

Awarding funds from
THE NATIONAL LOTTERY®



ALBA | CHRUTHACHAIL

Our fund for creative activities



July 2023

Who we are and what this booklet is about



We are **Creative Scotland**.
We help people in Scotland to share ideas and be creative.



We have a new **fund** called the **Multi-Year Funding programme**.



A **fund** is money you can ask for to help you share ideas and be creative.



Multi-Year Funding means you can get money from this fund for 3 years from **1 April 2025** to **31 March 2028**.

About our fund



Our fund is for organisations who want to run **creative activities** for people in Scotland to watch or take part in.



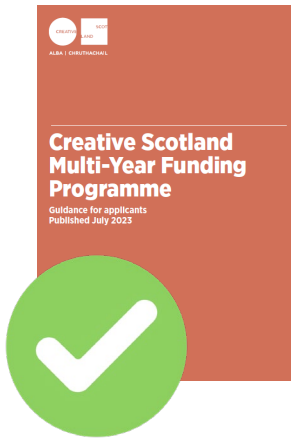
Creative activities means things like dancing, drawing, painting, writing, singing and acting.



Our fund is for **not-for-profit** organisations in Scotland.



Not-for-profit means the people who run your organisation must use all the money they make to meet the aims of their organisation.



The **Multi-Year Funding programme** will replace some of our other funds that you might have applied for before.



These funds are

- **Open fund: Sustaining Creative Development.**
- **National Lottery Open Fund for Organisations.**
- **National Lottery Extended Programme Fund.**



You will need to apply for this fund if you want to get money from us for more than 1 year.



Everyone we give money to will get at least £50,000 each year.

Who can apply for our fund



You can apply if you are

- part of a group of artists.
- a charity who already runs creative activities.
- a trust, local authority or university.
- a company **limited by Guarantee**.



Limited by guarantee means your company has **guarantors**. **Guarantors** agree to pay your company's bills for you if you cannot.

- a company **limited by Shares**.



Limited by shares means your company has **shareholders**. **Shareholders** own a part of your company and get some of the money your company makes.



- someone who has had money from the **Touring Fund for Theatre and Dance** or the **Youth Music Initiative**.

- a **consortia**.



A **consortia** is a group of organisations who work together.

- a **community interest company**.



A **community interest company** uses most of the money it makes to help the **community**.

Community means a group of people who live in a certain place.

If you are a company, you need an **asset lock**.



An **asset lock** stops you giving things like money or property to people who help run your company.

Screen Scotland

**SCREEN SCOTLAND
SGRÌN ALBA**

Organisations who want help from **Screen Scotland** can also apply for our fund.



Screen Scotland help people in Scotland to make films and TV shows. They are a part of **Creative Scotland**.

Application Form

Name 	Address 
Education 	



People who work for **Screen Scotland** will look at your application for our fund.



Organisations can apply for our fund if they do work in

- **audience development.**
- **screen education.**
- **skills or talent development.**



Audience development means you talk to **audiences** and try get them to watch more art, films or TV shows.



An **audience** is a group of people who watch art, films, or TV shows.



Screen education means you teach people about films or TV shows and how people make them.



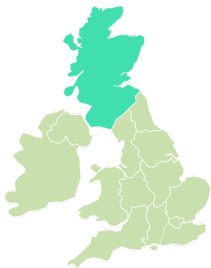
Skills or talent development means you help people do well in the jobs they are good at.

Who cannot apply for our fund



You cannot apply for our fund if

- your organisation does not run creative activities.



- you do not have a business address in Scotland.



- you are one person, or you run a business by yourself.



- you are a company who makes films or television.



- your organisation does not have enough money to keep running.



- you already get a lot of money from the Scottish Government.

What we care about



We want to help organisations that care about the same things we do.

When you apply, we will ask you questions about the things we care about.

We care about quality and ambition



Quality means how good something is. We want to help organisations run good quality creative activities.



Ambition means how much someone wants to do something. We want to help organisations who have lots of ambition to run creative activities.

We care about engagement



Engagement means to take part in something or talk and listen to someone.



We want to know who will engage with your creative activity.

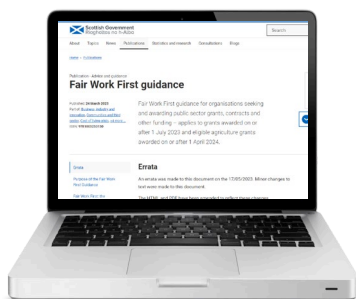
We care about fair work



Fair work means to treat the people who work for your organisation fairly and pay them for their work.



You need to follow rules to make sure you treat the people who work for you fairly.



Go to this website to read these rules
Fair Work First guidance

We care about equality, diversity and inclusion



Equality means you are fair and treat everyone who takes part in or watches your creative activity in the same way.



Diversity means lots of different types of people can take part in or watch your creative activities.



Inclusion means everyone has the chance to take part in or watch your creative activities.

We care about working with others



We want some organisations to find people outside of Scotland to watch or take part in their creative activity.

We care about the environment



The **environment** means everything around us including air, water, plants and animals.



We want you to think about how your creative activities will affect the environment in a bad way.

We want to know how you will help reach Scotland's goal of **net zero**.



Net zero means to produce as close to 0 **greenhouse gases** as we can whilst we do good things to help the environment.



Greenhouse gases are gases that trap lots of heat in the earth. They makes the temperature of the earth too warm.

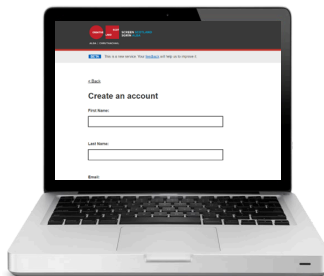
How to apply for our fund



You need to set up your own online account for our application portal.

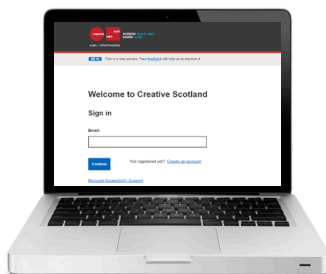


You might already have an online account if you have applied for money from us before.



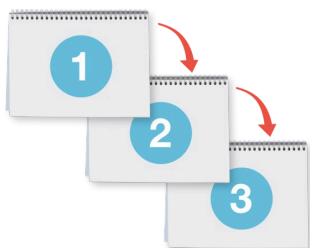
Go to our website to set up an online account

Create an account



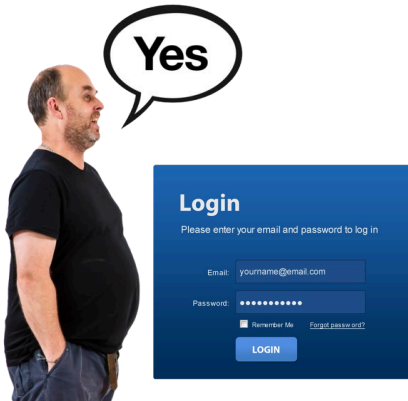
Go to our website if you already have an online account

Log into your account



When you have set up your account, there are **3 steps** for you to follow.

Step 1



Log into your online account and tell us you want to apply for our fund.



Tell us what kind of creative work you do.

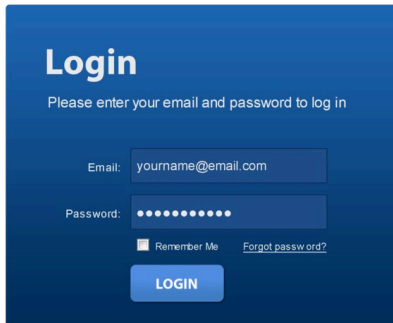


Tell us how much money you think you will ask for.



After you do this, we will email you a reference number.

Step 2



Log into your online account and fill in part 1 of your application.

You need to tell us things like



- where your creative activity will happen.
- what types of art are involved in your creative activity.
- how you will spend the money we give you.
- how your creative activity will help us with the things we care about.

Step 3



We will tell you if your application moves to step 3.

A blue login form with the title "Login" and the instruction "Please enter your email and password to log in". It has an "Email:" field with the placeholder "yourname@email.com", a "Password:" field with masked characters, a "Remember Me" checkbox, a "Forgot password?" link, and a blue "LOGIN" button.

Log into your online account and fill in part 2 of your application.



We will ask you for your **business plan**.



A **business plan** is a document that explains what goals your organisation has and what you will do to make these goals happen.

Dates you need to know



You need to tell us if you want to apply for our fund by **2pm 10 August 2023**.



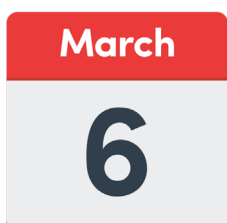
You can fill in part 1 of your application from **2pm 6 September 2023**.



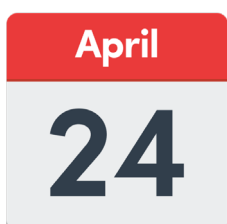
You need to fill in part 1 of your application by **2pm 25 October 2023**.



We will tell you if your application moves to step 3 by **February 2024**.



You can fill in part 2 of your application from **2pm 6 March 2023**.



You need to fill in part 2 of your application by **2pm 24 April 2023**.



We will tell you if we will give you money from our fund by **October 2024**.

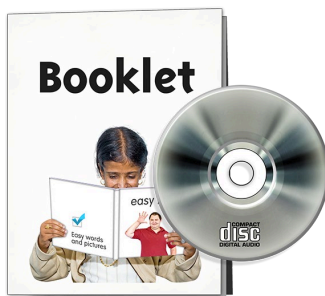
Help to apply for our fund



Please tell us if you need help to apply for our fund.



You can apply in English, Gaelic, or Scots.



You can ask for information in a different format like Easy Read or audio.



You can ask for someone to look at your application with you or a Sign Language Interpreter.

Questions we will ask you



In your application we will ask you questions about the things we care about.

Quality and ambition



Question 1

We will ask you about your organisations goals and what you want your creative activity to do.



Question 2

We will ask you how your creative activity will be good for the people who live in Scotland.



Question 3

We will ask you how you will **develop** your creative activity. **Develop** means to work on your creative activity to make it bigger or better than it was.

Engagement



Question 1

We will ask you who you want to take part in or watch your creative activity.



We will ask you why you think these people will want to take part in or watch your creative activity.



Question 2

We will ask you how you will get as many people to engage with your creative activity as possible.



Question 3

We will ask you how your creative activity will be good for different people and groups in Scotland.

Fair work



Question 1

We will ask you what rules your organisation follows to make sure you treat the people who work for your organisation fairly.



Question 2

We will ask you how these rules will change the way you plan and run your creative activity.



Question 3

We will ask you how you will help the people who work for you to learn new skills and do well at their job.

Equality, diversity and inclusion



Question 1

We will ask you what goals your organisation has about equality, diversity and inclusion.



Question 2

We will ask you how you will make your creative activity even more equal, diverse and inclusive.



Question 3

We will ask you how your plans about equality, diversity and inclusion will change how you run your creative activity. This includes how you train people to work for you.

Working with others



Question 1

We will ask you why you want to work with organisations outside of Scotland.

We will ask you how working with organisations outside of Scotland will make your creative activity better.



Question 2

We will ask you how you think your creative activity will affect organisations outside of Scotland in a good way.

We will ask you how you plan to show you have had a good affect on these organisations.



Question 3

We will ask you how you will work with organisations outside of Scotland and look after the environment.

The environment



Question 1

We will ask you how you will produce less greenhouse gases and help reach Scotland's goal of net zero.



Question 2

We will ask you how you will think about your effect on the environment when you run your creative activity.



Question 3

We will ask you how you think **climate change** will impact your organisation.



Climate change means how our earth's weather and temperature are changing because there are too many greenhouse gases.

How you run your organisation



We will also ask you how you run your organisation. We will ask you what your **governance arrangements** are.



Governance arrangements means the rules your organisation follows about how it is run and who is in charge.

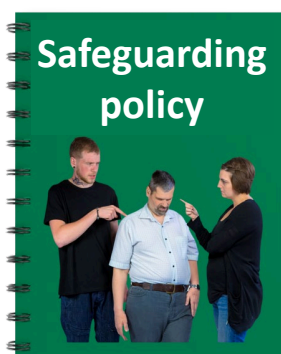


We will ask you how your organisation looks after and spends money.

We will ask for your **Risk Assessment** and **Safeguarding Policy**.

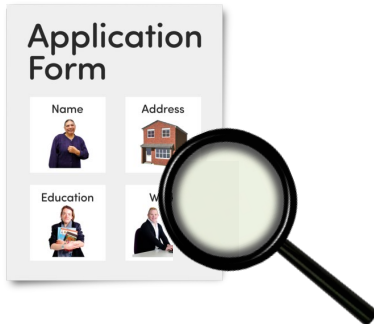


A **Risk Assessment** is a list of all the bad things that could happen in your organisation, and what you will do if they happen.

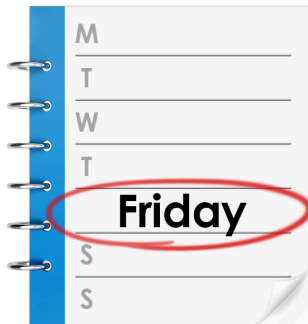


A **Safeguarding Policy** is a document that explains how you will keep certain people, like children safe.

How we will make our decision



We will read part 1 of your application and check we have all the information we need.



If we ask you to send us more information, you will have 5 days to send it to us.



We will read part 1 of your application and decide if you can help us with the things we care about.

1 2 3 **4**

We will give you a score from 1 to 4.

1



A score of 1 means your application does not show you can help us with the things care about.

4



A score of 4 means your application really shows you can help us with the things we care about.

3

You need a score of 3 for **engagement** and **quality and ambition**.

2

You need a score of 2 for

- **equality, diversity and inclusion**
- **fair work**
- **the environment**

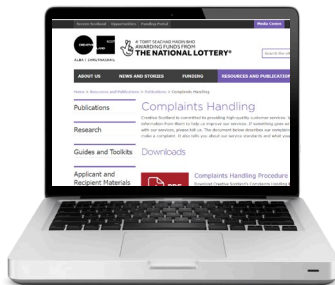
X

We will not give you a score for **working with others** as not everyone will work with organisations outside of Scotland.



We will email you if your application moves to step 3.

Contact us

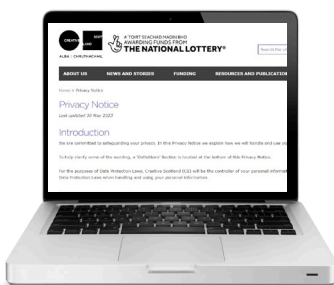


Go to this website to tell us if you are unhappy with what we do with your application

Tell us you are unhappy

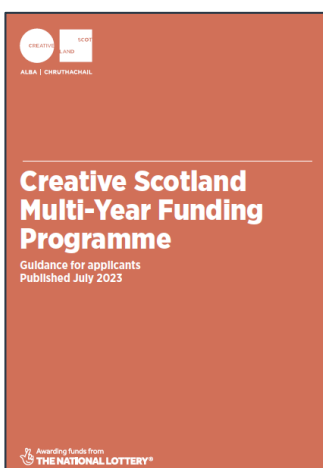


When you apply for our fund, we ask you for some information about you.



Go to this website to find out why we ask for this information and how we keep it safe

Your information



Thank you to A2i for the words
www.a2i.co.uk (reference 37554a)

The full version of this document is called
“Creative Scotland Multi-Year Funding Programme”