National Lottery Open Fund For Organisations

APPLICATION GUIDANCE

Updated December 2024

Contents

What is the National Lottery Open Fund for Organisations?

- It is a fund that supports organisations to deliver a wide range of projects and programmes of creative activity. This includes funding for:
  - a specific **one-off project or production**
  - a period of **creative research and development**
  - a longer-term **programme of work.**

- It can also support organisations to undertake **business and organisational development** that will:
  - enhance their **business sustainability** through the development of new or more diverse income streams
  - or consider broader **organisational development** costs.

- Applicants can request between **£1,000 and £100,000**.

- There are **no deadlines** for this fund, and you can apply at any time, subject to available budget allocations.

- You can apply for projects and programmes lasting up to **18 months**.

- Applications will be assessed against **six key criteria**, including **Quality and Ambition, Engagement, Equalities, Diversity and Inclusion (EDI), Environmental Sustainability, Fair Work** and **International**.

- We will inform you of the outcome of your application within **10 weeks** for requests up to £20,000 or **14 weeks** for requests over £20,000.

The Purpose of this Fund

The National Lottery Open Fund for Organisations supports organisations to undertake creative activity such as a specific project or production, a programme of creative work, or a period of research and development.

The fund can also support business change and development projects, such as those that make the organisation more financially sustainable or focus on broader organisational development.

Applicants are required to consider six key funding criteria and as the fund is highly competitive, detailed applications are needed to make informed decisions based on these criteria.

Demands on this Fund

The National Lottery Open Fund for Organisations is a highly competitive fund. Demand for funding is always higher than the budget available, and therefore we will determine which applications offer the strongest match to the **fund criteria** and Creative Scotland's Strategic Priorities.

Alternative Formats, Languages and Access Support

Creative Scotland is committed to offering clear and accessible application processes that are open to everyone. We have several ways of supporting you to make your application.

Alternative Formats and Languages

Our published materials, including funding guidance and application forms, can be made available in other formats as required. We can accept applications and supporting materials which are written in English, Gaelic or Scots.

Access Support

Access support contributes to costs for services to help applicants overcome barriers to applying for our funds.

We offer access support to individuals or the lead applicant of a group who self-identify as d/Deaf, hard of hearing, disabled or living with chronic illness, mental illness or neurodivergence, such as dyslexia, autism or ADHD.

For information on the types of support available, how to request assistance, and how to include access costs in your funding application, please **visit our website**.

If you need further assistance, please contact us at: **accesssupportrequests@creativescotland.com**

If you are a d/Deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Visit **www.contactscotland-bsl.org** for more information.

Contacting our Enquiries Service

Our **website offers** a range of information and **FAQs** which we encourage you to review first.

If you require technical support, further information or have any other queries, contact our Enquiries Service by emailing: **enquiries@creativescotland.com**

National Lottery Open Fund for Organisations Overview

How much can I apply for?

Eligible organisations can apply for between **£1,000** and **£100,000**, for projects or programmes lasting **up to 18 months**.

Who can apply?

Any type of constituted artistic, creative or cultural organisation based in Scotland can apply.

Organisations based outside Scotland but operating with a UK-wide remit, can apply for funding for activity taking place in Scotland, for the direct benefit of those based here.

Organisations based outside of the UK must have a UK-based partner lead on their application and their application should demonstrate that:

- the activity takes place in Scotland
- the activity benefits people in Scotland.

All applicants must have a UK bank account. Please ensure the name on your funding application matches the name on your bank account, as we cannot pay into an account with a different name. Please **visit our website for more details on this**.

You can find more information on the types of organisations who are, in general, eligible to apply for our funding **on our website**.

Who cannot apply?

- **Activities outside Creative Scotland's remit:** Organisations seeking funding for activity outside of Creative Scotland's remit and unrelated to the arts, cultural and creative sectors.

- **Regularly Funded Organisations (RFOs):** Current RFOs are not eligible to apply for this fund. They can be cited as a partner in an application made by another eligible organisation.

- **Multi-Year Funded Organisations:** Any organisation which receives Multi-Year Funding (to be announced in January 2025 with funding awarded from 1 April 2025) are not eligible for this fund. If an organisation applies to this fund before receiving their Multi-Year Funding decision and they are subsequently awarded Multi-Year Funding, we will contact you to arrange for your National Lottery Open Fund for Organisations application to be withdrawn.

- **Non-Scotland Based Applicants:** Organisations based outside Scotland undertaking activity outside Scotland. Please see the **who can apply section** for more information.

- **Organisations in administration, receivership and liquidation.**

- **Unconstituted artists' groups, collectives and bands:** As this fund requires evidence of a constituted structure (i.e. a registered charity, partnership, company limited by guarantee, community interest organisation or community interest company), unconstituted groups should apply to the **Open Fund for Individuals**.

- **Individuals and Sole Traders:** Should apply to the **Open Fund for Individuals.**

This list is not definitive. If you have questions, please contact our Enquiries Service by emailing: **enquiries@creativescotland.com**

When can I apply?

There are no deadlines for this fund, allowing you to apply at any time throughout the year, subject to available budget allocations. Please **check our website** to ensure you are using the most up-to-date version of the funding guidance.

You can only have one application in the assessment process at any time. Please see the **how many applications can I make section** for specific details.

How long will it take to get a decision?

- For applications between **£1,000 and £20,000** you will hear the decision within **10 weeks**.

- For applications between **£20,000 and £100,000** you will hear the decision within **14 weeks**.

If you are applying between October and December, these timescales will be affected by office closures due to public holidays over the New Year period. Please check our **website for updates**.

Your start date must be after the date you will hear the decision of your application. We strongly recommend allowing extra time for completing and exchanging funding agreements, and for the first payment of the award to be made, typically 2-4 weeks from the point that you are due to receive the decision.

You should not start your activity – including advertising events that form part of your application or calls for collaborators or participants – until you have received confirmation of funding from us.

These timescales are based on you submitting all the required information at time of application. If any information is missing or the application is incomplete, then this may delay the process. Timescales will only begin once your application is considered complete.

How many applications can I make?

- **One application at a time:** You can only have one application in the assessment process **at any given time**. The assessment process is the period from submitting an application through its assessment and decision making to the point when the funding decision is communicated to you.

- **If previously awarded funding:** If you have been funded by the National Lottery Open Fund for Organisations already, you can make one additional application for a different project or activity before you complete the first project. This allows you to have one active project and one pending application at the same time.

Specific situations:

- **Applicants with no active funded projects** can submit one application at any time.

- **Applicants with one active funded project** may submit one further application for a new project.

- **Applicants with two active funded projects** cannot submit another application until at least one of the projects is completed, and the final project monitoring report is submitted and approved.

- **Applicants funded by the National Lottery Extended Programme Fund with an active project** can submit one application to this fund for a new project. If you received funding for both projects through the Extended Programme Fund and National Lottery Open Fund for Organisations, you cannot submit another application until at least one of the projects is completed, and the final project monitoring report is submitted and approved.

What can the funding be used for?

The fund is intended to support creative activity such as a specific project or production, a programme of creative work, or a period of research and development.

Examples of the types of activity that can be supported are:

- Development, curation, production, presentation of new work
- Networking and collaborative opportunities
- Research and development
- Organisational development activity, where the activity is likely to contribute to greater organisational sustainability, public engagement, environmental sustainability or the development of knowledge/skills within the organisation
- Professional development (training, mentoring, skills development)
- Activity that supports artists and addresses inequalities
- Audience development
- Widening participation and engagement in creative activity.

What this fund does not support

- **Activities outside Creative Scotland's remit** and unrelated to the arts, creative and cultural sector.

- **Activities outside of Scotland** led by applicants based outside Scotland, with no Scotland-based partners.

- **Funding for retrospective activity** including activities that have already happened or will start before you hear back with a decision on your application.

- **Start-up business costs** for new organisations.

- **Ongoing running costs** where these are not directly related to the delivery of the proposed creative activity.

- **Funding for film, screen, TV led activity or projects** intended for commercial UK and/or international distribution through any platform. This type of activity may be eligible through **Screen Scotland**.

  - Projects involving **artists' film, video, animation and audio content as mediums for the artist's work** are eligible through this fund (e.g. visual artists' film, creative documentary that involves artists, dance for/on screen, spoken-word films, creative podcasts, artist-led radio drama, and sound art).

- **Academic activities and projects led by or involving full-time students**, tuition fees, or projects which are part of an accredited course or core curriculum activity.

- **General arts or creative activities in schools**, unless it is artist-led and adds value to the learning experience through clear partnership working with schools. Applications must come from an eligible arts organisation.

- **Publishing for academic, journalistic or reference purposes**, including work intended for educational purposes, and work that does not primarily focus on creative responses to their subject matter.

- **Large scale building work, projects or feasibility studies.** Please refer to **Appendix 2 – Capital, Equipment and Consumables**.

- **Funding solely for equipment.** Please refer to **Appendix 2 – Capital, Equipment and Consumables**.

- **Activity designed to generate a profit without clear public benefit.** Please refer to **Appendix 5 – Profit Making Activity**.

- **Projects aimed at fundraising for other causes.**

- **Translation costs for international publishers.**

- **Self-publishing projects**, except those related to Visual Arts, Crafts and Design.

  - **Visual, Arts, Crafts and Design books** are eligible if their purpose does not align with standard trade publishing or sit within that market (which may mean they do not have ISBNs or are not sold through the recognised book trade); they are craft pieces in their physical form; or they are interventions, catalogues, or writing used to specifically support a visual art practice rather than literary form.

- **Activities more appropriately supported through another Creative Scotland/Screen Scotland Funding Programme, including:**
  - Productions eligible for the <u>Touring Fund for Theatre and Dance</u>. We consider a tour to be the presentation of the same production in four or more locations.
  - Youth Music projects eligible for <u>Youth Music Initiative Funds</u>.
  - Film, screen and TV projects eligible for <u>Screen Scotland Funds</u>.
  - Small community grants eligible for the <u>National Lottery Awards for All</u>.
- **Duplicate funding applications**, including activity that has received or is seeking funding from another Creative Scotland/Screen Scotland fund, or one of our funds delivered by partners, such as the National Lottery Awards for All.
- **Applications for additional funding** for a project already supported by Creative Scotland/Screen Scotland funding.
- **Substitute funding, repeats, or revised versions** of projects previously funded by local authorities or other public bodies, if the funding has been withdrawn.

Reapplications

If your application is unsuccessful, you can reapply for the project once more. We recommend requesting the assessment of your previous submission to help you address any identified issues. Reapplications follow the same timescales as new applications – they cannot be fast tracked.

If you have two unsuccessful applications to the National Lottery Open Fund for Organisations, you cannot reapply for the same project or programme.

How to apply

Applications for the National Lottery Open Fund for Organisations must be made through Creative Scotland's <u>Online Funding Portal</u>.

For information on how to register, access and complete the application form, visit: <u>my.creativescotland.com/user-guide</u>.

To register an account, visit: <u>my.creativescotland.com/signup</u>

If you are already registered, log in to the portal at: <u>my.creativescotland.com/login</u>

1. Once logged in, select the **National Lottery Open Fund for Organisations** application form.

2. Click on '**Apply Now**' to begin your application and complete the form as instructed.

3. You can save your application and return to it at any time.

4. If you need access support during the application, click on the '**Access Support**' button. This will inform the support team of your requirements, and you will be contacted as soon as possible.

5. Once you have completed and submitted your application, you will receive a confirmation message with a reference number. If you do not receive this email, check that you have submitted the application, and then contact the Enquiries Service by emailing: enquiries@creativescotland.com

Please note, it is not possible to amend the application once it is being assessed, so ensure that you thoroughly review and check before submission.

Please ensure the name on your funding application matches the name on your bank account, as we cannot pay into an account with a different name. For more details, please **visit our website**.

If you cannot access the internet to make an application, or need additional support, please contact please contact our Enquiries Service by emailing: enquiries@creativescotland.com

Completing the online application form

What follows is a summary of what we are asking in the application form, with prompts and a brief overview of what we're looking for. To see a full list of the application questions and the word limits for each please refer to **Appendix 1 – Application Questions**.

Stage 1 – Eligibility

In this section, we ask you to confirm that you meet the eligibility criteria to make an application to the fund. This includes ensuring that there is enough information in your application to allow us to make an assessment. This stage is the same for all applicants, no matter how much funding you are applying for or what type of project you are planning.

If Creative Scotland consider that the application includes insufficient information to allow us to assess it against one or more of the criteria, your application may still be considered ineligible at Stage 2 and not progress to full assessment.

If you don't meet the eligibility criteria, you will not be able to proceed with your application.

Stage 2 – Addressing the Criteria

Applications are assessed against **six key funding criteria** (one of which is optional) and a risk assessment:

- **Quality and Ambition:** Supporting work of quality and ambition that enriches life in Scotland for everyone.
- **Engagement:** Increasing access and participation in artistic and creative activities.

- **Equalities, Diversity and Inclusion (EDI):** Supporting a more diverse range of creative people, communities, and activity, and promoting an equality of opportunity to create, participate and engage.

- **Environmental Sustainability:** Supporting sustainable creative practices and helping tackle the climate emergency.

- **Fair Work:** Promoting fair pay, conditions and employment opportunities in the creative sector.

- **International (optional):** Enhancing international collaboration and promoting artistic and cultural exchange.

We will also assess the management and financial risk based on your application and budget. For further information on these criteria, why they are important and the outcomes they will help to contribute towards please **visit our website**.

To demonstrate how you meet these criteria, the online application portal guides you through specific questions with word limits and character counts. It is important to cover all the requested areas. We advise you to think about the criteria, and how all the information you give us combines to show us that your project meets each one.

When writing an application, think of it as telling a story: with a beginning (what you want to do and why you want to do it), a middle (how you will do it and who else is involved) and an end (what will be different when you've finished the project, and what might happen next).

If Creative Scotland consider that the application includes insufficient information to allow us to assess it against one or more of the criteria, your application may be considered ineligible at stage two and not progress to full assessment.

Specifically, in each section we are looking for the following information:

About your Organisation

In this section, describe how your organisation contributes toward culture and creativity in Scotland.

Provide a short statement about the work your organisation does, outlining your main aims and activities, previous work, and how the knowledge and skills within your organisation will contribute to this project/activity. You can also upload or link to examples of your work later in the form.

We also ask you about your governance. Explain how your organisation is set up and how it ensures it meets your aims and objectives.

About your Project or Activity

In this section, we ask questions about your funding request and your project. Tell us about the main art form or specialism areas you will be working in, the activity dates, and provide a title and brief description. Don't worry about including lots of detail at this stage – there's the opportunity to tell us more about your plans in the next section.

Quality and Ambition

In this section, we ask questions about how your project meets our Quality and Ambition criterion. We're interested in your activity plans, your reasons for pursuing them and how you'll ensure high quality outcomes for the people involved. Tell us about any particular approaches you are taking to the content of your project. For example, if your plans include languages or culture other than English, including Scotland's indigenous languages, please tell us about your approach to this.

Quality is subjective, so we consider various aspects including:

- **Team and Expertise:** Who is involved in the project and what knowledge, skills or perspective they bring?

- **Skills Development:** How will those involved build their knowledge and skills through the project?

- **Continuous Improvement:** How is your organisation improving what it does and how it works?

- **Goal Setting:** How you set goals for new activity and build on previous work?

- **Evaluation:** How you monitor and evaluate work to ensure goals are met?

- **Community Feedback:** How you consult to understand perceptions of your organisation and work?

- **High-Quality Outcomes:** How you understand and meet expectations for high quality outcomes?

- **Collaborative Design:** How you allow people you are working with to influence the design and content of your activity?

For more information on this criterion, please **visit our website**.

Engagement

In this section, we ask questions on how your project meets our Engagement criterion. Specifically, you'll be asked:

Does your activity involve directly engaging people as audiences or participants?

- Select 'yes' if your project has any public outcomes. Select 'no' if it does not seek to engage other people.

If you select 'yes':

- We will ask about your approach to engaging with people, including how you will reach them, your approach to working with them and how you will ensure a positive experience. If you are working with specific groups such as children, young people, or vulnerable adults, describe how your activity considers their needs and safeguarding.

If you select 'no':

- Explain how your activity will help you engage people in the future. For example, funding to develop new work could lead to higher quality or more inclusive opportunities. Similarly, research could help you reach new audiences.

Format and setting: Describe how your aims in terms of reaching people may be influencing the design approach you've taken to your project. Perhaps your aims will cause you to consider more digital delivery, delivery in particular venues or your activity taking place over more or shorter sessions than usual, for example. If your activity is happening in specific venues, tell us how you have considered accessibility when selecting these venues.

Impact and Experience: Share the impact your work has had on people in the past, and how these experiences have informed your current approach.

For more information on this criterion, please **visit our website**.

Equalities, Diversity and Inclusion (EDI)

In this section, we will ask questions on how your project meets our Equalities, Diversity and Inclusion (EDI) criterion across the various aspects of your activity. Specifically, you'll be asked about:

The approaches to EDI in your activity:

- Describe any EDI themes, target groups, or any aspects of your approach to delivering your activity that are based around EDI. Explain how these align with your organisation's broader EDI strategy, and how you review and adapt your work to ensure you're meeting the needs of those you're trying to reach.

Working with EDI:

- Explain how EDI factors in your selection of collaborators and how you're going to work with them, as well as and how you monitor EDI practice within your organisation.

Understanding Barriers:

- Consider potential barriers that people might face in working with you or engaging with your work, outline how your methods, location, or other aspects of your project might affect access.

Please note, for activities over 12 months, successful applicants must develop an EDI action plan as a condition of funding. Guidance on developing an action plan is available **on our website**.

For more information on this criterion, please **visit our website**.

Environmental Sustainability

In this section, we ask questions on how your project meets our Environmental Sustainability criterion. The questions relate specifically to the actions you will be taking to address the climate emergency, and our assessment of your business sustainability will be based on a consideration of your project and financial management information. Specifically, you'll be asked about:

Your project's impact on the Climate Emergency:

- Explain any aspects of your proposed activity related to sustainability. Discuss themes or methods of addressing climate impact and how they shape your project's development.

Carbon reduction efforts:

- Detail specific ways in which your organisation is actively seeking to reduce its carbon impact in line with Scotland's aim of reaching net zero. Include any carbon reduction plans, policies or specific initiatives you are involved in.

Organisational climate concerns:

- Describe how your organisation integrates climate emergency considerations into its broader organisational management strategies. Explain how climate goals influence planning, who oversees these efforts, and how they evaluate and monitor progress.

For more information on this criterion, please **visit our website**.

Fair Work

In this section, we ask questions on how your project meets our Fair Work criterion. We define Fair Work in relation to the **Scottish Government's Fair Work First** policy and consider all the key principles of this policy including respect at work, effective voice and fair opportunity, alongside fair pay. Specifically, you'll be asked about:

Your approach to Fair Work:

- Describe your organisation's overall approach to Fair Work across all these key principles, including respect, effective voice, fair opportunity and fair pay for all individuals involved in your activities, from permanent staff to short-term project contributors and volunteers.

- If community participants or organisations contribute to the content of your project or activity, explain how you are compensating them, such as through an honorarium or fee in addition to any expenses or access costs.

Policies and procedures:

- Detail your organisation's policies and procedures relating to Fair Work. Explain how these are communicated to those you're working with, how you ensure they understand your approach and how they know what to do if something goes wrong.

Employment and Payment Practices:

- Describe how you employ and pay people fairly, including any industry standard rates of pay you apply. Explain your recruitment processes to ensure transparency and clarity.

While Creative Scotland does not set pay rates, applicants should reference relevant industry pay standards in their budget submission. Our **Rates of Pay Guidance** document directs toward resources on industry standards, union rates, and codes of practice.

Please note, all organisations applying for funding from Creative Scotland are required to pay their directly employed staff at least the **Real Living Wage**, as part of the Scottish Government's Bute House Agreement.

For more information on this criterion, please **visit our website**.

International (Optional)

In this section, we ask questions about how your project meets our International criterion. This is an optional criterion as not all applicants will be planning to work internationally during the activity for which they are seeking funding. You will only be asked questions about international working if you select that your project will involve this sort of activity.

If you are working internationally:

- Explain the nature, location and aims of this activity.

- Detail how you selected these locations and any local partners, and what these international partners will bring to your project that cannot be achieved in Scotland.

- Describe the impact of this international work on participants and your organisation.

- Outline how this international activity aligns with your aims around environmental sustainability and the climate emergency.

For more information on this criterion, please **visit our website**.

Management and Risk

In this section, we ask questions on your approach to management and risk within your project. When completing this section, consider:

Activity Management:

- Describe your approach to managing your activity to ensure you are meeting your aims, referencing experience of similar past work.

- Explain your financial management experience, especially with public funding.

Risk Management:

- Identify risks like unforeseen illness or adverse weather conditions.

- Discuss how you plan to mitigate risks such as low attendance, which can be addressed through marketing plans.

- Detail your approach to managing risks, such as how you ensure that health and safety measures are in place.

In all cases we want to know what the main risks are for your project, and how you will manage these to reduce their likelihood and limit their impact on the overall success of your activity.

You will also be required to upload a risk assessment for your activity later in the form. Please **visit our website** for guidance on managing risk and this page includes **two templates** available for download and use.

Budget

When completing this section, consider:

- **Does your budget balance?**
- **Are you paying people fairly?**
- **How have you calculated your costs?**

You will need to provide:

1. **Funding request:** State how much money you are requesting from Creative Scotland.

2. **Summary budget:** A completed summary budget within the application form.

3. **Budget upload:** A more detailed budget, uploaded in an Excel format.

   Explain every budget line, for example, for fees, specify how much time this covers, and the industry recommended rate used. For studio or equipment hire, state the duration and whether it's based on a quote or an estimate.

   For income from other sources, state where it is coming from and whether it's confirmed or pending. For any sales (such as tickets, books, records, artworks or prints), detail how many sales this is based on and income per sale.

For equipment purchases:

- Ensure your equipment and/or small capital costs meet the criteria and do not exceed the maximum amounts for this fund. Please refer to **Appendix 2 – Capital, Equipment and Consumables.**

- For projects that include the buying of equipment or other small scale capital expenditure, detail how you have selected the items and considered environmental sustainability.

- Consider how you are ensuring best value, for example through tendering.

  For more information on completing your budget, please refer to **Appendix 3 – Help with Budgets.**

Access Costs

We are committed to ensuring our funding is accessible to all. Access costs are essential expenses that enable individuals to participate fully in your project, regardless of their personal circumstances or abilities.

Eligible access costs are non-artistic expenses that directly remove or reduce barriers to participation for:

Personal Access Costs

This covers costs related to disability only and is for:

* You and your team

Personal Access Costs are treated separately to your main project budget. They do not count towards your total funding request. This is to ensure that your requests under Personal Access Costs do not push you into a higher funding band or take your total budget over the maximum funding level for the fund.

Eligible personal access costs may include, but are not limited to:

* Reasonable adjustments for disabled individuals

Project Access Costs

This covers costs related to disability of others working on or participating in the project, and any further access costs such as childcare, travel for safety reasons and translation for:

* You and your team
* Those you are employing or working with for the funded project
* Participants
* Audiences

Eligible project access costs may include but are not limited to:

* Translation or interpretation services
* Essential care costs for primary caregivers
* Short-term childcare expenses directly related to project activities

Important considerations:

* Childcare costs are considered a taxable benefit. While Creative Scotland will reimburse these costs where eligible, you are responsible for reporting them to HMRC.
* If you or a team member has ongoing higher living costs due to a disability, health condition, or long-term care responsibilities, these can be included as a Project Cost or reflected in the fees under Artistic Costs. If including them in Artistic Costs, please clearly explain this in your budget breakdown.

Please note that only eligible access costs will be covered. For detailed information on what qualifies as eligible personal and project access costs, as well as a breakdown of eligible and non-eligible expenses, **visit our website.**

If you need further assistance, please contact us at: **accesssupportrequests@creativescotland.com**

Supporting Documents and Additional Information

We aim to keep things clear, and only ask for essential information. For larger or more complex projects, we might need additional documentation to fully assess your application.

Depending on your projects scope and stage, additional documents could include information on collaborators, marketing plans, risk assessments, or a detailed timeline.

Documents required at registration:

- **Proof of Organisation Type (essential):** Upload official documents that prove your organisation type, such as your Memorandum and Articles of Association, or a Companies House Certificate of Incorporation. These can be updated in the '**Your Account**' section of the application portal.

- **Equal Opportunities Policy (essential):** Submit your Equal Opportunities Policy.

Documents required with your application:

- **Partner Information and CVs of Collaborators (optional):** If relevant, upload letters of support or CVs of collaborators in the Quality and Ambition section.

- **Budget (essential):** Complete the income and expenditure tables in the budget section. Include a separate budget using your own budget template and ensure both match and totals balance.

- **Risk Assessment (essential):** Upload a risk assessment. A guide and template are available **on our website**.

- **Examples of Work (maximum 3):** You may upload up to 3 examples of work to support your application.

- **Additional Supporting Documents (maximum 5):** You may upload additional documents, such as:

  - **EDI Action Plan:** Submit your organisation EDI Action Plan, if your organisation has one. Organisations funded for longer than 12 months must develop and implement an EDI Action Plan. For help in developing one, **visit our website**.

  - **Safeguarding Policy (essential if working with children, young people or vulnerable adults):** For further guidance please refer to **Appendix 4 – Safeguarding and Dignity at Work.**

  - **Letters confirming other guaranteed funding (essential, if appropriate for your application).**

  - **Other Relevant Materials:** Any additional documents, such as detailed project timelines, marketing plans or other materials which you feel are relevant to your submission.

Decision Making Process

What happens after I've submitted the application?

We will inform you of the outcome of your application within:

- **10 weeks** for requests up to **£20,000**
- **14 weeks** for requests over **£20,000**

If funded, you'll receive award details and any grant conditions. All notifications are provisional, and funding is not formally confirmed until you sign and return the funding agreement and meet any conditions. At this point your first payment will be made. We will release 75% on signature of the Funding Agreement and satisfaction of the conditions, if applicable and 25% on project completion and submission of an End of Project Monitoring Report.

If your application is not awarded funding, you'll receive feedback and can request your full assessment.

Immediately after submission

Confirmation: You will receive a confirmation email with a reference number (CS-OFO-XXXXX-XXXX).

If not, please check your junk/spam folders or contact our Enquiries Service by emailing: **enquries@creativescotland.com**.

Stage 1: Eligibility and Completeness Checks

Your application is checked for eligibility and completeness in the 10 working days after submission.

If your application is incomplete, you will be notified and given 10 working days to provide this missing information. Failure to do so will result in your application being considered incomplete and it will not be assessed.

Stage 2: Officer Assessment

Assessment: Your application and supporting material are assessed by a specialist officer, who may seek additional comments from other specialist officers at Creative Scotland. If your application is deemed ineligible at this stage, you will be notified by email.

Recommendation: Eligible applications are recommended for funding based on the **funding criteria** and Creative Scotland's Strategic Priorities. This assessment is then reviewed by a Funding Panel alongside other applications.

Stage 3: Funding Panel

Your application and assessment are reviewed by a panel of specialist officers and a panel chair. They evaluate the application against the fund criteria, and its strengths and impact against Creative Scotland's Strategic Priorities.

Demand for funding is always higher than the budget available, and therefore the Panel will determine which applications offer the strongest match to the fund criteria and Creative Scotland's Strategic Priorities.

Stage 4: Approval

The Panel outcomes are approved by the Creative Scotland Senior Leadership Team.

Stage 5: Funding Decision

Decision Email: You are informed of the final decision and can request the full assessment. If your application is successful, you will receive a Funding Agreement. Once signed and conditions met, the first payment is made, and your project can begin. To see the full Terms and Conditions of the funding please **visit our website**.
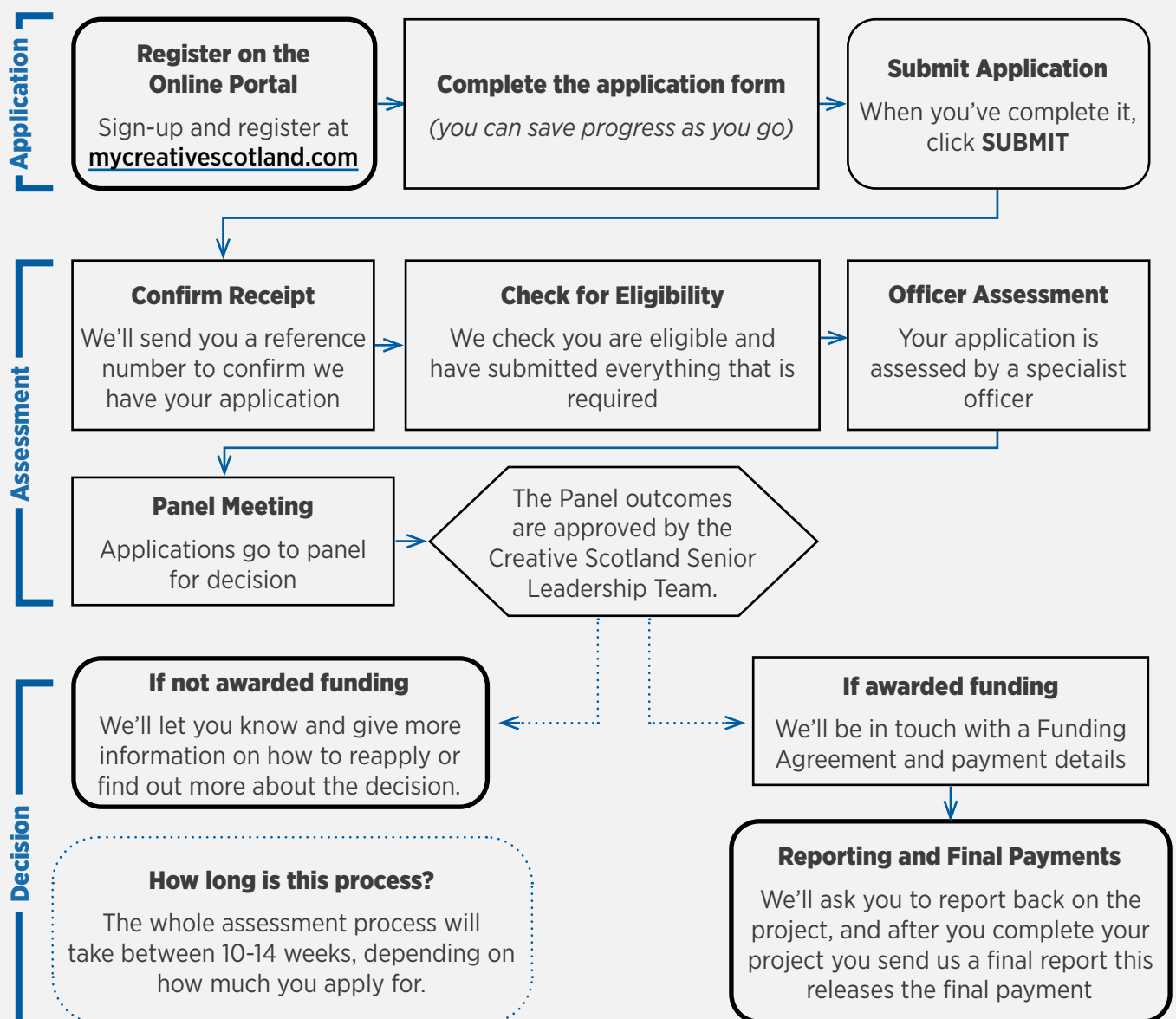
If your application is successful:

- **Award details:** You will receive an award letter with grant conditions, if applicable, and a funding agreement.

- **Grant Conditions:** We may add conditions to the payment of your award, and these must be met in order to receive your award. Conditions might include proof of funding from another source, insurance, or a key stage that you would need to complete for your project to be viable (such as selection of a lead artist). If you do not provide evidence that a condition is met, your funding award will not proceed. To see the full Terms and Conditions of the funding please **visit our website**.

- **Recommendations:** These are suggestions to help you achieve your project's aims. You do not need to follow them or provide proof of doing so.

- **Questions:** If you have any questions on conditions and/or recommendations, contact your assessing officer. Their details will be included with your Funding Agreement.

- **Payment Schedule:**

  - **First payment:** After returning your signed funding agreement, meeting any conditions, and having your bank details verified, you will receive your first payment. This will usually be 75% of the award but for higher level or awards lasting more than one year this will be determined during the assessment process.

  - **Final payment:** After project completion, submit an End of Project Monitoring Report within 30 days of your project's conclusion. For activity starting after 5 July 2024, use the online application portal; for earlier decisions (pre 5 July 2024) use the manual process. Information on completing this report can be found **on our website**. Once you have submitted the report, it will be reviewed and signed off by your assessing officer and remaining payments will be made as per the terms and conditions of the Funding Agreement.

If your application is unsuccessful:

- **Notification and feedback:** You will be notified if your application is unsuccessful and provided with feedback. You can also request your full assessment.

- **Reapplication:** You can reapply for the same project once. In your reapplication, address the feedback you have received and note any significant changes. If unsuccessful again, you cannot apply to the National Lottery Open Fund for Organisations for the same project.

Application and Assessment Flowchart

Application

Register on the Online Portal

Sign-up and register at mycreativescotland.com

→

Complete the application form

(you can save progress as you go)

→

Submit Application

When you've complete it, click **SUBMIT**

Assessment

Confirm Receipt

We'll send you a reference number to confirm we have your application

→

Check for Eligibility

We check you are eligible and have submitted everything that is required

→

Officer Assessment

Your application is assessed by a specialist officer

Panel Meeting

Applications go to panel for decision

→

The Panel outcomes are approved by the Creative Scotland Senior Leadership Team.

Decision

If not awarded funding

We'll let you know and give more information on how to reapply or find out more about the decision.

If awarded funding

We'll be in touch with a Funding Agreement and payment details

How long is this process?

The whole assessment process will take between 10-14 weeks, depending on how much you apply for.

Reporting and Final Payments

We'll ask you to report back on the project, and after you complete your project you send us a final report this releases the final payment

Subsidy Control

As a public body Creative Scotland must comply with the subsidy control rules in the Subsidy Control Act 2022 and Trade and Cooperation Agreement between the UK Government and the European Union. More information can be found at **UK subsidy control regime - GOV.UK (www.gov.uk**).

Any award made through this fund will require the recipient to acknowledge that the grant comes from public funds and confirm that the support provided is compliant with the Subsidy Control rules. Where applicable, the recipient must agree that Creative Scotland will publish information relating to the grant and that the recipient will keep reasonably detailed records to demonstrate compliance with the Subsidy Control rules and shall provide a copy of such records to Creative Scotland upon reasonable request. In the event that it is deemed to be non-compliant with the Subsidy Control rules, the recipient may be required repay the entire grant (and any other sums due) immediately.

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 on our website**.

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. Our Privacy Notice contains information on how to exercise these rights, 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**.

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**.

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. For more information, visit the **Freedom of Information section of our website**.

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.foi.scot** 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.

Appendices

Appendix 1 – Application Questions

Lottery Funding

The National Lottery supports this fund through Creative Scotland. Do you object to receiving National Lottery funding? If you object, you will be funded through another route.

[For reapplications only] What was the reference number of your previous application?

[For reapplications only] Briefly outline below how you have addressed the feedback on your previous application (approx. 450 words)

Funding Level

The National Lottery Open Fund for Organisations has two funding levels - please select the appropriate funding level for your application here.

Your Organisation

How would you describe your organisation, its aims and main activities? (approx. 300 words, maximum 2100 characters)

What are the governance arrangements for your organisation? (approx. 300 words, maximum 2100 characters)

Your Project - Locations

Where does your project or activity take place?

Select your Local Authority

Your Project - Main Art Form

What is your main art form or area of creative activity?

Your Project - Other Art Forms

What other art forms or areas of creative activity does your project involve? (optional)

Your Project – Summary

What is the title of your programme of activity? (approx. 30 words)

Brief summary of your programme of activity (approx. 150 words, maximum 1050 characters)

When will your project or programme start?

When will your project or programme end?

Quality and Ambition – Your Proposal

Tell us about the project or activity you need funding for. We will be particularly looking for clear information on the following areas:

- what you want to do
- why you want to do this work
- the themes and focus of this work
- what you hope to achieve
- how you will monitor and evaluate your activity to know if you are meeting your aims
- how you are ensuring your activity will have high quality outcomes
- how the work that you're doing furthers your ambitions as an organisation

We would normally expect applications between £1,000–£20,000 to write between 1000 and 1500 words. Applications between £20,000–£100,000 to write between 1500 and 2500 words. Maximum 17,500 characters.

Quality and Ambition

What is your motivation for undertaking this activity and what value will it have for the people involved? (approx. 450 words, maximum 2100 characters)

Tell us who is involved in this project? How will their involvement contribute to the ambition and quality of your activity? (approx. 450 words, maximum 3150 characters)

If you have any partner organisations, upload evidence of their support here (optional)

Upload the CVs of any individual collaborators here (optional)

Engagement

Will you be engaging with people during your project (e.g. as audiences or participants)?

If yes, tell us who your activity will engage with, how you will work with these people, and how you plan to reach them. (approx. 450 words, maximum 3150 characters)

If no, how will your project or activity contribute to your ability to engage with people as audiences or participants in the future? (approx. 450 words, maximum 3150 characters)

Engagement – Format and Benefit to Others

How have you considered format and setting when developing your activity?

Who has engaged with your work in the past, what benefits has your previous work brought to these people/groups, and how do you know? How does this programme build on these benefits or extend them to new people?

Equalities, Diversity and Inclusion

What is your approach to Equalities, Diversity and Inclusion in your proposed activity?

How do you consider Equalities, Diversity and Inclusion in the context of those working with your organisation?

How do you understand the barriers to people engaging with your proposed activity, and how are you working to remove these?

Environmental Sustainability

What is your approach to addressing the causes and impacts of climate change within your proposed activity?

How is the climate emergency considered in your management practices? (approx. 450 words, maximum 3150 characters)

For applications over £20,000 only:

What actions are you taking that will reduce emissions in line with a pathway to net zero? (approx. 300 words/maximum 2100 characters)

Fair Work

Tell us about your approach to Fair Work in the context of your organisation and your proposed activity

For applications over £20,000 only:

What policies or statements do you have relating to the Fair Work principles and how are these communicated within your organisation and to the people you work with? (approx. 450 words/maximum 3150 characters)

Fair Work – Pay and Recruitment

Are you a Real Living Wage employer?

What recommended industry rates of pay do you refer to when paying contracted staff, freelance staff and commissioned artists?

If you are recruiting people for your programme, how will you ensure a clear and transparent recruitment process that reflects best practice? (approx. 300 words, maximum 2100 characters)

For applications over £20,000 only:

Do you use zero-hour contracts with any of your contracted staff? If yes, explain why zero-hours contracts are appropriate to your activity? (approx. 300 words, maximum 2100 characters)

International

Does your programme include any international activity?

If yes:

What is your planned international activity and where will it take place?

Who are your international partners and what will they bring to your activity?

What will the impact of your international activity be for you, your audiences, international partners and/or the wider creative and cultural sectors? (approx. 300 words, maximum 2100 characters)

How does your approach to international working relate to your commitments to environmental sustainability? (approx. 300 words, maximum 2100 characters)

Management and Risk

How will you manage your programme to ensure you meet your aims?

How will you ensure that public funds are well managed and provide value for money?

How have you identified and mitigated risk when planning your programme? How will you monitor these risks during your programme? (approx. 450 words, maximum 3150 characters)

Access Costs

Do you require personal access costs?

What are the total personal access costs you are requesting?

Provide a breakdown of these personal access costs. (approx. 200 words).

Budget

What is the total budget of the project/activity? (not including personal access costs).

How much money are you requesting from Creative Scotland?

Does your budget include any equipment or small capital costs?

How have you selected the items in your budget? (approx. 300 words, maximum 2100 characters)

How have you considered environmental sustainability when selecting the items in your budget? (approx. 300 words, maximum 2100 characters)

Budget Income

Budget Expenditure

You can upload your budget spreadsheet here.

Uploads

Upload your risk assessment for your project or activity here.

You can upload up to 5 supporting documents here (optional).

You can provide up to 3 examples of your creative work (optional).

Appendix 2 – Capital, Equipment and Consumables

For this fund, small scale capital costs (including any/all equipment and consumables) **should not exceed £50,000 and no more than 50%** of the total amount requested from Creative Scotland in your application.

You can include small scale capital costs in your application if you can demonstrate how it will enable, or further enhance, your creative activities.

These can include:

- Installing fixed assets, such as lighting or seating
- Purchase of instruments
- Purchase of new equipment (see below for situation regarding second-hand equipment)
- Purchase of vehicles
- Installation of new technologies (including digital or environmental)
- Small scale building renovations and improvements, such as improving accessibility and fitness for purpose.

We do not support:

- Large scale capital activity
- The purchase of buildings
- Feasibility studies
- Equipment-only applications

Equipment and Consumables

- You can request equipment and consumables if they are necessary for the delivery of your project.
- **Equipment:** items necessary for the delivery of the funded activity and that will remain yours after the project ends.
- **Consumables:** items used up during the project, like art materials, with no value after the project ends.

If you are requesting support for equipment, you should explain why you are buying rather than renting – this may be because it is more cost effective, or because rental equipment is unavailable, for example.

We can fund second-hand equipment if new ones are unavailable or if they are in excellent condition or come with a warranty (supporting reuse in light of the climate emergency).

Appendix 3 – Help with Budgets

This section explains what budget information is required as part of an application to the National Lottery Open Fund for Organisations. More details can be found **on our website**.

We will ask you to provide a detailed budget to help us assess the financial management of your project. Along with your budget, you should complete the following tables in the application form:

- **Budget Income Table**
- **Budget Expenditure Table**

Please only use whole pounds, rounding up where necessary. We aim to support projects which demonstrate a solid understanding of the costs and income, including how they will be monitored and controlled. This information also helps us report back to our funders.

Budget Income Table

For the Budget Income Table, include all sources of income:

- **Funding requested from Creative Scotland**
- **In-kind contributions**
- **Expected project revenue (i.e. from ticket sales).**

Identify how much other funding you have, or expect, and request the rest from Creative Scotland. While you can request 100% from Creative Scotland, showing broader support strengthens your application. Other partnership funding is not required but is considered in a highly competitive fund.

In-kind Costs

In your income and expenditure tables, you should include all costs, even the ones you get for free, otherwise known as in-kind contributions - where no money exchanges hands, or you get a discount. These costs may include volunteer staffing, discounted space booking or an advertisement space at a discount.

You should estimate the amount of money you would normally have to pay for the work and add it to your table.

Types of Funding

Table showing the eight different types of funding that can be included in your budget and corresponding information required for each.

Type of Funding	Name of Funder/Source of Income	Cash or In-kind	Conditional, Guaranteed or Pending	Amount of Funding/Income £
Creative Scotland	Creative Scotland National Lottery Open Fund for Organisations	Cash (Our grants are always cash)	Pending *(this is what you are applying for, so it's always pending)*	£ XXX
Local Authority	XY Council	Cash	Guaranteed	£ XXX *(For any guaranteed cash from other sources, you will need to provide evidence with your application)*
Trusts & Foundations	YZ Trust	Cash	Conditional	£ XXX *(We will ask you to provide details on what this income is conditional on, for example confirmation of match funding)*
Companies	WZ advertising	In-Kind	Guaranteed	£ XXX *(Where possible, please provide evidence of any in-kind contributions where a supplier/partner is giving you a free or discounted service – this could be a letter or email confirming their offer, for example)*
Individuals & Fundraising	Crowdfunding campaign	Cash	Pending *(if not yet done)* or Guaranteed *(if funding already raised).*	£ XXX *(If guaranteed, give us the link to the webpage as proof.)*
Own Resources (cash and/or in-kind, please specify)	You might want to add some of your own cash or in-kind contribution (time, equipment, etc.)	In-kind or cash (please specify which)	Guaranteed *(we normally accept your own contribution as guaranteed)*	£ XXX
Earned Income (e.g. Box Office)	Box office income	Cash	This is usually 'Pending' as it is future income. It is only 'Guaranteed' if you have set fees guaranteed by venues, etc.	£ XXX (if 'Guaranteed' you must provide written evident, such as emails, with the amount offered.)
Other (please specify)	Volunteers	In-kind	Guaranteed	£xxx *(Please attribute an amount to the costs of the contribution and insert here).*

Budget Expenditure Table

For the Budget Expenditure Table, we advise you to make a list of the expenses your project involves. These are likely to include:

1. **People costs:**

   • Fees and wages of all the people involved including artists, support staff and yourself. You should ensure fair and appropriate pay using industry standards rates of pay and ensure all directly employed staff must be paid at least the Real Living Wage.

2. **Essential running costs:**

   • Costs and overheads for the project, please refer to **example budgets** for more information.

3. **Equipment and materials:**

   • Purchase or rental of equipment or materials.

   • Capital or equipment costs should not exceed £50,000 and no more than 50% of the total amount requested from Creative Scotland in your application.

4. **Promotion:**

   • Costs for marketing, communications, research and audience development.

5. **Access costs:**

There are two types of access costs, Personal Access Costs which are treated separately from your main budget and Project Access Costs which should be included in your project budget. For detailed information on what qualifies as eligible personal and project access costs, as well as a breakdown of eligible and non-eligible expenses, please **visit our website**. For further information or guidance on access support and costs please email: **accesssupportrequests@creativescotland.com**

6. **Other costs:**

Some costs don't easily fit into the sections above, so you should include them here. For example, you may want to add a contingency as a safety measure for unforeseen costs, this is usually between 5-10% of the budget.

Costs you cannot include

There are certain types of activity which this fund doesn't support. In addition, because funds come largely from the National Lottery, there are certain things that our funding cannot be used for. Excluded costs include:

   • Repayment of loans, endowments or interest

   • Money which has already been spent

   • Paying someone else to write your application for you

   • Costs for political or religious activities

   • Money for wider fundraising purposes

   • VAT you can reclaim

   • Costs for projects which are replacing statutory activities.

For more information on profit-making activity please refer to **Appendix 5 – Profit Making Activity.**

Double Funding:

If your project includes other funding from Creative Scotland – either directly through any of Creative Scotland's other funding programmes, or through one of our funds delivered by partners – then this should not be included in your project budget. We refer to this as 'double funding,' and it cannot be described as partnership funding in your budget.

We recommend that you contact our Enquiries Service by emailing **enquries@creativescotland.com** if you need any clarification on whether any of the partnership funding in your budget is considered double funding.

Project Reporting:

If funded, as part of managing your project and budgets, you will be required to monitor your income and expenditure throughout and report back on this in the End of Project Monitoring Form. We need to see your final costs compared to the budget information presented when you applied, so you will be expected to record this information throughout the project.

If your funding decision was on or after 5 July 2024, the form will be made available on the online application portal, and information on completing this report can be found **on our website**. If your funding decision was before 5 July 2024, you should continue to submit your End of Project Monitoring Report via the manual process unless advised otherwise.

Fair Pay:

Ensure your budget references industry standards on pay rates – for example Musicians Union, the Scottish Artists Union, EQUITY, BECTU, or the Society of Authors. Guidance on rates of pay is available **on our website**. **Please note,** all directly employed staff are expected to be paid at least the Real Living Wage.

Budget Examples:

You must submit an additional supplementary budget in addition to the online income and expenditure tables. The format of this budget is dependent on your project. We would recommend that you use a spreadsheet to prepare your budget and check it carefully before you submit, to ensure that it adds up correctly and includes every part of your project. For more information on budgets including some examples, you can visit the Help with Budgets section **on our website**.

Appendix 4 – Safeguarding and Dignity at Work

Safeguarding

Safeguarding ensures that participants and employees, are protected from harm, abuse and exploitation. Guidance on safeguarding when working with children, both in-person and online, is available **on our website**.

If your work involves children, young people or vulnerable adults (either in-person or online), you must have a safeguarding policy in place, and we would encourage you to take expert advice on this – our Creating Safety guidance can help, and other organisations such as NSPCC also have guidance for individuals undertaking this work. All individuals involved should be members of the PVG scheme run by **Disclosure Scotland**.

Dignity at Work

Everyone working in Scotland's creative and cultural sectors is entitled to be treated with dignity and respect, whether they are an employee, freelancer, contractor, board member or volunteer. Creative Scotland does not tolerate bullying, harassment, or victimisation under any circumstance, and expects the same of any organisation that we support with public funding.

Those applying for activity that involves employing other people should ensure that they have appropriate safeguards in place to ensure dignity at work, including approaches to ensure best practice in areas such as equality and diversity, harassment and bullying, disciplinary procedures and whistle blowing.

Creative Scotland has produced guidance on what we mean when we describe dignity at work and what our expectations are of those we fund. You can read this **on our website.**

While we are primarily a funding body rather than a regulator, we expect all grant recipients to adhere to safeguarding and dignity at work standards. Failure to do so could result in payments being suspended or grants withdrawn.

Appendix 5 – Profit Making Activity

Awards from the National Lottery Open Fund for Organisations must promote the public good and not be intended primarily for private gain. We cannot fund projects where profits are expected as a consequence of the award and are distributed out with the organisation.

We understand that some activity will include creating new work (e.g. artworks, music, writing) which could result in profits being made.

We will assess your project as described in your application to ensure that income likely to be generated (e.g. ticket sales, album sales, artwork sales) is included in your project budget. If we feel that your project period does not cover most of the likely project income, then we may reduce your award and/ or extend the project period.

When completing your End of Project Monitoring Form, if you have achieved more or less income than expected you should show this in your final budget. If you have achieved more income than expected, this additional income may mean that any outstanding payments from Creative Scotland are reduced accordingly, or if the project has been very financially successful, some of the award may need to be repaid.

In line with **The National Lottery Terms and Conditions**, if anything created using our funding is subsequently exploited for significant commercial gain, Creative Scotland reserves the right to seek recoupment up to the value of any award made. Where we believe profits may have been made but not disclosed, we may request an audit of the project's financial records.