

CREATE:NETWORKS

THE LOCAL CREATIVE BUSINESS NETWORK FUND

FUNDING GUIDANCE



Awarding funds from

THE NATIONAL LOTTERY[®]



ALBA | CHRUTHACHAIL

What is *Create:Networks* - the Local Area Network Fund?

This fund is to help organisations, creative businesses or creative practitioners create new, or develop existing, local creative business networks in Scotland.

The fund will support these networks through knowledge sharing, peer-to-peer networking, and business and market development support.

Successful applicants will be expected to develop a 12-month programme which establishes a local business network, to support broad-based creative business and market development activity. The network will ultimately deliver public benefit by helping the participating creative practitioners and businesses to grow and become more sustainable.

What types of networks will the fund support?

The projects that we are looking to support are:

- The creation of new local business networks supporting business and market development for creative practitioners and micro businesses, through knowledge sharing, networking, and providing access to markets;

or

- The growth of an existing local creative or cultural network, by improving, or introducing, tailored business and market development support for creative practitioners and micro businesses, through knowledge sharing, networking and providing access to markets.

The networks must be local (not national) and must aim to support a broad range of creative practitioners and micro businesses within the creative industries. This can include the following creative sub-sectors: architecture; the visual arts; craft; fashion and textiles; product, graphic and service design; the performing arts; music and music publishing; photography; computer games; radio; and writing and publishing, although we recognise that creative businesses exist in other areas too. The network may cover one, a range, or all these different sub-sectors.

Who can, and cannot, apply?

This fund will support existing creative area networks, as well as proposals for new networks.

All applicants must be based in Scotland, and can include individuals, sole traders, local businesses, social enterprises and creative support organisations who can make a clear and compelling proposal outlining how they will aim to build the creative business network in their local area.

For existing networks which are presently focused on business development support, or cultural practice, we will be looking for proposals to specify why support is needed for new business and market opportunities, and gaps in the existing provision. Otherwise, we will be prioritising new and emerging creative business networks in this funding round.

Cultural or creative business networks funded through our Open Project Fund or Targeted Funds can only apply for new or enhanced business and market development support within their network.

Cultural and Leisure Trusts, and Local Authorities, can apply, but they must demonstrate in their application that the funding they are applying for is additional, and not a substitution for their own resources.

National companies, enterprise agencies and Creative Scotland Regularly Funded Organisations are not eligible to apply to this fund.

How much can I apply for?

This Fund can cover all, or a proportion of, the total costs of your network development over one year.

Creative Scotland has a total budget of **£90,000**.

The total number of awards made will be dependent on the strength of the applications; but we hope to support up to three networks. Therefore, we anticipate applicants applying for **up to £30,000 per network**, although the exact amount may vary depending on your proposed plan and provision.

What can the funding be used for?

The fund must be used to support activity for a local creative business network and market development and includes:

- Developing, managing and delivering the network provision;
- Running peer-to-peer networking and knowledge-sharing events; and
- Providing information on and access to markets - local, UK and international; and
- Supporting a network of creative businesses to become more sustainable.

Some specific examples of the types of activity that could be included are:

- Business mentoring;
- Networking events and workshops on business and market development and collaborations;
- Business skills training specific to the creative industries; and
- Peer-to-peer learning opportunities.

What do we expect the local creative business networks to achieve?

We plan to support creative business networks which are located in different locations across Scotland. For each supported network, we will be looking for it to deliver the following:

Outputs:

- The development of a productive local area network to support creative practitioners and businesses;
- The running of events, and other support activity, that enables networking, and business and market development among the creative businesses and wider industry;
- The sharing of business and market knowledge and skills among the creative practitioners and businesses;
- The exploration of new income streams to support viability; and
- The sharing of learning about sustainable creative business models within the network.

Outcomes:

- The network generates new income streams to support its viability, reducing reliance on Creative Scotland funding over time; and
- The creative businesses which the networks support increase their sustainability through their business, market and financial models.

Which criteria will we judge an application against?

When looking at your application we will consider the following in our assessment:

- How you plan to develop and deliver a new or existing local network;
- How you plan to make this business network viable over time;
- That you demonstrate you have the skills, understanding, networks and experience to support the viability of a business and market development network;
- That you provide evidence of demand for the creative business network;
- How you plan to support a broad range of creative practitioners and businesses in the network to become more sustainable; and
- How the business network will support the development of cultural value, social value and economic value simultaneously.

Decision-making process

All eligible applications will be assessed by an officer from our Creative Industries Team, with comments invited from other specialism teams, as required.

All assessments will then go to a decision-making panel made up of members of the Creative Industries Team, the Place Partnerships and Communities Team and officers from other relevant teams, as required.

Timeline:

Fund launched:	Wednesday 29 January 2020
Deadline for applications:	Monday 24 February 2020
Date when you'll hear your decision:	Tuesday 17 March 2020
Funded activity begins:	From Friday 1 May 2020
Funded activity to complete by:	By Friday 30 April 2021

How to apply:

You should fill in an application form and submit it to us by **Monday 24 February 2020**.

Applications should be submitted by email to:
createnetworks@creativescotland.com

Alternative Formats, Languages and Access Support

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

If you have any general enquiries about the application process, Guidance or Application Form, please contact our Enquiries Service.

Help and information:

If you require support, further information or have any general enquiries about the fund and how to apply 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
Telephone: **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: 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: 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

Funding Privacy Statement:

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**.

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 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.



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