



ALBA | CHRUTHACHAIL

STAY SEE SHARE FUND

GUIDANCE 2021

What is the Stay See Share fund?

Previously, Creative Scotland has offered the opportunity for individuals, organisations and creative businesses to undertake trips to research and explore new ways to expand their business activity and make them more financially sustainable through the Go See Share fund. Because of COVID-19 restrictions, it is unclear when international travel will be appropriate, but we still want to provide the opportunity to gain knowledge, and insight from others and then safely share this knowledge with peers in Scotland.

We are therefore changing the fund in 2021 to Stay See Share and inviting applications for some research time to investigate a project, idea or a business and then share this learning to peers here in Scotland. This will all have to be done within the limitations of current and future Covid-19 restrictions, but if you have heard about inspirational creative work that is taking place that is helping the future sustainability of a creative business or organisation and you would like support to connect, learn and share this insight with others, to benefit other creative businesses in Scotland, then this is the fund.

What types of activity will the fund support?

We want to support you to undertake research into an idea or project anywhere in the world that could help you expand your business activity and become financially sustainable. This learning should also help the creative communities you will share with to do the same.

Examples of the type of activity that we are looking to support could include:

- a period of research on a particular idea or project taking place anywhere in the world, exploring how this can benefit creative businesses in Scotland
- remote meetings by phone or online with a person, organisation or business to explore new ways of working
- interesting remote events, festivals and professional development opportunities focused on business development, business practices or business sustainability

All plans must comply with all current UK and Scottish Government guidance on COVID-19.

How will the ‘Share’ element of the project work?

An essential part of any Stay See Share award we make is that all recipients are required to share the learning with others. Recipients of the funding are expected to document and share their learning via their own channels and networks. This year we will be offering a support session to give you some tips on how to do this best whilst working remotely. There will also be two drop in sessions to answer any questions as your projects progress. Recipients will also be required to take part in a future Creative Scotland event, at which they can talk about their experiences. The event may be filmed and video of your presentation may be shared via Creative Scotland’s communication channels. This year it is likely the event will be delivered remotely online and any event would follow all Scottish Government guidance on COVID-19 to support everyone’s safety.

Who can, and cannot, apply?

This fund is targeted at supporting individual artists and creative practitioners, representatives of arts organisations and creative businesses who work in the creative industries and specifically those working in visual and performing arts, crafts, textiles, fashion, photography, music, writing and publishing, design, film and video, TV and radio, and computer games.

Applicants must be based in Scotland.

This fund cannot support businesses who do not work in the creative industries as outlined above, including those working in tourism and hospitality, the events sector, hair and beauty sector, the wedding industry and history/heritage sectors.

National Companies and Creative Scotland Regularly Funded Organisations are not eligible to apply to this fund.

Students cannot apply.

How much can I apply for?

You can apply for between £1k-£3k and this can cover all, or a proportion, of the total costs of the project.

Does this include accessibility support?

Please note that if you need additional costs for access requirements or childcare costs (that push your application over the £3k upper limit) then this is fine and you should outline what these costs are in addition to the basic costs associated with the activity.

How many awards will be made?

The overall budget for the fund is £20k and the total number of awards made will be dependent on available budget – but we would hope to support between 8-12 recipients in 2021.

What can the funding be used for?

The fund can be used to support activity which follows current Government COVID-19 guidelines and relates to business sustainability, this includes:

- Your time to conduct research into a specific idea, project or activity
- Remote meetings with other businesses or individuals you feel you can learn from
- Relevant online event/conference tickets
- Preparation of presentations and materials for sharing.

Where applicable, if for example part of the costs are to cover the time of the person you want to connect with, demonstrate that Industry Standard rates of pay have been applied or considered.

This fund does not support:

- Activity, including any local, national or international travel, which does not comply with all current UK and Scottish Government guidance around COVID-19
- Fees for participants to undertake any other activity which is not focused on business sustainability
- Costs associated with taking part in a trade show or online selling event
- Taking part in a course or training
- In person activity including taking up a touring or performance opportunity
- Payment of business consultation fees to third parties.

What criteria will we judge an application against?

Applicants will be assessed against the following criteria:

- The strength or uniqueness of your research idea and its likelihood to support you to develop your business sustainability
- The likelihood of your research idea helping to support the economic sustainability of other individuals, organisations and creative businesses in Scotland through your sharing of knowledge
- The suitability of the person undertaking the research activity and their ability to share their experience with the sector
- The effectiveness of any proposed sharing activity (e.g you may want to record an interview with someone and edit elements of this for sharing more widely)
- If remotely meeting an organisation or individual, evidence that they (ie the person or organisation in question) are willing and able to spend time remotely with the applicant and share their experiences is essential.

We will be looking to support a spread of business types and/or creative disciplines from across Scotland.

Timeline for Stay See Share in 2021

In 2021 there will be one deadline:

Funding guidance published:	12 noon, Tuesday 11 May
Online application portal opens:	12 noon, Tuesday 11 May
Closing date for applications:	12 noon, Tuesday 1 June
Decisions:	w/c 5 July
Your proposed activity should take place:	15 July – 30 November
Preparatory Remote Support Workshop:	Thursday 15 July
Support Session 1:	Wednesday 15 September
Support Session 2:	Tuesday 12 October
Creative Scotland Sharing event:	TBC

These dates are correct at time of launch. If for any reasons these dates change we will inform all applicants by email.

Making an application

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone.

Alternative Formats:

On request this information is available in alternative formats including translations.

Do you need additional support in making your application?

We offer access support to disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants. Officers can offer advice to new applicants and support them to make an application. The Equalities Team can offer additional one-to-one support to applicants with access requirements.

Please note we will accept applications and supporting materials which are written in English, Gaelic or Scots.

General and Technical Enquiries:

If you have any general enquiries about the application process, Guidance or Application Form, including any technical enquiries about our online application process, please contact our Enquiries Service (enquiries@creativescotland.com).

How to apply

How to apply

1. Register on the Creative Scotland online application portal at <https://my.creativescotland.com>
Only one person from an organisation will be able to register
2. You will need to verify your email.
3. Once registered, you can log in and select the Stay See Share application form.
4. To help you prepare you can preview or download a copy of the application form using the 'review form' button.
5. Use the 'Apply now' button to begin your application.
6. You will be asked to choose whether you are applying as an individual or on behalf of an organisation.
7. You can save your application and return to it at any time before the deadline.
8. Once submitted, you will receive a confirmation message with a reference number.

What information do you need to supply?

A summary of the Stay See Share activity you're applying for (500 words). Specifically:

- a. What is the opportunity you are proposing?
- b. How will it benefit you and your sector?

A short biography of yourself (as the applicant individual, organisation or business) (250 words)

Sharing: as part of this fund you will be expected to share your experience at a Creative Scotland sharing event. In what other ways will you share any learning? (250 words)

COVID-19 Risk Management: Your project should be planned to comply with all current UK and Scottish government guidance on COVID-19 and should be conducted remotely. Please describe how you will manage any risks (e.g. absences during the research period) appropriately around compliance with all **current UK and Scottish Government guidance on COVID-19**:

You will be asked to upload a one-page budget (preferably using Excel or equivalent budgeting/spreadsheet software). Your application should be submitted no later than the deadline for the fund (12 noon, Tuesday 1 June). Late applications will not be accepted.

Our assessment and decision-making process

What happens when we receive your application?

Once you have submitted your application we will review it for completeness and eligibility. If you have not provided all of the information required you will be contacted and given a short period of time to provide any missing information. If you do not do this, or if you do not meet the eligibility criteria for the fund, your application will not be assessed. You will be notified of this, and of the reasons why, by email.

Complete and eligible applications will be assessed by an officer from our Creative Industries Team, with comments invited from other art form or specialism teams as required.

Applications will be assessed against the criteria and priorities set out in this guidance. Assessments will be made on the basis of the information you provide in your application form and any supporting materials submitted. We may look online for additional information or contact you during the assessment process to seek further information about your project or clarification on aspects of the information you provide.

All assessments will then go to a decision-making panel – made up of members of Creative Industries Team, and officers from other art form teams as required.

Once a decision is made:

Once we have reached a decision, we will email you to let you know the outcome of your application.

If you are successful, we will send you your Funding Agreement, detailing any specific conditions of award, which are required to be fulfilled before funding is issued. You must note and adhere to all the terms and conditions of the Funding Agreement. On receipt of the Funding Agreement, we will also ask you to supply us with your banking details. At this point we will also agree a payment schedule and cash-flow with you, which will normally be set against agreed milestones. You will need to return a signed copy of our Funding Agreement. Once all conditions have been met, we will release the first instalment of your funding award.

If your application is unsuccessful, we will email to let you know why, and advise you of any next steps if applicable.

Help, further advice or feedback

If you require support, further information or have any general enquiries about the application process please contact our Enquiries Service. Our Enquiries Service will be able to advise you or will put you in contact with one of our officers.

Email: enquiries@creativescotland.com

Web: You can send us a message [via the Creative Scotland website](#)

Twitter: Get in touch [@creativescots](#)

Facebook: We are at www.facebook.com/CreativeScotland

If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme.

Go to: contactscotland-bsl.org/deaf-bsl-users for more information.

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. You must share this Funding 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 Procedure

If you are not happy with the way we dealt with your application, you can access a copy of our complaints procedure [on our website here](#). Please note that you can only complain if you believe we have not followed our published process when dealing with your application. You cannot use the complaints procedure to appeal against the decision.

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.



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