

## Application for Core Funding

**Your completed application, signed by both your Chief Executive and Chair of the Board of Directors (or equivalent) must be returned to your Lead Officer at the Scottish Arts Council by Friday 30 September 2005.**

**Please refer to the Explanatory notes on pages 5 and 6.**

**1. Name of your organisation**

**2. Your Artistic Vision**

2.1 What is the primary purpose of your organisation? (Maximum 250 words)

2.2 Please describe your organisation's key achievements in the last three years that support this purpose. (Not more than 2 pages)

**3. Your Artistic Vision – how it relates to Scottish Arts Council aims**

3.1 In relation to your primary purpose, describe how your organisation's artistic vision contributes to the Scottish Arts Council's aims:

Aim 1: To increase participation in the arts.

Aim 2: To support artists in Scotland to fulfil their creative and business potential.

Aim 3: To place the arts, culture and creativity at the heart of learning.

If appropriate, please outline how your work contributes to the Scottish Arts Council's current policy development areas:

- International
- Creative Industries
- Equalities
- Traditional Arts

- 3.2 Outline your planned programme of activities for 2006/07 using the 2006/07 funding figure allocated to you by the Scottish Arts Council as the baseline. And describe your outline programme for the following 2 years (2007/08 and 2008/09).

Identify projections/targets and describe critical success factors that would apply to this 3 year programme.

- 3.3 Outline any planned or new developments and activities for 2006/07, and the following 2 years (2007/08 and 2008/09) that your organisation would be capable of doing, which might require additional investment from the Scottish Arts Council.

Identify projections/targets and describe critical success factors that would apply to this 3 year programme and any planned new developments.

- 3.4 Please describe how your board formally review the programme and its audience opinion/feedback and trends on an annual basis.

#### **4. Your Artistic Vision – wider strategic considerations**

- 4.1 How do you perceive your role in relation to other arts / cultural providers in your city/region/country?

- 4.2 Describe specifically your relationship with the local authority within which you are based including the level and nature of support.

- 4.3 If appropriate, please describe your relationship with other local authorities in Scotland.

- 4.4 Describe other key partnerships and / or strategic collaborations that are fundamental to your work.

#### **5. Budget**

In describing your artistic vision and planned programme of developments and activities for the coming 3 years, please provide the following:

- 5.1 A detailed Budget for 2006/07 based on your known 2006/07 funding figure from the Scottish Arts Council, with a full breakdown of income and expenditure.

- 5.2 A budget estimate for 2007/08 and 2008/09 for planned developments based on the 2006/07 figure. (Links to question 3.2)

- 5.3 Separate budget estimates for 2006/07, 2007/08 and 2008/09 for additional planned / identified developments based on additional investment from the Scottish Arts Council. (Links to question 3.3)

## **6. Governance**

- 6.1 List all members of the board / management committee. Identify each member's area(s) of expertise, and the overall composition in terms of gender, disability and ethnic make up.
- 6.2 What measures do you take to ensure that the board reflects the community it serves and has the appropriate skills and expertise?
- 6.3 How long can a member serve on the board / management committee? Is there a limit on the number of times a person can be re-elected to the board?
- 6.4 Are board members inducted and does the organisation provide a board manual?
- 6.5 How is your organisation governed if there is not a board of management / management committee?
- 6.6 What development needs have been identified by the board / management committee/governing body?

## **7. Staffing**

- 7.1 Please provide an organisation chart, showing all post with reporting lines, and identifying where staff are full-time / part-time / voluntary.
- 7.2 Please include full details of the pay and pay scales for all staff in operation for the current financial year.

## **8. Checklist of attachments**

In addition to information requested throughout the application, please also provide us with:

- Marketing strategy or plan
- Education strategy (if appropriate)
- Staff Development Policy  
(which includes staff training, appraisal/performance management, details of pension provision and other benefits)
- Equal Opportunities Policy
- Your Reserves Policy
- Signed statement (section 9)

**9. Your statement and signature**

“All information in this application, and any documents provided to support it, is true and correct. We will tell you immediately if anything changes which could affect this application in any way. We are happy for you to provide copies of this form to any person or organisation you need to consult about this application.

We note that any grant awarded will be subject to standard and specific conditions and confirm that we have the power to accept the grant under any conditions set by the Scottish Arts Council and to repay the grant if we do not meet them.”

Chief Executive and Chair of the Board (or equivalent)

Name	Signature
Position	Date
Name	Signature
Position	Date

## 10. Explanatory notes

- Section 2** This section is to enable you to demonstrate to the Scottish Arts Council how you perceive your organisation's strategic position.
- 2.1 This question is intended to allow you to demonstrate how your work fulfils a significant role in an international, national, regional, local function as appropriate. It is also an opportunity to describe the role that you play in relation to a particular artform/s.
- Section 3** Our aims and policy development area are detailed in Scottish Arts Council's *Business Plan for 2005-2006*. Copies are available from our Helpdesk and on our website: <http://www.scottisharts.org.uk/1/information/publications/1002275.aspx>
- 3.1 We are looking for a high level strategic approach to these three aims. We do not expect all organisations to fulfil all three aims to the same degree.
- In response to our aims and policy development areas, consider all aspects of your work, which could include: international, education, audience development. We advocate an integrated approach to audience development and education. For example, if in answer to question 3.1 you state that your organisation contributes to Aim 3 To place the arts, culture and creativity at the heart of learning, this should be demonstrated in your response throughout the application.
- In formulating your responses to all sections of the application, relate them to our published strategies Audience Development, Education, Cultural Diversity and relevant Artforms.
- You should also be mindful of current legislation. The Scottish Arts Council recognises that we live in a diverse society. We therefore expect organisations that we fund to acknowledge and reflect this diversity in their planning and development. Funded organisations are expected to operate with an understanding of and in compliance with: the Sex Discrimination Acts 1975 and 1986, the Disability Discrimination Act 1995 and amendments, the Race Relations Act 1976, including the amended version, the Race Relations Amendments Act 2002.
- 3.2 and 3.3 This should be sufficient detail for us to be able to visualise your programme. Projections/targets can be **quantitative** and be in the format used for the annual return (**see Section 11**). Include a full break down of how each figure has been arrived at.
- Describing the critical success factors will provide the narrative for more **qualitative** aspects.
- Section 4** This is section is intended to allow you to demonstrate how you relate to the Scottish cultural infrastructure and where your organisation sits within it. It is important to understand your role with partners. This is your opportunity to describe your strategic position now and in to the future.
- 4.2 Level and nature of support relates to the funding you receive. Indicate anticipated levels of support from the local authority for 2006/07 and 2007/08. If support is linked to a specific activity please indicate this. Clarify transitional / short term project funding from long term support. And identify the different lead departments within the local authority, such as culture and leisure, education, health, voluntary etc.
- 4.3 This question is for anyone whose activity takes them outwith the local authority where they are based.

4.4 These may include International partnerships, the formal and informal education, health, commercial and voluntary sectors.

**Section 5** Identify how you allocate resources, in particular human and cash. We recognise that organisations present budgets in a variety of ways. For consistency, please present the budgets broken down against **key cost headings:** e.g. Programme, Education, Marketing, Staffing etc.

Draft budget information submitted must be accompanied by a list of assumptions.

**Section 6** Scottish Arts Council has published a corporate governance handbook for arts organisations **Care, Diligence and Skill**. This publication is useful to refer to. Copies have previously been sent to CFOs. For further copies please contact the Scottish Arts Council Helpdesk.

The Scottish Arts Council recognises that we live in a diverse society. We therefore expect organisations that we fund to acknowledge and reflect this diversity in their governance, planning and development.

**Section 7**

7.2

Grade (and description)	Current Pay and Pay Scale range
	<i>example</i> £12,790 (£11,000 - £14,000)

END

**11. Programme projections**

Please complete twice - questions 3.2 and 3.3 relate. Attach a full breakdown of how each figure has been arrived at.

Name of Organisation:

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	<b>Year</b>	<b>Future</b>	<b>Future</b>
<b>Information being requested</b>	<b>2006/07</b>	<b>Year</b>	<b>Year</b>
		<b>2007/08</b>	<b>2008/09</b>
		<b>Planned</b>	<b>Planned</b>

**Audience**

Attendance at performances

Number of performances			
Total Attendances			

Attendance at visual arts/crafts exhibitions.

Number of exhibitions			
Total attendances			

Participation in education and outreach events

Number of events			
Total number of participants			

Support for Artists / Artistic Development / Professional Training

Number of events			
Total number of participants			

Distribution and Sales - Book and Book Sales

Total Number of New Titles			
Book Sales - New Titles			
Book Sales - Backlist Titles			

Distribution and Sales - Newsletters, magazines, Journals and CDs

Total number of publications			
Total number of issues (magazines, journals, newsletters)			
Total number of CDs			

Support Organisations

Individual Members			
Joint Members			
Corporate Members			
Other Group Members			

Multi-Artform Organisations

Dance

Total Performances			
Total Attendances			

Drama

Total Performances			
Total Attendances			

Music

Total Performances			
Total Attendances			

Literature

Total Performances			
Total Attendances			

Other

Total Performances			
Total Attendances			

Total

Performances -

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Attendances -

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