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# Creative Scotland Multi-Year Funding Programme

Supplementary Guidance for Stage 2 applicants  
Published January 2024

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## Section 1:

# What is the purpose of this supplementary guidance?

The application process for the Multi-Year Funding Programme is being delivered in two stages. We published the **Fund Guidance in July 2023**, and this supplementary document (published in January 2024) provides further information to help support those who have been successful at Stage 1 and invited to make a Stage 2 application. It also provides information on the decision-making process, as well as an outline on post-decision arrangements and reporting and evaluation obligations for all Multi-Year Funded organisations.

For more details on the timelines for Stage 2 **see page 5**.

This Supplementary Guidance document should be read in conjunction with the Multi-Year Fund Guidance that is available on the **Creative Scotland website**.

To understand more about this fund and other funding opportunities that may exist in the future, please refer to the **Creative Scotland website** or contact our Enquiries Service on **enquiries@creativescotland.com**.

### **Multi-Year Funding – the budget context**

This fund will be primarily supported by Scottish Government Grant in Aid funding, with the addition of some National Lottery Funding to supplement the overall budget.

The Multi-Year Funding Programme is being delivered at a time when there remains a high degree of uncertainty around future cultural budgets and so we are working on the basis that Stage 2 will be highly competitive, and that we will need sufficient information to make informed decisions. We currently anticipate there will be more applications worthy of support than we're able to fund. We will not ask you to provide anything that is not relevant to the decision-making process.

It is possible that the outcome to Stage 2 will be an award that is at the level requested, or less than you have proposed, or that there will be no award, as Stage 2 will be competitive.

**Please note - progression to Stage 2 is not a guarantee of receiving funding.**

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## Section 2:

# Stage 2 Process and Timeline

### How will the Stage 2 application process work?

At the end of February 2024, all Multi-Year Funding Programme Stage 1 applicants will be notified by email of the outcome of their Stage 1 application, and whether they have been successful in progressing to Stage 2.

If you are successful at Stage 1, the email will subsequently invite you to make a Stage 2 application through our **online application portal** which opens at **2pm on Wednesday 6 March 2024** and closes at **2pm on Wednesday 24 April 2024**.

If you are unsuccessful, please refer to the **Stage 1 guidance (page 19)** for what will happen next.

All applicants (successful and unsuccessful) will be given a copy of your Stage 1 Assessment Report which will summarise our review of your Stage 1 application.

As outlined in the Stage 1 guidance, at Stage 2 we will consider in further detail how you will deliver the commitments made in your Stage 1 application through a process that will be largely based on a review of your Business Plan.

The Stage 2 process will be competitive. We commit to ensuring the process is as consistent and transparent as possible by providing clear guidance about how we will assess and how final decisions will be made. It is therefore vitally important that all applicants read and understand the detail of this supplementary guidance.

## Timetable for Stage 2

Stage 2 guidance published	<b>2pm, Wednesday 17 January 2024</b>
Stage 1 decisions issued	<b>By end February 2024</b>
Portal Opens for Stage 2 applications	<b>2pm, Wednesday 6 March 2024</b>
<b>DEADLINE:</b> Portal Closes for Stage 2 applications	<b>2pm, Wednesday 24 April 2024*</b>
Assessment and decision making process	<b>May - October 2024</b>
Applicants informed of Stage 2 decisions	<b>By end October 2024</b>
Contracting stage	<b>November 2024 – end March 2025</b>
Multi-Year Funding begins	<b>Tuesday 1 April 2025</b>

### **\*IMPORTANT NOTE ABOUT THE DEADLINE**

You must submit your completed application through the portal by **2pm on Wednesday 24 April 2024**. It is the responsibility of the applicant to ensure that the full application is received by this deadline. We will not consider late applications or accept new or additional information after the deadline and applicants should therefore ensure that they have included all information requested at the point of submission.

We strongly recommend you aim to submit your application well in advance of the deadline to ensure you are able to submit on time. We would suggest applicants aim to avoid submitting on the final day or final hours before the deadline. For more information [see page 8](#).

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## Section 3:

# Support in making your Stage 2 application

### Do you need help or access support in making your application?

Creative Scotland aims to ensure our application processes are clear and accessible to everyone. We have several ways we can support you to make your application:

- We can offer guidance to applicants on the process of making an application
- Access support is available for d/Deaf and disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for applicants with dyslexia
- Information is available in a range of alternative formats and languages. It can be requested in other formats, as required.
- We can accept applications and supporting materials written in English, Gaelic or Scots
- We offer video walk-throughs of our online application forms
- Additional one-to-one support is available to applicants with access requirements

### Contacting our Enquiries Service

If you need help, access or technical support or you wish to discuss other questions about this fund, please contact our Enquiries Service.

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

**Web:** Fill out a form [on our website](#)

We aim to respond to all enquiries as soon as possible, and within 10 working days. If your query is urgent, let us know and we'll come back to you as soon as we can. If you want to speak to someone, let us know your number and we'll arrange a suitable time for a member of the team to give you a call back.

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## Section 4:

# How to apply

### How to make your Stage 2 application via our online application portal

You can submit your Stage 2 application to the Multi-Year Funding Programme through Creative Scotland's online application portal: [my.creativescotland.com/login](https://my.creativescotland.com/login)

Only organisations which are successful at Stage 1 will be able to access the Stage 2 application form from when it goes live at **2pm, Wednesday 6 March 2024**. We will contact all eligible applicants by email when the Stage 2 form goes live.

These organisations can log in to the portal, click on 'Funding' and select 'Multi-Year Funding Programme' from the selection of funding programmes which are live and open for application. You will be able to access the Stage 2 application and download a copy of your Stage 1 application submission from the portal. In addition, after Stage 1 decisions are issued, you will also be provided with a copy of your Stage 1 Assessment Report which will summarise our review of your Stage 1 application and highlight any areas you may wish to consider for Stage 2.

When completing your Stage 2 application, you will be able work on a draft of your application online, save it as you go along and come back to it at any time before submitting by the deadline of **2pm on Wednesday 24 April 2024**.

### Changes to your organisation since you made your Stage 1 submission?

When you log in to the funding portal, you should review your account and ensure your organisational information is up to date. Making sure all organisational information, including contact details, are up to date is the responsibility of the applicant. Failure to do this could lead to your organisation missing communications if contact details are not kept up to date.

If your organisation has undergone any significant changes since you submitted your Stage 1 application – for example if you have changed organisational type (which may require us to recheck your eligibility); have new contact information or a different lead contact for your Multi-Year Funding submission – please let us know.

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

### Need access support whilst completing the online application form?

If you need help completing the online application due to a disability or access need, you can either email Enquiries, or you can click on the 'Access Support' help button in the online portal. Clicking on this will inform our support team of your requirements and you will be duly contacted by a staff member. In this situation, please wait for us to contact you. We will do so promptly and will ensure that your application is considered and that you will not be disadvantaged.

## **Experiencing any technical difficulties whilst completing the online application form?**

If you experience any technical issues when logging in, accessing your account or completing your application form, please let us know and we will try to help. Email [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com) and we will come back to you as soon as possible.

Please do not directly message Creative Scotland staff as this can lead to delays if the staff member is unavailable or on leave. Please also give us sufficient time to be able to respond to your queries.

## **Submitting your application**

You will need to submit your completed application through the portal by **2pm on Wednesday 24 April 2024**. This is a hard deadline and any application that is not fully submitted by 2pm will not be accepted.

After you have submitted your application, you will receive an acknowledgement by email. If you do not receive this acknowledgement, please contact us as soon as possible on the day you submitted your application as this may mean your application has not been received.

It remains the responsibility of the applicant to ensure the full application is received by this deadline. We will not consider late applications or accept new or additional information after the deadline.

We strongly advise all applicants to ensure they leave enough time to submit their application form ahead of the application deadline and to not leave their submission to the last minute.

If you experience any technical difficulties in submitting your application, please email us at [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com) as soon as possible. However please ensure that you allow sufficient time prior to the application deadline for us to respond to your issue



## Section 5:

# Stage 2 – Overview of what applicants will be required to supply

Stage 2 will require applicants to provide the following information:

- A Business Plan covering the period of funding 2025-28 and including programme and budget information.
- Responses to a series of questions outlined in the application form based on the same criteria as Stage 1.
- A Financial Pro-Forma (based on a template we provide) to give us consistent financial information covering the period 2022-2028. The totals should line up with those in the Business Plan budgets.
- If your organisation does not publish its annual statutory accounts with Companies House, or OSCR the Scottish Charity Regulator, then you need to provide us with the latest document as one of your supporting documents.

As previously outlined in the Stage 1 guidance, for Stage 2 we will ask you to submit a Business Plan that covers the planned period of activity for Multi-Year Funding (2025-28) and also to respond to a set of questions that will highlight specific evidence in your Business Plan regarding the commitments you set out in Stage 1. **See page 11** of this guidance for more specific detail on what we will be asking for your Business Plan to contain. Guidance on writing a Business Plan is available **on our website**.

At Stage 2 we will review the information you have highlighted in your Business Plan to consider in detail how you intend to deliver the commitments you have made in Stage 1. The questions and assessment process will be based around the same criteria as in Stage 1, but for Stage 2 we will look for evidence that demonstrates your proposed activity can be delivered and that any award you request is proportionate to the outcomes you are proposing.

### Supporting documents

As outlined above, all applicants will be required to upload the following documents when they submit their application:

- Business Plan
- Appendices to the Business Plan (if separate from main plan)
- Completed Financial Pro-Forma
- Copy of your latest annual accounts (if this isn't available via Companies House or OSCR)

No other supporting documents are required or requested.

## Section 6:

# Stage 2 – Questions and additional information

### Application questions

For Stage 2, the questions will follow the same format as Stage 1, except the focus at this stage is for applicants to tell us where in your Business Plan we can find the evidence that you will be able to deliver the commitments you have set out in your Stage 1 application. It is therefore important you refer to the answers given in response to the Stage 1 questions.

The full list of questions can be found in **Appendix 1**. We are setting these out in order that applicants can prepare in advance of the application going live in March. Each question will have a word limit of approximately 250 words in which you should link to the evidence in your Business Plan which will demonstrate how you meet the respective criteria. We are looking to understand not simply what you plan to do but how, and why.

We don't require applicants to provide new or additional narrative answers when responding to the questions in the application form. Rather we ask you to refer to pages in your Business Plan where we can find the detail or context to support your Stage 1 answers. You'll need to clearly and specifically reference when you do this, providing us with relevant page number and section details of the Business Plan (e.g., "page 11, Section 5.3, paragraph 2").

If there is specific feedback or weaknesses related to your Stage 1 application that have been highlighted in your Stage 1 Assessment Report, you can address these in your responses to the relevant questions and direct us to further details in your Business Plan as appropriate.

If there are any material changes between your Stage 1 answers and the content of your Business Plan, you will need to make us aware of these in your answers to the relevant sections of the application form. We may take the view that significant changes may alter the assessment outcome from Stage 1 and could make your Stage 2 application ineligible. Although we ask you to highlight the key areas of your Business Plan, assessors will read all of your main Business Plan and if they identify unambiguous inconsistencies between your Stage 1 application and your Stage 2 application (including your Business Plan), your application may be ineligible.

## Your Business Plan

For the Business Plan you don't need to create a document specifically for Creative Scotland. You can use an existing document, if you have one, but it must cover the period from 1 April 2025 to 31 March 2028.

When we say 'Business Plan' we know that organisations use different terms, so you should supply the main corporate or strategic plan your organisation uses to guide your work. If it helps, we have published guidance on writing a Business Plan and this is available [on our website](#).

We expect your Business Plans to be clear and concise with a good balance of text and numbers. We also expect them to contain as little repetition as possible. On page 8 of the associated '[Business Planning guidance for creative and cultural organisations](#)' it sets out 'What do good Business Plans look like?' and we expect submitted Business Plans to broadly follow this guidance. This means that we require them to be no more than 25 pages (not including appendices).

As outlined in the previous section, applicants should be able to direct us to the specific pages/sections in your Business Plan where we can find the detail or context to support the commitments outlined in your Stage 1 answers.

Relevant appendices should be clearly noted within the main Business Plan. Appendices should offer additional supportive details and evidence, directly aligning with your main plan, without introducing new principles. They should contain information to support the application and address the criteria. All information should be clear, focused and concise.

We may use the appendices as a source of reference information to better understand your Business Plan and your responses to the Stage 2 questions. We recognise that our criteria may require information not already contained within your Business Plan and so you can include appendices that provide further detail if you feel this is required. Examples of what these could cover are:

- details of your programme
- budget/financial projections
- details of your plans to support EDI, Environmental Sustainability, Fair Work etc.
- details of how you will manage risk.

However, we will not review any appendices which are deemed by us to be unnecessary, or which are not directly addressing the application criteria and there is no guarantee that information in appendices will be reviewed or included in the assessment of your application. As such, you should ensure that if information is considered by you to be an essential or substantive part of your application that you wish to be considered in the assessment, it should be contained in the main Business Plan.

## Your programme

Your programme for Stage 2, should sit within your Business Plan and appendices and should provide us with enough detail to help us understand the structure of your programme and the resources required to deliver it. It may include names of artists or specific dates where these are known, but where these details are not known, it should contain an outline structure that provides enough detail for assessors to see how this will deliver what you have set out in your application.

We expect that many applicants will not be able to provide full details for all three years of the Multi-Year Funding Programme period at the time of application, but we ask that you provide as much as you are able and is known at the point at which you submit your application. We will be considering why you have structured your programme in the way you have, as much as who is featured in your programme. We want to understand how the elements of your programme will deliver your aims and purpose so, even if you do not know who you will be working with, we want to know the intentions that lie behind any future programme decisions, how you plan to deliver your activities, and who the intended beneficiaries are.

Additionally, the programme activity you submit will form the basis of your contract/funding agreement if awarded funding. Therefore, when we announce the Stage 2 decisions at the end of October 2024, we may use examples from the proposed programmes of work of organisations who are awarded funding, as part of our wider communication about the fund, to showcase the range of activity that Multi-Year Funding Programme will support and the outcomes it will deliver. We will take this information from the programme plans provided in your Business Plan and application and by submitting this detail in your application and Business Plan, you are agreeing that we may use the information in this way.

## Financial information

We will ask you to confirm the total amount of funding that you are looking to apply for, to cover the 3-year programme of activity. We will provide a third of this amount in each of the 3 years.

We then want to understand the finances of your organisation in relation to the activity you are planning to deliver. We will do this using:

- the budgets outlined in your Business Plan and
- the completed **Financial Pro-Forma** (based on the template we provide) and
- we may also review your annual accounts published at **Companies House, the Scottish Charity Regulator (OSCR)** or directly provided as a supporting document to us if not published in these places.

### **Budgets outlined in your Business Plan**

The financial information in your Business Plan should be in sufficient detail to help us understand how you will deliver your proposed programme and to assess whether the numbers provided are reasonable for the type and scale of activity you are proposing.

## Financial Pro-Forma

The **Financial Pro-Forma** will help us to understand and assess your financial health before and during the funding period. We require you to provide us with financial information (if your organisation was trading) for the financial years, 2022/23, 2023/24 and 2024/25 as a baseline to help us understand the income and cost trends, in addition to the period of multi-year funding 2025/26, 2026/27 and 2027/28. This information must be in sufficient detail for us to understand your main areas of income and cost and will enable us to have financial information on a consistent basis from all applicants.

If the named applicant organisation is a part of a larger parent body (for example where the applicant organisation is part of a larger entity such as a local authority or University), then the information provided should focus on the applicant organisation (where possible). However, we will expect to see full transparency concerning the governance and financial relationships that exist between the applicant organisation and the parent body.

## Up-to-date accounts

We will also require access to the most up-to-date annual accounts for your organisation. If these are publicly available either at **Companies House** or **the Scottish Charity Regulator (OSCR)** you do not need to provide these. If not, we will require you to submit these annual accounts as a supporting document.

## How we will use this information

These budgets along with your Business Plan should demonstrate how your key income lines vary over the period and how you will be spending it to deliver your programme.

If the Multi-Year Funding you are requesting is the main area of income growth, then we require you to explain why this is necessary and what other sources of income are being pursued. We will assess whether your responses justify the level of funding requested.

Based on this financial information, we will assess whether your organisation has a high, medium or low risk of encountering financial problems during the funding period. This information will provide context to the assessment of the criteria.

We expect to fund organisations from all three of these risk categories and we will use this information in tailoring our monitoring and support processes.

## Section 7:

# Decision Making Process

### Stage 2 - Checking for eligibility and completeness

All applicants will have already been checked for eligibility at Stage 1 but if your organisation has undergone any significant changes since you submitted your Stage 1 application – for example if you have changed organisational type - then this may require us to recheck your eligibility. If we do this and your application is deemed to be ineligible you will be contacted, given the reasons, and your application will not proceed further.

After the Stage 2 deadline passes, all applications received will be checked for completeness. It is the responsibility of the applicant to ensure that the full application is received by the deadline. We will not accept late applications after the deadline or partial applications where substantial content is missing. In these situations, your application will not proceed further. This is final and will not be reversed.

If however, your application is submitted, and our checks identify some minor missing or duplicate information which may have arisen due to a technical issue, we will contact you and reserve the right to offer applicants a short, time-limited opportunity to resolve any discrepancies.

### Stage 2 – Assessment

All complete Stage 2 applications will be passed to an assessment team of specialists who will also have access to your Stage 1 application information and assessment. They will review the application in detail. At Stage 2 we will consider in further detail how you will deliver the commitments made in your Stage 1 application through a process that will be largely based on a review of your Business Plan.

For all eligible applications, the assessment team will appraise the information provided. In exceptional circumstances we may also contact an applicant to check/clarify a specific detail which may be ambiguous. This will not be to seek new or additional information, and the applicant will not be able to add anything new at this point. It is the responsibility of the applicant to ensure all details provided are clear, true, and accurate. Applications that do not meet this standard are likely to be assessed as unsuccessful.

All applications will be assessed against the same criteria as Stage 1 and each Stage 2 application will be scored against each criterion (0-4) on the following basis:

- |   |  |
|---|--|
| 0 | Little or no evidence that the criterion has been met. |
| 1 | Weak evidence that the criterion has been met.         |
| 2 | Partial evidence that the criterion has been met.      |
| 3 | Good evidence that the criterion has been met.         |
| 4 | Excellent evidence that the criterion has been met.    |

As with Stage 1, all Stage 2 applicants must score at least 3 against both the 'Quality and Ambition' and 'Engagement' Criteria and will need to score at least 2 against all other completed Criteria to progress to the final Portfolio Review stage and be considered for funding.

We will assess all organisations against our strategic criteria, and all scored assessments will then pass through a further internal process to check the quality and consistency of our assessment process before all applications are aggregated into a final list of organisations who will be considered for funding.

We will use the outcomes of the assessment process to determine which applications have scored well across the funding criteria and these scores will determine which organisations are included in the Portfolio Review process that will ultimately inform the recommendations that are made to the Creative Scotland Board.

### **Screen organisations**

Please note that as referenced in the Stage 1 guidance, applications from Screen organisations that wish to enter into a sustained strategic funding relationship with Screen Scotland will be assessed by Screen Scotland staff within the assessment teams and a dedicated Screen review meeting will be held.

## **Stage 2 – Portfolio Review**

In the Multi-Year Funding Programme Stage 1 guidance published in July 2023 we briefly noted the process for the Portfolio Review stage.

As outlined above, all applications will be assessed against the published funding criteria. Following this, the Portfolio Review process will enable us to take a view on the national spread, distribution, and diversity of all activity being proposed, to ensure the final portfolio is as strong as it can be.

This Portfolio Review process is intended to provide an opportunity to consider the make-up of the entire portfolio as a whole and to review any significant gaps in the list of those that are recommended for support, and how these gaps can be addressed, either by this fund or through other interventions.

It will identify gaps through three strategic 'lenses' which are:

### **Diversity-led**

This is in reference to our **Equalities Outcomes**, specifically '*Equality Outcome 1: Our funding distribution will be more responsive to and reflective of the voiced needs of Scotland's diverse communities and increasingly diverse population*'. It will involve consideration of opportunities to grow the diversity of the sector that are only apparent at portfolio level.

### **Local contexts**

This is in reference to our **Strategic Framework** and the Place Principle: '*Responding to local contexts, promoting artistic development and business sustainability across all parts of Scotland*'. It will involve consideration of place-based interdependencies that are only apparent at portfolio level.

## **Ensuring an effective national ecology**

This is in reference to our **Strategic Framework**: *'Responding to local contexts, promoting artistic development and business sustainability across all parts of Scotland'*. It will involve consideration of sectoral interdependencies that are only apparent at portfolio level.

## **How the lenses will be used in decision making**

The Portfolio Review stage will only apply these lenses after applications have been individually assessed against our Funding Criteria. The lenses will then help guide our final decisions to ensure the strongest portfolio in the likelihood that we will not have the budget to fund every organisation who applies for funding, including some which may present strong submissions for support.

We will not base a decision to fund an organisation solely on how they are viewed through these strategic lenses, as first and foremost, organisations need to demonstrate that they are effectively addressing our criteria. In the event that the Portfolio Review identifies any specific gaps in the final portfolio, we may choose to address these gaps by the additional inclusion of one or more organisations that may otherwise (based on scoring alone) have been considered unsuccessful.

If it is felt that that any identified gap cannot be addressed from within the body of applications then we'll consider making further strategic interventions, such as a targeted programme of work. Where this is identified, we will communicate this following the conclusion of the Multi-Year Funding process.

## **Creative Scotland Board decisions**

The Creative Scotland Board holds the decision-making responsibility for the Multi-Year Funding Programme. The Board will decide the organisations that are successful and unsuccessful in their applications for Multi-Year Funding. The Board will be provided with the necessary information to enable this decision making to happen effectively.

As part of the Portfolio Review process, meetings involving Creative Scotland art form/specialism leads and Senior Leadership will take place to ensure that the final list of organisations recommended for funding has considered the lenses outlined above.

This recommended portfolio will then be submitted to the Creative Scotland Board for final consideration and decisions. The Board will also be provided with information regarding the organisations that are not included in the recommended portfolio. The Board may accept the recommended portfolio or can amend this to arrive at the final portfolio decision.

The Board will confirm the final portfolio of organisations to be awarded funding prior to announcing these decisions. Creative Scotland will then oversee the subsequent funding agreements and implementation stage.



## Announcement of decisions

The Creative Scotland Board will make its final decisions, and we will inform all applicants of the outcome of their application and our reasons for arriving at this decision by the end of October 2024.

As previously noted, we expect that the financial request from applicants will exceed the budget available and difficult decisions will have to be made. The Creative Scotland Board may decide to make an award to an applicant that is at the level requested, less than requested, or no award at all.

If the funding offer we make is lower than the amount requested, we will explain why. Generally, a reduced offer will be for one or more of the following reasons:

1. The information provided by the applicant did not sufficiently justify the level of funding requested
2. The balance of funding requested from Creative Scotland compared to other income sources was too high and was not felt to be proportionate
3. In the context of a competitive process, with limited funds available, other applicants were able to demonstrate that they would make a stronger contribution to the fund criteria.

**Please note:** this fund will be primarily supported by our Scottish Government Grant in Aid funding, with the addition of some of our National Lottery funding to supplement the overall budget. Any funding awards made will be contingent on the confirmation of Creative Scotland's funding from the Scottish Government. We will confirm future years' funding to organisations once Creative Scotland has confirmation of its own funding from the Scottish Government. Whilst we endeavour to honour any funding award made, if our budget from the Scottish Government is reduced in future years this will impact our ability to maintain the funding levels awarded.

## Successful applicants

**If your application is successful, we will notify you by email,** confirming the amount of funding we are offering over the three years of the programme. When announcing Stage 2 decisions at the end of October 2024, we may use examples from your proposed programme of work as part of our wider communication about the fund and its recipients. **See page 12** for more information.

## Funding Agreements

We'll work with you on developing a Funding Agreement which will detail the programme you have agreed to deliver with the funding. The content of this Funding Agreement will be based on the information provided in your application and will be mutually agreed and signed by both parties. Noting that the amount offered might be less than you requested, we will contact you to discuss your plans, how we will work together, and monitor the delivery of these plans. We will then issue a formal Funding Agreement to you and will aim to conclude contracting with you by February 2025, ahead of the first tranche of funding being issued in April 2025.

## Award of funding

You will generally receive our funding in four quarterly awards each year: in April, July, October and January. Payment of these awards will be dependent on organisations ensuring that they remain up to date with the reporting requirements outlined below.

If your organisation already receives support from funds like the National Lottery Open Fund for Organisations, the National Lottery Extended Programme Fund, the Touring Fund, or other targeted routes, for activities extending beyond April 1, 2025, your Multi-Year Funding won't duplicate this support. We'll discuss a transition plan during the contracting stage, and your Multi-Year award may be adjusted if there's overlap with existing funding for the same activities.

We also require all funded organisation to be fully up to date with all Companies House and OSCR submissions throughout your funding period. If you are not, then we may need to review your Funding Agreement and grant payments.

**Please note:** organisations in receipt of a Multi-Year Funding offer will be restricted from applying to some of the other funds that Creative Scotland manages. The funding guidance for all live programmes available from late 2024 will confirm whether Multi-Year Funded organisations are eligible or not.

## Working with Creative Scotland as a Multi-Year Funded Organisation

After the Funding Agreement is signed, we will issue all Multi-Year Funded Organisations more detailed information outlining how we will both work together over the period of funding.

Multi-Year Funded organisations will also be required to report back to us on the following basis:

- An **Annual Data Return** which includes a workforce profile; data on your work with artists and creative practitioners; equalities data; financial data; engagement data and detail on international activity as appropriate. This return will be tailored to the agreed outcomes of your organisation and programme of activity.
- **Audience Data Reporting:** organisations who undertake public-facing activity will be required to report to a designated provider of audience development services (currently The Audience Agency). Where appropriate, this may include standardised audience surveying to better understand audience demographics. This service allows Creative Scotland to report aggregate audience data collection and can assist participating organisations with their business, programming and marketing decisions.
- **Equality, Diversity, and Inclusion (EDI) Action Plan:** we require organisations to produce and implement a clear EDI Action Plan which covers all activities including governance, employment, programming, marketing, audience development and community engagement. We will support organisations to develop EDI Action Plans, providing advice, guidance and signposting, and it should be reviewed annually. A toolkit for EDI Action planning is available on the [Creative Scotland website](#).

- **Fair Pay/Fair Work:** all recipients of Scottish Government Grant in Aid funds are required to confirm that payment of the Real Living Wage and arrangements for Effective Voice for workers are in place in your organisation before any funding is awarded. We will require you to confirm this is in place before funding begins in April 2025, and you will need to reconfirm this for each year you receive funding. The Scottish Government also expects grant recipients to publish a statement on their website highlighting this commitment to their Fair Work First programme. For more information on what is expected in relation to Fair Work reporting, go to the [Creative Scotland website](#).
- **Annual Environmental Reporting:** organisations will be required to submit annual environmental reporting, via a 3rd party (currently Creative Carbon Scotland) associated with the themes of mitigation, adaptation, climate justice and a nature positive economy. In addition, as the impacts of the climate and biodiversity crisis on the sector and country manifest, there may be a need for the sector to support developmental work linked to emerging climate issues that would influence future environmental reporting.

A condition of your funding is that we will expect you to be able to supply the information listed above. If you are not, then we may need to review your Funding Agreement and grant payments.

As much of the information outlined above is related to either legislation or specific requirements placed on us by the Scottish Government, there may be other areas of public policy that emerge over the course of Multi-Year Funding, and which we are required to seek data on from those we fund. When this occurs, we will communicate this to all those we fund giving due notice of any specific additional reporting requirements.

### **Unsuccessful applicants**

If your Stage 2 application is not successful, you will be notified of this by email. We will provide the reasons for this, and you will be able to receive a copy of your Stage 2 Assessment Report. We may not be able to discuss further details of individual applications with you due to the volumes involved.

As has been previously communicated organisations that are unsuccessful in their application to the Multi-Year Funding Programme may have opportunities to apply for smaller scale or project funding support through other Creative Scotland funding routes. They may also be able to consider Transition support (see below). Where possible we will aim to signpost any other opportunities that may be available.

## Transition support for unsuccessful applicants

Transition support may be made available, where appropriate, for some organisations currently in receipt of repeat funding from Creative Scotland but who are unsuccessful in being awarded funding through the Multi-Year Programme.

Transition Support aims to help these organisations to restructure or realign their future Business Plans in a situation where they will no longer be regularly funded by Creative Scotland. Any funding support would be dependent on the availability of funds and be part of helping organisations plan for any restructuring or realignment that may help with future sustainability, or which could include working towards reducing or ceasing operations.

More details on any transition support will be made available in the coming months.

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## Section 8: Freedom of Information

Creative Scotland is committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions. You can see details of our FOI handling **on our website**.

We are listed as a public authority under the Freedom of Information Act (Scotland) 2002. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks to see them under the Freedom of Information (Scotland) Act 2002. We may not release those parts of the documents which are covered by one or more of the exemptions under the Act. Please see the Freedom of Information website at **www.itspublicknowledge.info** for information about the Act generally and the exemptions. We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.

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## Section 9:

# Data Protection

Creative Scotland requires some personal information about you/your organisation to consider your application for funding. Without this information we will be unable to process your application.

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 our Privacy Notice available online [www.creativescotland.com/privacy-policy](http://www.creativescotland.com/privacy-policy).

Creative Scotland may share your personal information with third parties to comply with the law and/or for our legitimate interests and/or the third parties concerned.

Where the personal information you have provided to Creative Scotland belongs to other individual(s), please refer to our Privacy Notice. Please ensure you share this Privacy Statement and Creative Scotland's Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that Creative Scotland holds about you under data protection law. Information on how to exercise these rights is contained in our Privacy Notice or you can contact our **Data Protection Officer**.

If you have any concerns with how we have processed your personal information, you should contact our Data Protection Officer in the first instance, as we 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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## Section 10:

# Subsidy Control

As a public body Creative Scotland must comply with the subsidy control rules in the Subsidy Control Act 2022 and Trade and Cooperation Agreement between the UK Government and the European Union. More information can be found at **UK subsidy control regime - GOV.UK (www.gov.uk)**.

Any award made through this fund will require the recipient to acknowledge that the grant comes from public funds and confirm that the support provided is compliant with the Subsidy Control rules. Where applicable, the recipient must agree that Creative Scotland will publish information relating to the grant and that the recipient will keep reasonably detailed records to demonstrate compliance with the Subsidy Control rules and shall provide a copy of such records to Creative Scotland upon reasonable request. In the event that it is deemed to be non-compliant with the Subsidy Control rules, the recipient may be required repay the entire grant (and any other sums due) immediately.

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## Section 11:

# Safeguarding/Dignity at Work

### Safeguarding

Safeguarding is the term for measures that you put in place to ensure that people you are working with, as participants or employees, are protected from harm, abuse and exploitation. Creative Scotland has produced guidance on safeguarding when working with children, young people or vulnerable adult, both in-person and online – this is available **on our website: Creating Safety**.

If you are undertaking any work with children, young people or vulnerable adults (either in-person or online), you should have a safeguarding policy in place, and we would encourage you to take expert advice on this – our Creating Safety guidance can help, and other organisations such as NSPCC also have guidance for individuals undertaking this work. Organisations applying for activity involving children, young people or vulnerable adults should ensure all individuals involved are members of the PVG scheme run by Disclosure Scotland.

## Dignity at Work

Everyone working in Scotland's creative and cultural sectors is entitled to be treated with dignity and respect, whether they are an employee, freelancer, contractor, Board member or volunteer. Creative Scotland does not tolerate bullying, harassment, or victimisation under any circumstance, and expects the same of any organisation that we support with public funding.

Those applying for activity that involves employing other people should ensure that they have appropriate safeguards in place to ensure dignity at work, including approaches to ensure best practice in areas such as: equality and diversity, harassment and bullying, disciplinary and whistle blowing.

Creative Scotland has produced guidance on what we mean when we describe dignity at work, and what our expectations are of those we fund. You can read this [on our website: Dignity at Work](#).

Our role is as a funder, and we do not have a regulatory role. However, we expect all grant recipients to take their responsibilities around safeguarding and dignity at work seriously when in receipt of public funds and failure to do so could result in payments being suspended or grants withdrawn.

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## Section 12: Complaints

Creative Scotland will always listen to and respond to any concerns that you may have. If you would like to make a complaint about either the service you have received from Creative Scotland or the way we have handled your application, we have a process that you can use.

Please note that Creative Scotland does not have an appeals process and for this reason, you can only complain about how we have made the decision, not the decision itself. For more information, please visit the Complaints section of our website:

[Complaints Handling | Creative Scotland](#)

# Appendix 1:

## Stage 2 application form questions

The information that follows sets out the questions that we intend to ask in Stage 2. We are setting these out here in order that applicants can prepare their applications in advance of the online application portal going live in March. Each question will have a word limit of approximately 250 words in which you should link to the evidence in your Business Plan which will demonstrate how you meet the respective criteria. We are looking to understand not simply what you plan to do but how, and why.

You can also use the 250 words to explain how you have improved based on any feedback from the Stage 1 assessment report.

Topic	Question	What we are looking to understand in Stage 2:
<b>QUALITY &amp; AMBITION</b>		
<b>Purpose and Aims</b>	Tell us where we can find evidence that you will deliver outcomes in accordance with your aims. Reference the section or page number within your Business Plan or supporting documents.	Has the applicant evidenced a clear understanding of their purpose and what they intend to achieve?
<b>Your programme</b>	Tell us where we can find evidence that demonstrates that your planned programme will deliver public benefit. Reference the section or page number within your Business Plan or supporting documents.	How well does the applicant evidence their role in delivering public benefit to the people of Scotland through their programme of work?
<b>Developing ideas</b>	Tell us where we can find evidence that you will create the conditions to generate and develop your activity and explore innovative practice. Reference the section or page number within your Business Plan or supporting documents.	How well does the applicant evidence how they create the conditions to develop their activity and innovative practice?
<b>ENGAGEMENT</b>		
<b>Who</b>	Tell us where we can find evidence for who you will engage through your programme of work and how will your activity be relevant to their needs or interests. Reference the section or page number within your Business Plan or supporting documents.	How well does the applicant evidence the needs and/or interests of the people they intend to engage through their work?



<b>Topic</b>	<b>Question</b>	<b>What we are looking to understand in Stage 2:</b>
<b>How</b>	Tell us where we can find evidence for how you will ensure you have been able to engage effectively through your programme. Reference the section or page number within your Business Plan or supporting documents.	What is the evidence that the applicant will know that their programme of activity has maximised the potential to engage effectively.
<b>Impact</b>	Tell us where we can find evidence you understand the value that your work will bring to individuals, groups and communities. Reference the section or page number within your Business Plan or supporting documents.	What is the evidence that the applicant understands the value that their work will bring to individuals, groups and communities?

### **EQUALITIES, DIVERSITY & INCLUSION (EDI)**

<b>Planning for EDI</b>	Tell us where we can find evidence of your aims around equalities, diversity and inclusion and how will you achieve them. Reference the section or page number within your Business Plan or stand-alone EDI plan.	Does the applicant provide evidence of clear aims and ambitions around EDI and appropriate plans for achieving these?
<b>Ensuring inclusion</b>	Tell us where we can find evidence you will advance inclusivity and accessibility in your programme. Reference the section or page number within your Business Plan, stand-alone EDI plan or supporting documents.	Does the organisation have clear plans around accessibility and inclusion and is there a commitment to furthering their work in this area?
<b>Equalities responsibilities</b>	Tell us where we can find evidence that equalities, diversity and inclusion inform the way you manage your organisation, in relation to areas such as recruitment, training or finance. Reference the section or page number within your Business Plan, stand-alone EDI plan or supporting documents.	What evidence is there of a commitment to EDI in their management practices such as recruitment, development and training of staff and financial plans?

### **ENVIRONMENTAL SUSTAINABILITY**

<b>Actions towards Net Zero</b>	Tell us where we can find evidence that you will take actions to reduce greenhouse gas emissions in line with Scotland's pathway to Net Zero. Reference the section or page number within your Business Plan or supporting documents.	What evidence is there that the applicant understands their role in reducing greenhouse gas emissions in line with the path to Net Zero by 2045 or place specific targets?
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<b>Topic</b>	<b>Question</b>	<b>What we are looking to understand in Stage 2:</b>
<b>Sustainability in your programme</b>	Tell us where we can find evidence that the climate emergency will be considered in your programme and the ways it is delivered. Reference the section or page number within your Business Plan or supporting documents.	What evidence is there that the applicant understands how environmental sustainability can be reflected in their programme?
<b>Adaptation and mitigation</b>	Tell us where we can find evidence that you will manage the impact of the climate emergency on your organisation, to ensure long-term business sustainability. Reference the section or page number within your Business Plan or supporting documents.	What evidence is there that the applicant is articulating the actions that they will take to adapt and mitigate the impact of climate change?

## **FAIR WORK**

<b>Fair Work Principles (respect; opportunity; effective voice; security; and fulfilment)</b>	Tell us where we can find evidence of your commitments to Fair Work in your policies and processes, and how will these be communicated within your organisation and to the people you work with. Reference the section or page number within your Business Plan or supporting documents.	What evidence is there that the organisation is planning the implementation of Fair Work principles?
<b>Fair Work in your programme</b>	Tell us where we can find evidence of how you will reflect and support the principles of Fair Work within your programme? Reference the section or page number within your Business Plan or supporting documents.	What evidence is there that the organisation understands what needs to be done to achieve the principles of Fair Work within their programme?
<b>Workforce development</b>	Tell us where we can find evidence for how you will support workforce, talent, and leadership development. Reference the section or page number within your Business Plan or supporting documents.	What evidence is there of their role in the development of their staff in a way that is appropriate to the scale of the organisation?

As part of the Fair Work section, we will also ask you to confirm that you intend to pay all staff at least the Real Living Wage and that Effective Voice for workers is in place in your organisation

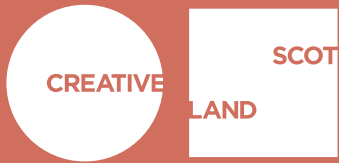
Topic	Question	What we are looking to understand in Stage 2:
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## INTERNATIONAL

<b>International working</b>	Tell us where we can find evidence for your intentions and rationale for international working and how it will enhance your programme. Reference the section or page number within your Business Plan or supporting documents.	What evidence is there of the intentions and rationale for working internationally within their programme?
<b>International impact</b>	Tell us where we can find evidence of the impact of your international activity for you and your international partners, and how will you measure this. Reference the section or page number within your Business Plan or supporting documents.	What evidence is there of the benefits of working internationally for the organisation and their partners?
<b>Mitigation</b>	Tell us where we can find evidence you have considered your commitments to environmental sustainability in planning your international working. Reference the section or page number within your Business Plan or supporting documents.	What evidence is there that the applicant understands the balance that needs to be achieved in mitigating the environmental impact of their international activity?

## GOVERNANCE & MANAGEMENT

<b>Governance</b>	Tell us where we can find evidence that details the governance arrangements of your organisation and why this model is appropriate. Reference the section or page number within your Business Plan or supporting documents.	What evidence is there that the governance arrangements of the organisation are clear and appropriate to the scale and scope of the programme the organisation proposes?
<b>Operational management</b>	Tell us where we can find evidence that your internal structures for financial and operational management will successfully support your aims. Reference the section or page number within your Business Plan or supporting documents.	What evidence is there of a clear understanding of the importance of effective financial and operational management to support the programme of activity proposed?
<b>Risk</b>	Tell us where we can find evidence that your organisation will effectively identify and manage risk. Reference the section or page number within your Business Plan or supporting documents.	What evidence is there of a clear understanding of the importance of identifying and managing risk?



ALBA | CHRUTHACHAIL

Waverley Gate  
2-4 Waterloo Place  
Edinburgh EH1 3EG  
Scotland UK

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[www.creativescotland.com](http://www.creativescotland.com)  
[enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

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