



ALBA | CHRUTHACHAIL

Our fund for creative activities that help people with their mental health



Easy read booklet

May 2023

**The Baring
Foundation**



Mental Health
Foundation

Who we are and what this booklet is about



ALBA | CHRUTHACHAIL

We are **Creative Scotland**.
We help people in Scotland to share ideas and be creative.



We have a new **fund** for groups, clubs and organisations who run **creative activities** to help people with their **mental health**.



A **fund** is a pot of money. You can ask for some of this money to help you run your creative activity.



Creative activities means things like dancing, drawing, painting, writing, singing and acting.



Mental health means how you think and feel about your life and yourself.

About our fund



Groups, clubs and organisations in Scotland can use our fund to make their creative activities better or to start new ones.



These activities will help people to have good mental health.



The art people make in these activities does not have to be good.



It's more important how people feel when they take part.

Who we are working with

**The Baring
Foundation**



Mental Health
Foundation

Two organisations called **the Baring Foundation** and **the Mental Health Foundation** helped us to make our fund.



The Baring Foundation give money to organisations that help stop **discrimination**.



Discrimination is when you are treated in an unfair way because of things like your age, gender, religion, background or a disability you have.



The Mental Health Foundation work to find out why people have bad mental health and how to stop this happening.

Who we want to give money to



We want to give money to groups, clubs and organisations who help people that



- find it harder to get help with their mental health because of things like their background or disability.



- find it hard to take part in everyday life because they do not have a lot of money or a home.



- are alone or feel lonely because of their age, disability, or the COVID-19 pandemic.



- live in areas of Scotland where there are less mental health services, like in the countryside.

Who can apply



All groups, clubs and organisations who apply for our fund must be **not-for-profit**.



Not-for-profit means the people who run your organisation must use all the money they make to meet the aims of their organisation.



You need to show us work you have already done to run creative activities and help people have good mental health.



You need to show us you want to learn more about how creative activities can help people have good mental health.

Who cannot apply



You cannot apply for our fund if

- you are one person.



- you have your own business and you run it by yourself.



- you are a school, college or university.



- you are a Trust or a Foundation.



- you go to school, college or university full time.



- you already get money from a different fund of ours.

How much money you can ask for



We have £145,000 to share between 5 to 10 different groups, clubs and organisations.



The lowest amount of money you can ask for is £3,000. The most money you can ask for is £30,000.



If we choose to give you money, we will try to give you as much money as you have asked for.

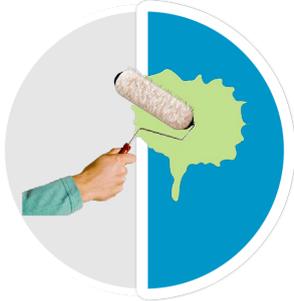


Most of our fund is from **the National Lottery**.



You can tell us if you do not want money from **the National Lottery**. This might be because you do not agree with gambling. We also get money from other organisations.

What you can use the money for



You can use half of the money we give you to pay for things to do your creative activity. This could be things like paints or costumes.



You can use the money to make it easier for everyone to take part in your activity. This might be things like ramps for wheelchairs.



You can pay for the cost of travel, training or hiring the place where the creative activities will happen.



You can pay artists to help run your activities and for any help they might need with their own mental health.



You can pay for someone to help run or organise your creative activities.

What you cannot use the money for



You cannot use the money we give you to pay for activities that are not creative.



You cannot pay for activities that will happen before we make our decision to give you any money.



You cannot pay for the costs of starting a business or running your group, club or organisation.



You cannot pay for building work.

About your application



If you want to ask for money from our fund you will need to fill in an **application**.



An **application** is a document that tells us information about you and your creative activity.



When we read your application, we will think about how you will

- make your creative activities better or start new ones.
- help the people who do your creative activity and any artists who help run your activity.
- use the money and run your creative activities.



What you should think about



It should be easy for everyone to take part in your creative activity.



You should think about how people from different backgrounds can take part in your creative activity.



You should think about how much you will pay people who help run your creative activity and where they will work.



You should think about how your creative activity will impact the **environment**.



The **environment** is everything around us, including the air, water, plants and animals.

Questions we will ask you



In your application we will ask you questions to help us decide if we will give you money from our fund.

Question 1 Tell us about your organisation



Tell us about the work your organisation does and work you have already done to help people with their mental health.

Tell us what is important to your organisation and any goals you have.

Question 2 Tell us about your creative activity



Tell us what people will do in your creative activity and when it will happen.

Tell us how many times your activity will happen and where it will happen.



Tell us exactly how you will help people with their mental health.

Question 3

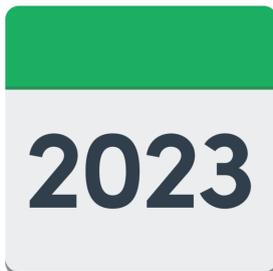
Why do you want to do your creative activity?



Tell us what mental health problems you help people with and how you found out they have these problems.



Tell us about any work you have already done to help people with mental health problems.



Tell us why your creative activity should happen now.

Question 4

How will you get people to do your creative activity?



Tell us how you will tell people about your creative activity and make sure everyone can take part.

Question 5

Who will help you run your creative activity?



Tell us who will run your creative activity and who will help them.

Tell us about the skills of everyone and why they can work with people who have mental health problems.

You can send us CVs or information about anyone you want to.

Question 6

How will your creative activity help your organisation, artists and anyone who takes part?



Tell us the good affects you want your creative activity to have.

Tell us how your creative activity will help everyone.



Tell us how your creative activity will change the work your organisation does in the future.

Question 7

How will you know if your creative activity helps people with their mental health?



Tell us how you will know if your creative activity helps people with their mental health.

Tell us how you will ask everyone what they think about your creative activity.

Question 8

How will you run your creative activity?



Tell us the dates of everything that will happen, including things like meetings.

Tell us your **Safeguarding Policy**. A **Safeguarding Policy** is a document that explains how you will keep certain people, like children safe.

Documents you need to send us



Before you send us your application, you need to **register** online for our fund. After you register you will have an online account.



Register means to give us some information like your email.

After you register, you will need to send us 2 documents from your online account.



1. An official document that shows what kind of organisation or charity you are.
2. Your **Equal Opportunities Policy**.



An **Equal Opportunities Policy** is a document that explains how you will treat everyone who works at your organisation fairly.



You also need to send us some more documents when you send your application.

You need to send us your



- **Risk assessment.** A **Risk Assessment** is a list of all the bad things that could happen in your creative activity and what you will do if they happen.

- Safeguarding Policy if you work with children, young people, or **vulnerable** adults.



Vulnerable means bad things are more likely to happen to you because of things like a disability, your age or your health,

You can also send us these documents if you want to



- examples of what you will do in your creative activity.

- examples of work your organisation has done.

- letters from the people you will work with that explain how they will help you.



How you will spend the money



If we decide to give you money, you will need to fill in a document about how you will spend it.



You can also send us your own plan of how you will spend the money.

You need to include **personal access costs** and **project access costs** and in your plan.



Personal access costs are when you pay for the things someone needs to take part creative activity. This could be a BSL interpreter or money to pay for the cost of travel.



Project access costs are when you pay for the things that will make it easy for everyone to take part in your creative activity. This could be alternative formats like Easy Read.

Our decision



Our decision will be made by a group of people who work at **Creative Scotland**.



They will look at your application by itself and then look at it with other applications.



We will tell you our decision by Thursday 7 September 2023.



We will tell everyone which parts of their application were good and which they could make better.

How to apply



You have until 12pm on Tuesday 18 July 2023 to apply for our fund.



You need to go to this website and register to make an account [Create an account](#)



In your account you can start your application and send us the documents we need.



Please contact us if you need help to apply or you cannot apply online.

Contact us



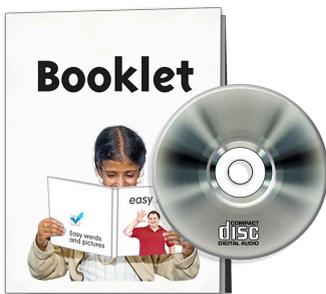
Send us an email to this address
enquiries@creativescotland.com



Click this link to send us a message on our website
[Contact us](#)



Go to this website if you are D/deaf and use BSL
contactscotland-bsl.org



Please tell us if you need information in a different format, like Easy Read or audio.

Thank you for reading this booklet



Thank you to A2i for the words
www.a2i.co.uk (reference 37126b)

The full version of this document is called
Participatory Arts and Mental Health Fund