



ALBA | CHRUTHACHAIL

THE ROYAL EDINBURGH MILITARY TATTOO

YOUTH TALENT DEVELOPMENT FUND 2020

FUNDING GUIDELINES



THE ROYAL
EDINBURGH
MILITARY
TATTOO

Introduction

One of the principal objectives of The Royal Edinburgh Military Tattoo is to promote and encourage the arts, culture and heritage and/or the study of the arts, culture and heritage in Edinburgh and across Scotland. The organisation is proud to have supported arts charities and projects since it was established almost 70 years ago and is pleased to partner with Creative Scotland to deliver the Youth Talent Development Fund for a third year.

The Royal Edinburgh Military Tattoo Youth Talent Development Fund 2019 is aimed at nurturing the ambition, enthusiasm and talent of young people engaged across the art form areas of traditional music and dance in Scotland. The fund will support projects that create new opportunities for young people to shine in traditional arts, celebrate their achievements locally and nationally and build the capacity of the sector to support more young people to experience the traditional arts, particularly piping, drumming, Highland dance and traditional fiddle playing.



Purpose of the fund

Through this fund, we will support traditional arts projects such as piping, drumming, Highland dance and traditional fiddle playing, for young people from across Scotland with a range of experience and skill levels.

The funding is available to enable organisations and groups to create something new and of quality through:

- **The development of artistic skills** – to bring in external specialists/tutors and/or to permit professional development to progress the artistic skills of both young people and their leaders.
- **Innovative creative collaborations** – to allow for groups/organisations to collaborate with local, regional or national partners to develop new ideas and ways of working with young people.
- **The creation of new composition and/or choreography** – to allow for the commissioning of an entirely new and original work for groups/organisations working with young people to develop and/or perform.
- **The transfer of skills** – to provide the opportunity for young people to try something new across the indicated art form areas.

Types of activity we will support

Applications should demonstrate the additional value that the project will bring to an organisation's core work. For organisations seeking to apply for further funding for a project that was previously supported through the REMT Youth Talent Development Fund, your application should demonstrate how the project will create new opportunities for young people not currently engaged to participate and/or how it will enable young people already involved to develop new skills. Please note that activities which have already happened or are scheduled to begin before we reach a decision on your application will not be eligible for funding.

Applications must involve traditional instruments, music and/or dance, and proposals associated with piping, drumming, Highland dance or traditional fiddle playing are likely to be prioritised. The Royal Edinburgh Military Tattoo recognises the diversity of traditional arts that currently exist within communities across Scotland and welcomes applications from organisations that work with these.

We will accept applications for projects which focus just on traditional music, traditional dance or on a combination of both. Within this, applicants can apply for projects which involve just one type of music activity (such as piping or fiddle playing) or projects which incorporate several types of traditional music together or with contemporary music, or which combine traditional music and traditional dance activity together.

Projects will work toward a creative output which is to be presented or shared at either a local, regional or national level – e.g. a live performance, a sharing, a recording, a screening of a film etc.

Funding available

The total budget available is **£150,000** with a minimum award of **£5,000** and a maximum award of **£20,000**.

Programme Outcomes

Successful applications will be expected to describe how project activity aligns to each of the following programme outcomes:

1. Nurturing and celebrating ambition, enthusiasm and talent across one or more of the indicated art forms.
2. Enhance the skills of both young people and the leaders of those young people.
3. Create new opportunities to contribute to and celebrate traditional Scottish art forms.

Within the proposed programme, activity targeted at specific age groups within **5-26 yrs** will be considered.

Criteria

Successful applications will have to demonstrate and be assessed against the following criteria:

- 1.** A robust and engaging project idea that demonstrates:
 - i.** the development of artistic skills;
 - ii.** innovative creative collaborations; or
 - iii.** the creation of new composition and/or choreography.
- 2.** That there is a clear creative or physical output to be presented or shared at either a local, regional or national level.
- 3.** Consideration of legacy for the groups/organisation following the projects' completion.
- 4.** Evidence of demand from young people for the proposed project or a gap in provision that the project will address.
- 5.** Activity must be delivered by skilled and experienced project staff with evidence of a track record in working with young people. Teaching artists involved in the project should have proven track records of delivering quality youth arts provision and should have relevant qualifications or experience in relation to the art form activity they will deliver.
- 6.** A clear approach to identifying and addressing barriers to participation for young people of all geography, backgrounds and ability.
- 7.** That key outcomes of the funding programme are being addressed.

For organisations seeking to apply for further funding for a project that was previously supported through the REMT Youth Talent Development Fund, there are three additional criteria that must be met:

1. Demonstrate how the project will create new opportunities for young people not currently engaged to participate; or
2. Demonstrate how the project will enable young people already involved to develop new skills; and
3. Detail the lessons learned during the previous project and how they will be put into practice during its continuation.

All project delivery should take place between 1 April 2020 and March 31 2021.

Who can apply?

This fund is open to any arts or cultural organisations based in Scotland, who can provide an effective proposal to meet the criteria of the fund.

The project activity being funded must directly involve groups of young people living in Scotland. Groups are to be classed as consisting of three or more young people and at least 90% of members in the group (excluding adult leaders) should be aged between **5-26 years**.

Organisations already in receipt of Creative Scotland Regular Funding, Open Project Funding or other Targeted Funds are eligible to apply but need to clearly demonstrate that the activity being proposed is separate from existing activity.

For general details of the types of organisations and groups who can apply, please refer to the [Creative Scotland website](#).

Who cannot apply?

Applications will not be accepted from:

- Individuals.
- Local authorities as lead applicants, although they can be part of a partnership.
- Schools and associated organisations, such as Parent Teacher Associations, applying for funding as part of the school curriculum. Applications for activity that will take place in partnership with schools but outside of the curriculum will be accepted, and should come from the lead arts, cultural or community group, demonstrating how the project will add real value to the learning experience.
- Funding for formal education programmes, or activities which are solely focussed on supporting current HE/FE education students.
- Groups/organisations looking for equipment only, or support with ongoing running costs.

In addition, this fund will not support applications which propose to create permanent full-time or part-time posts.

Application requirements

For applications to be eligible:

- You must provide a copy of your constitutional documents and Equal Opportunities Policy.
- You must provide a copy of your Child Protection Policy.
- All Project Staff engaged in your project must be members of the Protection of the Vulnerable Groups Scheme administered by Disclosure Scotland before the project begins.
- If you are applying as a partnership or collaboration of groups/organisations you must supply a partnership agreement outlining the roles, responsibilities of all partners in your proposal.
- You must complete the budget summary section in the application form and provide a more detailed budget attachment.
- You must check or tick the disclaimer box on the application form to confirm that they have read and understood the Guidelines and standard Terms and Conditions.

Additional responsibilities

Budget:

In addition to completing Section D in the Application Form, we require applicants to submit a separate single page budget, ideally using a spreadsheet such as Excel.

Your budget information must balance. That means your income should be the same as your costs (or expenditure). You can apply to us for 100% of the project costs if required – in which case all your project income will come from this fund. But if there is other income, either cash or in-kind, then you should tell us about this.

We need to be able to see how you have worked your figures out, so please break them down clearly in the costs table - giving us, wherever possible, details on how you've reached the figures quoted. If your budget includes in-kind contributions, please ensure that you clearly show the value of the in-kind contribution in your budget income, as well as where it sits in your expenditure (the in-kind activity must appear in both sides of your budget).

The budget should be for the total cost of the activity. Please note all costs you use should be in full pounds only - any costs in pence must be rounded up to the nearest pound.

Costs which you can include in your budget are:

- Professional time (artists, tutors, industry experts to support young people in a range of roles).
- Staff (for ongoing support of young people in a range of roles).
- Venue/equipment hire, where appropriate.
- Instrument/equipment costs of up to 30% of the project's total budget.
- Training and continuing professional development costs for project staff, music tutors and trainees of up to 5% of total budget.
- Marketing.
- Associated travel costs.
- Monitoring and evaluation.

Please note that we are committed to ensuring that activities we fund are inclusive and accessible to a wide range of participants and therefore we encourage you to include relevant access costs. For example: British Sign Language interpretation; audio description and captioning; access assistants if required to support travel; or any costs relating to Gaelic/Scots translation.

We would ask that you pay particularly close attention to the costs you allocate for paying the people involved in delivering your project. Creative Scotland is committed, through any activities we support, to ensuring that artists, staff and other creative professionals are paid appropriately for their time and effort. We therefore expect applications to reference relevant industry standards on rates of remuneration where they exist. For more information on this, see our Rates of Pay guidance document on the [Creative Scotland website](#).

Reporting:

Successful applications will be required to submit an End of Project Report to establish that projects have been delivered as per the original proposal. Please note that 25% of funding will be retained by Creative Scotland and only issued on satisfactory receipt of this report.

The Royal Edinburgh Military Tattoo would be interested in engaging with successful projects to understand first-hand the outcomes of the funding. We will therefore anticipate applicants hosting at least one visit from a representative from the charity at an appropriate time. There may also be opportunities for young people to connect and be involved in the Tattoo in the future.

How to apply, timelines and further information

Application form:

All applications must be made on the Application Form, which is available on the **Creative Scotland website**.

Is this information available in alternative formats?

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. On request this information is available in alternative formats including translations. 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.

If you have any general enquiries about the application process, guidance or application form, please contact our Enquiries Service (see contact details at end of document).

Deadline for applications

• Applications open	3 December 2019
• Application deadline	3 February 2020
• Assessment process	February 2020
• Decisions	March 2020
• Project delivery	Between 1 April 2020 and 31 March 2021

Submission and decision-making process

Submission:

- Completed application forms and supporting material can be submitted by email to:
REMYouthTalentFund@creativescotland.com
Applications and all supporting material should be submitted via email by midnight on the day of the relevant deadline.
- Shortly after submitting your application, you will receive an automated response confirming receipt. This email will also outline the process and timeline for decision making. If you don't receive this automated email please check your spam filters, junk files and deleted items. If there is still no sign, get in touch with us to confirm that we have received your application.
- Your application will be checked for basic eligibility and completeness to ensure that you've filled in the required sections of the form, and supplied all the necessary supporting materials. If at this stage your application is considered to be ineligible we will email you giving you the reasons. If your application is considered incomplete, we will email you to explain this and seek any missing information from you giving you 2 working days in which to respond. Failure to come back to us with this information within the specified timeframe will mean your application is incomplete and therefore ineligible. We will advise you of this by email.

Decision-making process:

Logged applications will be assessed by Creative Scotland officers or external assessors with relevant expertise appropriate to this funding programme. Following initial assessment, and officer recommendations, decisions on final awards will be taken by a panel, which will include representatives from Creative Scotland and the Royal Edinburgh Military Tattoo.

Applicants will be notified of the outcome no later than 8 weeks after the programme deadline.

Successful applicants will be asked to confirm key dates and details of any project delivery staff that were unconfirmed at the time of application.

Help, further advice or feedback:

If you require support, further information or have any general enquiries about the Royal Edinburgh Military Tattoo Youth Talent Development Fund, please contact: **Jonathan McLean: Jonathan.McLean@creativescotland.com**
Alternately you can contact the Creative Scotland Enquiries Service.

Email: enquiries@creativescotland.com
Call: **0345 603 6000***

Lines are open 10am-12pm and 2-4pm, Monday–Friday. Voicemail is available outwith these hours. If you want us to call you back, then leave a message with your number and we'll arrange a time to call you.

Web: You can send us a message via the **Creative Scotland website**
Twitter: [@creativescots](https://twitter.com/creativescots)
Facebook: www.facebook.com/CreativeScotland

Phone lines are open from 10am-12pm and 2-4pm, Mon-Fri, with voicemail outwith these hours.

If you are a deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to www.contactscotland-bsl.org/public for more information.

** **Please note:** Calls to our 0345 number are charged at the same rate as calling national 01 or 02 numbers. Approximate charges are up to 9p per minute from landlines and between 3p – 55p per minute from mobiles. However, calls to this number are also part of inclusive allowances. Please check with your phone line provider for exact charges.*

Data Protection:

Creative Scotland (CS) requires some personal information about you/your organisation to consider your application for funding. Without such, CS will not be able to fund your project.

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 Funding Privacy Notice available online at: www.creativescotland.com/privacy-policy/funding-privacy-notice

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 Funding Privacy Notice. You are welcome to share this Funding Privacy Statement and CS's Funding Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that CS holds about you under the General Data Protection Regulation. Information on how to exercise these rights is contained in CS's Funding 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.