

## Frequently Asked Questions

### **Q1. Who can apply?**

We are inviting proposals from a wide range of organisations and local community groups for projects which will meet all, or some, of the aims of Inspire to achieve lasting outcomes. Projects must be for the public's benefit (commercial organisations can only apply if they can prove the project is 'not-for-profit'). Applicants must be formally constituted organisations with an adopted governing document or set of rules (see Help Notes).

We anticipate applications from arts organisations, voluntary and community groups across the whole of society, including: disability, environment, health, housing, youth, social enterprise etc.

### **Q2. Can anyone apply for funding from the Inspire Fund? e.g. organisations already receiving support/local authorities etc.**

Yes. We are inviting applications from a wide range of organisations – those who have never received Scottish Arts Council funding before and those already in receipt of support. In keeping with other funds, applications can only be accepted from properly constituted organisations and must be for the public's benefit. Projects must, of course, be an arts project and non-arts organisations wishing to apply will need to work in partnership with artists/arts organisations in delivering the project.

### **Q3. Can I apply for more than one project?**

It is unlikely we will award more than one grant to any organisation, as this would impact significantly on the running of the organisation and invest funds in a rather limited way. It is more likely that a single application may be made up of a number of different arts activities and/or involve several organisations making a joint application.

**Q4. What is the purpose of the fund?**

The purpose of the fund is to inspire and enable more people in Scotland to engage with and enjoy the arts: to become creative, imaginative members of a confident, cultured nation. Inspire aims to encourage **more**, **wider**, and **better** engagement with the arts, in line with the beliefs of the Scottish Arts Council and the vision of the fund.

**more:** increase the numbers and broaden the range of people enjoying and taking part in the arts; increase arts activity for and by children and young people.

**wider:** make the arts available to those who have had few or no opportunities to appreciate them; enable a fair geographic spread of activities throughout Scotland; support projects across artforms and technologies.

**better:** increase further the quality of participative arts activity through support for projects which are new, creative, ambitious and develop collaborative, innovative partnerships.

Inspire seeks to:

- focus on engagement with, and participation in, the arts by helping to remove barriers to participating in the arts;
- support proposals embedded in their community to enable vital, long lasting connections between people, places and ideas;
- encourage exceptional, imaginative and transformative projects;
- assist research, development and experimentation;
- support collaborative, innovative, creative exchanges and partnerships.

**Q5. What do you mean by *Inspirational*?**

***inspire***, verb: 1. stimulate somebody to do something 2. provoke particular feeling 3. cause creative activity

Source: Encarta World English Dictionary 2007 Microsoft Corporation

***Inspire:*** to infuse into the mind with an encouraging or exalting influence; to instruct, guide or effect with a particular emotion; to bring about, cause or animate.

Source: Chambers Dictionary

We have avoided giving explicit examples of the kind of project Inspire might fund as we don't want to lead people down any particular path. We want *you* to tell *us* what is inspirational about your idea, what inspired you to develop it and how it may inspire others.

**Q6. Why are you awarding Lottery funds in this manner?**

We want to use lottery funds to provide new possibilities for ambitious projects which meet the Scottish Arts Council's principal aim of increasing participation.

Our priorities for the use of lottery funds are:

- making the arts available to those who have had few or no opportunities to appreciate them
- increasing the numbers and broadening the range of people enjoying and taking part in the arts
- increasing arts activity for and by children and young people
- making sure there is a fair geographic spread of buildings and activities throughout Scotland (in partnership with others)

**Q7. How is this different from other lottery funding?**

Inspire is a unique opportunity for a wide range of organisations, including arts organisations, voluntary and community groups, to apply for Lottery funding.

The Inspire Fund is additional to other National Lottery funds available through the Scottish Arts Council. It has the potential to award multi-dimensional grants, e.g. cross artform, cross sectoral, and mixed capital and project funding. At the outline stage, Inspire is not criteria driven.

**Q8. When can I apply?**

There is one submission deadline for outline applications of **5 May 2008**. Funding will be allocated in one single round only and therefore there will be no other open opportunity to apply. Applicants whose outline ideas are shortlisted will be able to apply for significant financial support to realise their project (for the majority of shortlisted applicants, full project applications will need to be submitted at the end of October 2008).

**Q9. How much can I apply for?**

There is no minimum or maximum application level. Inspire has up to a total of £8 million to distribute towards the development of ideas and the funding of fully developed projects. Apply for whatever you consider is the amount you need to make the project work. (Grants of up to £10,000 will be awarded to assist with development costs for successfully shortlisted Outline applicants.)

Advice on costing development work is provided in the Outline Application Help Notes. Full advice and guidance on project development, including costing, will be provided in a Development Pack which all shortlisted applicants will receive. In addition, a number of nationwide “surgeries” are planned to take place following the launch of the fund to answer questions about Inspire.

**Q10. Can I apply for project and capital funding?**

Yes, you can apply for a mixture of both project and capital costs or just project funding. Project costs can be for anything directly involved with the project, including staffing, throughout the length of the project. There is a difference between ‘project’ funding and ‘revenue’ funding. Revenue is the ongoing, core costs to finance the running of your organisation whereas project funding relates directly to the activity involved in making the project happen. We cannot contribute to your core revenue costs through the Inspire Fund.

Applications which are purely for the cost of new buildings and/or the acquisition of buildings are **not** eligible. Applications which include refurbishment, refit or equipping buildings are welcome, but the capital costs should not be more than 50% of the grant.

**Q11. Do I need to raise partnership funding?**

Yes. Grants for development work and full projects will usually only be awarded up to a maximum of 75% of the costs. The requirement for 25% partnership funding is the same as other lottery funds provided through the Scottish Arts Council and from other lottery distributing bodies. In some circumstances, we may decide to vary the level of grant awarded.

Not all of the partnership funding needs to be in cash, although we will expect a minimum of 10% in cash. The remainder may be 'in kind' support e.g. voluntary labour, donated equipment, services or premises. The Scottish Arts Council has a guidance note on how to calculate the value of 'in kind' contributions which is available on our website or through our Help Desk. (A link to it is provided in the Inspire Fund Outline Application Help Notes.)

**Q12. What will happen to the money if you don't get enough inspiring projects?**

We anticipate a high demand for funds. In the unlikely event that demand does not meet the total budget, the Lottery Committee and Joint Board will decide on alternative methods for the distribution of lottery funds.

**Q13. Who will assess and make a decision on my application?**

Your application will be assessed by Scottish Arts Council staff. Lottery Officers will lead on this but will seek input from colleagues in artform and other specialist departments eg equalities, audience development, education and from the Lottery Committee. In shortlisting proposals, we will use our own professional judgement in deciding which are most likely to deliver "more, wider and better" engagement with the arts. In some circumstances, if we feel we do not have the expertise, specialist advisors from outwith the Scottish Arts Council may be involved.

The final decisions on applications will be made by a cross-representative group involving some members of the Lottery Committee and a range of staff from across the Scottish Arts Council.

**Q14. How will you assess applications which vary greatly in size, artform, audience etc?**

The Lottery Committee and Council have accepted there is an element of risk in developing Inspire as an 'open' fund. There are a number of comparable funding bodies, including Big Lottery in Scotland. The application material and processes have been designed to be transparent about this 'open' process and the manner in which we intend to take decisions.

**Q15. How will you decide which projects are most inspiring?**

We will prioritise applications which evidence:

- how the project will extend the reach and nature of engagement with the arts
- how the project will ensure quality of artistic engagement,
- the potential for new, creative cross-sectoral partnerships.

Proposals which are intended to benefit people not normally engaged with the arts will be given particular priority.

**Q16. Can I call you to discuss my application?**

We cannot enter into any other discussions about the likelihood or otherwise of your idea being shortlisted. If you have questions about the application process that you can't find an answer to in the published material, you can call our Grants department or our Help Desk for help in finding the information you need. However, you should bear in mind that these staff will not be able to tell you any more than is contained in the application material.

We will assess all applications on the basis of the Outline Application only. Once a decision on your application is made, we will be in touch with you.

**Q17. How long will I wait for a decision?**

Decisions on Outline Applications will be made within 8 weeks of the published submission date and we aim to let all applicants know, within this 8 week period, whether or not they have been successful in being shortlisted. We will also publicise when decisions have been made and will make a list of the shortlisted proposals available on our website.

Projects that are not shortlisted for Inspire, but that we think have merit, may be signposted to other funds either from within the Scottish Arts Council or outside eg Big Lottery Fund.

Final decisions on full project applications will be notified to applicants in February 2009. Although an earlier decision date will apply to 'fast-tracked' proposals (please refer to the Guidelines for more information on this).

**Q18. Is it possible that I might be successful at Outline Stage of the application process, but then be refused at Stage 2?**

Yes, it is possible. Success at the Outline Stage does not guarantee funding for a fully developed project. The full project application represents a formal request for significant financial support to realise the project and will also be a competitive process.

You should bear in mind too that, as a result of development work, it is possible you find your idea is not viable for one reason or another. It is important to be open to this and not to see it as failure, but an opportunity to learn from the process.

**Q19. If my Outline Application is successfully shortlisted, what happens next?**

Shortlisted applicants will be informed as soon as possible after decisions have been made (and by Monday 30 June at latest) by email or phone initially. A formal offer letter for the award of development funding will then be issued. This will contain certain conditions of grant and needs signed by the applicant and returned as legal acceptance of the offer. We will at this point need written copies of certain documentation, like your organisation's constitution and accounts.

Along with the offer letter, we will also send a Development Pack containing a wide range of information and advice (see Guidelines for more detail). We will also name the officer at the Scottish Arts Council who will be your main point of contact through the process of developing your idea.

**Q20. How will I receive funds if my application is successful?**

Funds will be released, in stages, on the basis of an agreed funding schedule (monthly, quarterly etc). The amount will be calculated as a percentage of project spending in line with the level of grant. The formal offer letter (see question above) will contain a proposed payment schedule for agreement as part of the acceptance of grant offer.

**Q21. I am an arts organisation already using the Quality Framework – do the same guidelines apply to this fund?**

If you are already using the Quality Framework it is likely you are in receipt of regular funding from the Scottish Arts Council.

The role of the Quality Framework relates primarily to your regular funding, but it does provide guidance and information on areas where quality is of paramount importance. As quality is at the heart of Inspire it is a useful document to refer to.

If your Outline Application is successful, you will receive a Development Pack containing a number of sources of support, guidance and information including publications such as our Quality Framework.

**Q22. What is the timeline for the Inspire Fund – launch, decision making etc?**

Tuesday 12 February 2008 - Launch

Monday 5 May 2008 - Outline applications submitted and receipt acknowledged

Monday 12 May to Friday 20 June 2008 - Assessment process

w/b Monday 23 June 2008 - Decision panel meeting

Monday 30 June 2008 - Successful/unsuccessful applicants informed

By Friday 11 July 2008 - Formal offers sent with payments scheduled

By Monday 27 October 2008 - Full project applications submitted

Monday 10 November to Friday 16 January 2009 - Assessment process

w/b Monday 26 January 2009 - Decision panel meeting

By Monday 2 February 2009 - Successful/unsuccessful applicants informed

By end February 2009 - Formal offers sent with payments scheduled

From March/April 2009 - Project implementation