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Application Form For

**Screen Professional Development Fund 2019**

**Advice and Information**

Please read the [**Screen Professional Development Fund Guidance**](https://www.screen.scot/funding-and-support) 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**

We are 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 **Screen Professional Development Fund Application 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](https://www.creativescotland.com/funding/help-with-your-application/funding-privacy-notice) before completing this application form?  (*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 |

|  |  |  |
| --- | --- | --- |
| Have you previously received any developmental funding from, or taken part in any screen development programmes supported by, Creative Scotland/Screen Scotland (*Delete as appropriate*) | | Yes |
| No |
| If yes, please provide any award references for funding received or brief details of programmes taken part in. | CS- | |
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**Section B: Contact Information**

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| --- | --- |
| **PART 1:** | |
| Name of Applicant |  |
| Address |  |
| Postcode |  |
| Telephone Number |  |
| Email Address |  |
| Web Address |  |

**Section C: Project Summary**

|  |  |
| --- | --- |
| **Please state the professional development activity you are applying for funding to take part in.** |  |
| Please summarise why you are applying to undertake this professional development activity? 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 is the start date for your professional development activity? |  |
| When will your professional development activity end? |  |
| Where does it 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 activity? | £ |
| What is the **funding you require** from Screen Scotland/Creative Scotland? | £ |
| What percentage is this of the total budget (up to a maximum of 90%)?  *Please note that at least 10% of the total budget must come from other cash or in-kind sources*. | % |
| How much **committed** co-funding is in place? | £ |
| What percentage is this of the total budget? | % |

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| --- |
| **Please provide** a short biography detailing any relevant experience or credits you have had in film and television (please provide details of any completed projects that have received festival screenings, been sold / distributed, received awards). Please state clearly if you are currently employed by a company on a full or fixed term contract, i.e. not on a freelance basis: |
|  |

**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 Screen Professional Development Funding Guidance.

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| **Career Development Statement:**  Please tell us about your proposed activity and how it will contribute to your professional development and career prospects, in relation to your work and experience to date. |
| **(500 words max)** |

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| **Strategic Statement:**  Please tell us how your development activity will address known skills needs in the screen sector. Outline the track record/professional recognition of those delivering the activity. Please include information on any other developmental support you have previously received. |
| **(500 words max)** |

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| **Personal Statement:**  Please outline your individual need for this support, demonstrating any current barriers you face to professional development. Describe the benefits and outcomes that you anticipate. |
| **(500 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | **Screen Scotland** | **CASH** | **Pending** |  |  |
| 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 Materials**

|  |  |  |
| --- | --- | --- |
| **Please supply the following material** | **Essential** | **Please advise if the material is attached to the application or where we can access it** |
| Please provide **CV** of applicant (if not covered by short biography at Section C above) | Essential |  |
| Excel **budget** or other industry standard **budget**  (please indicate all areas of expenditure and detail the budget headings) | Essential |  |
| For all applicants please provide written evidence of **confirmed** partnership funding (in-kind or cash). | Essential |  |
| **Sole Traders** must provide details of their HMRC Unique Reference Number (URN) | 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, 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](https://www.screen.scot/funding-and-support), [Funding Privacy Notice](https://www.creativescotland.com/funding/help-with-your-application/funding-privacy-notice), this Application Form and the [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.** ***(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.**