

Creative Scotland

Open Project Funding Information Sheets

Capital Funding

Introduction

This information sheet is to help prospective applicants to Creative Scotland's Open Project Funding programme with guidance if their application contains capital funding – outlining what you can apply for, what you cannot apply for and the key considerations before you submit an application.

You must read the [Guide to Open Project Funding](#) and relevant [Help With Your Application](#) documents - this information sheet compliments the guidance in those documents but does not replace it.

Alternative Formats, Languages and Access Support

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 have any general enquiries about the application process, Guidance or Application Form, please contact our Enquiries Service:

Email: enquiries@creativescotland.com

Telephone: **0845 603 6000 (10am-12pm & 2-4pm, Mon – Fri)**

If you are a deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to www.contactscotland-bsl.org/public for more information.

Capital funding - what you can apply for:

Small Capital projects

Previously Creative Scotland ran a Small Capital Programme, which the Open Project Fund has replaced. You can therefore apply to the Open Project Fund for support for small-scale capital costs. In line with the limits of the fund, this can be funding for up to £100k (and in exceptional circumstances, and only with our prior permission, up to £150k) for projects for which the total overall costs are estimated not to exceed £200k.

You will need to demonstrate how the project will enable, or further enhance, your creative activities. When we say 'small capital costs' we mean this to include:

- Installing fixed assets, such as lighting or seating
- Purchase of instruments
- Purchase of new equipment
- Purchase of vehicles
- Installation of new technologies
- Small scale building renovations and improvements

Capital funding - what you cannot apply for:

Large Capital projects

Creative Scotland is currently delivering a large scale capital programme to support major projects across Scotland. This programme is presently delivering £30m of projects at various stages of their development. These projects are set to come to fruition over the next 3 to 4 years. We are reviewing the impact of our capital programmes during 2015-16. We are not inviting any new proposals for Large Capital projects at this point.

Individuals looking for equipment-only funding:

Individuals cannot apply for 'equipment-only' applications – but some new equipment costs (no more than 50% of the overall budget) can be included as part of the overall project costs. Organisations can make an 'equipment-only' application, provided this new equipment will have a broader communal impact and public benefit (i.e. equipment that will benefit many people in a community facility or instruments which can be used by groups of people). Please note that purchase of second-hand equipment is not usually eligible.

What you must consider:

If you are seeking funding from the Open Project Fund for capital costs, we will expect you to take all reasonable steps for ensuring value for money when buying any assets, goods and services. You would demonstrate this by obtaining like-for-like quotations or applying competitive tendering.

You must consider and budget for running costs such as:

- Maintenance
- Security
- Insurance
- Staffing
- Training costs related to using the new equipment

You must also ensure that you comply with all relevant legislation in developing and delivering your project. This may include, but is not limited to, planning permission, listed building consent, landlord approvals, and building regulations.