



ALBA | CHRUTHACHAIL

# Create Inclusion Fund Guidance



## Round 3



## What is the Create Inclusion Fund?



A **fund** is money for a project.

The Create Inclusion **fund** will help support a more **diverse** range of artists and people working in the arts in Scotland.

**Diverse** means having a mix of different kinds of people.



For example:

- men and women
- people who are gay, lesbian or transgender
- young and old people
- people of different ethnic backgrounds
- people from different religions
- disabled and non-disabled people.

We believe that **equality** and diversity are very important to the creative community so that:

- different voices can be heard
- more people can take part in creative activities.





**Equality** means people are treated fairly and everyone has the same choices and chances.



We would like to have applications from:

- people who have one or more protected characteristic
- groups or organisations that are led by or work with people who share one or more protected characteristics.



Find out more in this [Easy Read document about protected characteristics](#) covered by The Equality Act.



There is £350 thousand pounds in the fund.

You can apply for any amount of money up to this amount.

We want to support up to 20 projects.



Your application must be in by midday on 16 February 2022.

Your project should not take place before 1 June 2022.



We will email you to tell you if your application has been successful by the end of May 2022.

The email will include feedback on your application.



This fund is supported by the National Lottery through Creative Scotland.

If you do not want to get money from this fund because it is from gambling we can get funding from somewhere else if your application is successful.

## What can the funding be used for?



We want to support work that helps people in the arts to:

- work in new or different ways.
- make new work or work with new people
- or change your work so it could be shown to a different audience in a different place.

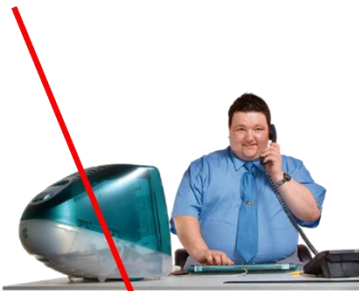


We want applicants to tell us the type of support they need.



Our website has information about projects that got money from the fund in the past in [Round 1](#) and [Round 2](#).

## What the funding cannot be used for

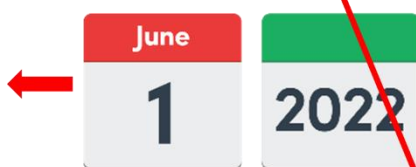


- activities that are not about the arts or being creative.



- film or TV projects.

These projects should look at the [Screen Scotland website](#) for information about funding.



- work that starts before 1 June 2022.



- the cost of running your organisation or starting up your business.
- projects that already get money from Creative Scotland or Screen Scotland.
- Applications that are just for equipment.

You can include costs for materials and equipment that are part of your project

- building projects.



Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com) if you have any questions.

## Who can apply for money from the fund?



People, organisations and groups working in the arts can apply for money.

They must be based in Scotland.

Their work must be for people who live and work in Scotland.





People and groups who have applied for money from the fund before can apply again.

## Who cannot apply?

- Creative Scotland Regularly Funded Organisations
- The National Companies
- local councils
- Cultural and Leisure Trusts
- educational organisations
- organisations that provide public services
- trusts or foundations
- students or people in full time education
- companies that make a profit
- people or organisations who work in film or TV.



## How will we judge applications?



Decisions will be made by a panel of:

- Creative Scotland staff, and
- people who know a lot about equality and diversity.

There is information about how we will find these people on our [website](#).



The panel will look at:

- how good your idea is
- how good your plans are
- how the project will affect your work.



Applications will be checked by Creative Scotland staff.

We will contact you if we need more details about the information you have given us.



# What questions will we ask you in the application form?



We will ask:

- About you or your organisation
- What do you want to do and why do you want to do it?



- How will you do your activity?
- How will it help you in your future work?
- How will you know if you have achieved what you want to do?



- What planning have you done?
- How will you tell people about your project?
- Is anyone else part of your project?



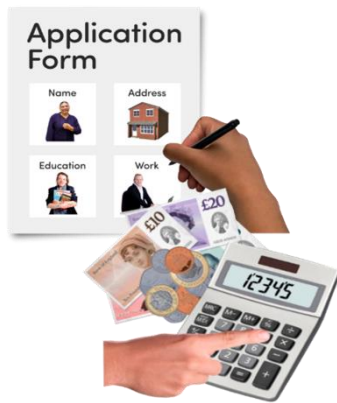
- What might be difficult to do and how will you cope with this?
- How have you worked out how much it will cost?

## Budget – how much your project will cost.



You can tell us how much your project will cost in whatever format suits you best – for example in a Word document, PDF or Excel spreadsheet.

You can upload it in the online application form.



You do not need to have money from any other place to apply for this fund.

If you have money from other places tell us about it in the Income table on the application form.

It will not change how we judge your application.

Include **access costs** where needed.

**Access costs** help your project to be open to as many people as possible.



It could be things like:

- British Sign Language interpreters
- care costs
- travel support for people in rural areas
- digital support for people who do not have access to the internet



Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com) if you need help working out what to include in this.



Childcare costs can be included if you could not do your activity without this support.

Creative Scotland will give you childcare costs, but you must report the cost to [HMRC](#) - the part of Government that collects tax.



If your project involves you working with other people make sure they are paid properly for their time and effort.

There is guidance about rates of pay on the [Creative Scotland website](#).

## How to apply for the Create Inclusion fund

**Login**  
Please enter your email and password to log in

Email:

Password:

Remember Me [Forgot password?](#)

Apply online by making your own account at:

<https://my.creativescotland.com/login>

You can then work on a draft of your application online, save it as you go along and come back to it before sending it in.

## Do you need support to apply?



If you cannot access the internet or if you need support to apply online please call: 0330 333 2000

or email our Enquiry Service at: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)



We can give support to disabled applicants including:

- sign language interpreters for meetings
- scribing support for dyslexic applicants
- advice to new applicants and support with their application
- additional one-to-one support to applicants with access requirements



We will accept applications and supporting materials written in English, Gaelic or Scots.



Alternative Formats of the application process will be on the Creative Scotland website at:

[www.creativescotland.com/createinclusion](http://www.creativescotland.com/createinclusion)

Let us know if you need this information in other formats including translations.

Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

## Advice sessions



From December 2021 to February 2022 you can book an appointment to speak with someone from our Equality, Diversity and Inclusion team to talk about your ideas before you send in your application.

Register for one of these sessions [here](#).

## Who do I contact if I have a question?



If you have any questions email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

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

or follow us on Twitter: [@CreativeScots](#)

or [Facebook](#)



D/deaf British Sign Language users can access our services with the [Contact Scotland-BSL](#) programme.



## How we look after your personal information.



To find out what we do with your personal information please look at the [Creative Scotland Privacy Notice](#).



If you have any worries about how we use your personal information contact the Creative Scotland Data Protection Officer by emailing:

[dataprotection@creativescotland.com](mailto:dataprotection@creativescotland.com)

or call: 0131 523 0080



If you are not happy with their answer you can complain to the [Information Commissioners Office](#).