

# Creative Scotland

## Open Project Funding applications over £15k

### Help With Your Application

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#### Introduction

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This document is intended as a guide to help you complete your application form for **over £15k**, for Open Project Funding. It should be read in conjunction with **Guide to Open Project Funding** which outlines the purpose of the fund, the criteria for assessment, and details of who and what the fund will support. You should not consider making an application without reading both documents fully.

The Open Project Funding Application Forms ask you a series of questions about different parts of your project or activity. We need this information to help us assess the strength of your proposal. If your application does not contain the information we have asked for we will not be able to consider your application. The following provides step-by-step advice on the information you will need to provide for each question in the application form. Not all of this advice will be relevant for every application, but please use it as required.

Please note – the application forms for **up to £15k** and **over £15k** are different, requiring different amounts of information. Consequently this Help Guide will only be relevant for those applying for **over £15k** and filling out the **over £15k application form**. If you're applying for **up to £15k** you will need to read the associated Help Guide for **up to £15k applications**.

#### Further advice and information:

We've pulled together this document as an aide to applicants, based on feedback we received when developing the fund. If you have any questions regarding this guidance or the application process, including any suggestions or improvements, please contact our Enquiries Service on:

**0845 603 6000** or email [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

Our Enquiries Services is open from 10-12 noon and 2-4 pm, Mon-Fri, and you can leave a voicemail outwith these hours.

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## Help with completing your application form: Section A – Key Information

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### **Do you object to receiving National Lottery funding for religious reasons?**

The majority of the budget for Open Project Funding will come from the National Lottery, it is essential that you tell us if you have any objections to receiving funding from this source – for example some religious groups do not wish to receive money from sources of gambling. While the funding we can provide from other sources for Open Project Funding is very limited, we can arrange other funding if you cannot accept National Lottery funding for religious reasons. If this is the case, you should apply using our normal application form, but select the option 'Yes' when asked if you object to receiving National Lottery funding. We will process your application in the same way that we process all applications – and this answer will not have any bearing on our assessment decision. If, following assessment, we do then decide to offer you a grant, we will ensure that it will not come from our National Lottery budget.

### **Are you applying as an individual or an organisation?**

Please tell us whether you are applying as an individual or as an organisation.

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.

For the purpose of funding, we would consider unconstituted creative groups such as bands, ensembles or any partnerships where two or more people work as a collaborative unit on projects, as a group of individuals – so you should select 'Individual' if you're applying as one of these groups. The **Guide to Open Project Funding** outlines examples of the sorts of artists and creative practitioners who are eligible to apply.

If you apply as an organisation, you must be constituted, and will need to provide a copy of your founding legal documents (for example Articles of Association, Trust Deeds, or a written constitution). Before any payments are issued, you will also need to have a bank account that is in the exact name of your organisation. This is usually a business bank account - we cannot make payments for an award made to an organisation into an individual's bank account.

**Only if applying for over £100,000 – have you submitted the 'Over £100k Request Form' and had confirmation back from Creative Scotland granting you permission to apply?**

If you're looking to apply for between £100k - £150k, you have to fill out and submit the 'Over £100k Request Form' and receive our permission to proceed **Before** you submit your application. The form is available on the website [here](#), and the process for submission and decision making is explained in the [Guide to Open Project Funding](#). Please note, if you apply for over £100k and haven't gone through this process, your application will not be assessed.

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## Help with completing your application form: Section B – Contact Details

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### Contact details

We may need to contact you by email, phone or letter while we are processing your application, so please make sure your contact details are correct. If you are applying as an organisation, please make sure that the person you give as the main contact is easy to contact and has a full understanding of the application.

### Legal and Registered Status of Organisation

You should tell us the type of organisation you are. We need this information so we can determine if you are eligible to apply for Open Project Funding. We also need the information so we can monitor our decision making and report to Scottish Government and the National Lottery on the types of organisations we fund.

In the **Guide to Open Project Funding** there is more detail on the types of organisation eligible to apply. You should select one – if you potentially could be described in more than one category, we ask you to choose the one which you feel *best* describes the organisation applying. Any applicant which is a registered company, or registered charity, must provide this information. Please note that all organisations are required to submit a copy of your founding legal documents (for example Articles of Association, Trust Deeds, or a written constitution). We also expect organisations to show commitment to equalities and diversity, and all applicants are required to provide their Equalities and Diversity policy, or Equal Opportunities Policy. If you have an Equalities Plan, please submit this also. See Section F on Supporting Materials for more information.

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## Help with completing your application form: Section C – Project Summary

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### Project Summary

This is your chance to outline a brief summary of your project and the key information about it. Tell us, as succinctly as you can, what the project is about – what the main art form or creative area is, who will be involved as participants, artists or audiences, and what will take place.

### How much funding are you applying to Creative Scotland for?

This figure is the sum that you are asking for from Creative Scotland. It must match the figure in Section E, and it must be between £15,000 and £100,000 (unless you've been given prior approval to apply for up to £150,000). If you are seeking less than £15,000 funding from Creative Scotland, then you will need to apply using the **up to £15k** application form, and read the supporting **up to £15k Help Guide**. Please note that the forms for **up to £15k** and **over £15k** are different, and require different amounts of information from the applicant.

### Activity start and end dates

Please give us the start and end dates of your project. You must allow enough time for planning your activity and for us to process your application. Whilst you can start to plan for your project, we cannot reimburse any costs for any work undertaken or goods or services that have been bought, ordered or contracted before we make a decision on your application. If your project is scheduled to start within the 8 or 12 week period of assessment, then it will not be assessed and you will be notified by email.

### Place

We want to know as much as you can tell us about the physical places where your activity will take place or will be located. We would like to know where the activity will happen and which geographical or local authority areas it will reach. For example, if you are applying for a tour, please provide a provisional tour schedule. If you're applying for training, or undertaking research, tell us where this will happen. We will expect you to complete at least one of these sections – although

depending on your project, you can complete more if appropriate. If your work has a virtual/digital audience or reach, then you should select 'Yes'. You will then be able to tell us more about it later (in your answer to Question 5).

### **The main art form/creative area of your project**

Having an indication of what the main art form/creative area is will help us ensure that we assess your application using the relevant expertise within Creative Scotland. If more than one art form is involved, please select 'Multi-art form' and then select the different art forms involved. If your project involves a creative area not included in the list, then please add this using 'Other (please specify)'. An example might be if a project is working with a community using multiple art forms – in this case you would select 'Multi-art Form' and 'Other – Community Arts'.

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## Help with completing your application form: Section D – Project Details

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In this section of the application form, we'll ask you specific questions about your project which are directly linked to the main assessment criteria listed in the **Guide to Open Project Funding** (in the 'What are we looking for in an application...' section). These questions will enable you to tell us about your project, and give us the information we need to assess your application in terms of Artistic and Creative Quality, Public Engagement, Effective Management and in Section E, the Financial Viability of your project.

### **How much information should you give in this section?**

Each section on the form is clearly marked with the maximum amount of words you should use to answer each question. Allow time to proof read and edit before submitting your application to ensure you maximise the space available. We are asking you to limit the number of words you use to ensure we can process applications within the timeframes published in our guidelines.

## **Section D – Artistic and Creative Quality**

### **Q1. Please tell us about your idea, the artistic or creative vision, and how you will realise this through your project.**

This question is your chance to give us a more detailed outline of what it is you're seeking funding for; your idea, and the artistic and creative vision behind it and how you plan to realise it. We acknowledge that there is always an element of risk involved in creative work and will take that into account as part of our assessment process.

### **Q2. Provide us with a short biography of yourself or your organisation – your work, track record and relevant achievements to date.**

We want individuals and organisations to provide us with a short biographical summary. We're looking for some background about you, your artistic or creative development, and an outline of your practice and key achievements to date. You mustn't presume any prior knowledge that we may have of you, or your work. In

addition to answering this question, if you want to supply us with a copy of the CV(s) of the key personnel involved in the project, you can do so.

The type of information you give us will depend on what kind of work you do, and what you are seeking support for, but in general you should tell us about:

- your key artistic/creative achievements to date related to the proposed activity – for example details of any exhibitions, productions, publications or work produce
- any key commissions you have received
- key pieces of work you have completed
- if you have worked with any established artistic/creative partners
- any other information relevant to your artistic track record.

If you are applying as an **individual** you should include sufficient biographical and review information to demonstrate your track record and professional commitment. We would ask you to provide us with a selection of supporting materials that you believe best illustrates your track record, experience and your career to date, so you should aim to present a clear, concise summary of your work.

If you are applying as an **organisation**, we want to see a statement about the artistic work of your organisation, along with a selection of material that you believe best illustrates your organisation's track record.

To support this answer, we would also ask you to consider carefully what additional materials you can submit to support your application. So, examples of previous work or reviews which demonstrate your work or the ideas outlined in your application, can be submitted if you wish. Given the high number of applications we expect to receive we ask that you provide no more than 6 examples of this kind per application. Wherever possible, please adhere to the file formats outlined on our website [here](#).

These materials give us an overview of you, your work, and the quality of the activity you've previously undertaken.

**Q3. If your project is collaborative, please tell us who you are working with, and outline the track record and artistic/creative quality of the people involved.**

Here we're looking to know more about the other individuals and organisations that are part of your activity. By 'others involved in the activity' we can mean individuals or organisations and other partners who:

- are part of your project/activity; or
- are directly involved in planning and shaping the activity.

For example, this could be:

- programmed participants (as part of a tour, exhibition, publishing programme or a festival)
- other individuals or partners working in collaboration with you to produce work
- a creative mentor, or a mentor from a partnership organisation
- other people taking on key roles in the activity (director, curator, composer, youth worker, teacher, programmer, designer etc.).

Please tell us the individual's or organisation's name, their web address (if applicable), whether their involvement is confirmed and what their role is in the activity (such as collaborating artist, programmed artist, director, curator, choreographer, composer etc.). We understand that not all projects will involve multiple participants. If you are the sole person involved in the project, simply tell us, and refer back to your biography in Question 2.

#### **Q4. What do you want to achieve with this project, and how will it contribute to your own, or your organisation's, development?**

Having told us the key details of the activity you are seeking funding for, and the vision behind it, please now tell us what it will help you or your organisation achieve. If you receive funding, and the project is successfully delivered, what will this add to your personal, artistic, creative or organisational development? We're specifically looking for the impacts on you as an artist, creative person, or organisation, rather than impacts on the audience or the wider sector (which we'll ask you about below).

If you're applying for support towards your development as an individual artist, or as an organisation, you should think about how undertaking this activity will affect your work, both immediately and/or in the longer term. Will your activity enable you to:

- work in new ways, new contexts or with new people?

- reach new or different audiences?
- try out new approaches?
- achieve other types of professional or organisational development?

## **Section D - Public Engagement**

**Q5.1 Who are you trying to reach with this project – in terms of audiences or participants - where are they likely to come from and what type of relationship do you want to achieve?**

**Q5.2 Provide estimated numbers of audiences, participants and artists involved in this activity.**

Given we're administering funding from the public purse, it is important to account for how our funding is helping to support activity which reaches and benefits the widest possible public. However, we recognise that not all project activity we fund will have an immediate direct connection to a public audience, but will still have value to the public and society at large. By helping artists, creative people, and arts, screen and creative organisations develop themselves and their ideas, to sustain their work, and to thrive, we are benefiting the wider society we live in.

So in answering this question, if your activity does not immediately involve an audience, other participants or the wider public in Scotland - for example, if you are applying for a bursary to develop your artistic practice, or you are looking for support for a period of research, travel, professional or organisational development, to establish a training hub or to undertake a training programme which is primarily focused on developing creative skills - then we would like you to use this question to tell us briefly about how this funding may impact on any future engagement with audiences or participants.

Bearing in mind that you should have already told us, in Q4, how this project will benefit you as an artist or creative practitioner, we want you to tell us here how this may eventually have a positive impact on audiences and the wider public engagement and awareness of your work. If you're applying for this sort of activity, please note that you don't need to give us any estimated figures in the section below.

If your application has an international element, then if possible you should show what plans you have in place to show how the activity will benefit people in Scotland (for example through digital distribution, photo documentation, or post-project workshops, talks & discussions). However we are aware that this won't

always be relevant – for example in the case of the translation of written work by Scottish authors into another language, or the presentation of work by Scottish artists at an international showcase. In this case you should tell us about how the opportunity will be of benefit to the artists involved, and how this may eventually have a positive impact on audiences and the wider public engagement and awareness of their work in Scotland.

To answer both parts of this question, we ask you to think about the different ways that people can engage with an activity. These might include:

- as active participants (for example, in a workshop or collaborative approach)
- as audience members
- as readers, listeners or viewers (of, for example, a publication, an album or a film)
- as participants in development, research or consultation (in helping to plan an activity).

In this question we want you to outline who your project will reach, how you will involve them and what relationship you are hoping to achieve. For example, is it participative, collaborative or responsive? Is it about a moment in time, or realised over a number of weeks, months or years?

While we will not make decisions based solely on numbers, we are interested in understanding overall how many people will be reached through Open Project Funding. We would therefore ask you in this question to estimate the numbers engaging with your activity based on what you think you will achieve. You should provide details of audiences and/or participants, who they are and how you will reach them.

#### **Q6. How do you plan to engage with audiences and participants before and during the project?**

Your answer to this question may include:

- how you will ensure that those involved (audiences/participants) have a high quality artistic/creative experience
- if your activity is participant centred – how it is designed with and for your participants, considering any support and access requirements
- how you will ensure there are sufficient resources, including an environment that is fit for purpose
- how your activity provides opportunities for participant progression

- how the activity could have a lasting impact on those involved.

### **Q7. How will you ensure that the project is widely accessible?**

Equalities and diversity sit at the heart of our 10-year plan as one of our four connecting themes. We encourage diverse representation and employment in the arts, screen and creative industries, and believe that equalities and diversity are essential to delivering a quality experience for all those involved. Participation and engagement in arts and creative activity can help promote a deeper understanding of equalities and diversity, help to address inequalities, and contribute to the wellbeing of individuals and communities.

You should explain your approach to ensuring the widest possible reach and impact of your project - telling us how your project will contribute to, and support, a diverse culture in Scotland, enabling all artistic and creative voices to be heard, and engaging with people from diverse backgrounds and ages as appropriate to your project.

### **Q8. What other ways will people benefit from this project?**

Projects should benefit people in Scotland either directly or through helping artists and creative people, and arts, screen and creative organisations from Scotland to sustain their work, and thrive.

Things to consider in this section might be: will your documentation be publicly available? Will you be developing skills that can be passed on? Are you developing intellectual property which can be monetised beyond the life of the project?

International projects, if applicable, will need to think about putting plans in place to show how they will benefit people in Scotland (for example through digital distribution, photo documentation, or post-project workshops, talks & discussions.)

## Section D – Effective Management

**Q9. Please tell us how your project will be managed effectively and efficiently. Please include partners involved in this project and details of their role and contribution to the management of the activity proposed.**

In this question we're looking for evidence of your project management and planning for this activity. If you're applying as an individual, with no other partner involvement, tell us simply about how you will deliver all stages of the project – from planning and research, through to delivery and evaluation. It can help to list an activity plan and timeline, which lists the step-by-step stages of the project, when they will happen and who will lead on each.

If your project has partner involvement, we want to know what each partner will do, and who will be responsible for ensuring each part of the project or activity runs effectively. Will there be specific people or staff resource allocated to the management? Are there plans for a steering group, or advisory board? Will you be calling on specialist support or consultancy for any aspect?

**Q10. Please outline any preparatory work you've done – including how you have allocated sufficient resources to ensure all aspects of the project are well run.**

We want to know what planning you may have done to date so that we can understand if your activity is well considered and realistic. For example, tell us about any:

- research
- information on industry standard rates of remuneration you are referencing
- partnerships which have been developed
- previous scoping work (e.g. with audiences)
- planning towards the delivery of the activity (e.g. producing a timeline and ensuring that access is planned at the start)
- secured funding from other partners.

We would expect you to allocate appropriate resources to your project to ensure you have the capacity to deliver what you want to do successfully.

Please note that the planning and preparation activities should not include the purchase, ordering or contracting of any goods or services which you are including in the application, before a decision has been made about your application. Please

note that we cannot reimburse any costs for any work undertaken or goods or services that have been bought, ordered or contracted before we make a decision on your application.

**Q11. What risks have you identified that could have an impact on your successful delivery of your activity, and how will you manage them?**

You need also to show us that you've assessed any risks that might impact on the project being a success. The types of risks you identify will be different depending on the nature of your activity, but you should think about:

- risks to achieving high quality outcomes (e.g. not securing the performers/collaborators you want to work with)
- risks to the activity's financial viability (e.g. not securing expected partnership funding)
- risks to achieving public engagement (e.g. not securing your tour schedule successfully)
- risks to the governance of the project (e.g. not formalising professional agreements through contracts)
- risks to the successful management of the activity (e.g. practical concerns such as not securing any appropriate permissions, such as road closures)

You need to show that you have considered risks thoroughly, and have thought about how you will address them.

**Q12. How will you document and evaluate your project?**

Finally, please tell us how you plan to monitor and document the progress of your activity and to evaluate your achievements. Evaluation is a structured way of thinking about what has happened and can help you to:

- make decisions during your activity
- shape future activities
- improve your work
- show what happened as a result of your activity.

Where appropriate, you should tell us about how you plan to share your findings, for example with other artists (via e.g. reports or workshops) or the public (via e.g. a blog or website).

If you are successful, we will ask you to evaluate your work and submit a report at the end of your activity.

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## Help with completing your application form: Section E – Financial Viability

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In this section, the information you provide will help us assess against the 'Financial Viability' criteria set out in the 'What are we looking for in an application' section of the **Guide to Open Project Funding**. For the most part this section will ask you for straight forward financial information: the total amount you are looking for, what is it for (expenditure) and what income or partnership funding have you either secured, or are in the process of applying for.

### **The key things to remember about budgets**

Firstly, please note, we **do not** require you to supply us with a separate budget, as all the information we ask you to supply in this section will be sufficient for us to assess the financial viability of your project. However, if you already have a detailed budget developed for the project, and would like to supply is as one of your supporting materials, then you may do so.

Your budget must balance. That means your income should be the same as your expenditure. We need to be able to see how you have worked your figures out, so please break them down clearly in the expenditure table. The budget should be for the **total** cost of the activity. We suggest that you include a contingency of 5-10% of the total project costs for projects that are reliant on more than one source of unconfirmed income.

### **Management Accounts and Audited Accounts**

All **organisations** applying **for above £15,000** must provide:

- a set of your most recent management accounts
- a full set of management accounts for the most recently completed full financial year
- a copy of your most recent audited year-end accounts or year-end accounts which have been certified by a qualified accountant.

The purpose of these items is to give us a full financial picture of the organisation. If applicable, the audited accounts for the last financial year should be certified by a qualified independent accountant. If you cannot provide audited accounts for the last financial year because you have not yet met your year-end, we can accept a

set of management accounts for the current financial year together with the previous financial year's audited accounts. If you are a statutory organisation (such as a local authority) we will not require a copy of your audited accounts. If you are a new organisation and do not have a full financial year's accounts, please tell us this, and submit a copy of your management accounts to date.

## Budget Summary Table

In this you need to give us a summary of the key financial information. What is the total budget for the whole project? How much are you applying to Creative Scotland for? If these figures are the same, then you are asking Creative Scotland to provide 100% of the costs. You are eligible to do this – although we do encourage all applicants (individuals and organisations) to secure other cash or in-kind income for their project as it will strengthen their application. It will also widen the reach of this funding route. The final 2 fields relate to how much partnership funding is committed and in place – if you're applying to Creative Scotland for 100% of the project costs, then this section should be left blank. If your project plans to have partnership funding, you should give us the full figure you are budgeting to come from other sources, and then how much (in percentage terms) this is of the total budget.

For example, if you had a project with an overall budget of £30k, and you were applying to Creative Scotland for £24k and of the other £6k, which is coming from other sources, £3000 was confirmed, and £3000 was pending, then this summary would look like this:

What is the <b>total budget</b> of the project / activity?	£ 30,000
What is the funding <b>you require from Creative Scotland</b> ?	£ 24,000
What percentage is Creative Scotland's contribution to the total budget?	80 %
How much <b>committed</b> co-funding is in place? (cash and in-kind)	£ 3,000
What percentage of the total budget is this committed co-funding?	10 %

## Q13. How you will account for the management of public funds

We want to make sure you are set up and able to handle the proper expenditure of public funding in the delivery of your project. In this question please tell us how you will record and manage expenditure on your project, for example through

invoices and receipts, and management of bank account(s). All successful applicants will need to submit an evaluation report at the end of their project, including a record of actual expenditure.

## **Project Expenditure Table**

In this table you should outline all the proposed expenditure (i.e. all of the items you will be paying for as part of your activity, excluding VAT). Every project will be different, and we wouldn't expect you to have costs against all of the headings in the template. But we want you to tell us about what the money will be used for as clearly as possible. To help, below is a summary of some of the more common costs we might expect you to account for.

All expenditure should exclude VAT with the total VAT amount being included in the box at the bottom of the table. If you are registered for VAT, any figures should not include any VAT that you can claim back. If you are not registered for VAT, then please include VAT in your costs. For more information on VAT, you should speak – in the first instance – to HM Revenues and Customs ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)) or your own professional advisors.

### ***Artistic and Creative costs***

Under this heading we want you to tell us purely about the artistic costs attached to the project. This would include the fees and wages of the creative people involved in the activity - e.g. musicians, dancers, visual artists, stage designers, directors, producers, composers, writers, choreographers, stage managers, lighting designers, curators, workshop leaders and other artistic roles. If you are involved in the activity as an artist, you should include your own artistic costs.

This also includes the artistic costs of undertaking any creative development of your artistic practice, such as costs for a period of creative development or reflection, research or to undertake an artistic residency.

Alongside the artistic development and staffing costs, we would also ask you to include any other staffing costs in this section – if you're employing a project manager, or administrative support, then please tell us here.

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.

### ***Professional and Organisational Development costs***

Sometimes the activity you're seeking support for will be more focused on structured learning. This section will allow you to tell us about any structured developmental costs for you as an individual or an organisation. So if you're looking for funding to undertake any training, skills development activity, or professional development programmes then please include it under this heading. Equally, if you're looking to develop a programme for your organisation or the wider sector (a residency, a talent hub or skills network) – or if you're looking for organisational development support, for example, to make your organisation more sustainable, this is where to list the costs.

### ***Equipment and other Capital Assets***

Delivering high quality-work, and developing as a creative professional, often requires funding for equipment and materials. Under this heading please include any costs relating to the purchase or rental of any materials or equipment you require to carry out your project. You can also include time-limited overheads and other costs that are directly related to the activity you are asking us to support – for example phone bills, postage and insurance. Additionally, include any small-scale capital costs such as installing fixed assets (e.g. new lighting or seating for a venue), purchase of instruments and vehicles, or installing new technologies. Capital improvements (such as improvements to buildings) should also be listed here – although please note that we do not support the costs of feasibility studies.

### ***Marketing and audience development costs***

High quality work doesn't always get the audience it deserves, and we are keen for applicants to think about the marketing of their activity at the earliest stage possible. Include costs that enable you to develop your marketing and audience development strategy, for example; research, the design and print costs of promotional materials, costs for direct mailing or distribution, website or digital marketing, photography, and consultancy fees to any people who are delivering this activity with you.

### ***Overhead costs***

This section enables you to include any other overheads that are not included in the sections above. For example, you can list travel costs relating to artistic or creative research and development, accommodation (hotels etc.) and subsistence (living costs, meals etc).

### ***Accessibility costs***

Creative Scotland is committed to ensuring that as many people as possible can access the work we fund. We encourage you to think about improved access provision and to check you are doing all you can reasonably do to develop and sustain inclusive practice.

Access costs can include costs to make your activity accessible to a wide range of people – such as funding to provide large print or Easy Read exhibition interpretation, captioned film, touch tours of exhibitions or performances, or 'relaxed' performances for people with autism.

If you are applying as an individual, you are Deaf or disabled, and you have personal access costs (that you require to support you to carry out your activity e.g. Sign Language Interpretation) please provide details in your application.

### ***Other costs (please detail below)***

Some costs don't easily fit into the sections above, so under 'Other costs' you should include any costs related to creative learning or educational activity, the purchase of any services not previously recorded, or some consultancy fees, for example.

### ***Contingency (5-10%)***

Sensible budget practice suggests that you should include a contingency. To do this, sum your NET total project costs, then add 5%-10% of this as contingency.

### **Project Income Table**

Financial income from other sources helps to demonstrate partnership support for the activity, and shows that the activity represents good value for money. All applicants (individuals and organisations) should try to secure co-funding for their project. This can be in cash or in-kind, or both. It is not a condition of funding that co-funding must be secured, but it may help strengthen your application. Please note, you do not need to account for VAT on grant income.

Where appropriate, you should detail the sources of income you are seeking to fund your project on the Project Income table in the Application Form. If you are applying for 100% of the project costs, then simply outline the sum you're applying for from Creative Scotland, and list this as 100% of the total project cost.

If you have other co-funding (in place or pending) to support the project, then please tell us about this in this Project Income table. Ensure the Project

Expenditure total matches the Project Income total (i.e. the totals in BOX A and BOX B are the same).

### ***Cash or In-Kind***

Cash funding is financial support towards the project from your own resources, or from another funder or benefactor.

In-kind support is used to describe any materials or services that you would otherwise have to pay for but that are being provided free of charge or at a reduced rate. The value of in-kind support can contribute towards the proportion of partnership funding you have from other sources.

In-kind support might include:

- equipment being provided free of charge that you would otherwise have to buy or hire
- the use of a rehearsal, performance or writing space that you would otherwise have to pay for
- volunteers who are giving their time for free; please include details of who is giving the support in kind, what it is and an estimate of its value.

### ***Local authority funding***

Please include any funding or in-kind support you have received or applied for from local authorities for this activity. Please give us the name of each local authority and the amount.

### ***Enterprise Agencies***

Include any funding or in-kind support you have received or applied for from any enterprise agencies such as Scottish Enterprise, or Highlands and Islands Enterprise towards the project.

### ***Broadcasters***

Some projects will be of interest to media partners and broadcasters. If your project has financial or in-kind support from media partners or broadcasters (be they public or commercial agencies), then please provide details here.

### ***Other Lottery Funders***

Creative Scotland is not the only distributor of National Lottery funding, and sometimes a project may be eligible to apply for financial support from multiple lottery distributors. If you have received, or applied for, support from another

lottery distributor, please provide the details here. As a general rule, the combined total of all lottery funding should be not more than 75% of the total project costs.

### ***Trusts and foundations***

Include any funding or in-kind support you have received or applied for from any charitable trusts or foundations towards the project.

### ***Companies***

Some private companies sponsor arts activity as part of their corporate responsibility. For more information about this whole area, you can contact **Arts & Business Scotland**. If you've secured any financial or in-kind support from private businesses or companies, provide details here.

### ***Individuals and fundraising***

If you have received a donation from a private individual, or you have raised (or intend to raise) funds towards this project, give details here.

### ***Own resources***

Please indicate any financial or in-kind support that you will be putting into the project – from your own resources.

### ***Earned income***

Include any income you will earn from this activity (for example, from ticket sales, workshop fees or selling work or publications). You should be realistic about the level of income you are likely to earn for your activity. For touring activities, please provide details of your confirmed income from guaranteed fees from venues, your estimated income, or both. Please provide a clear breakdown for each entry to show us how you have reached your figures.

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## Help with completing your application form: Section F – Supporting Materials

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In this section we've listed the essential and desirable materials that you will need to supply us in support of your application.

**For all individuals please provide CV of applicant and/or key personnel.**

*Please note, this is **not essential**.* If supplied it should supplement the answer you give to Questions 2 and 3 – and should tell us about the background, experience and track record of the key personnel in the project.

**Supporting examples of previous work or reviews.**

This gives us evidence of your previous work – you should refer to our list of **preferred formats**. As indicated in the advice to answering Q2, we ask that you submit no more than 6 pieces of supporting material with your application.

**For all applicants (individuals and organisations), please provide written evidence of any confirmed partnership funding (in-kind or cash).**

In your financial information, if you've shown evidence of having secured partnership funding, we need to see evidence of this (such as the offer letter from the other funder).

**All applicant organisations, except local authorities, must provide a copy of their founding legal document (for example Articles of Association, Trust Deeds, or written constitution).**

Please provide us with a copy of your constitutional articles.

**All applicant organisations must provide their Equalities and Diversity policy, Equal Opportunities Policy, or Equalities Plan.**

We expect organisations to show commitment to equalities and diversity. You should have an Equalities and Diversity / Equal Opportunities Policy. Please provide your policy document. If you have an Equalities Plan, please submit this also.

**All applicant organisations must provide a full set of Management Accounts for the most recently completed financial year**

These will show us the last full year of management accounts for your organisation. Please see notes on this on Page 13-14 of this document. Please note if you are a new organisation, who does not yet have this full set of Management Accounts, then please inform us of this.

**All applicant organisations must provide a set of their most recent Management Accounts**

In addition to the management accounts for the last full year, we also want to see your most recent financial figures for the current financial year. Please see notes on this on Page 13-14 of this document. Please note if you are a new organisation, who does not yet have this full set of Management Accounts, then please inform us of this.

**All applicant organisations must provide a copy of their most recent audited year-end accounts or year-end accounts which have been certified by a qualified accountant**

We want to see the most recent, independently audited, accounts for your organisation. Please see notes on this on Page 13-14 of this document. Please note if you are a new organisation, who does not yet have this full set of Audited Accounts, then please inform us of this.

**For all applicants (individuals and organisations) applying for over £100k you must provide the email confirmation, and any additional material as requested**

If you're applying for between £100k-150k, you will need to have confirmation from us that we've given you permission. As well as supplying the email from us which confirms this permission, we may ask you to provide additional information or materials and you will need to supply these also.

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## Help with completing your application form: Section G – Statement of Acceptance

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This section is effectively the small print attached to our funding. You should read this as it contains several pieces of key information which relate to the terms and conditions of receiving funding from the public purse.

You need to acknowledge that you've read this section by ticking the check box at the foot, and typing in your name, position and date. Please note we don't actually need your physical signature at this stage – if you're awarded funding, we'll send you out a hard copy funding agreement which will need to be signed and returned to us. The person signing this form needs to be the named person outlined in the contact section.

In addition to this Statement of Acceptance, you should also read the **Terms and Conditions of funding**.

When you apply to us, your application remains confidential throughout the process of receipt and assessment. If you are unsuccessful, this confidentiality remains. If you are successful we publish and promote all the awards we make. If there is any information within your application which is sensitive or confidential, please tell us.

As the Statement of Acceptance outlines, we will maintain your information securely and confidentially. However the Freedom of Information Act does require us to disclose certain information under the act. If there is anything within your application which you feel should be exempt from enquiry under the Freedom of Information Act then you will need to tell us this, in the covering letter or email that comes with your application. For more information about Creative Scotland's approach to Freedom of Information, click [here](#).

By signing this form, you are confirming that all the information is correct, and you agree that you have read all the guidance information fully before applying.