



ALBA | CHRUTHACHAIL

# Dr Gavin Wallace Fellowship Host 2023

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APPLICATION GUIDANCE FOR ORGANISATIONS

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# What is the Dr Gavin Wallace Fellowship?

The Dr Gavin Wallace Fellowship was established to honour a Creative Scotland colleague who dedicated his entire professional life to helping writers and literature organisations in Scotland.

Following the sad loss of Dr Wallace in 2013, Creative Scotland established an annual Fellowship in his name to honour his memory and commemorate and continue his good work.

This fund supports an arts or public sector organisation based in Scotland to host the year-long Dr Gavin Wallace Fellowship. The successful host organisation will then subsequently recruit a Writing Fellow in 2023

The Dr Gavin Wallace Fellowship is supported by the National Lottery through Creative Scotland.

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# What are we looking for from the host organisation?

The Fellowship is intended to support mid-career and established writers, allowing a writer time to create work rather than deliver creative workshops or other project-based activities.

Please note that the Gavin Wallace Fellowship is to allow for a writer to have a supported year writing in the genre in which they can already demonstrate a track record. It is not designed to allow writers to pivot into new forms.

Organisations applying to host will suggest a broad theme for the Fellowship which should be related to their own work. We're keen to encourage applications from organisations who work in any art form, or work in other parts of the public sector, providing they can show:

- An established commitment to the arts in Scotland
- An understanding of the development needs of writers and a willingness to support a writer throughout their Fellowship
- A knowledge of the wider literature sector in Scotland
- A clear rationale as to why hosting the Fellowship in 2023 would be beneficial to the organisation's own work.

For 2023, we are particularly interested in receiving applications from organisations which:

- Can demonstrate a commitment to diversifying the arts in Scotland

### **and/or**

- Consider access requirements through an openness to working remotely and digitally with the writing fellow, where required or appropriate

We also ask the host organisation to confirm that there will be an employee available who can act as point of contact and support for the writer throughout the Fellowship.

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## How will we assess an application?

Any organisation which is looking to become the host for the 2023 Dr Gavin Wallace Fellowship will need to meet the criteria outlined below.

We will assess all applications on the basis of the information they provide, and will judge on the basis of the following considerations:

- **Quality:** The creative merits of the suggested theme or idea
- **Relevance:** The degree to which the proposal fits the fund
- **Clarity:** A clearly presented view of the proposed activity
- **Impact:** The anticipated benefit that working with a writer would have on the organisation
- **Budget:** The appropriate allocation of the funding available.

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## Appointment of the Writing Fellow

Following appointment, the host organisation selected will be required to advertise an open and public call to the literature sector in Scotland, inviting writers to apply. The Fellowship should be open to established writers living and working in Scotland, who have published at least one novel, one short story collection or one poetry collection. This creative work may be in English, Scots or Gaelic.

Due to positive feedback connected to the 2021 digital Dr Gavin Wallace residency, we are keen to continue to make the Fellowship open to those who have access issues relating to areas such as disability, caring responsibilities or being based in remote locations. Priority will be given to hosts who consider this in their application.

We are also committed to creating opportunities for authors from underrepresented groups and we expect the appointed host organisation to proactively encourage applicants from diverse backgrounds.

To support the writer, help them get to know the host organisation, as well as deal with any issues which may arise, the host is also expected to ensure that a member of staff is available to act as the main point of contact during the Fellowship.

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# Funding Available for Fellowship in 2023

One award of £25,000 is available. The award is to be divided into a £20,000 stipend for the successful writer, and £5000 to the host organisation to support the development and delivery of project plans.

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## Timelines

### Host Organisation

**Applications open:** 12 September 2023

**Deadline:** 17 October 2023

Decisions will be based on the information presented in the application form – although, if required, we may ask organisations to come in for interview in late October 2023 (see Page 6 for more details). We are aiming to confirm the selected host organisation by 13 November 2023.

### Fellowship

Following appointment of the host, we would expect the selected organisation to manage the advertising and recruitment process for the Fellowship. We encourage you to include a representative of Creative Scotland in your shortlisting and interview panel. We expect the position to be appointed and ready to begin the Fellowship by no later than end February 2024.

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## Who can apply?

We will accept applications from arts, screen and creative organisations which are based in Scotland. We are also happy to accept applications from organisations working in other parts of the public sector that can meet the criteria (particularly around supporting the developmental needs of the writer).

Organisations already in receipt of Regular Funding from Creative Scotland can apply, but should discuss any intention to apply with their Lead Officer in the first instance. Applications will be required to demonstrate why the proposed activity is additional to their existing Funding Agreement and how the activity enhances current and future plans.

Previous hosts of the Dr Gavin Wallace Fellowship can now reapply, but will not be prioritised.

# How to apply and further information

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## 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 welcome applications and supporting materials which are written in English, Gaelic or Scots.

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## Need help?

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

**You can do this by email, through our website or social media:**

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

**Web:** Fill out a form on [our website](#)

**Twitter:** Send us a tweet [@creativescots](#)

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# Key information required when submitting your application

The information detailed below is essential. If you cannot supply the information required, then your application will be considered incomplete, and will not be assessed.

- You must submit a copy of your constitutional documents, your Equal Opportunities Policy and, if you have one, your Equalities, Diversity and Inclusion Action Plan.
- Applications must be made on the appropriate application form and submitted via email, unless a special request has been made and approved in advance.
- Applicants must submit a one-page budget (preferably using Excel or equivalent budgeting software) outlining how you as host organisation will use the award to manage the Fellowship.
- Applicants 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.

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## Application deadline and process

The deadline for applications from organisations wishing to host the Dr Gavin Wallace Fellowship in 2023 is midnight **17 October 2023**.

Completed application forms and supporting material should be submitted by email to: [drgavinwallacefellowship@creativescotland.com](mailto:drgavinwallacefellowship@creativescotland.com)

On submission you will receive an electronic notification of receipt. We will review your application and log it on to our system.

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## Decision-making process

Logged applications will be assessed by Creative Scotland officers with relevant expertise appropriate to this funding programme.

We will assess applications against the criteria outlined on Pages 2 and 3 and will aim to make our decision based on the information presented in the application forms submitted. If felt necessary, we may ask a small selection of shortlisted organisations to come in for an interview to tell us more about their proposal and plans for the Fellowship. We would therefore ask all applicants to be available for interview **late October 2023**. If selected for interview, reasonable travel costs will be reimbursed, although online options will also be available.

**You will be notified of the outcome of your application no later than 13 November 2023.**

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# 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 available online [www.creativescotland.com/privacy-policy](http://www.creativescotland.com/privacy-policy).

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. Information on how to exercise these rights is contained in our Privacy Notice 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**.

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# Making a complaint

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

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# 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. You can see details of our FOI handling on our website here: [www.creativescotland.com/foi](http://www.creativescotland.com/foi)

We are listed as a public authority under the Freedom of Information (Scotland) Act 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.itspublicknowledge.info](http://www.itspublicknowledge.info) for information about freedom of information 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.





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