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Application Form For

**Film Education Partnership Fund 2018/19**

**Advice and Information**

Please read the **Film Education Partnership Fund Guidance** before making an application. If you have any general enquiries about the application process, guidelines or application form please contact us.

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

Telephone: **0345 603 6000\* (10am-12pm and 2-4pm, Mon–Fri)**

***\* 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.*

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

 **In order for us to be able to process your application, you need to complete Sections A-G of this application form.**

**Please be advised, we will not be able to process your application if you do not answer all the questions.**

**Section A: Key Information**

|  |  |
| --- | --- |
| Please confirm that you have read the Film Education Partnership Fund Guidance before completing this application form? (*Delete as appropriate*) | Yes |
| No |
| Do you object to receiving funding from the UK National Lottery, for example for religious reasons? (*Delete as appropriate*) | No |
| Yes |
| Please confirm that you have read and understood Creative Scotland’s Funding Privacy Notice and any relevant information sheets before completing this application form?  (*Delete as appropriate*)    *Please note that you must answer this question for your application to proceed* | Yes |
| No |
| Have you discussed your proposal with a member of the Film Education team at Screen Scotland?  (*Delete as appropriate*)  *Please note that in order to be eligible to apply, you must answer yes to this question.* | Yes |
| No |
| *If YES please provide details of who you have discussed your proposal with and the date of this contact:* | |

**Section B: Contact Information**

|  |  |  |
| --- | --- | --- |
| **PART 1:** | | |
| Name of Applicant |  | |
| Lead Contact Name and Position (if appropriate) |  | |
| Address |  | |
| Postcode |  | |
| Telephone Number |  | |
| Email Address |  | |
| Web Address |  | |
| **PART 2:** | | |
| Trading Name of Organisation |  | |
| What type of organisation are you? (Please **type an** **X** in the box in the right hand column)  (We need this information so we can determine if you are eligible to apply for Screen 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). | 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 |  |

|  |  |  |
| --- | --- | --- |
| 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 Registered Charity Number |  | |

**Section C: Project Summary**

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| --- | --- |
| **Name of Film Education  Partnership Project** |  |
| Please summarise the activities you intend to undertake with this funding. If you are successful in receiving funding, we may use this information in any publicity we produce about your project or activity (100 words max) | |
|  | |
| **What funding route** are you applying to? (Delete as appropriate) | Pilot Development  Full Partnership Funding |
| When will the project / activity start? |  |
| When do you expect the project / activity to end? |  |
| Where will the project / activity take place?    (Please tell us as much information as you can about where your project/activity 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 Codes: |
| Local Authority areas: |
| Outside Scotland: |

|  |  |
| --- | --- |
| What is the **total budget** of the project / activity? | £ |
| What is the **funding you require** from Screen Scotland? | £ |
| What percentage is this of the total budget? | % |
| How much **committed** co-funding is in place? | £ |
| What percentage is this of the total budget? | % |

|  |  |
| --- | --- |
| Provide the name(s)and address(es) of the partner organisations (and individuals if relevant) collaborating in this project, including postcode. |  |
| **Please provide** a brief summary account of each of the partner’s previous/current film education activities.  200 words max. | |
|  | |

**Section D: Project/Activity Detail**

We will use your answers in this section to assess your application against the criteria and guidance as set out in the Film Education Partnership Fund Guidance.

|  |
| --- |
| **Please summarise** the key aims and rationale for the project: what are the outcomes and impacts you hope to achieve through this partnership? What are the needs and opportunities you have identified which your project will address? What are your longer term aims beyond the life of the project?  200 words max. |
|  |

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| **Please provide** a detailed outline of your project. This should include an account of:   * The target participants in the project: who are you aiming to reach? Why? * How will you promote the project to participants, and ensure access and inclusion? * What will be the contribution of each project partner? What will each project partner gain from the partnership? * The scale of the project: how many participants do you aim to reach, for how long, over what period of time? * What types of film education activities will the partnership deliver? * How will you manage the project?   500 words max |
|  |

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| --- |
| **Equalities, Diversity and Inclusion**: what actions will you take to address specific issues relating to equalities, diversity and inclusion in film education?  200 words max |
|  |

|  |
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| **Monitoring and Evaluation:** How will you monitor and evaluate the project?How will evaluation support the longer-term sustainability of the project?  200 words max |
|  |

**Section E: Funding/Income Table**

This information will be used internally to help inform our work and to report to government and stakeholders.

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| --- | --- | --- | --- | --- | --- |
| **Type of Funding** | **Name of Funder / Source of Income** | **Cash or In-kind** | **Conditional or Guaranteed or Pending** | **Amount of Funding / Income** | **% of Total Project Cost** |
| **PUBLIC FUNDING** | | | | | |
| Creative Scotland/Screen Scotland |  |  |  |  |  |
| Local Authority |  |  |  |  |  |
| Local Enterprise Companies |  |  |  |  |  |
| Broadcasters |  |  |  |  |  |
| Other Lottery |  |  |  |  |  |
| Own Resources (cash and / or in kind, please specify) |  |  |  |  |  |
| Other |  |  |  |  |  |
| **PRIVATE FUNDING** | | | | | |
| Trusts & Foundations |  |  |  |  |  |
| Companies |  |  |  |  |  |
| Individuals & Fundraising |  |  |  |  |  |
| Other (please specify) |  |  |  |  |  |
| Own Resources (cash and / or in kind, please specify) |  |  |  |  |  |
| **EARNED INCOME / OTHER (please add rows as required)** | | | | | |
| e.g. Box Office |  |  |  |  |  |
| Please specify |  |  |  |  |  |
| Please specify |  |  |  |  |  |
| **TOTAL** | | | |  | **100%** |

**Section F: Supporting Material**

|  |  |  |
| --- | --- | --- |
| **Please supply the following material** | **Essential** | **Please advise if the material is attached to the application or where we can access it** |
| **CVs** of key personnel (if not covered by Section C) | Essential |  |
| Excel **budget**  (please indicate all areas of income and expenditure and detail the budget headings) | Essential |  |
| Monitoring and evaluation plans | Essential |  |
| Written evidence of any **confirmed** partnership funding (in-kind or cash). | Essential |  |
| Letters of commitment from all partners | Essential |  |
| A copy of founding legal documents (for example Articles of Association, Trust Deeds, or written constitution) | Essential |  |
| Equalities and Diversity policy, or Equal Opportunities Policy. If you have an Equalities Plan, please submit this also. | Essential |  |

**Section G: 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 SECTION B, PART 1, OF THE CONTACT INFORMATION.**I hereby confirm that the information in this application 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.   
  
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 Guidance and in this Application Form.   
   
I declare that I have read and understood the Creative Scotland Guidance, this Application Form and the Conditions of Funding of Creative Scotland.

**I hereby confirm acceptance of the above Statement of Acceptance and all related documents.** ***(double click and mark as checked)***

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Name of Authorised Person

     ……………………………………………

Position of Authorised Person

     ……………………………………………

Date

**Please now submit your completed application form to:** [**screen@creativescotland.com**](mailto:screen@creativescotland.com)

**Please also 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.**