

ALBA | CHRUTHACHAIL

Participatory Arts And Mental Health Fund

Guidance for Applicants, Published May 2023

Deadline for applications: 12 noon, 18 July 2023

Creative Scotland in partnership with The Baring
Foundation and the Mental Health Foundation

**The Baring
Foundation**

 Awarding funds from
THE NATIONAL LOTTERY®



What is the Participatory Arts and Mental Health Fund – A Summary

The Participatory Arts and Mental Health Fund aims to increase and improve the quality of arts and mental health provision in participatory settings at a community level, across Scotland, by supporting groups and organisations to try out new approaches or develop their existing work with people with mental health problems.

- The fund has a total budget of: £145k
- The fund is open to organisations and constituted groups who are working in the arts and mental health sectors
- You can apply for support between £3000, and £30,000
- We are aiming to support between 5-10 projects
- The fund opens on Tuesday 23 May 2023, at 12 noon.
- The deadline for applications is: 12 noon, Tuesday 18 July 2023
- Funded projects can run from mid-September 2023
- The funding for this programme comes jointly from the National Lottery through Creative Scotland and the Baring Foundation

Who are our partners in this fund?

This fund is supported by and delivered in partnership with the **Baring Foundation** and the **Mental Health Foundation**.

The Baring Foundation is an independent foundation which protects and advances human rights and promotes inclusion. The Baring Foundation believe in the role of a strong, independent civil society nationally and internationally. They use their resources to enable civil society to work with people experiencing discrimination and disadvantage and to act strategically to tackle the root causes of injustice and inequality.

The Mental Health Foundation is the UK's leading charity for everyone's mental health. Their vision is for a world with good mental health for all. With prevention at the heart of what they do, they aim to find and address the sources of mental health problems so that people and communities can thrive. Since 2007, the Mental Health Foundation has led the annual Scottish Mental Health Arts Festival (SMHAF).

Successful applicants will participate in peer-support and learning sessions led by the Mental Health Foundation.

What is Participatory Arts?

Participatory arts is an umbrella term used here to describe creative activities in which art practitioners meaningfully involve participants in the creative process. The intended outcomes are not necessarily artistic in nature as the facilitated activity is often used to explore broader personal and societal themes.

A useful way to understand participatory arts is to think about creative activity which prioritises the process of engagement and the positive impact it has on participants, rather than the artistic quality of the finished work.

What is the purpose of the Participatory Arts and Mental Health Fund?

The purpose of this fund is to support projects or activities that allow organisations to enhance and elevate their work in arts and mental health within participatory settings. The funds can be used to develop existing activity or to test new approaches and models of working.

We recognise that participation in artistic and creative activities can have inherent positive impacts on an individual's wellbeing. However, this fund is proposed to support projects that move beyond this and utilise the arts to take a more structured, nuanced and informed approach to mental health prevention and recovery.

We will support a minimum of 5 projects and a maximum of 10 projects through this fund. This may include larger pilot or exploratory projects, as well as smaller projects, depending on the need.

Priority will be given to applications where the project is likely to have a lasting impact on organisational learning.

We also see a need for projects that consider one or more of the following issues within their approach:

Diversity and intersectionality – this is about challenging or reducing stigma, prejudice and inequalities faced by people at intersections of mental health and other identities or experiences, such as being disabled, LGBTQ+, of faith and/or global ethnic majority

Social exclusion – this is about those experiencing exclusion based on mental health related social impacts, such as poverty, addiction and/or homelessness

Social isolation and loneliness – this is about those experiencing isolation and/or loneliness based on mental health related social impacts such as age, disability and/or the ongoing effects of the COVID-19 pandemic

Geography – this is about the unique and specific geographic contexts across Scotland; urban, rural and island. We know that people living in Scotland's rural and island locations have more limited access to the range of mental health support services that may be available in urban locations.

What the funding can be used for

The Participatory Arts and Mental Health fund will support a wide range of costs associated with delivering participatory arts projects. This includes, but is not limited to:

- Artist Fees
- Venue Hire
- Equipment and consumables can form part of your application but must not exceed 50% of the total request (this 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 be included where such equipment is no longer available new or where the equipment is in 'as new' condition or has a warranty.)
- Mentoring and supervision for artists
- Mental health and wellbeing support for artists
- Training costs
- Access costs
- Travel for participants
- Monitoring and evaluation
- Project management/co-ordination

What the funding cannot be used for

- Activities which are not related to the arts, screen or creative industries
- Activities which are scheduled to begin before you hear our decision
- Ongoing organisational running costs
- Business start-up costs
- 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 11).

Who can apply?

The fund aims to support groups and organisations who use participatory arts and creative activity to promote positive mental health and wellbeing within community settings. Applicants should be able to demonstrate an ongoing and sustained commitment to delivering work in this area.

We accept applications from a range of voluntary, not-for-profit organisations, associations, groups and clubs or consortiums/partnerships which have a strong community focus for their activities.

Who cannot apply?

If you aren't sure if you are eligible, please get in touch with us before applying (see page 11 for contact details).

- Individuals and sole traders
- Educational Institutions
- Trusts or Foundations
- Students or those in full time education
- Commercial or profit distributing companies

How much can I apply for?

You can apply for a minimum of £3,000 and a maximum of £30,000, and our intention is to award funding at the levels requested by applicants (i.e., we will avoid offering reduced awards).

We expect to support between 5 and 10 applications, depending on the level of demand. The Fund has a total budget of £145,000 for this round.

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 the project's impact on participants, artists and your organisation
3. Strength of plans related to project and financial management

We also encourage applicants to consider the following areas when developing plans:

- Equalities, diversity and inclusion – How will you ensure that participants from diverse backgrounds or facing additional barriers are included and supported to participate in the project fully?
- Fair Work – How will you ensure that all those employed on the project are paid fairly with fair working conditions?
- Environmental sustainability – How will you ensure the impact of the project on the environment is minimal?

We have highlighted where you can share your approach to these within the application questions.

What questions will we ask you in the application form?

In your application, we will ask the following:

Tell us about your organisation (approx. 200 words)

Your answer should include:

- the main focus of your organisation's work
- reference to past experience within arts and/or mental health settings
- a description of the structure of your organisation

Your answer might also include:

- your organisation's mission statement, aims and/or values
- any other information you think is relevant

What do you want to do? (approx. 300 words)

Your answer should include:

- an overview of what you want to do
- where it will take place
- when you plan to do it
- the structure of the activity, such as the number of sessions or workshops
- an outline or link to the specific approach, model or methodology you will take to working with individuals in a mental health context

Why do you want to do this project? (approx. 300 words)

Your answer should include:

- what need(s) you've identified within the participant group
- how you have identified these needs
- any past work that you've carried out with the participant group
- why you think this project should happen now

Your answer might also include:

- references or links to any research or consultation carried out with the group
- any other information you think is relevant

How do you intend to reach participants? (approx. 200 words)

Your answer should include:

- an explanation of how you will communicate your project to potential participants
- what steps you'll take to ensure that your project is accessible and inclusive (refer to our EDI Priority)

Your answer might also include:

- information regarding any referral pathways into your service

Who else is involved? (approx. 300 words)

Your answer should include:

- information regarding the project lead
- information about anyone else working on the project
- how they'll be involved
- evidence of their skills and experience to work on of this nature (CVs/short bios can be attached as supporting documents at the end of the form)

Your answer might also include:

- any partner organisations you're working with
- any other information you think is relevant

What do you want to achieve? (approx. 200 words)

Your answer should include:

- what you hope the outcomes of this project will be
- the intended impact on participants of the project
- the impact and benefits for artists
- the impact on your organisation and its future work

Your answer might also include:

- any formal training or CPD opportunities that will be organised for individuals
- any other information you think is relevant

How will you monitor the impact of your project? (approx. 200 words)

Your answer should include:

- how you will measure the extent to which your project has achieved its aims?
- how will you gather feedback from participants and other individuals involved in your project?

Your answer might also include:

- references or links to any specific wellbeing evaluation tools that you intend to use
- any other information you think is relevant

How will you manage your project? (approx. 300 words)

Your answer should include:

- your plans for managing the project
- a project timeline showing key dates/milestones
- how you will manage risk
- your approach to safeguarding (risk assessments and safeguarding policies can be attached separately at the end of the form)

Supporting materials

We will also invite you to supply relevant supporting materials alongside your application. Some are essential and others are optional:

At point of registering to apply

- Evidence of Organisation/Company/Charity Type (ESSENTIAL): You will be required to upload some official documents to confirm the type of organisation you are. These should be added when you first register and can be updated in the 'Your Account' section of the online portal
- Equal Opportunities Policy (ESSENTIAL) All applicants must submit their Equal Opportunities Policy

As part of your application

- Risk Assessment (ESSENTIAL)
- Safeguarding Policy (ESSENTIAL If you are undertaking any work with children, young people or vulnerable adults)
- Budget (OPTIONAL)
- Partner information/CVs of collaborators (OPTIONAL)
- Examples of session plans (OPTIONAL)
- Examples of work (OPTIONAL)
- Project timeline (OPTIONAL)
- Letters of support from partners and collaborators (OPTIONAL)

Project Budget

You will be asked to complete a budget template as part of your application. This can be supported by your own budget breakdown if this provides more detail and clarity. This can be in your chosen format (e.g. Word document, PDF, Excel spreadsheet). You can upload this within the online application form. Your additional budget should include all the costs for your activity and match the amount on the budget template.

You do not need to include money from any other place for this fund and we will not assess your application 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.

Fair Pay

We 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 Society of Authors. We've produced some guidance on rates of pay which is available on the Creative Scotland website. Please Note: as part of the Scottish Government's Bute House Agreement, all organisations applying for funding from Creative Scotland from 1 July 2023 will be required to pay all of your directly employed staff at least the Real Living Wage.

Access Costs

Access costs: There are two sorts of access costs – Personal Access Costs and Project Access Costs, which should be presented separately in your budget.

Personal Access Costs: If you or any key collaborators involved in developing and leading the activity, are **Deaf, disabled, neurodivergent or have a long-term illness or chronic health condition**, you may require additional costs relating to your own access needs, in order to deliver the project. Some examples are a BSL interpreter, specialist equipment or software, additional travel costs or a Personal Assistant for a disabled person. This list is not exhaustive. You should tell us what you require in order to deliver the activity. Personal access costs are treated separately to your main project budget. They do not count towards your total funding request.

Access to Work – You may also be eligible to apply for support from the UK Government's Access to Work fund, which can help cover some of the extra costs of carrying out your job, or travelling to, from and during work if you are disabled. More information on Access to Work is available here – www.gov.uk/access-to-work

Project Access Costs: All other project access costs should be added in the Budget Expenditure page within the application form, using the "Project Access Costs" category.

These are the costs that help your activity to be open and accessible to as wide range of people as possible. Any costs can be included here that are directly related to removing or reducing barriers for people to be involved with, take part-in, or attend your activity.

Some examples include costs for Audio Described, BSL (British Sign Language) interpreted or captioned performances; accessible formats for materials and exhibition interpretation; touch tours; creche facilities; wheelchair accessibility. You can also include costs related to one-off or short-term childcare and other caring 31 | National Lottery Open Fund for Organisations – Updated February 2023 responsibilities where you or someone else involved in your project is unlikely to be able to take part without this support. Please note: Childcare costs are classed as a taxable benefit, so whilst Creative Scotland funding can cover these costs, you will be responsible for reporting this to HMRC.

Decision making process and what are we looking to support?

All eligible applications will be assessed against the fund criteria and how well they meet the purpose of the fund. 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.

Decisions will be made by a panel of Creative Scotland staff along with other people who hold credible professional knowledge and expertise of equalities, community engagement, and participatory practice across 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 which test or champion a variety of models and approaches to mental health provisions, and from a variety of geographic areas against a limited budget.

Timeline

- Participatory Arts and Mental Health Fund launched: Tuesday 23 May 2023
- Deadline for applications: 12 noon, Tuesday 18 July 2023
- Date when you'll hear your decision: Thursday 7 September 2023
- Funded projects can run from mid-September 2023

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 the Participatory Arts and Mental Health fund are made through Creative Scotland's **online portal**. You can access this through the Creative Scotland website.

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 10 of this Guidance document.

To make your application, you will need to create your own 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 12 noon, Tuesday 18 July 2023. Please note late applications will be not accepted.

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. 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.

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 on the **Creative Scotland website**

Twitter: Get in touch **[@creativescots](https://twitter.com/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](https://www.contactscotland-bsl.org)** 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**.

Freedom of Information

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

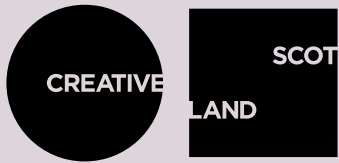
We are listed as a public authority under the Freedom of Information Act (Scotland) 2002. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks to see them under the Freedom of Information (Scotland) Act 2002. We may not release 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 for information about the Act 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.

Complaints

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**.



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