

Application Form for  
**Dr Gavin Wallace Fellowship Host 2023/4**

**Advice and Information**

Please read the [**Dr Gavin Wallace Fellowship Host Guidelines**](http://www.creativescotland.com/funding/funding-programmes/targeted-funding/gavinwallacefellowship) before making an application. If you have any general enquiries about the application process, guidelines or application form please contact us.

**Data Protection**

As part of your application Creative Scotland requires some personal information about you/your organisation, in order to consider your request for funding. If you would like to see a breakdown of the personal information we require, why it is required, what we do with that information and how long we keep it, please refer to the Funding Privacy Notice for this fund, available online at:   
<https://www.creativescotland.com/funding/help-with-your-application/funding-privacy-notice>

**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 welcome applications and supporting materials which are written in English, Gaelic or Scots.

If you require support, further information or have any general enquiries about the fund and how to apply please contact our Enquiries Service who will be able to advise you or will put you in contact with one of our officers.

You can do this by email, through our website or social media.

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

Web: Fill out a form [on our website](https://www.creativescotland.com/contact-us)

Twitter: Send us a tweet [@creativescots](https://twitter.com/creativescots)

We aim to respond to all enquiries very promptly. If you want us to call you back, give us your number and we’ll arrange to come back you as soon as possible.

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

**First, a couple of quick questions we have to ask:**

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| --- | --- |
| Have you read the [**Dr Gavin Wallace Fellowship Host Guidelines**](http://www.creativescotland.com/funding/funding-programmes/targeted-funding/gavinwallacefellowship) **and the Funding Privacy Notice** before completing this application form? *(Delete as appropriate)* | Yes |
| No |
| This fund is supported by the National Lottery through Creative Scotland. Do you object to receiving National Lottery funding for religious or other reasons? (*Delete as appropriate*) | Yes |
| No |
| Please confirm that you have read and understood [**Creative Scotland’s Lottery Terms and Conditions**](https://www.creativescotland.com/__data/assets/pdf_file/0018/25371/Lottery-Terms-and-Conditions.pdf) before completing this application form?  (*Delete as appropriate*) | Yes |
| No |
| Do you hold a UK Bank account in the name of the lead applicant? (*Delete as appropriate*)  *Please note that we will only ask you for your banking details if you’re successfully awarded funding – not before. For audit purposes we expect all applicants to hold a UK Bank Account.* | Yes |
| No |

**Next please now tell us about your organisation:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of applicant organisation | |  | |
| Contact name and position of lead contact for this application | |  | |
| Address | |  | |
| Postcode | |  | |
| Telephone number | |  | |
| Email address | |  | |
| Web address | |  | |
|  | | | |
| Are you a registered company? (*Delete as appropriate*) | | | Yes |
| No |
| If you are a registered company, please provide your Registered Office address and Company Number |  | | |
| Are you a registered charity? (*Delete as appropriate*) | | | Yes |
| No |
| If you are a registered charity, please provide your Registration Number |  | | |

|  |  |  |
| --- | --- | --- |
| What type of organisation are you? (*You should only choose one. Please* ***type an******X*** *in the relevant box in the right hand column*)  We also need the information so we can monitor our decision making and report to Scottish Government and the UK National Lottery on the types of organisations we fund. | Company Limited by Guarantee |  |
| Company Limited by Shares |  |
| Scottish Charitable Incorporated Organisation (SCIO) |  |
| Community Interest Company (CIC) |  |
| Local Authority |  |
| Cultural and Leisure Trust |  |
| Public Sector Agency |  |
| Trust or Foundation |  |
| Unincorporated Association |  |
| Consortia/Group of Organisations |  |

**Please now tell us about your idea to host the Dr Gavin Wallace Fellowship for 2023/4:**

|  |  |
| --- | --- |
| **Project Title** |  |
| Synopsis:  Please outline your application in a couple of sentences. |  |
| Your Proposal:  Please tell us about the idea or theme you would like to set for the 2023/4 Dr Gavin Wallace Fellowship. This idea should relate to your own work or priorities and should be broad enough for a variety of creative responses from mid-career and established writers.  **750 words maximum**  *(continue on a separate sheet if necessary)* | |
|  | |

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| --- |
| 1. Please tell us how you will support the writing fellow in a way that is beneficial to their own development.   **750 words maximum**  *(continue on a separate sheet if necessary)* |
|  |

|  |  |
| --- | --- |
| 1. Please tell us how your organisation will benefit from this activity, and what impact you think working with a writer will have on your organisation. Additionally, if you feel this activity will be of benefit to others in your sector, please let us know.   **750 words maximum**  *(continue on a separate sheet if necessary)* | |
|  | |
| 1. In addition to completing this form, you are also required to provide a simple budget to outline how you will use the £5000 allowance for your organisation. Use this answer to walk us through your budget explaining what the money will be used for, and why.   If it helps, think about the different costs you may need to consider, such as: overheads; office space; phone, IT and broadband costs; equipment and materials; or any other development costs.   **500 words maximum**  *(continue on a separate sheet if necessary)* |
|  |

**Now give us a few essential project details**

This information may be used externally by our Communications Team to promote the fellowship, internally to help inform our work, and to report to government and stakeholders

|  |  |
| --- | --- |
| When will the Fellowship **start**? |  |
| When do you expect the Fellowship to **end**? |  |
| Where will the Fellowship be located and take place?  Please tell us as much information as you can about where your project will take place. We will expect you to fill out at least one of these boxes, but please complete as many as are applicable. | Post Code(s): |
| Local Authority area(s): |
| Outside Scotland: |

**Budgets and funding**

|  |  |
| --- | --- |
| What level of award are you applying for? | **£25,000** |

**Please ensure that you submit a one page budget (preferably using Excel or equivalent budgeting/spreadsheet software).**

|  |  |
| --- | --- |
| Have you completed a **one page A4 Excel budget**? (Delete as appropriate) | Yes/No |

**Supporting materials**

Please detail all the supporting material you are submitting (and where Creative Scotland can access it).

Please refer to the [**Dr Gavin Wallace Fellowship Host Guidelines**](http://www.creativescotland.com/funding/funding-programmes/targeted-funding/dr-gavin-wallace-fellowship-host) for guidance on what supporting material is required.

|  |  |
| --- | --- |
| Please detail the supporting material submitted | Please advise if the material has been attached to the application or where we can access it |
| One page budget **(Essential)** |  |
| All applicant organisations (except Local Authorities) must provide a copy of founding legal documents (for example Articles of Association, Trust Deeds, or written constitution)  **(Essential)** |  |
| All applicant organisations must provide their Equal Opportunities Policy. If you have an Equalities, Diversity and Inclusion Action Plan, please submit this also **(Essential)** |  |
| Any other materials to support your application **(Optional)** |  |

**Statement of Acceptance  
  
PLEASE STATE THE NAME OF THE PERSON WHO HAS COMPLETED THE FORM. THIS PERSON MUST BE AN AUTHORISED SIGNATORY OF THE COMPANY OR ORGANISATION APPLYING OR, IN THE CASE OF AN INDIVIDUAL APPLICANT, BY THE PERSON NAMED IN THE RELEVANT CONTACT DETAILS SECTION OF THE FORM.**I hereby confirm that the information in this application submission including the supporting documents is true and correct and I acknowledge that it is my responsibility to inform you immediately of any changes which could affect the interpretation or context of the application, and I confirm I will undertake to do this.  
   
I acknowledge that the [**terms and conditions**](http://www.creativescotland.com/resources/our-publications/funding-documents/terms-and-conditions) of this application and any other information supplied and discussed regarding this application, the assessment and decision making process, or in connection with this transaction as a whole (“the Confidential Information”) is and shall remain strictly confidential.  I confirm that I shall not disclose to any third party or make public the Confidential Information without Creative Scotland’s prior written approval.  
   
I acknowledge that Creative Scotland will endeavour to keep all information provided securely, but as a Public Authority in terms of the Freedom of Information (Scotland) Act 2002, may be required to disclose certain information under the Act. Where I stipulate at the time of providing information to Creative Scotland that I believe the information should be considered exempt from disclosure under that Act, and a request to Creative Scotland is subsequently made for disclosure of same or all of that information, Creative Scotland will endeavour to discuss such disclosure with me prior to making its decision.  I do, however, accept and acknowledge that the ultimate decision on disclosure rests solely with Creative Scotland regardless of any prior statements or requests I have issued.   
  
If any of the information I provide is classed as Personal Data under the General Data Protection Regulation (EU) 2016/679 of 27 April 2016 (GDPR); Data Protection Act 2018 and any legislation supplementary to the GDPR introduced in the United Kingdom (the "Data"), I hereby consent that Creative Scotland may disclose said Data, within and outside of the European Economic Area, for the purposes of producing and submitting any statistical information and reports or as otherwise required by law or by any regulations and other rules to which we are subject.

I confirm that all cash and in-kind contributions from the company or my own personal resources stated in the funding plan section of this application form are correct and that I have the authorisation to allocate the sums stated and I am responsible for ensuring that adequate resources will remain available to meet these requirements. In the event of any changes to the sums indicated I will provide a signed letter of confirmation.  
   
I acknowledge that Creative Scotland is obliged to comply with Money Laundering Regulations 2007 and the Proceeds of Crime Act 2002 and I will, if requested, provide ID verification from any investor or myself, where appropriate, to meet compliance requirements.  
   
I acknowledge that once Creative Scotland have confirmed the Offer of Funding in writing (via email) that Creative Scotland have the right to publicise their Offer of Funding on the Creative Scotland website and through other Creative Scotland information channels. I understand that Creative Scotland’s Offer of Funding does not place Creative Scotland under any obligation to release funds until such time as all contractual negotiations are complete and Creative Scotland’s Conditions Precedent have been met and their Funding Agreements signed off.

I confirm that I will not make any public statements (or allow others to do so on my behalf) regarding Creative Scotland’s Offer of Funding until such time as Creative Scotland has authorised and approved the form and content of any public statement.  
   
I confirm that I have the power to accept the award under the conditions set out in the Creative Scotland Guidelines and in this Application Form.   
   
I declare that I have read and understood the [Creative Scotland Guidelines](https://www.creativescotland.com/funding/funding-programmes/targeted-funding/gavinwallacefellowship), [Funding Privacy Notice](https://www.creativescotland.com/funding/help-with-your-application/funding-privacy-notice), this [Application Form](https://www.creativescotland.com/funding/funding-programmes/targeted-funding/gavinwallacefellowship) and the [Terms and Conditions of Funding of Creative Scotland](https://www.creativescotland.com/resources/our-publications/funding-documents/terms-and-conditions).

I hereby confirm acceptance of the above Statement of Acceptance and all related documents.     
(**PLEASE TICK THIS BOX TO CONFIRM ACCEPTANCE)**

Name of Authorised Person ……………………………………………

Position of Authorised Person …………………………

Date ……………………………………………

**Submitting your application**

**Please submit your completed application form to:**

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

**The deadline for applications is 17 October 2023**

**Please now complete your** [**Equalities Monitoring Form**](http://www.creativescotland.com/resources/our-publications/funding-documents/equalities-monitoring) **and email it along with your application form. Please note: the Equalities Monitoring Form is anonymous and will be processed separately from your application.**