-employed artists and creative practitioners in Scotland can apply for projects supporting the development of their practice. You may apply for funding to work with others if your practice is collaborative.

You must have a UK bank account.

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

When can I apply?

There are no deadlines for this fund. You can apply at any time during the year. Please check that you are using the most up-to-date version of the guidance.

Please note, 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, 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 projects at any time. If your application is unsuccessful you can reapply once with the same project – see page 17 for more detail.

Please note that our longer-term funding approach and priorities are currently in development. We ask that you regularly check our website for updates.

How long will it take to get a decision?

If your application request is between £1,000 and £15,000 you will hear the outcome in 8 weeks. Please note: an application seeking under £15K received **on or after 11 November** will hear the outcome in **10 weeks** to support the Christmas break.

If your application request is between £15,001 and £100,000 you will hear the outcome in 12 weeks. Please note: an application seeking over £15K received **on or after 14 October** will hear the outcome in **14 weeks** to support the Christmas break.

Your start date must be after the date you will hear the outcome of your application, and we strongly advise allowing an additional 5 weeks from this date. This is to ensure time to complete and exchange funding contracts, and for the first payment of the award to be made.

The impact from COVID-19 is affecting us all including Creative Scotland staff. We will aim to meet our target timescales for decision making – but where this is not possible we will let you know.

What can the funds be used for?

The Open Fund will support a period of research, development and / or delivery of creative activity of up to 12 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.

If your project includes public engagement or your practice is participatory, you must demonstrate that your plans comply with all current UK and Scottish Government guidance on COVID-19. You will also need to show that you have taken account of risk, including further risk of disruption due to COVID-19. We have provided guidance on risk management to help you with this.

The fund will prioritise ideas, projects and activities that enable individuals to sustain their creative practice and / or programmes of work. We understand that it is important that individuals can adapt and / or respond to changing circumstances.

This fund is designed to support creative activity such as a specific project, production or a period of research and development. It cannot support the general running costs of creative businesses, or directly recompense income lost as a result of COVID-19.

What the funding 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
- Capital activity
- Business start-up or on-going running costs
- Equipment-only funding
- Self-publishing (excluding in the Visual Arts)
- Fundraising programmes
- Funding for film/screen 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
- Activity or applicants based outside Scotland
- Touring of theatre or dance productions (please refer to the **Touring Fund for Theatre and Dance** for this activity)
- Activity that you have already received funding for (from the Open Fund or any other Creative Scotland funding programme)

Public Benefit

The UK is currently experiencing an unprecedented public health emergency. Whilst, at the time of writing (October 2020), the guidance to the public is gradually changing, it is likely that there will be some level of restrictions on social interaction in place for the medium to longer term. For this reason we are asking applicants to think broadly about the public reach and wider benefits of the activity proposed.

For more information on how Creative Scotland is assessing risk at this time, please see the section on **Decision-making in the context of Covid-19** on our website.

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

We also expect you to consider the impact of your activity on the environment in light of the current Climate Emergency.

Projects and activity that include public engagement or participatory work must comply with all current UK and Scottish Government guidance on COVID-19 and should be assessed for risk.

Not sure if you or your project is eligible?

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

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.

What are the criteria we will measure applications against?

Applications will be 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.

Creative and artistic strength of the project or activity idea:

We are interested in the artistic or creative ideas driving your project, how the project contributes to your development and who else is involved (if relevant). We are also interested to know how your project engages with challenges around COVID-19.

You may be looking at ways to stabilise your existing activity. You may be reimagining what you do, thinking of new ways of working and new ways of reaching people through your work. You may be thinking about how to sustain your practice in a changing world, and as part of this process, you may wish to take creative risks.

In this section please tell us:

- What do you want to do?
- What is the artistic and/or creative idea for your project or activity?
- Why do you wish to do it, and why now (if relevant)?
- What will it involve? What will you do and how will you deliver it?
- What do you plan to achieve by doing it?
- How will it contribute to your development or the development of others?
- What are the artistic and/or creative skills and experience you have that will help you deliver the activity or project? Tell us about your work/creative practice.
- Who will you work with (if relevant)? What are their skills and experience? How will they help with your project or activity? Tell us about their work/creative practice (if relevant).
- How will your activity or project address equalities, diversity and inclusion?
- How will your activity support environmental sustainability and/or respond to the Climate Crisis?

Strength of the impact of the project or activity on your work and benefit for others, now and in the future

We'd like you to tell us how this activity will develop your creative practice. We would also like to know about the impact it will have on the people you plan to reach, now and/or in the future.

In the current situation of restricted social contact in response to COVID-19, we understand that working with other artists or creative practitioners and working with the public might be difficult to plan or achieve. You might wish to focus on planning, research and development or other work that will help your practice in the future. Or you may be thinking about different ways to reach and engage the public with your work.

If your project includes working with other artists and / or 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 public. You can use the supporting materials provided.

We expect you to show how your project or activity will benefit people from different backgrounds (such as by age, disability, ethnicity, sex or sexual orientation) – a full list of protected characteristics can be found **here**.

We also expect you to apply appropriate safeguarding guidance when working with children, young people or vulnerable adults, including online. More information on this can be found **here**.

In this section, please tell us about:

- The benefits your proposed work offers, now and into the future, to you and others.
- What impacts this project or activity would have on the way that you work.
- If your project includes public presentation, engagement or participatory work (including digitally), how will this happen? What are your plans to reach people?
- If your plans include engagement or participatory work, what are your plans for safeguarding participants (you may also wish to include a safeguarding policy as a supporting document)? For more information on safeguarding you can visit this page on the **Creative Scotland website**
- How will this project or activity promote equality and diversity?
- How will you make this project or activity accessible and inclusive?
- What impact will this project or activity have on your environmental sustainability and how will you achieve that impact?

Strength of plans to achieve the project or activity including financial planning

We want to fund well-managed projects that deliver as planned. Strong and clear planning, project management and risk assessment are particularly important to ensure benefit from our funding at this time. For applications for £15,001 to £100,000 we will ask you to tell us more about how you will manage and deliver your project or activity.

We will be placing a strong emphasis on risk assessment and have provided a template to help you with this. You must submit a template with your application.

Project Management

Please tell us:

- How will you plan for and manage the activity? What are the timelines and milestones for the project or activity and how will you ensure you meet these?
- What planning you have done so far and how does this inform your approach?
- What skills and experience do you have to manage projects of this type and scale?
- How will you manage partnerships (if you have any) and how will they contribute to the effective delivery of the project?
- What is your approach to equalities, diversity and inclusion in your project management plans?
- What is your approach to environmental sustainability in your project management plans?

Risks:

We understand that there is risk involved in the delivery of any project and have provided a template that you must complete to demonstrate that you have considered this area in detail. There are separate Risk Templates for applications for over £15,000 and under £15,000.

Monitoring and evaluation:

Please tell us:

- How will you know you have achieved what you have set out to do?
- How will you monitor and evaluate the success and impact of your project?
- Will you collect and use feedback through the life of the project and if so, how?
- How you will take the learnings from this into your future work?
- How you will tell us about your project?

Financial management:

Please tell us:

- How will you manage public funds and any other funds needed for this project or activity?
- What are your skills and experience of managing budgets?
- If someone else will do this for you, what are their skills and experience?
- How will you monitor spending on this project or activity?
- How have you calculated costs for your project or activity?

Please provide a project or activity budget on a separate sheet and submit with the application form. This should:

- be clearly presented and appropriate for the size, scale and type of project
- show areas that are specific to the artform or specialist area that the project relates to
- have sufficient resources to ensure all aspects of the project will be delivered effectively
- demonstrate that Industry Standard rates of pay have been applied or considered
- include costs of making your project or activity accessible and inclusive
- show any income from other sources
- tell us whether income from other sources has been confirmed.

Creative Scotland is committed, through any activities we support, to ensure that artists are paid appropriately for their time and effort. We therefore 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 Writers Guild. 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.

Please ensure you have considered and included access costs where needed. Access costs are costs that focus on enabling any activity to be open to as wide range of people as possible, removing any barriers for people to be involved, take part or attend your activity.

Childcare costs may be included, where you are unlikely to be able to undertake your planned activities without this support. Please note that 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 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.

To help you with this section of the form, please see the Appendix – Help with Budgets

How to make an application and the decision-making process

All applications must be made on an Open Fund application form which can be found on the Creative Scotland website here: www.creativescotland.com/openfund

What happens to my application after it is submitted?

Stage 1: Receipt of application

Shortly after submitting your application, you will receive an automated response confirming receipt. If you don't receive this automated email please check your spam filters, junk files and deleted items. If there is still no sign, get in touch with us as soon as possible to check that we've received your application.

Within 10 working days: eligibility and completeness checking

We will check your application for eligibility and completeness within ten working days. It is your responsibility to ensure that you fully complete the form and submit all required materials.

Applications meeting eligibility criteria: We will let you know by email that your application is eligible and tell you when you will hear the outcome of your application.

Applications not meeting eligibility criteria: We will let you know if your application does not meet eligibility criteria. We will explain why this is the case. If your application is not eligible, we will not process it to the next stage.

Incomplete applications: If your application does not include all the required materials, we will email you and request missing materials. If you do not reply within 10 working days, your application will no longer be eligible, and we will not process it to the next stage.

If you provide all missing information, we will email you to confirm that your application is eligible and complete and will process it to the next stage. We will also tell you when you will hear the outcome of your application.

Stage 2: Assessments

All eligible applications will be assessed by Creative Scotland staff or by external assessors who have been recruited by an open process and who are trained in the assessment process. Your assessor will have specialist knowledge and understanding of your primary artform or other specialist areas such as, for example, creative learning or equalities and diversity.

They may also seek an advisory comment from another specialist officer if required (such as when your activity covers more than one artform or has a particular focus).

Assessments will be made on the information you provide in your application, including your budget and your risk management form. We will only contact you at this stage if we need clarification on the information you have provided. We will not ask you for any additional information at this stage.

Please note that in rare cases assessors might find that an application is not eligible during their initial review. We will email you and let you know if this is the case. We will also explain why your application is not eligible.

The assessor will consider your application against the criteria:

- 1.** Creative and/or artistic strength of the project idea, or its contribution to supporting creativity in others
- 2.** Strength of the project's impact on your work and benefit for others, now and in future
- 3.** Strength of plans to achieve the project

The assessor will make a recommendation on whether your application is assessed as 'fundable' (which means the assessor has recommended it for funding) or 'not fundable' (which means the assessor has not recommended for funding). In rare cases, the assessor will recommend that your project or activity is awarded a different amount from the amount you applied for. The assessor will also explain why this is the case. The assessor may recommend some specific conditions of award at this point.

Specialists comments:

Each application for over £15,000 will also receive comments by an art form and/or other specialism team, for example, Creative Learning, Equalities, Diversity and Inclusion, or Place, Partnership and Communities. This comment will offer additional information on the context for your application.

Stage 3: Decision-making

Decisions on applications will be made in regular decision-making meetings by a rotating group of Creative Scotland's specialist staff (the decision-making panel). The decision-making panel may occasionally include external members of the creative community at a time when our staff capacity may be reduced. All external members have been recruited by an open process, have specialist knowledge and have been trained in the decision-making process.

The panel will consider the individual merits of each application as outlined in the assessment, examine relative strengths and the impact of each application in relation to other applications and explore the ways in which the project may address Creative Scotland's broader ambitions and priorities (as published in our 10 year plan), all against the budget for that meeting.

It is likely that some applications which have been assessed as fundable will not be awarded funding. This is because we regularly receive more applications than we can support from our budget. The demand for our project funding has regularly been bigger than the available budget and this is projected to continue in the future.

Stage 4: After decisions are made

Applications awarded funding

We will let you know by email that you have been awarded funding.

This email will tell you what to do next and provide a named Creative Scotland contact.

We will ask you to return a signed copy of the contract and provide your bank or building society account details. We will ask for an official confirmation of the account, for example a pre-printed pay in slip or bank statement, within 20 working days of the date of the contract.

Your contract will include standard conditions of award and may include some special conditions. We will release the first instalment of your award upon the receipt of a signed contract, your banking details and material addressing any special conditions.

We normally release payments in two instalments:

- 75% at the start of the project on receipt of the signed contract and meeting conditions
- 25% upon completion of the project and approval of the project monitoring material

In some cases, we will be able to amend this standard payment structure. Please discuss with us if you need a different payment structure.

Applications not awarded funding

We will let you know the outcome of your application by email. We will tell you why your application was not awarded funding and offer feedback. As part of the feedback you can request a copy of the assessment of your project to help you understand how well it met the criteria for the fund.

If you wish, you can reapply to the Open Fund once with the same project, making any necessary changes to your application to reflect the feedback.

Appendix – Capital

Capital funding – what can funds be used for?

- You can include some new equipment costs in your application as long as you can demonstrate how it will enable, or further enhance, your creative activities. Equipment costs should not exceed 50% of the overall budget for your project. You cannot make ‘equipment-only’ applications.
- Please note that we can consider applications for second hand equipment where the equipment is no longer available new, for example to utilise legacy formats. Please discuss this with us before making your application.
- We do not support home refurbishments or projects where individuals or homeowners are seeking to build or renovate their own property (for example, to build an artistic or recording studio).

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 require all applicants to supply us with a separate budget to help us to assess the financial management of your project.

In addition to your own budget, we also 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 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. We also need the information in these tables to report back to our funders.

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.

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. Please note, capital or equipment costs should not exceed 50% of the overall budget for your project.

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

Access costs: Access costs are non-artistic costs that focus on enabling any activity to be open to as wide range of people as possible, removing any barriers for people to be involved, take part or attend your activity.

Other costs: Some costs don't easily fit into the sections above, so you should include them here. For example, you may want to add a contingency, as a safety measure for unforeseen costs. This is usually between 5-10% of the budget.

What else do I need to know out 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 money comes largely 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
- 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 lists 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. Here is an example Project Income table showing some of the key things to consider when filling out this table:

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	£1,000	£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	£0	£167	£167	£166	£0	£500	£500
Production of editioned work									
300 limited ed 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	1000	£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 in 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 @ £6.19 per hour (4 hours/day over 12 weeks)	£0	£0	£0	£0	£0	£0	£2,080	£2,080	
Building maintenance (walls, ceiling and lights)	£0	£0	£0	£0	£0	£0	£166	£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	
Building 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	£39,700

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 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	£2,640	£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 deum	£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	£131	5	£4,585			
			Performance: Per deum	£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 + Perf)	£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	£37	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	£110	£1,190	£0	£1,190	
Artistic / Creative Costs sub-total							£59,457	£0	£59,457
Professional/Organisational development Costs sub-total							£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 Costume Materials						£2,083	£417	£2,500
	Insurance						£417	£83	£500
	Accountancy Software Fees			£20	8		£133	£27	£160
Equipment/Assets cost sub-total							£6,717	£1,343	£8,060
Marketing/Audience Development Costs	PR Agent Fee						£1,000	£200	£1,200
	Marketing Agency Fee						£1,000	£200	£1,200
	Videographer Hire						£1,800	£0	£1,800
	Social Media Ad Spend						£500	£100	£600
	Printed Media Advert						£1,667	£333	£2,000
	Poster Design and Printing						£1,250	£250	£1,500
Marketing/Audience Development Costs sub-total							£7,217	£1,083	£8,300
Overheads	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 sub total							£6,525	£1,305	£7,830
Accessibility and access costs							£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

What else do I need to know about budgeting?

Double Funding

Please note that if your project includes funding from Creative Scotland from another funding route – either directly through one of Creative Scotland’s other funding programmes or through one of our funds delivered by partners – this ‘double funding’ cannot be used as partnership funding for a project. If you need any clarification on whether your proposed partnership funding is considered ‘double funding’ please contact our Enquiries Service.

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

As outlined in the guidance if you are successful in being awarded funding, the money is normally given in two instalments – 75% when you return the contract and 25% upon successful completion of the project and approval of the relevant project monitoring reports. Applicants therefore need to ensure that they manage their cashflow, when 25% of the funding awarded will only be made available at the end of the project. If this is likely to cause you some issues, in some cases, we will be able to amend this standard payment structure. Please discuss with us if you consider that your needs may be better addressed by different payment structure.

Budget Examples

Please note that all applications are required to submit an additional supplementary budget, in addition to the completion of the Budget Summary, Project Costs and Project Income tables. The format of this 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 would recommend that you use a spreadsheet to prepare your budget and please check it carefully before you submit, to ensure that it adds up correctly and includes every part of your project.

Please note – 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.

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 **Funding Privacy Notice** available online.

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 must 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 data protection law. 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.

Complaints procedure

If you are not happy with the way we handled with 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.

State Aid

State Aid rules are set by the European Commission (EC) for all member states. Ignoring the rules can lead to the EC viewing the aid as unlawful and possibly subject to repayment by the aid recipient. All of Creative Scotland's income originates from public funds (Scottish Government and National Lottery) and can therefore potentially be State Aid. Creative Scotland therefore must be mindful of the State Aid regulations before awarding any funding or making any commitments relating to payments. Further details are available on the Scottish Government website.



ALBA | CHRUTHACHAIL

Waverley Gate
2-4 Waterloo Place
Edinburgh EH1 3EG
Scotland UK

The Lighthouse
Mitchell Lane
Glasgow G1 3NU
Scotland UK

www.creativescotland.com
enquiries@creativescotland.com

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