



# **INSPIRE FUND**



## **Guidelines**

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For further detail on each key point below, click on the underlined word which will take you to the relevant section in the guidelines.

- The core aim of the Inspire Fund is participation in, and engagement with, the arts
- An initial open Outline Application process with one submission date of 5 May 2008
- Shortlisted proposals will be awarded development funding and support
- Then a competitive process will run for fully developed project applications with decisions by February 2009
- The potential to support projects across artforms, sectors, and geographical areas
- Mixed funding (ie capital and project) with no minimum or maximum application level
- Possible 'fast-tracking' of fully developed projects
- Like-minded proposals may be supported through managed, strategic interventions
- An 8 week decision process on Outline Applications
- Web announcement of shortlisted proposals
- Help Notes are provided to assist in completing the Outline Application
- Only completed Outline Application forms will be accepted (no additional information will be considered)
- Completed applications to be submitted by email (or post if preferred by applicant)
- Maximum word count provided for completing questions (not to be exceeded)

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## ***Introduction***

We believe in the power of the arts to both *inspire* people and *transform* their lives. We believe that the arts are the foundation of a confident and cultured society, can bring beauty, excitement and joy to our lives and can help us express our identity as individuals, as communities and as a nation.

We want to use National Lottery funds to provide new possibilities for ambitious projects which meet one of the Scottish Arts Council's principal aims of *increasing participation*.

Our new Inspire Fund is created from lottery funds. Our current 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)

The Inspire Fund has up to £8 million to distribute. Applications of all sizes are welcome and we have no set idea of what we will support. There are no minimum, maximum or set amounts.

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### ***Vision and aims***

The vision 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.

In order to meet this vision, we aim to fund inspiring, imaginative, ambitious new projects which encourage more, wider, and better engagement with the arts.

#### **More:**

- by increasing the numbers and broadening the range of people enjoying and taking part in the arts
- by increasing arts activity for and by children and young people.

#### **Wider:**

- by making the arts available to those who have had few or no opportunities to appreciate them
- by enabling a fair geographic spread of activities throughout Scotland
- by supporting projects across artforms and technologies.

#### **Better:**

- by increasing further the quality of participative arts activity through support for projects which are new, creative, and ambitious
- by developing collaborative, innovative partnerships.

The Inspire Fund will seek to:

- focus on participation in, and engagement with, the arts by helping remove barriers to taking part in, or experiencing, arts activity
- support proposals embedded in their community to encourage and 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.

A key aim of Inspire is to fund projects which seek to remove any identified barriers to participation in the arts.

Inspire therefore aims to fill people with energy and enthusiasm to experience the arts in Scotland and so become creative, imaginative members of a confident, cultured nation.

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## ***Priorities***

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.

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## ***Planned Outcomes***

The Inspire Fund is intended to have the following outcomes:

- **inspiring arts** – Projects will offer arts activities of exceptional quality and offer evidence to support claims that the work is exceptional and imaginative eg track record and/or reputation of artists/arts organisations involved.
- **inspiring practice** – Applicants must demonstrate what is qualitatively new, creative and meaningful about the proposed engagement; how rigorous and imaginative the participation methods are; and evidence the potential for collaborative, innovative partnerships.
- **inspiring people** – Ideas to connect people and their communities through the arts will be paramount. Projects will show how the reach and nature of engagement with the arts is extended, in keeping with the applicant's own mission. Projects must demonstrate what legacy will remain at the end of the funded activity.

Overall, applicants must articulate what *impact* the project will have on people and their engagement with the arts.

# What can I apply for, how do I apply and what's involved?

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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 and 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 the Outline Application Help Notes further on in this document).

The proposed activity must be 'new' and give added value to what's already available, yet have a clear relationship with your organisation's mission. We aim to fund projects that would not otherwise be possible through other funds. Proposals can involve more than one artform, can cross different sectors of society and/or cover more than one geographical area.

You can apply for purely project or a mixture of both project and capital funding. However, the Inspire Fund is not intended as an alternative route for large-scale capital projects previously funded by the Scottish Arts Council's major capital grants programme.

Applications which are purely for the cost of new buildings and/or acquisition of buildings are *not* eligible. Applications which include refurbishment, refit or equipping of buildings are welcomed but the capital costs should be no more than 50% of the total grant you are requesting from us and must demonstrate how such capital elements are necessary to support the delivery of your project.

One submission date of **Monday 5 May 2008** has been set for proposals to be presented through Outline Applications. **This is a one-off opportunity and there will be no further open submission dates.**

The fund is designed to be a simple, open process at this initial Outline Application stage. We want to embrace risk and see this as going hand in hand with innovation and ambition. We welcome ideas of this nature and will shortlist proposals that we think best meet the vision, aims, priorities and planned outcomes of the fund. Shortlisted proposals will then be given time, money (up to £10,000 – though more may be awarded in exceptional circumstances eg a multi-million pound project with significant development costs) and support to develop the idea into a full project application (to be submitted at a later date).

Grant funding at this Outline Application stage will be up to a maximum of 75% of the total development costs. We will also ringfence funding for successful shortlisted proposals towards the full estimated costs of delivering the final project. Signposting to sources of professional advice and support will also be provided to successful applicants, together with information on what will be required from fully developed projects. The subsequent full application represents the formal request for significant financial support to realise your project and will still be subject to a competitive process. Success at the Outline Application stage should therefore not be considered a guarantee of funding for the fully developed project.

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Final decisions on full application project grants will be taken by **February 2009** and we expect the majority of funded activity to have taken place by **March 2010**. There are no minimum or maximum application levels for full project grants.

Shortlisted applicants will be provided with a comprehensive Development Pack detailing the process through development to submission of a full project application. The pack will include both arts and non-arts related sources of support, advice and information along with relevant publications. It will also include application material for full project applications, project monitoring and evaluation guidelines and more information on our overall evaluation of the Inspire Fund.

We expect the development phase to result in a full application which details how your project dovetails with your organisation's mission and sets out specific, measurable, achievable and realistic objectives.

The bulk of the full project application will comprise of your developed Project Plan. This should include a detailed budget and cashflow and cover how the project will be managed. It should also contain a full risk assessment including contingency plans, along with a detailed implementation schedule which sets out actions for delivering the project objectives and identifies measurable milestones to ensure proper monitoring and evaluation of the project.

To help inform future planning, we will be undertaking a comprehensive evaluation of the Inspire Fund which will include individual projects as well as the overall programme. You should be aware that all applicants may be approached to be part of that evaluation, whether successful or not.

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In shortlisting proposals we will use our professional judgement and may seek input from specialist advisors in deciding which are most likely to deliver ‘more, wider and better’ engagement with the arts. Your application will be assessed by Scottish Arts Council lottery staff with input from colleagues in artform and other specialist departments. Final decisions on applications will be made by a cross-representative group involving some members of our Lottery Committee (external membership) and a range of staff from across the Scottish Arts Council.

We want to increase participation levels further from that already funded through Scottish Arts Council or other funds. We want to fund proposals which seek to improve on the quality of engagement for a particular group of people, in a particular place and/or through current provision of a particular artform.

We will be judging the broad viability of proposals and will also be looking to distribute funds as widely as possible – to more people, in more places, offering even more arts experiences than currently available. As already stated, we will shortlist proposals that we believe provide the strongest evidence of meeting the vision, aims, priorities and planned outcomes of Inspire.

We also aim, however, to take a flexible approach in considering Outline Applications to allow us to respond strategically to the proposals submitted. For example, we may ‘fast-track’ projects that appear to be well developed already and that only require funding to be implemented. We may also decide on a more managed, strategic intervention to financially assist a range of like-minded proposals in, for example, a particular area or for a particular community or proposals which seek to develop a specific artform or address barriers to participation in a particularly innovative way.

Decisions on Outline Applications will be made within 8 weeks of the published submission date. 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 publish details of the shortlisted proposals on our website. If your proposal is not shortlisted for Inspire but is of interest to us in the context of another managed intervention, as described above, we will contact you as soon as possible after decisions have been made.

**To submit a proposal** to Inspire, download the Outline Application form from our website [www.scottisharts.org.uk/inspire](http://www.scottisharts.org.uk/inspire) You should also refer to the attached Help Notes to assist in completing your Outline Application. **Please do not send any additional, supplementary material as this will not be considered as part of your application.** If you do not have internet access or have any difficulty downloading this document or the Outline Application form, please contact our Help Desk and we will provide you with the application material by your preferred means (post or email).

Email your completed Outline Application form to [inspire.applications@scottisharts.org.uk](mailto:inspire.applications@scottisharts.org.uk) **by 5 May 2008**. You will receive an email acknowledgement by return. This will ask you to post a hard copy of your signed statement (section 6 of the Outline Application form) to us.

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We need this as verification of your identity and your acceptance of the terms within the statement.

If you prefer to submit a paper copy, please send your completed Outline Application to:

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

**All Outline Applications must be received by the submission date of 5 May 2008 (late applications will not be accepted).**

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## ***Publicity***

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

You will be required to acknowledge Scottish Arts Council funding in all your publicity if your application is successful (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.

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## ***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 and electronic 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, 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.

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## ***Disclosure***

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

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

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.

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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)

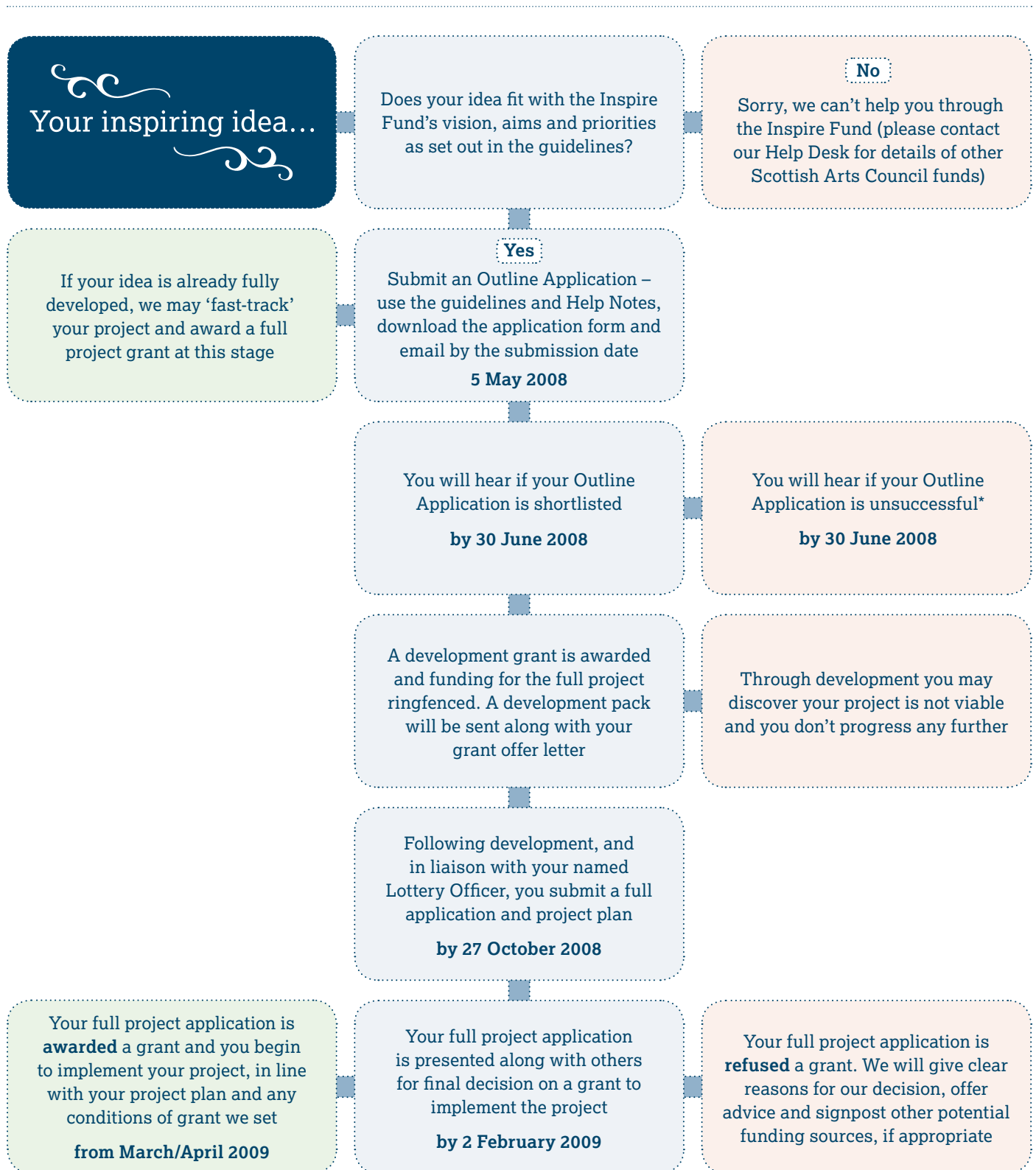
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### ***Data protection***

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). However, your personal details will be held within our grants management system, our paper and electronic 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)

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



\* If you are not shortlisted, we will write and tell you giving as much feedback as possible and signposting to other potential funding sources, if appropriate. We will also tell you if your proposal is one that we are interested in supporting outwith the Inspire Fund

An evaluation of the Fund will be put in place and may include unsuccessful applicants. All projects will require to be closely monitored in line with the guidance we set. We expect the majority of funded activity to have taken place by **March 2010**.

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These notes are designed to help you complete an Outline Application to the Inspire Fund. Please also **ensure you have read the Inspire Fund Guidelines** (on pages 2 to 11 of this document) before making your application.

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## **General**

Please type your Outline Application and submit it by email if possible. If you hand write it, please do so using **BLACK INK** and **BLOCK CAPITALS** throughout. You may reproduce the questions, with answers, on your own word-processing system if you prefer. However, you must type the questions above your answers and use the same order as on the application form. Please **do not exceed** the maximum word limit given for each question. As stated in the Guidelines, **do not send any additional material with your application form as it will not be considered.**

The form is available in Microsoft Word format as a downloadable file on our website ([www.scottisharts.org.uk/inspire](http://www.scottisharts.org.uk/inspire)). We cannot be responsible for any changes to your computer systems that result from downloading the form.

Although we prefer to receive your application by email, we will need a hard copy of your signed statement as verification of your identity and your acceptance of the terms within the statement. If you email your application, you will receive an acknowledgement email by return, requesting that you submit your signed statement by post. If you submit your application by post, please do not bind it as we will need to electronically scan it. We will acknowledge posted applications within 10 working days of receipt.

**If you have any specific queries regarding the application process please contact our Grants Department. For general enquiries please contact our Help Desk.**

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## **Basic eligibility**

There are some basic criteria that apply in respect of all Scottish Arts Council National Lottery funded projects. These are that:

- the project is an arts project based in Scotland
- the application is from a formally constituted organisation
- the organisation must demonstrate a commitment to equal opportunities (and full access) and how these principles will apply to the proposed project
- the project would not happen in the way proposed without National Lottery support (this is the principle commonly referred to as 'additionality').

Outline Applications which are judged not to meet one or more of these basic eligibility criteria will not be considered.

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## ***The Outline Application Form***

### *Section 1: About you*

We can only accept applications from formally constituted organisations. For help on this, our publication *A Short Guide to Constitutions* is available through the Scottish Arts Council's Help Desk and can be downloaded from our website or through this [link](#).

National Lottery funding must be for the public good so if you are a commercial organisation, you can apply but need to prove that the project is 'not-for-profit'.

If your Outline Application is successfully shortlisted we will need a copy of your constitution before development funding can be released. We will also need evidence of your financial status, including your most recent accounts. Bank details will be requested so that any development funding we award can be paid into your account. All documentation will be formally requested by us through set conditions of grant on the development award.

### *Section 2: Summary*

Please provide a brief summary of your project idea that we may use in reports and press releases.

### *Section 3: About your inspiring idea*

This is the most important part of the Outline Application as the information provided here will be used to assess whether your idea meets some or all of the aims and priorities of Inspire. In telling us about your idea, you need to describe the activity clearly and tell us what particular artform(s) will be involved in the project. It may be more than one.

A key aim of Inspire is to fund projects which seek to remove any barriers to participation in the arts. We know there are numerous barriers to participating in the arts and that these can be physical, social, attitudinal or procedural in nature. For example, things like cost, transport and geographic location; lack of provision of activity designed for and by different communities or groups of people; lack of accessible information on what's available; and/or lack of adequate physical support to enable full access to or participation in the arts.

Advice and information on removing barriers, improving access, and participation in the arts is available from a range of sources. The internet is, of course, a useful source for research findings and reports from Scotland and across the world.

For example, you might want to review a Scottish Arts Council commissioned study on attendance and participation in the arts and cultural activities amongst the population of Scotland, called *Taking Part*, which you can download from our website or by clicking on this [link](#). In Scotland, we have audience development agencies in Edinburgh and Glasgow and a specialist resource in the Highlands. You may therefore also want to explore

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these website links to [The Audience Business](#) in Edinburgh, [Glasgow Grows Audiences](#) and [Hi-Arts](#).

If your project is aimed specifically at improving access and/or participation for people living with a disability, our publication *Getting There* provides more detailed information about how to address barriers to participation in the arts and provides examples of good practice. You can download *Getting There* from our website or by clicking on this [link](#).

A wide range of other useful links and sources of information can be found through clicking on these links to the [Links Library](#) and [Publications](#) sections of our website.

Be really clear about why you want to develop your idea, what your motivations are. You should tell us what evidence you have that the proposal meets an identified gap in provision or a new opportunity.

We want to know if you have a specific target group of people in mind and if so who they are and what connects them. It is helpful if you are able to quantify this in some way. Remember that community engagement is a key aim of the Inspire Fund. If your project involves working with children and young people, we will expect good practice and legislation to be followed. In addition, if your Outline Application is successfully shortlisted we will expect you to have, or to develop, a written policy on working with children and young people. Further guidance will be offered to shortlisted applicants.

We want to know what processes you will apply to selecting the artists and/or arts organisations involved in delivering the project. We will be looking at the quality of the artists and/or arts organisation, their previous work and track record and the processes used to engage participants. We will also be looking for evidence that equal opportunities and best practice principles are used in the selection process.

What particular methods do you plan to use to engage people and how will you address actual or perceived barriers to participation in your activity? How is this different to what is already available in the area and/or for the people your project is to benefit? Focus on the experience and potential outcomes. You should say how the project is additional to what you receive regular funding for but the project must have a clear relationship with your organisation's core mission.

Partnership is a key aim of Inspire. As stated in the Guidelines, proposals which involve the potential for new, creative cross-sectoral partnerships will be a priority. Additionally, Inspire will not normally fund more than 75% of the total cost of the project so you would be expected to find partnership funding. A minimum of 10% of your partnership funding must be cash. Generally, the more a project costs the higher the level of partnership funding we expect to see. It is possible for other National Lottery funds to be used as partnership funding (eg from the Big Lottery Fund) but the project cannot be 100% funded through the National Lottery. Nor can you use other Scottish Arts Council funds as partnership funding. Remember that if your project includes some capital costs, these must be limited to 50% of the

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amount you are requesting from Inspire and must demonstrate how such capital elements are necessary to support the delivery of your project. As stated in the Guidelines, applications solely to fund a new building and/or for the acquisition of an existing one are not eligible.

You need to be as clear as possible about the expected outcomes and outputs of the project. *Outcomes* are the more qualitative, intangible results, for example personal or community confidence, and *outputs* are more quantitative and tangible, for example, the number of participants involved. If it is possible, at this stage, to say how many people are likely to be involved you should give figures here. What legacy do you believe will remain at the end of the funded period and if activity is to be sustained, how will it be funded? The Guidelines detail what outcomes we are aiming for through Inspire. We want to know what you are aiming for and expect as a result of the project.

In terms of your planned start and end dates, bear in mind we anticipate the majority of grant funded activity to have taken place by March 2010. We cannot fund activity retrospectively therefore you cannot start your project until after a decision has been reached on your full project application in February 2009 (an earlier decision date may apply if we decide to 'fast-track' applications).

Be as accurate as you can be about the overall estimated costs. Remember there are no minimum or maximum application levels but we are unlikely to fund more than 75% of the total cost. We accept that proposals at an early stage in development may be more difficult to cost, but in order to prove that your idea is a viable one, you will need to have done enough work to give a clear indication of the costs involved. When we assess your application, we will look closely at the costs you have estimated. Therefore, we will want to see a clear basis for your costs, as it is unlikely that we will change our potential contribution at a later stage if you are successfully shortlisted and funding ringfenced. The more certainty of information you can provide at this point, the easier it will be for us to make a decision.

We also want to know what research you have done to establish a need: what arts activity is already available – for the particular people your project is aimed at benefiting, and/or in the particular area of Scotland your project is based?

The stronger an evidence-base you have (ie the more research and development work you have undertaken) the stronger a case you can make.

#### *Section 4: Your development needs*

Please tell us what you think is needed to turn your Outline idea into a well planned, fully developed project. What will make your proposal a SMART (specific, measurable, achievable, realistic, timetabled) project? It may be professional advice, project and/or business planning; market research; a feasibility study; community consultation; technical reports or scheme design studies; surveys; or a range of other activity that would help you realise your project. It might even be that as a result of development work,

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you find out that your idea is not viable for one reason or another but the process will hopefully benefit you from the learning involved.

If your Outline Application is successful in being selected, Inspire can help you develop your project with funding of up to 75% of the total development costs. The maximum funding available at this stage is £10,000, although we may award more than this in exceptional circumstances. You will need to make a minimum 25% contribution to the total development costs either from your own resources or through partnership funding. As with the full project, not all of the partnership funding needs to be in cash, although we expect a minimum of 10% to be cash. The remainder may be 'in-kind' support eg voluntary labour, donated equipment, services or premises.

A guidance note giving more information on 'in-kind' costs and how to calculate them, is available from the Scottish Arts Council's Help Desk or can be downloaded through this [link](#). Please use the 'status' column in the Outline Application form to say whether partnership funding is already confirmed or in the process of being applied for.

Whilst the projected costs you provide at Section 3 relating to the full project should be as detailed as possible at this point, you will need to be more certain and specific in costing the development work. It may help you to obtain a number of quotes from different sources to give accurate costs. In assessing Outline Applications we will look at how realistic the costs stated are, both in relation to development and implementing the full project. Therefore, we will want to see a clear basis for your costs, as it is unlikely that we will change our contribution at a later stage if you are successfully shortlisted. The more certainty of information you can provide at this point, the easier it will be for us to make a decision.

**You need to bear in mind that support from Inspire at this stage does not guarantee funding for the full project.** We will look to assist you in as many ways as we can and can signpost different sources of support, give you access to dedicated officer time and specialist advice but we cannot tell you what to do or develop the project for you.

#### *Sections 5 and 6: Legal and signed statement*

It is very important that you mark all of the check boxes to confirm your understanding and acceptance of the application and decision process and any contractual agreement entered into through the award of funding.

If you are posting your application, please make sure it is accompanied by this signed statement including both signatures requested.

If you are emailing your application, you will receive an acknowledgement email by return requesting that you post a hard copy of your signed statement (section 6). We are not able to consider applications without a signed statement so please do make sure you send this on to us, with both requested signatures provided.



**Scottish Arts Council**

12 Manor Place  
Edinburgh EH3 7DD

*Telephone* 0131 226 6051

*Facsimile* 0131 225 9833

*Help Desk* 0845 603 6000 (local rate)

*Typetalk please prefix number with* 18001

*E-mail* [help.desk@scottisharts.org.uk](mailto:help.desk@scottisharts.org.uk)

*Website* [www.scottisharts.org.uk](http://www.scottisharts.org.uk)