

Recruitment of Coordinator and Creative Practitioners, inc Fees and Contracts

Can the Coordinator also be one of the contracted Creative Practitioners?

There is no restriction on this approach in the Guidelines. However as the Coordinator is intended to be the main contact for the national Programme Lead, the contracted artists and the community, and the lead for the delivery of the programme within your organisation, combining this role with a Creative Practitioner role is unlikely to be practical.

Can the Coordinator be a freelance position or employed as temporary staff?

This is for the applicant to decide what is most appropriate for their organisation, the project and the coordinator.

**Is there a preferred process for recruitment of the coordinator and/or creative practitioners?
Should it be an open call?**

This is for the applicant to decide what is most appropriate for the project. Some organisations may already know who they want to work with, some may opt for an open call/recruitment and some may use a mix of approaches across the life of the project.

Are there further criteria for recruiting practitioners? Should the opportunities be targeted to people who are not currently contracted or in receipt of other funding?

There are no further criteria regarding appointing practitioners. However, as a Covid-19 emergency fund, this fund is intended to offer stability and guaranteed income to creative practitioners in light of the impact of Covid-19 on livelihoods across the wider cultural sector. Applicants should demonstrate that their plans recognise this and that the opportunities available for creative practitioners reflect the need in the sector, the context of the project and place, and the individual requirements of the practitioners. If opportunities are offered to creative practitioners who are already contracted, you should demonstrate that this is offering further stability of income to that individual. You do not need to do this in your application, but as recruitment progresses during the project.

Do contracts have to be full time, or can they be part time over a minimum period of six months?

We have not set specific requirements for hours or days, as this is dependent on individual contexts – both the needs of the project/organisation and the needs of the practitioners. However, as a Covid-19 emergency fund, the scale of opportunity and stability each programme provides for practitioners will be considered during the assessment process, with the understanding that this will differ depending on the project context.

Do contracts have to be for a continuous six month period or can they be for a period totalling six months over the lifetime of the project?

We have not set specific requirements, as this is dependent on individual contexts – both the needs of the project/organisation and the needs of the practitioners. However, as a Covid-19 emergency fund, the scale of opportunity and stability each programme provides for practitioners will be

considered during the assessment process, with the understanding that this will differ depending on the project context.

Are you expecting us to allocate 50% of the total project budget to Creative Practitioner fees or 50% of the amount we are applying to Creative Scotland for?

The Guidelines state that “Creative practitioners fees must account for a minimum of 50% of your request to Creative Scotland”. If your budget includes other income (whether cash, in-kind or both), please note that the minimum 50% criteria relates to your request to Creative Scotland, not the total budget of the project. Your budget must demonstrate that a minimum of 50% of the funding requested from Creative Scotland will be spent on Creative Practitioner fees.

Can we include opportunities for Creative Practitioners to deliver activities which are shorter than six months (in addition to six month contracts)?

Yes – although the balance of the opportunities for creative practitioners should be in favour of longer term opportunities.

What fees can we include in the Creative Practitioner budget line?

You can include fees for all creative practitioners contracted in this budget line. Please provide a breakdown of the detail in the column provided, or on an additional spreadsheet.

Can we include other costs in the Creative Practitioner fees budget line eg subsistence, travel, materials?

The guidance states that “Creative practitioners fees must account for a minimum of 50% of your request to Creative Scotland”. This budget line should be for fees only, with other project costs included in the Creative Projects or Project costs budget lines.

There are no industry standard rates for the area of work or specialist creative practitioner we wish to recruit. What fees should we pay?

Please refer to the principles of Fair Work as developed by the Scottish Government and information on the real Living Wage in Scotland.

The average wage in our area of Scotland is significantly lower than the relevant industry standard rate. Can you advise on our approach?

Creative Practitioners must be remunerated, at least, at the relevant industry standard rate. We realise that this may mean that some of the creative practitioners taking part in your project are being paid at a higher level than the wages of community and third sector organisations. We are open to suggestions you may have to address wage inequality during your project.

Do the contracts have to be 18 months long?

No, however the scale of opportunity and stability each programme provides for practitioners will be considered during the assessment process, with the understanding that this will differ depending on the project context.

Match Funding:

Does the fund require match or partnership funding from applicants?

No.

Can we include match or partnership funding?

Yes. You can include both cash and in-kind funding, however this is not a requirement of the fund, given current circumstances regarding Covid-19 and the short turnaround time of the application process.

Budget – general questions

Should we include a contingency?

Yes. Please include a contingency budget line appropriate to your plans.

Can we provide more detail for each budget line? Can we break down the detail?

Yes. However, we need to understand the totals for each mandatory element of the budget as provided in the budget table. Please provide detail either in the box provided, or in a further worksheet in the same excel workbook provided. Please ensure that you use the same headings for your budget so that we can easily reconcile the breakdown of costs to the top line budget.

Can we add further budget lines?

Yes, if the expenditure does not fit within the budget lines already provided, you can add budget lines to the template.

Partners

Can partners be from outwith the arts sector?

Yes, we would encourage this.

Can we send Letters of Support from partners?

No, only the mandatory supporting documentation will be accepted.

Delivery of the project

Can you give further details on “creative freedom for creative practitioners to collaborate with communities”? How much of the project can be predetermined?

We would encourage organisations to consider the agency of the community and Creative Practitioner in this process. The Programme Overview highlights that key elements of the fund include **actively engaging people in shaping the future cultural life of their community**. If your plans are already defined, how will people shape cultural life? The Creative Practitioner should be able to collaborate and develop work with the community, either through an artform or process which the organisation has not predefined, or with an outcome which is not predetermined. example, you can state that you wish to recruit a musician, but it should be up to the musician and community participants to determine the outcome of their collaboration.