

Touring, Festivals and Arts Programming

Application Guidelines 2014

Important information about Creative Scotland's funding in 2014-15

Creative Scotland is in the process of updating its funding model with the aim of simplifying the application process for individuals and organisations. We will be announcing our approach to three new funding programmes (regular 3 year funding, open project funding, and funding targeted at specific opportunities) in more detail in April. These will replace all other funding by April 2015.

The detail of our new funding programmes will be available in stages, as follows.

- We will publish details of how to apply for our new regular funding programme in April 2014.
- We will announce this year's targeted funds shortly afterwards.
- We plan to announce details of the new open funding programme in early July, with applications being accepted from October 2014.

Project funding will be available between April – October 2014 through the continuation of a selection of existing funding programmes. When considering putting in an application, please take careful note of the closing dates for each of these programmes. This funding can support work taking place across the financial year 2014-15.

All funding updates will be published on the website. To receive regular email updates throughout out this period, please sign up online [here](#).

Specific Purpose and Criteria of this fund

Purpose:

The purpose of the Touring, Festivals and Arts Programming Fund is to enable people across Scotland to have access to a wide range of high quality arts activities through regular programming, touring and festivals.

There are three routes for applications within this programme:

- 1. Touring**
- 2. Festivals**
- 3. Arts Programming**

These guidelines set out the criteria for each of the three routes.

Applications should be submitted on the specific application form for the route you are applying.

1. Touring

Each year a great deal of artistic work is created that has the potential to be seen more widely. This route will support the touring of existing work including performances and exhibitions. We want to encourage work to tour into areas with more limited cultural provision and are keen to see applications from producers and promoters working together. Our priority will be to support work that tours to an appropriate number of venues across the widest geographical area.

Please note - If you are looking to make and tour **new work**, for example a new production of an existing play or to create and tour a new piece of music, please apply through [Quality Production](#).

Criteria:

Your application should demonstrate:

- Strong artistic quality and high production values
- Strong evidence of positive reviews and good audience feedback
- Evidence of demand from presenting venues and effective partnership working in terms of financial commitment and support
- A commitment to reaching new audiences
- Evidence of previous successful project management
- Value for money and cost effective budgeting.

Your application can include touring to other parts of the UK but this should not form the majority of the tour.

We will also consider applications from companies based outwith Scotland if you can demonstrate strong collaboration with Scottish venues.

We will not support work which will only be presented at the Edinburgh Festival Fringe. The [Made in Scotland programme](#) provides support to present work by Scottish companies at the Fringe.

Additional Supporting Material:

When submitting your application you should include the following supporting material:

- A list of proposed promoters noting at what stage negotiations are at (maximum one side A4) and any letters of support detailing this
- A summary of audience data and feedback (maximum one side A4)
- Previous promotional material (two pieces only)
- Critical reviews (maximum of three)

Please send this information as email attachments along with your application.

2. Festivals

Scotland has a strong festival scene. Some of these festivals have an international reputation while others play an important role in engaging local communities. Creative Scotland aspires to develop and nurture the festivals scene in Scotland by supporting festivals of national and international significance.

Criteria:

Your application should demonstrate:

- Strong artistic vision and imaginative approaches to programming
- Evidence of national and international significance
- The case for the festival location and its value to the immediate communities and beyond
- Effective partnerships to support the delivery of your festival
- Evaluation of previous festival achievements
- Experience of successful project management
- Value for money and cost effective budgeting

If you are applying for support for a new festival, you will need to demonstrate the research you have undertaken providing evidence for the gap that your festival is filling in the national and/or international calendar and the intended audience.

Supporting Material:

When submitting your application you should include the following supporting material:

- An outline of your proposed programme (maximum two sides of A4)
- Examples of previous programming (maximum two sides of A4)
- Previous promotional material (two pieces only)

3. Arts Programming

We want people across Scotland to have the opportunity to experience a wide range of arts activity. This programme will support organisations to present a programme of work.

We would expect this activity to run for a minimum of three months and a maximum of one year. We want to encourage high quality and imaginative programmes which will build new audiences and extend the diversity of audiences.

We are keen to support activity in geographic areas and communities where there is currently limited cultural provision and we will prioritise applications that demonstrate this.

Criteria:

Your application should show evidence of:

- Strong artistic quality and imaginative approaches to programming
- Clear benefit to and engagement with a diverse range of audiences
- Effective partnerships with producers
- A commitment to reaching new audiences
- Experience of successful project management
- Value for money and cost effective budgeting

Additional Supporting Material:

Please include the following supporting material at the time of application:

- An outline of your proposed programme (maximum two sides of A4)
- Examples of previous programming (maximum two sides of A4)
- Previous promotional material (two pieces only)

How to apply and further information

Alternative Formats:

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.

Access support is available for disabled applicants. For further information, please contact our Enquiries Service on 0845 603 6000 or email enquiries@creativescotland.com.

Application Form:

All applications must be made on the appropriate application form:

Touring Application Form
Festivals Application Form
Arts Programming Application Form

Which are available on our website [here](#).

Funding Available:

Awards will be in the region of **£1000 - £60,000**

Who Can Apply?

Applications are welcome from individuals and organisations based in Scotland. Further information on the [types of individuals and organisations](#) who can apply, is listed on our website.

In addition, we will consider applications from companies based outwith Scotland to the Touring route, if you can demonstrate strong collaboration with Scottish venues/promoters.

Organisations already in receipt of regular funding from Creative Scotland should discuss your intention to apply for project funding with your lead officer in the first instance. Applications will be required to demonstrate why the proposed activity is additional to your existing funding agreement and how the activity enhances current and future plans.

Please note – Creative Scotland **does not** fund current students, or applications looking for support for formal educational qualifications.

Key information required when submitting your application

The information detailed below is essential. If you cannot supply the information required, then your application will be considered incomplete, and will not be logged and assessed:

- If you are an *organisation* applying for the first time you must submit a copy of your constitutional documents, Equal Opportunities Policy and your bank account details. If you are an *individual* applying for the first time you should submit your bank account details at the time of application.
- Applications must be made on the appropriate application form and submitted electronically via email, unless a special request has been made and approved in advance.
- All supporting documentation must be submitted at the time of application. Please clearly outline on the application form the supporting material you have included, or where we can access it. Details of the preferred formats for submitting materials can be found on our website, [here](#).
- If you have made an application to another Creative Scotland funding programme and are awaiting a decision, please outline this in the relevant section on the application form.
- We will not fund activity that has already started or that will have started before a decision has been made on your application. Please consider this at the time of application in order to allow time to submit well in advance of project start.
- Applicants must check and tick the disclaimer box on the Application Form to confirm that they have read and understood the Guidelines and **standard Terms and Conditions**.

Your Budget:

You can find further information and guidance on creating a budget in the Funding section of our website, [here](#).

In the application you should outline how much money you are applying for and complete a table of income.

In addition you should also submit a one page budget, indicating all areas of expenditure. Distinguish clearly between cash and in-kind costs and cash and in-kind income. Show budget headings, for example: activity costs, materials, travel and accommodation. Budget information must be complete, accurate and balanced. If it isn't, your application will be considered incomplete and therefore ineligible – and not assessed.

A minimum of 10% cash partnership funding of the total project costs is required for the Touring, Festivals and Arts Programming funds. Effective partnership arrangements should be clearly demonstrated in your budget. We will take into account both the value of in cash and in-kind contributions from partners, however in-kind support cannot substitute for the minimum 10% cash partnership.

Creative Scotland wishes to encourage professional rates of pay and, if applicable, encourages you to reflect these in your application – referencing industry standards where necessary.

We encourage you to include a realistic amount for contingency. We suggest approximately 5-10% of your budget is allocated as contingency.

We encourage you to ensure that your activity is accessible to a wide range of participants. You may include relevant access costs. For example: British Sign Language interpretation; audio description and captioning; access assistants if required to support travel.

We recognise disabled applicants may have additional costs in carrying out activity and will give this consideration. If you wish to apply for additional funding on this basis you should provide information with your application outlining what these additional costs are.

We expect you to have taken out relevant insurances. These costs will not be covered by Creative Scotland.

To encourage value for money please provide us with evidence that costs are based on up to date information e.g. links to websites that provide relevant travel and/or accommodation costs.

Submission and Decision Making Process

Submission:

There is one deadline for this fund. Applications and all supporting material should be submitted by email by **5pm on 19 May 2014**.

Completed application forms and supporting material should be submitted to the appropriate email address:

Touring: **touring@creativescotland.com**
Festivals: **festivals@creativescotland.com**
Arts Programming: **artsprogramming@creativescotland.com**

On submission you will receive an electronic notification of receipt

We will review your application and log it on to our system. If you cannot supply the information required, then your application will be considered incomplete, and will not be logged or assessed. You will be notified of this, and the reasons why, by email.

Decision Making Process:

Logged applications will be assessed by Creative Scotland officers with relevant expertise appropriate to this funding programme. Following initial assessment, and officer recommendations, decisions on final awards will be taken by the team overseeing the Touring, Festivals and Arts Programming fund, chaired by the Portfolio Manager who leads the programme, and a member of the Senior Leadership Team.

Applicants will be notified of the outcome **no later than 12 weeks after the programme deadline**. Given the high volume of applications anticipated it is not possible to fast-track applications or assessments.

Further Advice and Information:

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 Tel: 0845 603 6000