



ALBA | CHRUTHACHAIL

Multi-Year Funding Transition Support Programme

Guidance for Applicants
January 2025

Contents

- Transition Support Programme Overview3**
- What is the Transition Support Programme?..... 4**
- Transition Advice Service5**
- Transition Funding5**
 - For Regularly Funded Organisations (RFOs):
 - For other organisations:
- What can Transition Funding support?7**
- What Transition Funding cannot be used for?8**
- How do I apply?9**
 - Transition Funding
 - Transition Advice Service
 - Key dates
- Access Support9**
- What do applicants need to supply in their application?10**
 - Transition Funding
- How long will it take to get a decision?10**
 - Transition Funding
 - Transition Advice Service
- How will applications be assessed?.....10**
 - Transition Funding
 - Transition Advice Service
- How and when will funding be awarded?..... 11**
 - Transition Funding
- Contacting our Enquiries Service 11**

- Freedom of Information (FOI) 12**
- Data Protection..... 12**
- Subsidy Control 13**
- Complaints..... 13**

Transition Support Programme Overview

- The Transition Support Programme will provide a short, fixed period of **financial security** and/or **specialist advice** to organisations previously funded on an ongoing basis but unsuccessful in their **Stage 2 Multi-Year Funding** application.
- It includes two separate time-limited strands of support:
 - **Transition Advice Service** (non-financial support)
 - **Transition Fund** (financial support)
- The **Transition Advice Service** will provide **expert advice** and **support** on financial health, restructuring or remodelling business plans, mergers, scaling back or orderly winding down of activities.
- The **Transition Advice Service** will be delivered by our partner, Community Enterprise and will be available to access through an **expression of interest** form on their **website**. Full details will be sent to unsuccessful Multi-Year Funding applicants in the decision emails.
- **Transition Funding** is available to unsuccessful Multi-Year Fund organisations that previously received funding averaging at least **£50,000 per year** since October 2019 (excluding COVID-19 emergency funding). To qualify, organisations must have received this level of support from Creative Scotland, each year, for three or more years between 2019-2024.
- Applications for the Transition Fund and Transition Advice Service will open at **2pm** on **Thursday 30 January 2025** and close at **2pm** on **Wednesday 7 May 2025**.
- Applications for Transition Funding will be assessed within **4 weeks** of receipt. With payments being made after 1 April 2025.

What is the Transition Support Programme?

We understand the important role of Multi-Year Funding to organisations and the significant time and effort invested in the application process. We also recognise that unsuccessful organisations may face challenges in continuing their operations as usual. Our goal is to support these organisations to plan effectively for their future and navigate necessary changes smoothly. Unsuccessful organisations may need to reassess their activities, staffing structure and funding model.

The Transition Support Programme provides targeted assistance to organisations during this time, in two ways:

1. **Transition Advice Service:** Available to all unsuccessful Multi-Year Funding applicants regardless of whether they have a pre-existing funding relationship with Creative Scotland. Delivered by Community Enterprise, this service offers tailored guidance on financial health, restructuring or remodelling business plans, exploring mergers, scaling operations, or winding down activities in a planned and sustainable way. This service also offers organisations and their leaders the opportunity to consider the often difficult emotional aspects of changes and transitions. Access to this service is available through an expression of interest form on [Community Enterprise's website](#) and is included in the decision email to unsuccessful applicants.
2. **Transition Funding:** Financial help for eligible organisations to adapt to a new operating model, explore alternative funding approaches, or wind down operations in an organised manner. To be eligible organisations must have previously funded by Creative Scotland through the [Regular Funding Programme](#) or other funding routes¹, that have received **average funding of at least £50,000** per annum over the past 5 years since October 2019 (excluding COVID-19 emergency funding).

¹ For more details on which other Creative Scotland funds are considered eligible please see [Page 5](#).

Transition Advice Service

The Transition Advice Service aims to help all unsuccessful Multi-Year Funding applicants, regardless of funding history, to restructure or realign their future Business Plans in ways centred on promoting the underpinning mission and purpose of an organisation. This support programme is focused on the provision of practical guidance, support with the often difficult, emotional aspects of changes and professional advice and does not provide any direct funding.

Delivered by Community Enterprise, the service will offer:

- Expert guidance on financial and organisational sustainability
- Support for restructuring or remodelling business plans and to manage change
- Assistance with mergers, scaling back operations, or orderly winding down of activities
- To access this service organisations will be required to submit a short expression of interest. Information on how to access this free service will be included in the decision email sent to unsuccessful organisations and can also be accessed on [Community Enterprise's website](#).

Transition Funding

Unsuccessful Stage 2 Multi-Year Funding applicants are invited to apply for a period of financial support to undertake necessary steps to transition to a future outside of receiving regular funding from Creative Scotland. Applying for Transition Funding will not be a competitive process.

The Transition Fund will open for applications at **2pm on Thursday 30 January 2025** and close at **2pm on Wednesday 7 May 2025**.

To be eligible for Transition Funding, organisations **must** have received an average of **£50,000** per year between October 2019 to September 2024 through one or more of the following funds:

- Regular Fund for Organisations
- The National Lottery Open Fund for Organisations
- The National Lottery Extended Programme Fund
- The Touring Fund for Theatre and Dance
- Screen Scotland Film Festival and Screening Programme Fund
- Screen Scotland Screen Education Fund

Any COVID-19 emergency funding awards issued between 2020-2022 are not included in our considerations.

In your decision email, we will confirm if you are eligible for Transition Funding. This will be based on the funding information we hold on your organisation. Please note that all Creative Scotland decisions on eligibility are final.

Please be aware that if your organisation is facing insolvency, you will not

be eligible.

For Regularly Funded Organisations (RFOs):

- That are unsuccessful in their Stage 2 Multi-Year Funding application, **up to nine months** (75% of previous award) support may be available. The level of support will match what was previously awarded as part of your RFO contract, provided a clear, budgeted plan is submitted. Funding will be available from 1 April 2025 to 31 December 2025, depending on when the application is received and approved.
- Including the final two months of RFO Funding (1 February 2025 – 31 March 2025), unsuccessful RFOs will receive **11 months** financial support at previous levels to help with post-RFO transition. Former RFOs will not be eligible to receive any new Creative Scotland or Screen Scotland Open or Targeted Funds during the period they are receiving Transition Funding.

For other organisations:

- That are unsuccessful in their Stage 2 Multi-Year Funding application, were not contracted RFOs, but have received an **average of at least £50,000 per annum** from other **Creative Scotland funds** between 1 October 2019 to 30 September 2024, may be eligible for Transition Funding. We will use existing funding information to identify all eligible organisations via this route. Applicants will be informed of their eligibility in their decision email.
 - Funding will be available for **up to 75%** of the **average annual financial support** received from Creative Scotland issued between 1 October 2019 to 30 September 2024 (total divided by the number of qualifying years).
- Organisations will not be eligible to receive new funding from other Creative Scotland or Screen Scotland Open or Targeted Funds during the period when you are in receipt of Transition Funding, which will be nine months from point of award. Transition Funding will not exceed the previous pro-rata annual level of support received by an organisation (averaged five years from agreements dated between 1 October 2019 and 30 September 2024). Match funding is not required, but organisations may choose to contribute other resources to further support their change plans.

What can Transition Funding support?

Organisations are expected to outline how their plans during the Transition Funding period align with overarching strategy and operations aligning to deliver on their organisation's mission and purpose. The funding can support a range of activities that focus on transformative change, sustainable innovation, or necessary endings to ensure meaningful contributions to their organisational purpose and the places or communities they serve. These activities might include:

- **Strategic Business Modelling**
Supporting a shift towards or the adoption of a new or augmented business model that better serves the organisation's purpose and strengthens long-term impact prospects.
- **Change Programmes**
Provision of tailored support to implement substantial change initiatives that align with the organisation's strategic priorities.
- **Planned Programmes**
Continuing to deliver existing programmes where forward commitments have been made, and these are integral to the organisation's mission. However, Transition Funding should not primarily or solely be used for this purpose.
- **Cost-Effective Innovations**
Exploring new, efficient methods of delivering artistic programmes or improving organisational administration to enhance mission effectiveness.
- **Collaborative Cost Reduction**
Investigating opportunities for partnerships, alliances, or mergers that reduce operational costs while maintaining or enhancing the organisation's purpose.
- **Developing New Income Streams**
Identifying and establishing sustainable income-generating opportunities or fundraising activities that align with the organisation's values and objectives.
- **Strategic Wind-Down of Activities**
Supporting the orderly conclusion of activities that can no longer continue sustainably or meaningfully contribute to the organisation's mission. This includes planning for organisational closure if the Board or equivalent body determines that there are no remaining viable ways to deliver on the organisation's mission or purpose.
- **Specialist Professional Support**
Engaging expertise such as accountants, consultants, or insolvency practitioners to support decision-making, strategy development, and responsible financial planning.
- **Redundancy Costs**
Contributing towards the costs associated with planning for restructure or redundancies necessary for aligning with the organisation's future direction and ambition to deliver on its mission and purpose.

- **Transfers and Legacies**

Facilitating the transfer of assets, intellectual property, or other legacies to ensure continuity or benefit to other organisations where this aligns with the organisation's mission and purpose.

- **Additional Support**

All organisations unsuccessful in being awarded Multi-Year Funding, can access the Transition Advice Service for guidance and support during this period. You can access this service on [Community Enterprise's website](#).

What Transition Funding cannot be used for?

The funding cannot be used for the following:

- **New work:** the commissioning, creation and production of new creative or cultural activity that is scheduled to take place after the period of Transition Funding has ended, or after December 2025, whichever is sooner.
- **Capital spend:** including the purchase of equipment or the spend on the improvement or modification of buildings.
- **Post-2025 spend:** for any activity that is scheduled to take place after December 2025.
- **Reserves:** to improve the organisation's reserves.
- **Non-compliance with Fair Work Standards:** including the payment of staff at rates below the Real Living Wage or the introduction of practices not aligned with Fair Work principles.
- **Private sales:** or activities that would result in the private sale of currently publicly accessible works of art (e.g. paintings).

Please note this list is not exhaustive.

How do I apply?

Transition Funding

If in your Multi-Year Funding decision email, your organisation is confirmed as being eligible for Transition Funding, you will be directed to apply through the short, online form.

Applications must be made through Creative Scotland's [Online Funding Portal](#).

To log in to the portal, visit: my.creativescotland.com/login

Transition Advice Service

All unsuccessful Stage 2 Multi-Year Funding applicants are eligible for the Transition Advice Service.

In your Multi-Year Funding decision email, you will be provided more information and directed to complete a short expression of interest on [Community Enterprise's website](#).

You can access the form here:

[Creative Scotland Referral Form - Community Enterprise](#)

Key dates

For the Transition Fund and Transition Advice Service:

Applications **open**: 2pm, Thursday 30 January 2025

Applications **close**: 2pm, Wednesday 7 May 2025

Access Support

Access support contributes to costs for services to help you overcome barriers to applying for our funds.

We offer access support to the lead applicants of a group who self-identify as d/Deaf, hard of hearing, disabled or living with chronic illness, mental illness or neurodivergence, such as dyslexia, autism or ADHD.

For information on the types of support available and how to request assistance, please [visit our website](#).

If you need further assistance, please email:

accesssupportrequests@creativescotland.com

If you are a d/Deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Visit www.contactsotland-bsl.org for more information.

What do applicants need to supply in their application?

Transition Funding

An outline of how the funding will be used to change the way your organisation works, support any work committed to already, or support the orderly wind down of some or part of your organisation.

A simple outline budget breaking down how the funds will be used.

As a condition of funding, you will be required to provide a report outlining how you have used the funds, and an independently certified statement of expenditure to evidence the final spend.

How long will it take to get a decision?

Transition Funding

- Within **four weeks** of receipt of submitting the application.
- We may contact you if we have any questions or require further evidence which may extend this timeline.

Transition Advice Service

- Community Enterprise aim to reply to all expressions of interest within **two weeks** of submission.

How will applications be assessed?

Transition Funding

This is not a competitive process, and your application will be assessed on its own merits and will be considered by a group of Creative Scotland staff.

- Awards **over £100,000** will be approved by our Senior Leadership Team.
- Awards **over £500,000** will be approved by our Board.

Provided that your plan and budget are deemed appropriate, a funding agreement will be issued.

Transition Advice Service

Expressions of interest for the Transition Advice Service will be reviewed by Community Enterprise and if they have any further questions on eligibility, they will get in touch to clarify.

How and when will funding be awarded?

Transition Funding

Transition Funding will be paid in two instalments:

- **75%** of the approved amount will be paid initially
- The remaining **25%** will be paid **no earlier than 15 August**, and for former RFOs, it will depend on submitting a completed 2024/25 Statistical Survey

A final report detailing how the funds were used must be submitted by January 2026. If the report is not submitted by this date, future applications to Creative Scotland will be suspended until the report is received.

Contacting our Enquiries Service

If after reading this guidance document, you require technical support, further information or have any other queries, please contact our Enquiries Service by emailing: enquiries@creativescotland.com.

Freedom of Information (FOI)

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. For more information, visit the [Freedom of Information section of our website](#).

We are listed as a public authority under the Freedom of Information Act (Scotland) 2002. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks to see them under the Freedom of Information (Scotland) Act 2002. We may not release those parts of the documents which are covered by one or more of the exemptions under the Act.

Please see the Freedom of Information website at www.foi.scot 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 requires some personal information about you/your organisation to consider your application for funding. Without this information we will be unable to process your application.

If you would like to see a breakdown of the personal information we require, why it is required, what we do with that information and how long we keep it, please refer to our [Privacy Notice on our website](#).

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

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

You have some rights in relation to the personal information that Creative Scotland holds about you under data protection law. Our Privacy Notice contains information on how to exercise these rights, or you can contact our [Data Protection Officer](#).

If you have any concerns with how we have processed your personal information, you should contact our Data Protection Officer in the first instance, as we would welcome the opportunity to work with you to resolve any complaint. If you are still dissatisfied, you can submit a complaint to the [Information Commissioners Office](#).

Subsidy Control

As a public body Creative Scotland must comply with the subsidy control rules in the Subsidy Control Act 2022 and Trade and Cooperation Agreement between the UK Government and the European Union.

More information can be found at [UK subsidy control regime - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

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

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](#).



ALBA | CHRUTHACHAIL

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

—
www.creativescotland.com
enquiries@creativescotland.com



January 2025