National Lottery
Open Fund
For Organisations

Guidance for Applicants
Updated February 2023

Awarding funds from
THE NATIONAL LOTTERY®

Contents

National Lottery Open Fund for Organisations – a summary

- The National Lottery Open Fund for Organisations **has been revised and relaunched** in February 2023. It replaces the Open Fund: Sustaining Creative Development Fund that ran between 2020 – early 2023.

- Organisations can apply for **between £1k – £100k** for projects or programmes of creative activity lasting **up to 18 months**.

- Alongside this fund we're also launching a new fund offering support for eligible non-profit organisations who can apply for **between £100k – £200k** for a programme of creative activity lasting **18-24 months**. Go to the **National Lottery Extended Programme Fund** on our website for more information.

- The fund will be assessed against **6 key criteria**, including an enhanced focus on **equalities, fair work and environmental sustainability**

- Applications are now made via our **online application portal** and we've made the application process **proportionate to the amount of funding** you're seeking – asking for less information for those seeking smaller amounts.

- The fund guidance materials will be available in **a wide range of accessible formats** to provide pre-application support for as many applicants as possible

- The fund will continue to support organisations to **deliver a wide range of creative activity**. This includes funding for:
  - a specific **one-off project or production** or
  - a period of **creative research and development** or
  - a **longer term programme of work**.

- It can also support organisations to undertake **business and organisational development** that will:
  - enhance their **business sustainability** through the development of new or more diverse income streams

    or
  - consider **broader organisational development** costs.

- The fund launches in February 2023 and is **open all year round – with no deadlines**.

- Applicants will **receive a decision** on their application:
  - **within 8 working weeks of submission** (if applying for under £20k)
  - **within 12 working weeks of submission** (if applying for between £20k – £100k) (Please note that these timelines are impacted by Christmas public holidays for applications received between October and December. See Page 8 for more details.)

What is the purpose of the fund?

The National Lottery Open Fund for Organisations is an update of the Open Fund: Sustaining Creative Development Fund which Creative Scotland administered between 2020 and early 2023.

The new fund aims to continue to support organisations who seek funding to undertake creative activity such as a specific project or production, a programme of creative work, or a period of research and development.

The fund can also support business change and development projects, such as those that make the organisation more financially sustainable or focus on broader organisational development.

All applicants are required to consider the six key funding criteria (see Page 5) when making their application. For further information on these criteria, why they are important and the outcomes they will help to contribute towards, go **to our website**.

We expect this will be a highly competitive fund that is aiming to support a wide range of activity. To make informed decisions about which activity to support we require applicants to provide us with a level of detail so as to enable us to make the best decisions in accordance with our published criteria.

What types of activity can the fund support?

Examples of the types of activity that the fund can support are below. It is not exhaustive and is provided to give applicants an indication of the types of activity that can be applied for. If you have any queries about what you are wanting to apply for, please contact our Enquiries Service (see Page 10) before starting your application:

• The development, curation, production, presentation, of new work

• Networking and collaborative opportunities

• Research and development

• Organisational development activity, where the activity is likely to contribute to greater organisational sustainability, greater public engagement, greater environmental sustainability or the development of knowledge/skills within the organisation

• Professional development including training, mentoring, skills development for staff, board, artists and creative workers

• Activity that supports artists and addresses inequalities

• Audience development

• Widening participation and engagement in creative activity

What are the funding criteria we will use to assess an application?

There are six main funding criteria that we will look for in an application – five of these are mandatory and one is optional. Applicants will be required to tell us about how their plans will address the following:

- **Quality and Ambition**: supporting people and organisations working in art and creativity to make work of quality and ambition that enriches life in Scotland for everyone.

- **Engagement**: ensuring more people from all parts of society access, participate in and value a range of artistic and creative activities.

- **Equalities, Diversity and Inclusion (EDI)**: supporting a more diverse range of creative people, communities, and activity, and promoting an equality of opportunity to create, participate and engage.

- **Environmental Sustainability**: helping tackle the climate emergency and supporting the growth of sustainable creative businesses and organisations across Scotland.

- **Fair Work**: promoting fair pay, conditions, and employment opportunities across the creative sector.

- **International** (optional only for applications involving international activity): developing innovative and sustainable ways of strengthening international collaboration and promoting artistic and cultural exchange

We will also assess the management and financial risk associated with your proposal, based on the information supplied in your application and project budget.

For further information on these criteria, why they are important and the outcomes they will help to contribute towards, go **to our website**.

What the fund cannot support:

There are some specific activities that we are not able to support through this fund. Again this list is not exhaustive. If you have any queries about what you are wanting to apply for, please contact our Enquiries Service before starting your application:

- Activity which is **not directly related to the Creative Scotland's remit** to support the arts, creative and cultural sector.

- **Activities which have already happened** or are scheduled to begin before we reach a decision on your application.

- **Start-up business costs** for new companies, and/or **ongoing running costs at profit-distributing companies**.

- **Film, screen or TV industry projects or activity:** Production and distribution of creatively-driven live-action, animated and documentary feature films or broadcast content intended for commercial UK and/or International distribution through any platform are ineligible for support through this fund and organisations seeking funding

for these projects should visit **Screen Scotland's website**. If the project relates to artists' film, or video, animation and audio content where film/video/animation/audio is the medium for the artist's work (for example, visual artists' film, creative documentary that involves artists, dance for/on screen, spoken-word films, creative podcasts, artist-led radio drama, and sound art) then organisations are eligible to apply through this fund.

- Activity which is related to **academic studies in Further or Higher Education**, including funding for activity led by or involving full-time students, funding for FE/HE tuition fees, or projects which are part of an accredited course or core curriculum activity.

- **General arts or creative activities in schools**. Artist-led activity which is in addition to core curriculum delivery and demonstrates clear partnership working can be supported provided the application comes from an eligible arts organisation and adds value to the learning experience.

- Publishing activities that support **academic, journalistic or reference work**. This includes work intended for educational purposes, and work that does not primarily focus on creative responses to their subject matter.

- **Large scale building work or feasibility studies** for building projects (see Capital, Equipment and Consumables Appendix on Page 24)

- **Funding solely for equipment** (see Capital, Equipment and Consumables Appendix on Page 24)

- **Activity designed to generate a profit** and without clear public benefit (see Profit Making Appendix on Page 34)

- Funding which is primarily seeking **funds to fundraise for other causes**.

- **Translation costs for international publishers**

- **Self-publishing** (excluding in the Visual Arts, Crafts and Design)

- **Activity taking place outside of Scotland** led by applicants based outside Scotland, with no Scotland-based partners onboard.

- **Other activities which would more appropriately be supported by another Creative Scotland or Screen Scotland funding programme**. This includes:
  - Productions eligible for the Touring Fund for Theatre and Dance
  - Youth music projects eligible for the Youth Music Initiative
  - Film/TV/screen projects eligible for Screen Scotland funds
  - Small community grants eligible for the National Lottery Awards for All fund.

- **Activity that has already been supported by Creative Scotland / Screen Scotland funding** (from the National Lottery Open Fund for Organisations, the National Lottery Extended Programme Fund or any other Creative Scotland / Screen Scotland funding programme) and is seeking additional top up funds.

Who can apply?

Any type of constituted artistic, creative or cultural organisation based in Scotland can apply, but as the funding comes from the National Lottery, and is intended to support activity that maximises public benefit, any project that seeks support for commercial activity where the primary purpose is to create a profit is unlikely to be successful.

Organisations based outside Scotland but operating with a UK-wide remit, can apply if the funding is for activity taking place in Scotland, and which will be of direct benefit to people in Scotland.

All other applicants based outside Scotland can only consider applying for support if they are delivering activity that takes place in Scotland, they are working with Scotland-based partners, and they are able to demonstrate that their work is directly benefiting those based here.

All applicant organisations must have a UK bank account in the same name as the applicant organisation.

Who cannot apply?

Please note that the following is not definitive and if you have any queries about your organisation's eligibility to apply to this fund, please contact our Enquiries Service before starting your application:

- Organisations seeking funding for activity which is not part of Creative Scotland's remit and is not related to the arts, cultural and creative sector.

- Creative Scotland's Regularly Funded Organisations (RFOs). An RFO can be cited as a partner in an application made by another organisation to the National Lottery Open Fund for Organisations – but RFOs cannot apply and should not be the main beneficiary of any funding awarded.

- Organisations based outside Scotland seeking funding for activity taking place outside Scotland.

- Organisations in administration, receivership and liquidation.

- Unconstituted artists' groups, collectives or bands (these should apply through the Open Fund for Individuals). The National Lottery Open Fund for Organisations fund requires evidence of a constituted structure – this may include types such as a partnership, a company limited by guarantee, a registered charity, a Scottish Community Interest Organisation or a Community Interest Company.

- Individuals and Sole Traders (these should apply to the Open Fund for Individuals).

How much can I apply for?

Eligible organisations can apply for funding between **£1k and £100k** for projects or programmes lasting **up to 18 months**.

If you are seeking more than £100k and 18 months support refer to the **National Lottery Extended Programme Fund**.

When can I apply?

The National Lottery Open Fund for Organisations is open **all year round with no deadlines**. Applicants need to be aware of how long it takes for an application to be assessed and ensure they apply with enough lead time for us to fully assess your submission before your activity starts. See below for more information on these timescales.

How long will it take to get a decision?

If your application, when submitted, is full, complete and eligible:

- If you apply for **between £1k and £20k** you will hear the decision in **8 weeks**.

- If you apply for **between £20,001 and £100k** you will hear the decision in
  12 weeks.

Please Note: If you are applying between October and December, these timescales will be affected by office closures due to public holidays over the Christmas and New Year period. This means the addition of an extra 2 weeks to the timeline – please check our website during this period for updates.

When to submit your application

In your application you will asked to provide a 'start date' for your activity. Your start date must be after the date you will hear the outcome of your application and we strongly advise allowing additional time to complete and exchange funding contracts, and for the first payment of the award to be made. These processes usually take 2-4 weeks from the point at which you are notified of the outcome of your application.

These timescales are based on you submitting all the required information at time of application. If any information is missing or the application is incomplete, then this may delay the process and the timescales will only begin once your application is considered complete.

How many applications can I make?

Applicants can only have **one application** in the National Lottery Open Fund for Organisations assessment process **at any one time**. The assessment process means the period from submitting an application through its assessment and decision making to the point when the funding decision is communicated to you.

Once an application decision has been made, and if you are awarded funding, you can make one further application for funding (i.e. have one live award/project + one further application).

If you are a new applicant – or an organisation with no live Open Fund: Sustaining Creative Development awards (from the previous iteration of the fund) currently ongoing: you can make one application for consideration at any time. Whilst it is being processed you cannot submit a further application.

If you are currently supported by the Open Fund: Sustaining Creative Development Fund or the National Lottery Open Fund for Organisations, with one live funded project still ongoing: you can submit one further application for consideration, which must be for a new, separate project or programme of work to the one you've previously been funded for.

If you are currently supported by the Open Fund: Sustaining Creative Development Fund and/or the National Lottery Open Fund for Organisations, with two live projects still ongoing or one live project and another application under assessment: you cannot apply again until one of your projects has been completed and final project monitoring paperwork has been submitted and signed off.

Please note: if you have applied for or have received funding from the National Lottery Extended Programme Fund: then you can still apply to this fund also, but you can only submit one application to the National Lottery Open Fund for Organisations, which must be for a wholly new, separate and discrete project to the one you've applied (or been funded) for through the National Lottery Extended Programme Fund. If awarded funding and you are in receipt of two awards, you cannot apply again until one of your projects has been completed and final project monitoring paperwork has been submitted and signed off.

The rules around reapplications

Anyone applying to the new National Lottery Open Fund for Organisations will be permitted to make one reapplication following an unsuccessful application. Before doing so we strongly recommend that you request a copy of the full assessment of your previous submission, to enable you to address any issues raised. Please note that reapplications follow the same timescales as new applications – we cannot fast track any reapplication requests.

Organisations who previously made one unsuccessful application to the previous Open Fund: Sustaining Creative Development may apply again to the new National Lottery Open Fund for Organisations and due to the significant changes to the funding criteria and application form, we will not count this as a reapplication.

Organisations who made two unsuccessful applications to the previous Open Fund: Sustaining Creative Development may not reapply to the new National Lottery Open Fund for Organisations with the same project or programme.

Do you need help or access support before making an application?

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. We have a number of 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 disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for applicants with dyslexia.

• Additional one-to-one support is available to applicants with access requirements

• Information is available in alternative formats (including large print, Braille, Easy Read, audio version and other languages such as Gaelic and BSL)

• We can accept applications in a physical format for those without internet access

• We can accept applications and supporting materials written in English, Gaelic or Scots

• We offer video walk-throughs of our online application forms

If you require support, further information or have any general pre-application enquiries about the fund and how to apply – or if you are not able to access the internet to make an application, or if you need additional support in making your application through the online portal – then please contact our Enquiries Service who will be able to advise you or will put you in contact with one of our officers.

Contacting our Enquiries Service

If you need help, want to clarify whether you and/or your project are eligible, or you wish to discuss other questions about this fund, please contact our Enquiries Service.

Email: **enquiries@creativescotland.com**
Web: Fill out a **form on our website**
Twitter: Send us a tweet **@creativescots**

We aim to respond to all enquiries as soon as possible, and definitely 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 you can let us know your number and we'll arrange a suitable time for a member of the team to give you a call back.

How to apply

Our online application portal

Applications for the National Lottery Open Fund for Organisations are made through Creative Scotland's online application portal.

https://my.creativescotland.com/

Please check our website to ensure that you are using the most up-to-date version of the guidance. We will update this guidance periodically and you should ensure you're referring to the most current version available.

Have you previously applied using our online portal and are already registered with us?

If yes, then you can just log in to the portal, click on 'Funding' and select 'The National Lottery Open Fund for Organisations' from the selection of funding programmes which are presently open for applications.

Are you a new applicant or one who is registering on the online portal for the first time?

If you haven't applied using our online portal before, and haven't yet registered an account with us, you will need to create an account for your organisation. Go to: **https://my.creativescotland.com/signup** and follow the simple sign-up process.

When registering you will be asked to supply some official documents to provide evidence of your company type. These can be updated during the application process but are essential requirements and will be required in order to be able to apply.

Once you have submitted your registration, you will receive a validation email to confirm the account, after which you can then log in and proceed as outlined above. When completing your application you will be able to work on a draft of your application online, save it as you go along and come back to it at any time before submitting.

Need help whilst completing the online application form:

If you need help completing the online application due to a disability or access need, you will be able to click on an 'Access Support' help button in the online portal. Clicking on this will inform our Enquiries 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.

Completing the online form

Introduction

What follows is a summary of what we ask you to tell us in the application form, with prompts and a brief overview of what we're looking for. To see a full list of the actual application questions and the associated word limits for each, see Application Questions Appendix on Page 25.

Eligibility

The first part of the application process asks you for information to check that you meet the basic eligibility. This stage is the same for all applicants, no matter how much funding you are requesting or what type of project/activity you are planning.

If you do not meet eligibility then you will not be able to continue with your application.

Once you have completed this stage, you can progress directly to working on your application.

Addressing the Funding Criteria

Applications to the National Lottery Open Fund for Organisations are assessed against six key funding criteria (one of which is optional) and a risk rating, as follows:

• Quality and Ambition

• Engagement

• Equalities, Diversity and Inclusion

• Environmental Sustainability

• Fair Work

• International (Optional)

• Management and Risk

For further information on these criteria, why they are important and the outcomes they will help to contribute towards, go **to our website**.

To help us understand how you meet the criteria, the online application portal will ask you a series of questions in different sections. There are guidelines on the approximate number of words we expect next to each section on the application portal, along with a countdown of the maximum characters you can input for each section. It is important to cover all the areas we ask for details on. We advise you to think about the criteria, and how all the information you give us combines to show us that your project meets each one.

When writing an application, it's sometimes helpful to think of it as telling a story with a beginning (what you want to do and why you want to do it), a middle (how you will do it and who else is involved) and an end (what will be different when you've finished the project, and what might happen next).

Specifically, in each section we are looking for the following information:

About your Organisation

When filling in this section think about how you can best describe to us what your organisation does to support culture and creativity

We will ask you to give us a short statement about the work your organisation does. Tell us a little about your main aims and activities, the work that you have done in the past, and how you will utilise the knowledge and skills held within your organisation in this project/activity. There is also an option later in the form to upload or link to examples of your work.

We also ask you about your governance arrangements. This is an opportunity to tell us how your organisation is set up, and how you ensure that your work is meeting your organisational aims and objectives.

About your Project or Activity

In this section we will ask you some basic questions about the activity you are applying for funding to support, such as the main art form or specialism areas you will be working in and the dates when your activity will happen. We will also ask you for a title and short description of your activity here. Don't worry about including lots of detail at this stage – there's the opportunity to tell us more about your plans in the next section.

Quality and Ambition

In this section we'll ask you some more detailed questions on the activity you are applying for funding and specifically how it meets our criteria for Quality and Ambition. You can read more about our Quality and Ambition criteria **on our website**, but we are looking for some key information in this section on what activity you want to do, why you want to do it, and how you will work to ensure the activity is delivered to ensure high quality outcomes for the people involved. Tell us about any particular approaches you are taking to the content of your project. For example, if your plans include activity (whether in creation or delivery) in or about a language or culture other than English, including Scotland's indigenous languages, please tell us about your approach to this.

Quality is a subjective measurement, and so we don't use a particular definition of quality, but rather we consider a number of different aspects. These include:

- who is working on the activity, and the knowledge, skills and/or perspective they will be bringing to the work

- how the work you are doing will help the people involved build their knowledge and skills

- how you are improving what you do and the ways you work as an organisation

- how you set goals for new activity and seek to build on the work you have done in the past

- how you monitor and evaluate your work to ensure you have met your goals

- how you consult with those within and outside your organisation to understand their perceptions of your organisation and your work

- how you understand what the people you work with consider to be high quality outcomes, and how are you working to meet these expectations

- how all the people you are working with can influence the design and content of your activity

Engagement

You can read more about our Engagement criteria **on our website**.

We will ask you if your proposed activity involves directly engaging other people as audiences or participants. You should select "yes" here if your project has any public outcomes. If your project does not seek to engage other people – for example, you are undertaking research or training – then you can select "no" for this question.

If you select "yes", we will ask you some questions on your approach to engaging with people. We want to understand more about how you will reach them, your approach to working with them and what their experience will be like. If you're planning to work with specific groups of people, we want to understand how your activity has been designed with particular consideration of their needs. We also want to ensure that you have considered how people can have a good experience of the project and how you have ensured the safeguarding of any children, young people or vulnerable adults that you are planning to work with.

If you select "no", we will ask you how your proposed activity will help you reach people in the future. So, if you're applying for funding to spend some time developing a new piece of work, we'll want to understand how this might impact your work with people in the future, for example by enabling higher quality work, or creating new or more inclusive participation opportunities to other people. Or if you're applying for support for research, we'll want to understand how this research will help you reach new audiences.

In this section we will also ask you about the format and setting of your project. We are interested to understand how your aims in terms of reaching people may be influencing the design approach you've taken to your project. Perhaps your aims will be causing you to consider more digital delivery, delivery in particular venues or your activity taking place over more or shorter sessions than usual, for example. If your activity is happening in specific venues, tell us how you have considered accessibility when selecting these venues.

We're also interested in understanding the impact your work has had on people in the past, and how these experiences have influenced the approach you are taking in this activity.

Equalities, Diversity and Inclusion (EDI)

In this section we will ask you questions on how you are considering Equalities, Diversity and Inclusion (EDI) in various aspects of your activity. You can read more about our EDI criteria **on our website**.

Firstly, we want to understand whether there are any specific approaches you are taking to EDI within your activity. These might be particular themes you are exploring within your activity, particular groups your activity is seeking to engage with, or any aspects of your approach to delivering your activity that are based around EDI. We are keen to understand how the approach you're taking relates to your wider organisational approach to EDI, and how you review and adapt your work to ensure you're meeting the needs of the people you're trying to reach.

We are also keen to understand how you consider EDI when deciding who you're going to work with, and how you're going to work with them. Some of the things you might want to describe here are how you consider EDI when selecting the people and organisations you work with; how you consider EDI when choosing the ways in which you work with people; and how you monitor your approach to EDI within your organisation.

Finally in this section we want you to consider how you understand the barriers that people might have to working with you or engaging with your work. Consider whether there are any features of the way you work, the places you work in, or aspects of the work you do which might make it hard for people to access or engage with.

Please note, if you are applying for over 12 months activity, and if successful, as part of the conditions of your award you will be required to develop an EDI action plan during your project. If you don't have one already in place you can find some guidance on developing one **on our website**.

Environmental Sustainability

You can read more about our Environmental Sustainability criteria **on our website**.

We are interested in sustainability both in relation to actions you may be taking to help address the climate emergency – as well as the future sustainability of your business. The questions in this section relate specifically to the climate emergency, while our assessment of your business sustainability will be based on a consideration of your project and financial management information.

Firstly we want to understand whether there are any specific aspects to the activity you're proposing that are particularly relevant to this criteria. Your work may have particular themes relating to sustainability, or you may be working in specific ways in order to reduce your climate impact. Tell us all the ways in which the climate emergency has influenced the way you have developed your activity.

We also want to know the specific ways in which your organisation is actively seeking to reduce your carbon impact in line with the country's aims to reach net zero. You should share whether your organisation has any carbon reduction plans or policies here, along with details of any specific initiatives you are part of.

Finally, we want to know how you are considering the climate emergency in your wider organisational management. If you have any specific approaches to ensuring climate is considered in your organisational planning, please describe them here. We're also keen to understand who takes responsibility for this work within your organisation, and how they evaluate and monitor your progress against your aims.

Fair Work

You can read more about our Fair Work criteria **on our website**.

This section asks you to describe your approach to Fair Work. We define Fair Work in relation to the Scottish Government's Fair Work First policy and consider all the key principles of this policy, including respect at work, effective voice and fair opportunity, alongside fair pay.

Firstly we will ask you describe your organisation's overall approach to Fair Work across all of these key principles. We are interested in how you consider Fair Work across everyone you will work with on your activity, from core members of staff to individuals working with you on a short-term project – even as volunteers. If community participants or organisations will be contributing to the content of your project or activity, we also want to understand how you are compensating them for this contribution – for example through an honorarium or fee in addition to any expenses or access costs.

We will ask you what policies and procedures you have relating to Fair Work, and how you ensure that these are communicated to those you're working with. We want to understand how the people you're working with understand your approach and how they know what to do if something goes wrong.

Then we ask a number of questions on how you employ and pay people. In this section you can tell us how you set rates of pay for the people you work with, including referencing any industry recommended rates you apply. We also want to know how you recruit people and how you ensure that your recruitment processes are clear and transparent.

It is not Creative Scotland's role to prescribe the rates of pay that apply when employing, working with and/or commissioning artists and creative practitioners. **The Rates of Pay Guidance** document available to download from the Creative Scotland website gathers sources of guidance on industry standards, union rates and codes of practice from key leading bodies. We expect applicants to reference clearly an appropriate industry pay standard in their budget when applying for the National Lottery Open Fund for Organisations.

Please note: as part of the Scottish Government's Bute House Agreement, all organisations applying for funding from Creative Scotland from 1 July 2023 will be required to pay all of your directly employed staff at least the **Real Living Wage**.

International

International is an optional criteria, as not all applicants will be planning to work internationally during the activity they are seeking funding to support. You can read more about the International criteria **on our website**.

If you are working internationally, we want to understand what this activity is, where it will happen, and what your aims are for this activity. We also want to understand how you have selected these locations and any local partners, and what these international partners will bring to your project that would not be possible to achieve in Scotland.

We want to understand what the impact of this international work is likely to be – both for the people engaging with your work, and for your organisation as a whole. Finally, we want to understand how this international activity aligns with your aims around environmental sustainability and the climate emergency.

Management and Risk

In this section we will ask your approach to management and risk within your activity.

We want to understand your approach to managing your activity to ensure you are meeting your aims. In this section you should describe your experience of similar work in the past, along with any specific approaches you are taking to manage the activity you are proposing here. We also want to understand your approach and experience of financial management, particularly in the context of managing public funding.

Finally we want to understand your approach to managing risk. These might be risks outside of your control, such as someone becoming ill or, for an outdoor activity, poor weather. They might be risks you can reduce – such as reducing the risk of people not attending your performance or exhibition, which you can address through marketing plans. Then there are risks you can manage – such as managing the likelihood of someone involved in your project being injured by ensuring thorough health and safety checks and briefings. In all cases we want to know what the main risks are for your project, and how you will manage these to reduce their likelihood and limit their impact on the overall success of your activity.

As well as describing your overall approach to risk here, we will ask you to upload a risk assessment for your activity later in the form.

Budget

To help you with this section of the form, see the **Appendix – Help with Budgets on Page 28**.

When filling in this section think about:

• **Does your budget balance?**
• **Are you paying people fairly?**
• **How have you calculated your costs?**

In this section we will ask you how much money you are requesting from Creative Scotland and ask you to fill out a summary budget. All applicants will also be asked to provide a more detailed budget and upload it as a supporting document.

In every budget line, give as much detail as you can about how you came to this figure. For example, for fees we will want to know how much time this covers and what industry recommended rate you have used; for studio or equipment hire we want to know how long you are hiring this and whether this is based on a quote from a supplier or an estimate. Similarly, if you are including income from other sources, let us know where this money is coming from and whether it is confirmed or just an estimate. For any sales (such as tickets, books, records, artworks or prints), detail how many sales this is based on and at what income per sale.

For projects that include the buying of equipment or other small scale capital expenditure, we will ask you for some information on how you have selected the items in your budget, and how you have considered environmental sustainability when selecting them. You should also consider how you are ensuring best value from any equipment purchases, for example through tendering.

A note about Access Costs

If you are including access costs in your budget, note that there are two different categories of access costs – Personal Access Costs and Project Access Costs.

Personal Access Costs

If you, or any key collaborators involved in developing and leading the activity, are:

• Deaf
• disabled
• Neurodivergent
• have a long-term illness or chronic health condition

you may have additional costs relating to your own access needs, in order to deliver the project. Some examples are:

• a BSL interpreter,
• specialist equipment or software
• a Personal Assistant for a disabled person.

Personal access costs are treated separately to your main project budget and in the application form we will ask you to provide these separately, along with a short narrative to tell us what the costs will support. Please note that they do not count towards your total funding request.

Project Access Costs

All other project access costs should be added in the Budget Expenditure section in this application form, using the "Project Access Costs" category. This includes any costs for making your activity accessible to audiences, participants and artists, and costs related to childcare and other caring responsibilities.

Supporting Documents and Additional Information

We have attempted to make the questions clear, and not ask for information we might not need. However, this fund can support a very wide range of activity. For projects that are requesting more funds or are more complex, the assessing officer may require additional documentation to be able to fully assess how well your project meets our criteria.

These documents might include more details on people you plan to work with; marketing plans; risk assessments; or a more detailed timeline; – it depends on the nature of your project and its current stage of development. We will only ask you for documents we would reasonably expect you to have at this point in the planning of your project or activity. The list of required supporting materials is as follows:

At point of registering to apply

- **Evidence of Organisation/Company/Charity Type (ESSENTIAL)**:
  You will be required to upload some official documents to confirm the type of organisation you are. These should be added when you first register and can be updated in the 'Your Account' section of the online portal

- **Equal Opportunities Policy (ESSENTIAL)**
  All applicants must submit their Equal Opportunities Policy

As part of your application

- **Partner information/CVs of collaborators (OPTIONAL)**
  In the Quality and Ambition section of the form, you have the option to upload evidence of partners (letters of support etc) and CVs of collaborators if relevant.

- **Budget (ESSENTIAL)**
  In addition to completing the income and expenditure tables in the Budget section of the application form, all applicants must provide a separate budget. Applicants can use their own budget template to do this.

- **Risk Assessment (ESSENTIAL)**
  All applicants are required to upload a risk assessment. A separate guide and template is provided **on our website**.

- **Examples of work**
  Applicants can upload up to 3 examples of work to support their application.

- **Other Supporting Documents**
  Applicants can upload up to 5 other supporting documents to support their application. This can include:

  EDI Action Plan
  If your organisation has an EDI Action Plan, please submit it. All organisations who receive funding for longer than 12 months must develop and implement an EDI Action Plan as a condition of funding. For help in developing one, go **to our website**.

  Safeguarding Policy (ESSENTIAL if working with vulnerable people)
  If you are undertaking any work with children, young people or vulnerable adults you should have a safeguarding policy in place and will be required to upload it as part of your application (see Appendix – Safeguarding/Dignity at Work on Page 31)

  Other relevant materials
  This can include a timeline, marketing plans and offers of partnership funding.

Decision Making Process

What happens to my application after it is submitted?

Immediately after submission:

Once you submit your application through the online portal, you will be given a reference number (starting CS-OFFO-XXXXX-XXXX) and will be emailed to confirm that we've received your submission. If you do not receive this email or reference number, please check your junk/spam folders – if still not received, get in touch with our Enquiries Service to make sure the application has been received.

First stage, checking for eligibility and completeness

Your application will first be checked for eligibility and completeness. This can take up to 10 working days depending on the volume of applications in the system. If your application is incomplete, you will be contacted and advised of the missing information. We will give you 10 working days to supply this information or your application will be considered incomplete and will not be assessed. If this happens you will be contacted, given the reasons and your application will not proceed further.

Officer assessment

All eligible applications will be passed to an assessing officer with expertise relevant to your application. They will review the application in detail. At this stage, it is still possible for an assessing officer to identify an application as ineligible. If this happens, we'll email you and let you know why.

For all eligible applications, the assessing officer will appraise all the information provided. They may seek additional specialist comments from other colleagues. After this, they will make a recommendation based on whether the application meets the funding criteria and priorities of the fund. This recommendation will then be submitted to a Funding Panel for consideration alongside other applications.

Funding panel

Funding panels are scheduled throughout the year and membership is made up of Creative Scotland staff from across the organisation. Each Funding Panel has a set budget to allocate and they aim to fund as many applications as possible from those under consideration that are recommended for funding.

The panel will consider the individual merits of each application as outlined in the assessment, examine relative strengths and the impact of each application in relation to other applications and explore the ways in which the project may address Creative Scotland's broader ambitions and priorities (as published in our annual plan), all against the budget for that meeting.

Demand for funding is always higher than the budget available, and therefore the Panel will determine which applications offer the strongest match for our funding criteria.

Funding Decision

All applications

Shortly after the Funding Panel has met, we will get in touch with you to let you know the outcome of your application.

We aim to respond within 8 weeks of submission for applications made at the £1,000 to £20,000 level. For applicants seeking between £20,001 to £100,000 we will give you your decision within 12 weeks of submission. (Please note that these timelines are impacted by Christmas public holidays for applications received between October and December. See Page 8 for more details.)

Successful applicants

If your application is awarded funding, you will receive details of your award, plus any grant conditions that have been added by the assessor or funding panel. You will also be issued with a funding contract.

Conditions – the assessor or funding panel may add conditions to the payment of your award. These are things you will need to submit to Creative Scotland in order to receive your award and might be evidence of something you told us in your application (such as funding from another source, or insurance) or a key stage that you would need to complete for your project to be viable (such as selection of a lead artist).

Recommendations – these are comments from the assessor or funding panel that they suggest you consider in order to help you achieve your project's aims. You are not required to show us that you've followed the recommendation.

If you have any questions on conditions or recommendations, you can get in touch with your assessing officer, whose details will be included with your offer of funding.

First payment:

Once you have returned your funding agreement and met any conditions, and your bank details have been verified, the first payment will be made. This will usually be 75% of the grant but for higher level or multi-year awards this will be determined during the assessment process in response to the details of your application.

Final payment:

Once you have completed your project you will need to complete the End of Project Report to let us know how the project went, any changes that you made to your original plans and whether you have any funds remaining. This Report template will be available through your account on the online portal. Once this is received by us and checked by your assessing officer, any outstanding payments will be made.

Unsuccessful applicants

If your application is not awarded funding you will be notified of this, with some feedback from the assessor and/or the funding panel.

You can request to view your full assessment and you can reapply for the same project once. If you reapply we will ask you how you have addressed the feedback from your original application, and if you have made any other significant changes to your project. Your reapplication will be assessed in the same way as all other applications. If you are unsuccessful a second time, you cannot apply to the National Lottery Open Fund for Organisations again for the same project.

Application and Assessment Process – at a glance

1.

Pre-Application: Read guidance

Contact our Enquiries Service if you have any queries

2.

Need Access Support?

Let us know if you need access or scribing help in making your application.

3.

Register on the online portal

Sign up and register at **mycreativescotland.com**

4.

Complete application form

Fill in your application online (you can save progress as you go)

5.

TOP TIP

Ask someone to read over and sense check your application before submission (you can use the 'Share Application' button to do this in the portal)

6.

Submit application

When you've completed it, click **SUBMIT**

7.

Confirm receipt

We'll send you a reference number to confirm we have your application

8.

Check for eligibility

We check you are eligible and have submitted everything that is required

9.

Officer assessment

Your application is assessed by a specialist officer

10.

Panel meeting

Applications go to panel for final decisions

11.

Funding decision

We send you your decision

12.

If awarded funding…

We'll be in touch with a contract and payment details

13.

If not awarded funding…

We'll let you know and give more information on how to reapply or find out more about the decision

14.

How long to find out?

The whole application process will take between 8-12 weeks (depending on how much you apply for)

15.

Reporting and final payments

We'll ask you to report back on the project, and after you complete your project you send us a final report this releases the final payment

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 here: **www.creativescotland.com/foi**

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.

Data Protection

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

If you would like to see a breakdown of the personal information CS requires, why it is required, what CS does with that information and how long CS keeps it, please refer to CS's Privacy Notice available online **www.creativescotland.com/privacy-policy**.

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

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

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

If you have any concerns with how CS has processed your personal information, you should contact CS's Data Protection Officer in the first instance, as CS 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**.

Complaints

As an organisation, we 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, we are unable to accept complaints that relate solely to the decision we have made rather than how we have made it.

For more information, please visit the Complaints section of our website: **Complaints Handling | Creative Scotland**.

Subsidy Control

A subsidy is where a public authority provides support (such as a grant award) to an organisation that gives them an economic advantage, meaning equivalent support could not have been obtained on commercial terms.

The purpose of the UK subsidy control regime is to prevent public authorities from giving financial advantages to organisations in a way that could distort competition.

The criteria and eligibility for the National Lottery Open Fund for Organisations are designed to ensure that profits are not made within the project period. Also, the assessment and decision process will select activity that would not happen, in the way described in the application, without funding being provided. This results in eligible activity being non-economic under the Subsidy Control Act 2022, therefore, any award is not classed as a subsidy under this legislation.

However this position could be challenged by another organisation or individual and, if they were successful in this challenge, could lead to the funding award requiring to be repaid by the recipient.

Further information on the UK Subsidy Control Regime can be found on the **UK Government website here**. The Subsidy Control Statutory Guidance can be found **here: Statutory Guidance**.

Appendix – Capital, Equipment and Consumables

In this fund, small scale capital costs (including any/all equipment and consumables) should not exceed £50,000 and no more than 50% of total request to Creative Scotland.

Capital funding – what can funds be used for?

You can include small scale capital costs in your application if you can demonstrate how it will enable, or further enhance, your creative activities.

When we say 'small capital costs' we mean this to include:

• Installing fixed assets, such as lighting or seating

• Purchase of instruments

• Purchase of new equipment (see below for situation regarding second-hand equipment)

• Purchase of vehicles

• Installation of new technologies (including digital or environmental)

• Small scale building renovations and improvements such as accessibility and fitness for purpose.

We do not support:

• Large scale capital activity

• The purchase of buildings

• Feasibility studies

• Equipment-only applications

Equipment and Consumables

• Equipment and consumables can form part of your request to the National Lottery Open Fund for Organisations. We define equipment as items necessary for the delivery of the funded activity and that will become an asset belonging to the applicant on the conclusion of the project.

• We define consumables as items necessary for the delivery of the funded activity that will have no meaningful use or value following the conclusion of the project, such as art materials.

• Equipment and consumables are eligible for support provided they are integral to the delivery of your project, or you can demonstrate that they will enable, or further enhance, your creative activities.

• We can consider applications for second-hand equipment where the equipment is no longer available new (for example to utilise legacy formats) or where the equipment is in as-new condition or has a warranty (in order to support re-use in light of the climate emergency).

Appendix – Application Questions

About your organisation

1. How would you describe your organisations, its aims and main activities?

2. What are the governance arrangements for your organisation?

3. Your Project – Locations (select all locations where your activity will happen)

4. Your Project – Main Art Form (select main art form)

5. Your Project – Other Art Forms (select any other art forms your project/ programme includes)

6. What is the title of your project or activity?

7. Brief summary of your project or activity? (Approx. 150 words)

8. Start/End Dates (select start and end dates for your project or activity)

Quality and Ambition

1. Tell us about the activity you are applying for, demonstrating how it reflects the quality and ambition of your work as an organisation (Up to £20k – approx. 1000 – 1500 words; £20k to £100k – approx. 1500 – 2500 words)

2. Tell us about the project or activity you need funding for. (Up to £20k – approx. 300 words; £20k to £100k – approx. 450 words)

3. Tell us how you have developed your proposed activity. (All applicants – approx. 450 words)

Engagement

Will you be engaging with people as audiences or participants during your project? Y/N

1a. IF "YES" – Tell us who your activity will engage with, how you will work with these people, and how you plan to reach them. (All applicants – approx. 450 words)

1b. IF "NO" – How will your proposed activity contribute to your ability to engage with people as audiences or participants in the future? (All applicants – approx. 450 words)

2. How have you considered format and setting when developing your activity? (Up to £20k – approx. 300 words; £20k to £100k – approx. 450 words)

3. Who has engaged with your work in the past, what benefits has your previous work brought to these people/groups, and how do you know? How does this programme build on these benefits or extend them to new people? (Up to £20k – approx. 300 words; £20k to £100k – approx. 450 words)

Equalities, Diversity and Inclusion

1. What is your approach to Equalities, Diversity and Inclusion in your proposed activity? (Up to £20k – approx. 300 words; £20k to £100k – approx. 450 words)

2. How do you consider Equalities, Diversity and Inclusion in the context of those working with your organisation? (Up to £20k – approx. 300 words; £20k to £100k – approx. 450 words)

3. How do you understand the barriers to people engaging with your proposed activity, and how are you working to remove these? (Up to £20k – approx. 300 words; £20k to £100k – approx. 450 words)

Environmental Sustainability

1. What is your approach to addressing the causes and impacts of climate change within your proposed activity? (Up to £20k – approx. 300 words; £20k to £100k – approx. 450 words)

2. [OVER £20K applicants only] What actions are you taking that will reduce emissions in line with a pathway to Net Zero? (Approx. 300 words)

3 How is the climate emergency considered in your management practices? .(All applicants – approx. 450 words)

Fair Work

1 Tell us about your approach to Fair Work in the context of your organisation and .your proposed activity (Up to £20k – approx. 300 words; £20k to £100k – approx. 450 words)

2. [OVER £20k applicants only] What policies or statements do you have relating to the Fair Work principles and how are these communicated within your organisation and to the people you work with? (Approx. 450 words)

3a. Are you a Real Living Wage employer? (Y/N)

3b. What recommended industry rates of pay do you refer to when paying: Contracted Staff; Freelancers; Commissioned artists.

4a. If you are recruiting people for your activity, how will you ensure a clear and transparent recruitment process that reflects best practice? (Approx. 300 words)

4b. Do you use zero-hour contracts with any of your contracted staff? (Y/N)
If yes, please explain why zero hours contracts are appropriate to your activity? (Approx. 300 words)

International (Optional)

Does your programme include any international activity? (Y/N)

If Yes

1. What is your planned international activity and where will it take place? (Up to £20k – approx. 450 words; £20k to £100k – approx. 600 words)

2. Who are your international partners and what do they bring to the project? (Up to £20k – approx. 300 words; £20k to £100k – approx. 450 words)

3. What will the impact of your international activity be for you, your audiences, international partners and/or the wider creative and cultural sectors? (All applicants – approx. 300 words)

4. How does your approach to international working relate to your commitments to environmental sustainability? (All applicants – approx. 300 words)

Management and Risk

1. How will you manage your proposed activity to ensure you meet your aims? (Up to £20k – approx. 300 words; £20k to £100k – approx. 450 words)

2. How will you ensure that public funds are well managed and provide value for money? (Up to £20k – approx. 300 words; £20k to £100k – approx. 450 words)

3. How have you identified and mitigated risk when planning your activity? How will you monitor these risks during your activity? (All applicants – approx. 450 words)

Access Costs

Do you require personal access costs? (Y/N)

If Yes, what are the total personal access costs you are requesting?

Provide a breakdown of these personal access costs. (approx 200 words)

Budget

What is the total budget of the project/activity? (not including personal access costs)

How much money are you requesting from Creative Scotland?

Does your budget include any equipment or small capital costs? (Y/N)

1. If Yes, how have you selected the items in your budget? (All applicants – approx. 300 words)

2. How have you considered environmental sustainability when selecting the items in your budget? (All applicants – approx. 300 words

Complete Budget Income Table

Complete Budget Expenditure Table

Upload supporting documents.

Appendix – Help with Budgets

This section explains what budget information is required as part of an application to the National Lottery Open Fund for Organisations. For more information on budgets you can also visit this page on the Creative Scotland website

We require all applicants to supply us with a separate budget to help us to assess the financial management of your project. In addition to your own budget, we also ask you to provide us with a summary breakdown of the costs associated with your project by completing the following tables in the application form:

• Budget Income Table

• Budget Expenditure Table

Please only use full pound amounts in all budgets. You can round any more specific costs up to the nearest pound.

We want to support projects which are able to show a good understanding of the costs and income involved and how they will be monitored and controlled. We also need the information in these tables to report back to our funders.

When filling in the Budget Income table in the form what information should I include?

In the application form, we ask you to complete two main tables: one listing your costs or expenditure, and another listing your income. Starting with the income table, list all the income for the project – any funding you are seeking, any in-kind contributions, any costs you expect the project to generate (i.e. from ticket sales) during the start and end dates. See how much other funding you have, or are anticipating, and you can request the rest from Creative Scotland.

It is possible to request 100% from Creative Scotland, but it strengthens your application if you can show that there is wider support for the activity you're proposing. Also, it is not a condition of our funding that other partnership funding must be guaranteed, but evidence of funding support from other partners is something that we have to consider in a highly competitive fund.

How should in-kind costs appear in my Project Income table?

If there are any items in your Project Income table which are covered as being in-kind (such as volunteer staffing, discounted space bookings etc) you need to ensure that they are also given a value and included in your income table. Here is an example Project Income table showing some of the key things to consider when filling out this table:

Type of Funding	Name of Funder/ Source of Income	Cash or In-kind	Conditional Guaranteed or Pending	Amount of Funding / Income £
Creative Scotland	National Lottery Open Fund for Organisations	Cash (Our grants are always cash)	Pending (this is what you are applying for, so it's always pending)	£xxx
Local Authority	XY Council	Cash	Guaranteed	£xxx (For any guaranteed cash from other sources, you will need to provide evidence with your application)
Trusts & Foundations	YZ Trust	Cash	Conditional	£xxx (we will ask you to provide details on what this income is conditional on, for example confirmation of match funding)
Companies	WZ advertising	In-kind	Guaranteed	£xxx (Where possible, please provide evidence of any in-kind contributions where a supplier/partner is giving you a free or discounted service – this could be a letter or email confirming their offer, for example)
Individuals & Fundraising	Crowdfunding campaign	Cash	Pending (if not yet done) or Guaranteed (if funding already raised).	£xxx (If Guaranteed, give us the link to the webpage as proof.)
Own Resources (cash and / or in-kind, please specify)	You might want to add some of your own cash or in-kind contribution (time, equipment, etc.)	In-kind or cash (please specify which)	Guaranteed (we normally accept your own contribution as guaranteed)	£xxx
Earned Income (e.g. Box Office)	Box office income	Cash	This is usually 'Pending' as it is future income. It is only 'Guaranteed' if you have set fees guaranteed by venues, etc.	£xxx (If 'Guaranteed' you must provide written evidence, such as emails, with the amount offered.)
Other (please specify)	Volunteers	In-kind	Guaranteed	£xxx (Please attribute an amount to the costs of the contribution and insert here).
Total Project Income – Box B				**£xxx This must be same as the total in the Project Costs table**

When filling in the Budget Expenditure table in the form what information should I include?

For the Project Costs table, we advise you to make a list – what sort of expenses does your project involve? These are likely to include:

Costs to pay the people involved: Include all the fees and wages of all the people involved in the activity – artists, support staff and including your own artistic costs. Creative Scotland wants to ensure that people are paid fairly and appropriately for their time and effort. When you calculate artistic costs, please look at relevant **industry standards on rates**. Please Note: as part of the Scottish Government's Bute House Agreement, all organisations applying for funding from Creative Scotland from 1 July 2023 will be required to pay all of your directly employed staff at least the **Real Living Wage**.

Essential running costs or overheads for the project: Beyond paying the people involved, include all the necessary running costs for delivering your project (see example budgets for types of core running costs to include).

Costs to buy necessary equipment and materials: If your project requires the purchase or rental of equipment or materials, outline what these are. Please note, capital or equipment purchase costs should not exceed 50% of the overall budget for your project.

Costs to promote the project or help find/develop your audience: Costs for marketing, research, audience development and the development and production of any marketing communications materials.

Access costs: There are two sorts of access costs – Personal Access Costs and Project Access Costs, which should be presented separately in your budget.

Personal Access Costs: If you or any key collaborators involved in developing and leading the activity, are Deaf, disabled, neurodivergent or have a long-term illness or chronic health condition, you may require additional costs relating to your own access needs, in order to deliver the project. Some examples are a BSL interpreter, specialist equipment or software, additional travel costs or a Personal Assistant for a disabled person. This list is not exhaustive. You should tell us what you require in order to deliver the activity. Personal access costs are treated separately to your main project budget. They do not count towards your total funding request.

Access to Work – You may also be eligible to apply for support from the UK Government's Access to Work fund, which can help cover some of the extra costs of carrying out your job, or travelling to, from and during work if you are disabled. More information on Access to Work is available here – **www.gov.uk/access-to-work**

Project Access Costs: All other project access costs should be added in the Budget Expenditure page within the application form, using the "Project Access Costs" category.

These are the costs that help your activity to be open and accessible to as wide range of people as possible. Any costs can be included here that are directly related to removing or reducing barriers for people to be involved with, take part-in, or attend your activity.

Some examples include costs for Audio Described, BSL (British Sign Language) interpreted or captioned performances; accessible formats for materials and exhibition interpretation; touch tours; creche facilities; wheelchair accessibility.

You can also include costs related to one-off or short-term childcare and other caring

responsibilities where you or someone else involved in your project is unlikely to be able to take part without this support. Please note: Childcare costs are classed as a taxable benefit, so whilst Creative Scotland funding can cover these costs, you will be responsible for reporting this to HMRC.

Other costs: Some costs don't easily fit into the sections above, so you should include them here. For example, you may want to add a contingency, as a safety measure for unforeseen costs. This is usually between 5-10% of the budget.

What else do I need to know about costs? In your costs table you should include all costs, even the ones you get 'for free' – otherwise known as in-kind – where no money exchanges hands, or you get a discount. For example, you might have volunteers helping with your project. You should estimate the amount of money you would normally have to pay for the work and add it to your costs. Or you could be getting advertisement space at a discounted price from a company. Again, include the full amount it would normally cost.

Are there are any costs which we can't include? There are certain types of activity which the Open Fund doesn't support. In addition, because funds come largely from the National Lottery, there are certain things that our funding cannot be used for. You can't include the following costs in a project budget:

• repayment of loans, endowments or interest

• money which has already been spent

• paying someone else to write your application for you

• costs for political or religious activities

• money for wider fundraising purposes

• VAT you can reclaim

• costs for projects which are replacing statutory activities

• For more information on profit-making activity see Appendix on Profit Making Activity Page 34)

What else do I need to know about budgeting?

Double Funding

Please note that if your project includes funding from Creative Scotland from another funding route – either directly through one of Creative Scotland's other funding programmes or through one of our funds delivered by partners – this 'double funding' cannot be used as partnership funding for a project. If you need any clarification on whether your proposed partnership funding is considered 'double funding' please contact our Enquiries Service.

Project reporting

If awarded funding, as part of managing your project and budgets, you will be required to monitor your income and expenditure throughout and report back on this in the End of Project Monitoring form at the end. We need to see your final costs compared to the budget information presented when you applied, so you will be expected to record this information throughout the project.

Cashflow

As outlined in the guidance if you are successful in being awarded funding, the money is normally given in two instalments – 75% when you return the contract and 25% upon successful completion of the project and approval of the relevant project monitoring reports. Applicants therefore need to ensure that they manage their cashflow, when 25% of the funding awarded will only be made available at the end of the project. If this is likely to cause you some issues, in some cases, we may be able to amend this standard payment structure. Please discuss with us if you consider that your needs may be better addressed by different payment structure.

Fair Pay

We expect applications to reference relevant industry standards on rates of remuneration – such as those outlined by the Musicians Union, the Scottish Artists Union, EQUITY, BECTU, or the Society of Authors. We've produced some guidance on rates of pay which is available on the **Creative Scotland website**. Please Note: as part of the Scottish Government's Bute House Agreement, all organisations applying for funding from Creative Scotland from 1 July 2023 will be required to pay all of your directly employed staff at least the **Real Living Wage**.

Budget Examples

Please note that all applications are required to submit an additional supplementary budget, in addition to the completion of your income and expenditure tables in the online application form. The format of this budget is dependent on your project. We would recommend that you use a spreadsheet to prepare your budget and check it carefully before you submit, to ensure that it adds up correctly and includes every part of your project. For more information on budgets including some examples, you can visit the **Help with Budgets section on our website**.

Appendix – 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, both in-person and online – this is available **on our website here: 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 here: Dignity at Work**.

Our primary 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.

Appendix – Profit making activity

Awards made as part of the National Lottery Open Fund for Organisations must promote the public good and not be intended primarily for private gain.

This means that we are not able to make awards where any profits are expected as a consequence of the award and are distributed outwith the organisation.

We understand that some activity will include creating new work (e.g. artworks, music, writing) which could result in profits being made.

We will assess your project as described in your application to ensure that that likely income to be generated (e.g. ticket sales, album sales, artwork sales) is included in your project budget. If we feel that your project period does not cover most of the likely project income then we may reduce your award and/or extend the project period.

When completing your End of Project Monitoring Form, if you have achieved more or less income than expected then you should show this in your final budget. If you have achieved more income than expected, this additional income may mean that any outstanding payments from Creative Scotland are reduced accordingly, or if the project has been very financially successful some of the award may need to be repaid.

In line with National Lottery terms and conditions, if anything created using our funding is subsequently exploited for significant commercial gain, Creative Scotland reserves the right to seek recoupment up to the value of any award made. Where we believe profits may have been made but not disclosed, we may request an audit of the project's financial records.

Awarding funds from
THE NATIONAL LOTTERY®

February 2023