

Create Inclusion

Fund Guidance

Round 3, 2021/22

What is the Create Inclusion Fund – A Summary

It is a fund to help increase the diversity of people in the arts and creative industries in Scotland.

It is open to individuals, groups and organisations.

It will support activities which help people and organisations to:

- develop themselves and their creative practice
- develop their capacity
- take professional or creative risks.

The fund has a total budget of: £350k

We're aiming to support up to: 20 projects

The deadline for applications is: midday, 16 February 2022

Your funded activity should not take place before: June 2022.

What is the purpose of the Create Inclusion Fund?

Simple. This fund seeks to increase the diversity of people in the arts and creative industries.

Creative Scotland's reports 'Understanding Diversity in the Arts' and 'Equality Matters' highlighted numerous and complex barriers to access, progression and representation in the arts, screen and creative industries.

These reports indicated that career progression is far from a level playing field. Challenges are more acutely felt by women, people with parental responsibilities, disabled people and those from Black and minority ethnic backgrounds. Lack of connections, social structures and networks also featured highly as a barrier, with many mentioning the importance of informal networks in securing work or getting noticed.

The Equality Analysis of our 2018-21 Regularly Funded Organisations (RFO) programme highlighted a reduction in the number of Equality, Diversity and Inclusion-led organisations supported through the RFO programme and a reduction in a focus on Equality, Diversity and Inclusion programming. Additionally, there were no new applications from Equality, Diversity and Inclusion led organisations.

This fund aims to start addressing some of these well documented concerns and increase the diversity of people in the arts and creative industries in Scotland.

Equality, Diversity and Inclusion is about fairness, cultural entitlement and about creating the conditions for the widest variety of art and creativity:

- Equality is about removing barriers
- Diversity is about supporting and reflecting different cultures in Scotland, enabling different voices to be heard
- Inclusion is about creating opportunities for people to work in, engage with, participate in, and experience arts and creativity throughout the country.

We believe that equality, diversity and inclusion are crucial to the arts, screen and creative industries if they are to be sustained, refreshed, richer and more dynamic, and release the true potential of creative talent, regardless of people's background.

The Equality Act 2010 sets out nine protected characteristics which are:

age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

What can the funding be used for?

This fund wants to support a broad range of activities that can help applicants develop themselves, their creative and professional practice, their capacity or to support them to take professional and creative risks.

We have not outlined specific types of activities which can form a project because we want applicants to tell us the type of support they need.

This can differ because, for example, people and organisations or groups work in different contexts; have had specific career paths so far; have experienced different barriers to their development or have identified specific opportunities to achieve their long-held ambition or vision.

For example, your project can help you make work with new collaborators or in an unfamiliar context. Another example could be developing an existing piece of work so that it could be shown to a different audience or experienced in a new environment.

Please visit our website to look at some of the projects which were previously funded.

Round 1

<https://www.creativescotland.com/what-we-do/latest-news/archive/2019/05/create-inclusion>

Round 2

<https://www.creativescotland.com/what-we-do/latest-news/archive/2020/07/create-inclusion>

What the funding cannot be used for

This fund is to support relevant developmental ideas that will support those who face barriers, to get the additional help they need. We therefore would not expect the funding to support:

- Activities which are not related to the arts or creative industries.
- Funding for film/screen/TV activity. Projects led by individuals or organisations whose primary art form is film should visit Screen Scotland's website (www.screen.scot) for more information on funding opportunities).
- Activities which are scheduled to begin before you hear your decision. Please check Timeline Section (Page 13) for the date you'll hear from us.
- Ongoing organisational running costs.
- Business start-up costs.
- Equipment-only applications are not eligible. Equipment can form part of your application. Equipment can include items which are needed for the delivery of the funded activity and will have longer term use after the end of the funded activity. Second hand equipment can only be included where such equipment is no longer available new or where the equipment is in 'as new' condition or has a warranty.
- We cannot support building projects such as building renovations or refurbishments.
- Projects which are already being funded by another Creative Scotland or Screen Scotland programme.

If you are not sure that you or your project would be eligible for the fund, please feel free get in touch with us. You can do this by contacting our Enquiries Service (see Page 15).

Who can apply?

The fund is open to individual creative practitioners, organisations, groups and networks in the arts and creative industries

This fund seeks to increase the diversity of people in the arts and creative industries and we particularly welcome applications from individuals who self-identify as sharing one or more protected characteristics defined by the Equality Act 2010; or from groups or organisations which are either minority-led or which focus on working with and for those who share one or more protected characteristics.

All applicants must be based in Scotland and their activity should benefit those who live and work in Scotland.

Previous applicants to the fund may reapply if they wish to do so.

Who cannot apply?

If you aren't sure if you are eligible please get in touch with us before applying (see Page 15 for contact details).

- Creative Scotland Regularly Funded Organisations
- National Companies
- Local Authorities
- Cultural and Leisure Trusts
- Educational Institutions
- Other Public Sector Agencies
- Trusts or Foundations
- Students or those in full time education
- Commercial or profit distributing companies
- Individuals or organisations whose primary art form is film or screen. Projects led by individuals or organisations whose primary art form is film should visit Screen Scotland's website (www.screen.scot) for more information on funding opportunities).

How much can I apply for?

There are no minimum and maximum limits on how much you can apply for, and our intention is to award funding at the levels requested by applicants.

We expect to support between 12 and 20 applications, depending on the level of demand, and the Fund has a total budget of £350,000 for this round.

The previous rounds of this fund were very popular. The first round had 164 applicants seeking £2.8 million of support for their projects. The second round had 122 applicants seeking £1.9 million of support.

This fund is supported by the National Lottery through Creative Scotland. If you have any objections to receiving funding from this source – for example some applicants do not wish to receive money from sources of gambling – then please tell us and if successful we can arrange for the funding to come from other sources.

What are the criteria we will measure applications against?

Applications will be assessed against the following criteria:

1. Strength of the project idea
2. Strength of plans to achieve the project
3. Strength of the project's impact on your work

All eligible applications will be assessed by Creative Scotland Officers. Assessments will be made on the information you provide in your application, including your budget. We will only contact you during the assessment process if we need clarification on any aspects of the information you have already provided.

What questions will we ask you in the application form?

In your application, we will ask the following:

About You

Tell us about yourself or your organisation (approx 200 words)

What do you want to do?

What do you want to do and why do you want to do it? (approx 300 words)

In this answer we want you to tell us about:

- what you will do
- why you wish to do this project or activity
- what it will involve

What do you want to achieve?

What do you want to achieve through this project or activity? (approx 300 words)

Tell us about:

- what you wish to gain by this project or activity
- how this will help you in your future work
- how you will know you have achieved what you set out to do

How will you do it?

How will you carry out your activity? (approx 300 words)

Tell us about:

- what (if any) planning you have completed so far
- how you will carry out different parts of this activity
- how you will tell others about your project or activity

Who else is involved?

Is anyone else involved in your activity? For example other artists, partners or collaborators. If yes, tell us about who else is involved and how they are involved.

What might be difficult to do?

Think about challenges you may face during the project and how you will deal with them (approx 200 words)

Tell us about:

- what are the difficulties you might come across
- what you will do to deal with them

Spending

How have you worked out the costs in your budget? (approx 200 words)

Project Budget:

Please provide a project budget. This can be in your chosen format (eg Word document, PDF, Excel spreadsheet). You can upload this within the online application form. Your budget should include all of the costs for your activity.

You do not need to include money from any other place for this fund and we will not treat you more favourably if you do include any other money. If you do have additional money from other places, you can enter the details in the Income table within the application form.

Please ensure you have considered and included access costs, where needed. Please speak to us if you need any help with working out what to include in this.

Childcare costs may also be included, where applicants are unlikely to be able to undertake their planned development activities without this support. Please note that childcare costs are classed as a taxable benefit, so whilst Creative Scotland will reimburse these costs, you will be responsible for reporting this to HMRC.

If your project involves you working with others, we would ask that you pay particular attention to how much you are paying the people involved in delivering your project. Creative Scotland is committed, through any activities we support, to ensure that artists are paid appropriately for their time and effort. We therefore expect applications to reference relevant industry standards on rates of remuneration – such as those outlined by the Musicians Union, the Scottish Artists Union, EQUITY, BECTU, or the Writers Guild. We've produced some guidance on rates of pay which is available on the Creative Scotland website.

Decision making process and what are we looking to support?

Decisions will be made by a panel of Creative Scotland staff along with other people who hold credible professional knowledge and expertise of equalities and diverse creative practice across arts and creative industries. These external panel members will be recruited by an open call process and more information about this call will be available on the Creative Scotland website.

This fund seeks to increase the diversity of people in the arts and creative industries.

The panel will consider the individual merits of each application and the relative strength of all applications compared to each other.

We will seek to support projects from a variety of disciplines and geographic areas against a limited budget.

Timeline:

Create Inclusion fund launched: 7 December 2021

Deadline for applications: Midday, 16 February 2022

Date when you'll hear your decision: End of May 2022

Feedback

All applicants will be offered feedback on their application after the decisions have been announced. Details of this will be included in the email we send you with your decision.

How to apply

Applications for Create Inclusion are made through Creative Scotland's online application portal. You can access this through the Creative Scotland website:

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

If you are not able to access the internet to make an application, or if you need additional support in making your application through the online portal, please contact us using the information on Page 15 of this guidance document.

To make your application, you will need to create your own online account. From your account you will be able to work on a draft of your application online, save it as you go along and come back to it before submitting.

Applications must be submitted by **midday on 16 February 2022**.

Do you need help in making your application?

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

Alternative Formats:

We will be providing this information in a range of accessible formats, which will be available to access from the Creative Scotland website. Go to **www.creativescotland.com/createinclusion** to access these. Please let us know if you need this information in any other 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.

1-to-1 pre-application advice sessions

Between December – February, we are offering an opportunity to have a 1-1 session with one of our EDI team prior to submitting your application to talk through your ideas. If you would like to register for one of these sessions – please get in touch.

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. They 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** [<https://www.creativescotland.com/contact-us>]

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. Please ensure you share this 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.

Whilst every effort has been taken to ensure the accuracy of this text, the original documentation should be relied upon as the true and accurate version.