



Scottish Arts Council

## Guidelines for all Scottish Arts Council Managed Funds 2008/9

This guideline gives general information about our application processes, and is designed to accompany Managed Funds application forms. Please ensure that you read this information before completing your application form.

### 1. ELIGIBILITY

#### Who can apply

Only organisations which are formally constituted and have a commitment to Equal Opportunities are eligible to apply for funding.

In order to demonstrate accountability for public funds, all applicants are required to provide evidence of their legal and financial status, usually in the form of a written constitution<sup>1</sup> and audited accounts<sup>2</sup>. The type of constitution document you have will depend on the type of organisation you are, but should clearly describe how your organisation is structured and managed, including how it will deal with financial matters, and should be appropriately authenticated with signatures and dates. Our Help Desk can provide you with further information on constitutions— please ask for our *Short Guide to Constitutions*.

**Please note:** if you are a new organisation, you must be properly constituted **before** you make an application – we are unable to consider applications from organisations whose legal status is not resolved. If you are formally constituted but do not yet have audited accounts, we will require evidence that suitable business banking arrangements are in place.

#### The project must not have started

We will not normally fund any activity which has already started, or which will have started before you are notified of a decision on your application, nor will we pay for any goods or services which you order *before* receiving our official decision and offer letter. This means that you must not issue or enter into any binding contracts before this date.

The project start date is defined as the point at which you begin preparatory work which represents a commitment, financial or otherwise, to undertaking the whole project, as opposed to the dates when any exhibitions/performance/festival take place. This does not preclude any preliminary thought or experimentation necessary to provide a sound basis for your application. You must not include reference to support from Scottish Arts Council funds in publicity material before you have received our offer letter, and satisfied any conditions that may be included in this.

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<sup>1</sup> If you have previously sent a constitution, you do not need to submit this again unless there have been significant changes to it since you first sent it.

<sup>2</sup> Whether you have applied for funding in the past, or intend making more than one application, you must provide your latest audited accounts with each application, unless you receive core funding from us

The project start date should, ideally, be **at least one month after our decision** to allow time for you to receive our formal offer letter (normally issued 2 - 4 weeks after we have made our decision) and comply with any special conditions (see *After the decision below*). In any event it must not be before the date by which we have indicated that we will let you know a decision.

## **2. HOW WE WILL ASSESS YOUR APPLICATION**

### **Criteria for assessment and decision-making**

We will assess how well your proposal meets the purpose of the managed fund to which you have been invited to apply, and our core assessment criteria of:

- artistic quality
- public benefit and demand
- how well the project will be managed and delivered
- financial strength and value for money

if you are required to meet any additional criteria, you will have been advised of these by the lead officer who has invited you to apply.

### **Other funding for your project (partnership funding)**

We will not normally fund the whole cost of your project and you may be required to have partnership funding from sources other than the Scottish Arts Council or from your own resources. Partnership funding does not all have to be in place before you apply, but you must have a clear idea of where it will come from.

Partnership funding may be required to be in cash, in kind, or a combination of both.

### **Cash contributions might include:**

- earned income from your activity, eg ticket sales, book sales, fees charged
- funding from public organisations such as local authorities, local enterprise companies
- grants from trusts and foundations
- a contribution from your organisation

### **In-kind contributions might include:**

- voluntary labour (but any time or services 'donated' should be additional and not part of the person's normal job)
- donated equipment
- services donated from other companies or organisations
- use of premises or office space for the project
- carer support for people with disabilities

### **In-kind contributions may not include:**

- the time or services of any employee whose post is funded by the Scottish Arts Council (eg Cultural Co-ordinators in Schools) or for whom the funded activity would be within the usual scope of their remit
- expenditure which forms part of the core costs of your organisation
- the value of discounts on equipment

Please ensure that you include your in-kind contributions in both the projected income and expenditure sections of your project budget, and that your calculation of the value of these

costs is realistic. For more information, you can ask our Help Desk for our guidance note on in-kind contributions.

You cannot use money from one Scottish Arts Council grant as partnership funding in another application to us

In some instances, you may be able to use money from other National Lottery distributors as partnership funding, but this is very rare because each distributor funds different types of activity. In such cases, the total grants you may apply for from one or more distributors may not exceed 75% of the total cost of the project. In particular, you cannot use grants from Awards for All as partnership funding, as the Scottish Arts Council provides the funds for these grants, and this would represent 'double funding' from ourselves. Please contact the Help Desk if you need further information on this.

### **Supporting material**

The application should be accompanied by the documents highlighted in the document checklist section of the application form, and any other material notified to you by the lead officer who has invited you to apply.

## **3. HOW TO APPLY**

### **Completing the application form and document checklist**

Please ensure that you have answered all the questions in the application form and supplied the required supporting material. When completed, please send the application form together with any supporting materials to:

**Scottish Arts Council  
Grants Department  
12 Manor Place  
Edinburgh EH3 7DD**

### **Important points to note:**

- Your application must arrive **no later than 5pm** on the deadline date. We are happy to receive applications up to 4 weeks in advance of the deadline, but are unable to accept late applications.
- **If you do not give us all the information we ask for, including all supporting material, we will not be able to process your application and it will be rejected. We will not normally contact you to request missing information/documents, and we will not accept a resubmission of an amended application after the deadline date has passed.**
- Please do not address your application to any department other than Grants as this will delay its progress
- Please do not fax or e-mail your application form, as we cannot accept it in this form
- Your application should be presented in the simplest format possible (stapled or clipped), to make photocopying easier
- Please ensure that you retain photocopies of the application form and all supporting documents for your own files as we will not be able to provide you with copies of submitted material

#### **4. WHAT HAPPENS TO YOUR APPLICATION**

A Grants Co-ordinator will check that your application is eligible as outlined above and that it is complete. If your application is not eligible and/or is not complete we will reject your application and return it to you with a letter to say why. Please note that we will not normally contact you to ask for missing information.

We will send you written acknowledgement that we have received your application within **10 working days** from the date of receipt (please allow for public holidays). The acknowledgement letter will include a reference number which we will use on all further correspondence to do with your application. **This reference number must be quoted if you need to contact us further about your application.**

Your application will be assigned to a lead officer with expertise in your artform who will assess your proposal against the criteria described. Where appropriate, the lead officer will co-ordinate advice from colleagues, any relevant agencies and specialist advisors.

We will assess your application based on the extent to which your proposal addresses the funding priority to which you are applying. The lead officer may contact you, but this will be to clarify small points only, and we reserve the right to reject any application that is deemed as insufficiently detailed to enable assessment.

A decision on your application will be made by officers of the Scottish Arts Council with the assistance of external specialist advisors where appropriate. Please do not try to influence the decision by lobbying officers directly or indirectly. If you do, we may reject your application.

#### **5. AFTER THE DECISION**

##### **If you are unsuccessful**

If your application is not successful we will write to you and explain why. We will also tell you who to contact if you need any further information about the decision.

##### **If you are successful**

If you are successful, we will normally inform you in writing, although this may sometimes be by telephone or e-mail and we will let you know if there are any special conditions attached to the award. We will send you a formal offer letter 2-4 weeks after this notification, which will include our standard grant conditions, any special conditions, a schedule of payments and information explaining what you must do to claim your grant and monitor your project.

**Once we have awarded a grant we cannot give any more funding for the project.**

##### **Monitoring your grant**

We need to monitor your grant so that we can account for the use of the funds we distribute. We will therefore ask you to submit monitoring reports to us, which will be linked to payment of grant instalments. Information about what these reports should include and how often they should be submitted will be included with our offer letter. We will also provide you with standard forms to use for writing your reports, and these are also available to download from our web site, [www.scottisharts.org.uk/1/funding.aspx](http://www.scottisharts.org.uk/1/funding.aspx)

##### **Payment of your grant**

You will normally receive payment of the grant in stages to be agreed with us (see *Monitoring your grant* above). In most cases, a percentage of the award will be withheld

until the project is complete and a final report has been received. Details will be provided in our offer letter.

### **Complying with Conditions of Grant**

You must keep to the grant conditions specified in both our offer letter and any accompanying documents, and you must not make changes to your project without our advance written permission.

It is a condition of grant that your project must be carried out in accordance with the timescales given in your application, and within the time limits indicated in our offer letter.

If the payment schedule is unsuitable in any way, we will be happy to adjust it according to the needs of the project. However, once the payment schedule is agreed, it is important that you adhere to it to ensure that we receive monitoring reports and release your payments at the appropriate times.

**If any delays occur either in carrying out your project or in getting your reports to us, you must let the Grants department know as soon as possible, as failure to adhere to grant conditions and payment schedules can result in withdrawal of your grant, and can affect other grants that you have from us, as well as any applications you may make in the future.**

**It is therefore very important that you keep us informed of any delay or difficulties in complying so that we can give advice and assistance as necessary.**

### **Evaluation**

We may ask you to take part in an evaluation study or carry out an assessment of the project after it has finished.

We may also ask Scottish Arts Council staff or Specialist Advisors to attend and evaluate performances, exhibitions, etc. We will provide you with a copy of their evaluation, and you will have the opportunity to comment on this.

## **6. ADDITIONAL IMPORTANT INFORMATION**

### **Publicity**

Full listings of all the grants we award are published on our website. We also publicise some awards in our bi-monthly Information Bulletin and through the media.

You will be required to acknowledge Scottish Arts Council funding in all your publicity (you will receive a Credit Kit explaining how you can do this). Failure to credit the Scottish Arts Council will affect payment of your grant.

Images submitted in support of your application may be stored electronically by us. If we later seek to use these for publicity purposes, we will contact you in order to obtain permission to do so.

### **Openness and accountability**

For the purposes of the Freedom of Information (Scotland) Act 2002 (FOISA) we are a Scottish public authority and any information held by us (which will include your application) is therefore potentially accessible by anyone making a Freedom of Information request.

Information supplied by you will be held in manual files. It will then be summarised and details transferred to a computer-based grants management system. Reports from the information you supply within your application and from comments made on your application by external assessors and staff members are likely to be held on both manual and computer-based systems. The information you supply will be made available to those assessing any other grant applications you make.

Meetings to consider your grant application may be held where members of the public and media might be present. Your application, supporting material and reports written by Scottish Arts Council officers and independent assessors could be discussed at such an open meeting.

By submitting your application you waive any right to raise any type of legal proceedings against the Scottish Arts Council as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under FOISA.

### **Disclosure**

The Scottish Arts Council considers that the following information will be disclosed from your funding application should a FOI request be received:

- your name
- the amount of funding requested
- your 25 word project description

If more detailed information is requested, we will consider this request under FOISA and apply the Act's exemptions and the public interest test appropriately.

In the case that more detail from your funding application is to be disclosed we will contact you and advise you of this.

For further information on the FOISA please see the Scottish Information Commissioners website: [www.itspublicknowledge.co.uk](http://www.itspublicknowledge.co.uk) or refer to our FOISA guidance on the Scottish Arts Council website: [www.scottisharts.org.uk](http://www.scottisharts.org.uk).

### **Data protection**

Data held on our grants management system is used for the following purposes: statistical reporting, application assessing, accounting purposes and for contacting you. The details of your application may become public information (see *Openness and Accountability* above). However, your personal details will be held within our grants management system and our paper files, and accessed only by our staff, appointed auditors and individuals or organisations who may help us assess or monitor grants.

You have a right under the Data Protection Act 1998 to access the data held on you by the Scottish Arts Council. You can do so by completing a Subject Access Request form available on our website [www.scottisharts.org.uk](http://www.scottisharts.org.uk). We view your signature on your application form as acceptance of the use of your data as outlined above.

For further information on the Data Protection Act 1998  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

### **Information given in your application**

Please note that if you deliberately give any false or misleading information, we will withdraw your application or, if a grant has already been awarded, ask you to pay back any money we have given you. This will also have implications for any future applications you may submit.

### **How we work**

We aim to manage our processes fairly and with integrity. We aim to be efficient, courteous and supportive in all that we do. We seek to improve the service we offer, so our guidelines and application forms may change over time. We are committed to making the best use of resources available to us by ensuring high standards of quality and customer care.

We are constantly striving to improve our services and welcome your comments and suggestions. Should you feel unhappy with any aspect of your contact with us please let us know. You can phone or mail us at the usual address or email

[qualityservice@scottisharts.org.uk](mailto:qualityservice@scottisharts.org.uk) and we will do our best to resolve your concerns as quickly as possible. However, if you are still dissatisfied, our complaints procedure is available from any member of staff, the Help Desk and on our website, [www.scottisharts.org.uk](http://www.scottisharts.org.uk)

### **Appeals**

If you are dissatisfied with the way we have handled your funding application you can write or telephone us to tell us why you are unhappy. We will discuss your concerns with you and treat all comments you make very seriously. If you remain unhappy you may appeal **formally** against a funding decision we have made. All formal appeals must be made using our appeals form and sent to the Chair of the Appeals Committee within 28 days of the decision which is being appealed. You can obtain further information about our Appeals Procedure from our Help Desk and website [www.scottisharts.org.uk](http://www.scottisharts.org.uk)