



ALBA | CHRUTHACHAIL

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# Dr Gavin Wallace Fellowship Host 2019

APPLICATION GUIDANCE FOR ORGANISATIONS



Awarding funds from  
**THE NATIONAL LOTTERY®**

## What is the Dr Gavin Wallace Fellowship?

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The Dr Gavin Wallace Fellowship was established to honour a Creative Scotland colleague who dedicated his entire professional life to helping writers and literature organisations in Scotland.

Following the sad loss of Dr Wallace in 2013, Creative Scotland established an annual fellowship in his name to honour his memory and commemorate and continue his good work.

This fund supports an organisation based in Scotland to host the year-long Dr Gavin Wallace Fellowship. The successful host organisation will then subsequently recruit a writing fellow in 2019.

The Dr Gavin Wallace Fellowship is supported by the National Lottery through Creative Scotland.

## What are we looking for from the host organisation?

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The Fellowship is intended to support mid-career and established writers allowing a writer time to create work rather than deliver creative workshops or other project based activities.

Organisations applying to host the fellowship will suggest a broad theme for the Fellowship which should be related to their own work. We're keen to encourage applications from organisations which work in any art form, or work in other parts of the public sector, providing they can show:

- An established commitment to the arts in Scotland
- An understanding of the development needs of writers and a willingness to support a writer throughout their fellowship
- A knowledge of the wider literature sector in Scotland
- A clear rationale as to why hosting the fellowship in 2019 would be beneficial to the organisation's own work.

We also ask the host organisation to confirm that there will be an employee available, who can act as point of contact and support for the writer throughout the fellowship.

## How will we assess an application?

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Any organisation which is looking to become the host for the 2019 Dr Gavin Wallace Fellowship will need to meet the criteria outlined on page 2.

We will assess all applications on the basis of the information they provide, and will judge on the basis of the following considerations:

- **Quality:** The creative merits of the suggested theme or idea
- **Relevance:** The degree to which the proposal fits the fund
- **Clarity:** A clearly presented view of the proposed activity
- **Impact:** The anticipated benefit that working with a writer would have on the organisation
- **Budget:** The appropriate allocation of the funding available.

## Appointment of the writing fellow

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Following appointment, the host organisation selected will be required to advertise an open and public call to the literature sector in Scotland, inviting writers to apply. The Fellowship should be open to established writers living and working in Scotland, who have published at least one novel, one short story collection, one poetry pamphlet or had one professional production of their work staged.

To support the writer, help them get to know the host organisation, as well as deal with any issues which may arise, the host is also expected to ensure that a member of staff is available to act as the main point of contact during the Fellowship.

# Timelines

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## Host Organisation

**Applications open:** 27 September 2018

**Deadline:** 31 October 2018

Decisions will be based on the information presented in the application form – although, if required, we may ask organisations to come in for interview in November (see Page 10 for more details). We are aiming to confirm the selected host organisation by 3 December 2018.

## Fellowship

Following appointment of the host, we would expect the selected organisation to manage the advertising and recruitment process for the Fellowship. A representative of Creative Scotland should be included in your shortlisting (if capacity allows) and your interview panel, and we expect the position to be appointed and ready to begin the Fellowship by no later than February 2019.

# Who can apply?

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We will accept applications from arts, screen and creative organisations which are based in Scotland. We are also happy to accept applications from organisations working in other parts of the public sector, provided they can meet the criteria (particularly around supporting the developmental needs of the writer).

Organisations already in receipt of Regular Funding from Creative Scotland can apply, but should discuss any intention to apply with their Lead Officer in the first instance. Applications will be required to demonstrate why the proposed activity is additional to their existing Funding Agreement and how the activity enhances current and future plans.

Previous hosts of the Dr Gavin Wallace Fellowship are **not eligible** to apply.

## How to apply and further information

### Alternative Formats, Languages and Access Support

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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 welcome 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 (see page 8).

### Application Form

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All applications must be made on the Dr Gavin Wallace Fellowship Host application form which can be found on our website here:  
[www.creativescotland.com/gavinwallacefellowship](http://www.creativescotland.com/gavinwallacefellowship)

### Funding Available for Fellowship in 2019

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One award of £25,000 is available. The award is to be divided into a £20,000 stipend for the successful writer, and £5000 to the host organisation.

## Key information required when submitting your application

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

- You must submit a copy of your constitutional documents, your Equal Opportunities Policy and, if you have one, your Equalities, Diversity and Inclusion Action Plan.
- Applications must be made on the appropriate application form and submitted via email, unless a special request has been made and approved in advance.
- Applicants must submit a 1 page budget (preferably using Excel or equivalent budgeting software) outlining how you as host organisation will use the award to manage the Fellowship.
- Applicants must check or tick the disclaimer box on the Application Form to confirm that they have read and understood the Guidelines and standard Terms and Conditions.

## Application deadline and decision-making process

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The deadline for applications from organisations wishing to host the Dr Gavin Wallace Fellowship in 2019 is **31 October 2018**.

Completed application forms and supporting material should be submitted by email to: [drgavinwallacefellowship@creativescotland.com](mailto:drgavinwallacefellowship@creativescotland.com)

# Once you've submitted your form, what happens next?

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## **Immediately (within the hour)**

Shortly after submitting your application, you will receive an automated response confirming receipt. This email will also outline the process and timeline for decision making. 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 to confirm that we have received your application.

## **Within the first two weeks**

Your application will be checked for basic eligibility and completeness to ensure that you've filled in the required sections of the form, and supplied all the supporting materials. If at this stage your application is considered to be ineligible we will email you giving you the reasons. If your application is considered incomplete, we will come email you to explain this and seek any missing information from you giving you 2 working days in which to respond. Failure to come back to us with this information within the specified timeframe will mean your application is incomplete and therefore ineligible. We will advise you of this by email.

## **Decision making process**

Logged applications will be assessed by Creative Scotland officers with relevant expertise appropriate to this funding programme.

We will assess applications against the criteria outlined on Pages 3 and 4 and will aim to make our decision based on the information presented in the application forms submitted. If felt necessary, we may ask a small selection of shortlisted organisations to come in for an interview – to tell us more about your proposal and plans for the Fellowship. We would therefore ask all applicants to be available for interview in mid-November 2018. If selected for interview, reasonable travel costs will be reimbursed.

You will be notified of the outcome of your application no later than 3 December 2018.

## Help, further advice or feedback:

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If you require support, further information or have any general enquiries about the Dr Gavin Wallace Fellowship Host programme please contact:

Erin McElhinney: [Erin.McElhinney@creativescotland.com](mailto:Erin.McElhinney@creativescotland.com)

Alternately you can contact our Enquiries Service.

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

Telephone: **0345 603 6000\***

Lines are open 10am-12pm and 2-4pm, Monday–Friday. Voicemail is available outwith these hours. If you want us to call you back, then leave a message with your number and we'll arrange a time to call you.

Web: You can send us a message via the [Creative Scotland website](#)

Twitter: [@creativescots](#)

Facebook: [www.facebook.com/CreativeScotland](http://www.facebook.com/CreativeScotland)

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](http://www.contactscotland-bsl.org/public) for more information.

\* **Please note:** Calls to our 0345 number are charged at the same rate as calling national 01 or 02 numbers. Approximate charges are up to 9p per minute from landlines and between 3p – 55p per minute from mobiles. However, calls to this number are also part of inclusive allowances. Please check with your phone line provider for exact charges.

## Data Protection:

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Creative Scotland (CS) requires some personal information about you/your organisation to consider your application for funding. Without such CS will not be able to fund your project.

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 at: [www.creativescotland.com/privacy-policy/funding-privacy-notice](http://www.creativescotland.com/privacy-policy/funding-privacy-notice)

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 are welcome to 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 the General Data Protection Regulation. 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.



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