



# TTS.Digital Fund Phase Two

**Application Guidelines 2015-16**

## What is the TTS.Digital Fund?

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TTS.Digital is a funding programme designed to inspire digital creativity in young people. It will support a series of projects led by young people and working with a collaboration of arts organisations with technology partners.

The fund is intended to encourage experimentation, test new ways of working, forge new partnerships, unlock potential and share knowledge and enthusiasm across generations and artistic disciplines.

TTS.Digital is a fund which was created as part of Time to Shine, Scotland's National Youth Arts Strategy. The strategy set out a vision and key recommendations to enable Scotland's children and young people to flourish and achieve, in and through the arts and culture. For more information on Time to Shine visit [our website](#).

TTS.Digital has been delivered in two phases. Phase One ran from May to August 2015 and funded **10 experimental pilot digital arts projects** led by young people that tested methodologies and ways of working.

We are now inviting applications for TTS.Digital Phase Two, with an open call for larger-scale projects which build on the outcomes of the Phase One pilot projects.

## What kinds of projects are we looking to support?

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We are looking for applications for large-scale projects (between £50k-100k) which should be delivered between November 2015 and November 2016 and build on the outcomes of the Phase One pilot projects. These projects should be ambitious and on a scale which can reach more young people, or produce more finished or complete work by young people.

We will also accept applications from those who are new to the process, alongside applicants who delivered pilot projects during Phase One of the fund.

The projects must be led by young people and facilitated by arts organisations in collaboration with technology partners, where one or both of the partners has a track record of working with young people.

TTS.Digital is a fund designed to inspire digital creativity in young people, and projects must focus on digital creativity and experimentation. By this we mean using digital tools, working methods, languages and exploring current online cultures and practices. These can either be applied to any of the focus art form areas of Time to Shine, or by using these tools to create new artwork.

The outcomes can be physical or virtual, and can be individual or group projects. But no matter which art form is the focus, the project must be about the current culture of young people – how they interpret, engage in and view the arts.

Projects which primarily focus on enterprise, employability or entrepreneurship **are not** eligible for TTS.Digital. Whilst some of these elements may be an indirect outcome of the project, the key focus of any successful TTS.Digital project must be on the creative excellence and experimentation within a digital context.

Activities delivered as part of the Core Curriculum for Excellence in schools or further education settings **are not** eligible for support as part of TTS.Digital Phase Two.

## What we will look for in an application?

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TTS.Digital is part of the Time to Shine National Youth Arts Strategy. Part of the strategy is to help empower young people to lead and shape the arts of the future. Applications must demonstrate how they will engage with young people and ensure that they have a key decision making role within the project. This should be at the heart of the proposal, and should not be considered an afterthought.

In shaping this project we have worked closely with **Youth Arts Voice Scotland**, a group of young people aged 14-20 who are working with Creative Scotland and Young Scot to shape the future of arts for young people in Scotland. They have identified the key outcomes for TTS.Digital and all applications must address one or more of the following goals:

- Support young people in their discovery of the arts – providing an accessible place encouraging them to get involved for the first time
- Support young people who cannot currently engage – connecting and overcoming barriers
- Support those already involved on the arts – promoting collaboration, developing skills, linking to the industry
- Redefine the image of the arts in popular culture – profiling the wide remit, ambitions and possibilities of youth arts.

Youth Arts Voice Scotland will also be helping Creative Scotland assess the applications, and will be included as part of the selection and decision-making panel for this fund.

Sharing is an essential component of TTS.Digital and all applicants must demonstrate how they will share the activity and outcomes during the lifetime of the project. In addition, in 2016 we will be holding a Time to Shine conference. Whilst projects do not need to be completed for this event, they must be at a stage where activity and information can be shared with the sector.

Finally the outcomes of these projects will be used to feed in to and inform Creative Scotland policy on digital and youth arts in the future. Your work has the potential to play a key role in defining our future policy direction in this area.

## Who Can Apply?

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Applications must come from a collaboration between an arts organisation and a technology partner – or a consortium of organisations which contains at least one arts organisation and one technology partner. The organisations must be based in Scotland.

The application can be submitted by either the arts organisation or the technology partner, and must be coordinated by the organisation who intends to be the lead partner on the project. The applicants must demonstrate a proven track record in working with young people – be it through the technology partner, the arts organisation or both parties.

Please note that if either partner is a sole trader or individual – for example if a technology company wishes to partner with an individual artist, or an arts organisation wants to partner with a technology sole trader – then the application will need to be submitted by the constituted organisation and not the individual or sole trader.

Applications from recipients of Creative Scotland Regular Funding, Open Project Funding, Cashback for Creativity, Youth Music Initiative funds and the Youth Arts Hub Development Fund **are eligible** to apply to TTS.Digital, but the proposed project must be additional to any activity which has already been funded through these schemes. For further clarification please speak to your Lead Officer for advice on this issue before you consider putting in an application.

## Can you give us any other advice before we make our application?

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We would encourage anyone who is considering an application to this fund, to look at the **Phase One funded pilot projects**, and particular the results of these projects. We will be providing links to these results on the Creative Scotland website by no later than 12 August 2015.

Additionally on **Wednesday 5 August 2015** we will be holding a learning event in Dundee which will give you an opportunity to find out more about the fund and watch presentations from Phase One pilot projects. Attendance at this event is not essential but is recommended. If you are not able to attend, we will be filming the event, and a video of the presentations will be made available on the Creative Scotland website by no later than 12 August 2015.

The event is free, but ticketed.  
To sign up please click on the link below:

**2pm, Wednesday 5 August 2015**

Finally we have produced a series of FAQs to help applicants. You can read these on **our website**.

# How to apply?

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## Application form:

All applications must be made on the **TTS.Digital Phase Two Application Form** which is available on our website [here](#).

## Do you need this information in alternative formats, or do you have any access requirements?

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. On request we can provide you with the TTS.Digital guidelines and forms in alternative formats including translations. Access support is available for disabled applicants.

For further information, please contact our Enquiries Service.

Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)  
Telephone: **0845 603 6000**  
(10am-12pm and 2-4pm, Mon – Fri)

## What is the funding available?

The total budget for TTS.Digital Phase Two is **£400,000**.

Because of the scale of the projects that we anticipate supporting, we expect applications to be made for between **£50,000 and £100,000**, and we are looking to support between 6-8 projects.

Any projects looking for less than £50,000 should look instead at the **Open Project Fund**. No applications will be accepted for more than £100,000.

## Key information all applications need to supply

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In order to understand who you are, and what you're trying to achieve with your project, then there is certain information we need from all applicants to this fund. This is detailed below. Even if you were supported as part of TTS.Digital Phase One, we still expect all applicants to provide this information. If anything isn't clear, please contact our Enquiries Service:

- If you are an organisation applying to Creative Scotland for the first time you must submit a copy of your constitutional documents, and Equal Opportunities or Equalities and Diversity policy
- All lead organisations must supply a copy of their child protection policy and written evidence of a partnership agreement between the arts organisation and the technology partner. For help with this area, please read **Creating Safety** – our guide to child protection within the arts.
- Applications must be made on the appropriate TTS.Digital Phase Two Application Form and submitted electronically via email, unless a special request has been made and approved in advance.
- Applications must be received by the deadline. Because of the tight timescales on the assessment and decision-making for this fund, any application received after the deadline will not be considered.
- If you are currently awaiting a decision on another funding application to Creative Scotland please let us know in the relevant section on the application form
- All successful projects must happen between November 2015 and November 2016. Whilst you are expected develop your ideas, partnerships and plans as part of this application, you should not commit to any financial outlay before a decision has been made on your application.
- Applicants should read the Guidelines and the **Standard Terms & Conditions**. You will be asked to check and tick a disclaimer in the Application Form to confirm that you have.
- Applicants are asked to submit one piece of digital media in support of their application. This could be a video, audio file, digital image, game or other piece of digital media and should be submitted as a URL.



## Your budget and financial information

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In the application form you will be asked to outline how much money you are applying for, between £50,000 and up to a maximum of £100,000, for this phase of the fund. You will therefore need to supply a provisional budget.

In your budget, if you intend to use other funds or allocate staff time to the project, please distinguish clearly between cash and in-kind costs and cash and in-kind income. Budget information must be complete, accurate and balanced for your application to be eligible.

We are committed to ensuring that activities we fund are inclusive and accessible to a wide range of participants and encourage you to include relevant access costs. For example: British Sign Language interpretation; audio description and captioning; access assistants if required to support travel; Gaelic/Scots translation.

# Deadline, Submission and Decision Making Process

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## Submission

Applications must be submitted by 5pm, Thursday 10 September 2015:

- Completed application forms and supporting material must be submitted by this date by email to

**[ttsdigital@creativescotland.com](mailto:ttsdigital@creativescotland.com)**

- On submission you will receive an electronic notification of receipt
- We will review your application and if it is eligible, we will log it on to our system. If you have failed to comply with any of the points detailed in the section 'Key information required when submitting your application', then your application will be deemed ineligible. You will be notified of this and the reasons why by email.

## Decision Making Process:

Eligible applications will be assessed by officers from Creative Scotland with relevant expertise appropriate to the funding programme. In addition representatives from Youth Arts Voice Scotland will also be helping Creative Scotland assess the applications, and will be included as part of the final selection panel.

Applicants will be notified of the outcome of their application no later than Monday 19 October 2015.

## Creative Scotland's Enquiries Service

If you require support, further information or have any general enquiries about the application process please contact our Enquiries Service. They will be able to advise you or will put you in contact with one of our officers.

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

Call 0845 603 6000, email

**[enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)**

or

**send us a message through our website**

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

