

**SCREEN SCOTLAND  
SGRÌN ALBA**

# **FILM FESTIVAL AND SCREENING PROGRAMME FUND**

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**APPLICATION GUIDANCE**

**FUND EXTENSION – NOVEMBER 2022**

 Awarding funds from  
**THE NATIONAL LOTTERY®**



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## About this fund

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This £600,000 fund supports organisations who produce film festivals and screening programmes that increase the reach, depth, and diversity of screen culture for audiences in Scotland. The fund will enable organisations to do this in a viable, sustainable, representative, and high-quality fashion with meaningful impacts and the involvement of the communities they aim to reach.

It is strongly recommended that potential applicants read this guidance and the Application Form in detail and ask any questions before applying.

Applications can be made on a rolling basis until Tuesday 31 January 2023.

## About Screen Scotland

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Screen Scotland is leading the growth of the sector through increased funding and support for film and television production, an increase in specialist staff and further investment in skills, festivals, audiences and education.

Screen Scotland sits within Creative Scotland and is a partnership with Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, Scottish Funding Council, with funding from the Scottish Government and the National Lottery.

We are funding, developing and growing Scotland's screen sector by:

- Boosting production by increasing funding and support to grow the number and diversity of film and TV productions from Scotland.
- Creating specialist business development provision for screen businesses ensuring that advice and support is appropriate and easy to access.
- Improving employment opportunities in the sector through increased and co-ordinated opportunities for training and development.
- Developing audiences by improving access to Scottish film and TV productions at home and internationally.
- Growing and improving Scotland's screen infrastructure including studio facilities.
- Developing Scotland's reputation as a destination for international productions and co-productions, supported by our world-class talent, crews, facilities and unique locations.

# Fund Summary

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## What is this fund for?

This fund will support organisations who are looking to produce film festivals and screening programmes in Scotland, enabling them to deliver public audience-facing activity. The activity should contribute to a diversity of screen cultures in Scotland, be distinctive and high quality, and help to attract and involve under-attending audiences.

## What's new?

This fund was previously called the Film Festivals Fund. In April 2022 we relaunched the fund with the following key changes:

- This fund has new priorities, including supporting screening programmes.
- We are piloting the BFI Diversity Standards – Screen Scotland and all applicants to this fund need to evidence they have made an application to these.
- The application form also calls for more detail about your target audiences and how your activities respond to issues of Equalities, Diversity and Inclusion.
- The fund has moved to a 12 week decision-making timescale and applications are requested at least 5 months before public activity takes place.
- The fund will remain open until the closing date – which is Tuesday 31 January 2023 – or until all of the £600k budget is allocated (whichever is sooner).

## What is the budget for this fund?

The total budget for this fund is £600,000.

## Who can apply?

This fund is open to new and existing organisations based in Scotland and producing film festivals and screening programmes for audiences in Scotland.

## Who cannot apply?

- Non-constituted groups and individuals.
- Organisations based outside of Scotland.
- Regular Funded Organisations are not eligible to apply but can be included as partners in projects.

- Activity that is primarily industry, talent development or education focused. If this is the primary focus of your activity, please email [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com) and they will advise you further or connect you with the relevant department within Screen Scotland.

For a full list see Page 9.

### **What information do you need to give us in your application?**

- Proof that you have applied to the **BFI Diversity standards**.
- Information about your organisation, team and where activity takes place.
- Key activity information, with specific reference to the following:
  - Organisational priorities and aims
  - Financial plan
  - Programming
  - Target audience/s and how you will reach and involve them.
  - Accessibility
  - Distinctiveness of your activity in Scotland (and if relevant in the UK and internationally)
  - The audience/community need for the activity.
  - Partners that you will work with to reach your audiences.
  - Equalities, Diversity and Inclusion aims and priorities
  - Activity related to environmental sustainability and action
  - Detailed financial information including a budget and finance plan for the proposed activity. We may also request your most recent audited accounts where necessary and appropriate.

# What is the purpose of the Film Festival and Screening Programme Fund?

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Scotland is home to a diverse range of film festivals covering a wide range of topics, genres, and communities. Established festivals have grown loyal audiences and become regular fixtures within the cultural calendar. New festivals are reaching and representing communities that have not previously had significant opportunities to engage with film culture. Screen Scotland values and supports this varied landscape of film exhibition and the people working within the sector throughout Scotland. We also recognise that there are costs associated with producing ambitious events and striving for good practice as part of that activity.

We also recognise that, for some audiences, film festivals are not the only environments for them to discover and explore film culture and, in 2022-23, we are piloting an extension to the fund to support non-festival screening programmes that reach underserved audiences and/or platforms filmmakers from underrepresented backgrounds and communities. We also recognise that some activity may take place on digital platforms when this is the best way to reach specific audiences that are included in the fund's priorities.

Our funding will help applicants to deliver high-quality activity that has a distinct cultural offer; that creates meaningful impacts within the communities they are part of and seek to reach and, where possible, involves those they seek to engage. The fund supports collaboration and partnership where appropriate.

This fund supports organisations who produce these film exhibition initiatives to do so in a way that ensures their activity is viable, financially sustainable, impact focused and delivered in a way that ensures a positive experience for staff, contributors, and audiences.

As part of our on-going work to make the film industry more inclusive and equitable Screen Scotland is adopting the **BFI Diversity Standards**. The BFI Diversity Standards are a framework designed to tackle under-representation and encourage equality of opportunity in the screen sectors. Working together, the BFI and Screen Scotland have incorporated Scotland-specific criteria to help make projects more representative of the Scottish population. We are undertaking a one-year pilot, from 1 April 2022. Passing the BFI Diversity Standards – Screen Scotland is a now requirement for applications to Screen Scotland's **Film Festivals and Screening Programmes Fund**. Please note, at the point of application to this fund, you only need to evidence that you have applied to the Diversity Standards as the BFI assessment will form part of the fund's assessment process.

The £600,000 fund will:

- Fund festival and screening activity that is distinctive, high-quality, and valued by the communities it reaches.
- Increase the reach of and access to festivals for under-represented communities, both geographic and demographic.
- Support organisations to develop in a viable, sustainable fashion.

## What are the priorities for the fund?

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We believe that healthy, viable, creative and skilled organisations are key to maintaining and growing the festival sector. Festivals play a key role in engaging audiences, diversifying film culture and increasing access. We also want to support screening programmes that address underserved communities within the sector. We will support organisations whose work expands the audience for independent, creative, and innovative cinema and media and bring a variety of programming to audiences in Scotland.

To achieve the above funding will be prioritised to:

- Help create welcoming spaces and experiences where screen culture can be enjoyed and participated in by a variety of audiences, with a particular focus on those who are underrepresented or underserved. Please refer to the Equalities, Diversity and Inclusion section below.
- Provide support for organisations who ensure their own viability and the safety and security of their staff through their financial sustainability, commitment to fair work, good governance and accessibility.
- Empower a diverse variety of programmers, exhibitors and audiences to share high-quality, innovative, creative, and impactful work that connects with current and emerging issues and ideas.
- Increase provision and access for communities (geographic and demographic) who have little or no access to film culture and to deliver activities that respond to the needs, interests, and lives of the community and involves them in planning and delivery.
- Deliver activity that is distinctive within the communities and locations it serves and which avoids duplicating existing provision.

# What activity can the fund support?

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All awards from this fund will be expected to support the development of organisations and delivery of film festival or non-festival screening programmes, open to the public. Please consider how our funding will enable a strong team, good working practices, and sustainable development. We encourage the use of our funding to support those aims, and that, where possible, other sources of funding and income should enable you to grow your programme (e.g. working with sponsors, private foundations, or partners for specific strands of activity).

You can apply for a range of project costs including:

- Organisational development activity.
- Fundraising costs and development of income streams.
- Programme, audience and organisational research and development (as part of overall project delivery).
- Staff costs linked to the project. We expect the principles of **Fair Work** to be embedded within your HR and staffing policies.
- Staff training and professional development (such as, but not limited to, digital marketing, creating accessible events, anti-bias training, HR training, Bullying and Harassment etc).
- Consultation and outreach in the planning process particularly to engage underserved communities.
- Programme costs (such as film hire, guest speakers, workshops/masterclasses).
- Access costs (such as, but not limited to, embedded and/or remote captioning, BSL interpretation, Audio Description, accessibility audit and consultants).
- Tickets, delegate passes and travel for programme research.
- Equipment/venue hire.
- Online platform costs.
- Marketing and publicity costs (including print, online, PR).
- Audience development and outreach activity, including partnership building
- Engagement and education activities related to your programme.
- Industry activity related to your programme.
- Direct community engagement costs:
  - Such as, dedicated Audience Engagement and Outreach staff/partners supporting community attendance.
  - Activity and initiatives that address barriers to attendance and participation.

- Monitoring and evaluation costs.
- Safeguarding costs.

**Costs accrued before our funding is confirmed are not eligible for support.**

## Who can apply for funding?

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This fund is open to new and existing constituted film exhibition organisations based in Scotland and presenting programmes to audiences that meet the aims and criteria of this fund. All physical, in-person screenings and activity supported directly by this fund must be presented to audiences in Scotland. This restriction does not apply to digital activity; however Scottish audiences should be the primary focus.

New festivals or exhibitors – including any organisation who aren't currently film exhibition organisations but are considering the delivery of a film festival or screening programme – are also encouraged to contact us to discuss your project before applying.

If you would like to discuss your eligibility before applying, please contact us on [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com).

Festivals and screening programmes which start production work before 1 April 2023 and have at least 80% of their public facing activity between April - June 2023 are eligible to apply.



## Who cannot apply?

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The following are not eligible to apply to this fund. Please note this is not exhaustive and if you are unsure about your eligibility, please contact us before applying.

- Individuals
- Non-constituted groups
- Organisations not based in Scotland. If you are based outside of Scotland and wish to do activity in Scotland then we require you to be working with a partner based in Scotland and for them to lead on the application.
- Organisations in receipt of Creative Scotland Regular Funding are not eligible to apply as a lead applicant but can be included as partners in other projects. RFOs should not be the main beneficiary of the funding or take the lead role. If you are an RFO with a project aligned with the aims of this fund that you would like to discuss, please contact [screen@creativescotland.com](mailto:screen@creativescotland.com)
- Organisations seeking funding for activity which is not within the remit of the fund (including activity which is primarily industry, education or skills development focused)
- Organisations which do not have a UK based bank account
- Organisations/businesses in administration, bankruptcy, or insolvency.

## How much can I apply for?

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This is a fund with a £600,000 budget.

We are expecting to make individual awards between £10,000 and £60,000. If your project budget is likely to be significantly outside this range please contact Screen Scotland to discuss your application.

If you are looking for less than £10,000, please consider applying to Film Hub Scotland's **Film Exhibition Fund**. Please note that the fund closes on 30 May 2022.

Applications must include at least 10% cash partnership funding and all applications will be strengthened by higher levels of cash and in-kind support from partners or the organisation applying. Only in exceptional circumstances will we consider funding up to 90% of a project budget. Well-established festivals and screening programmes are expected to have a significant level of co-financing and partnership support.

Due to demand, we will not be able to fund all eligible applications we receive.

## When can I apply?

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Applications can be made on a rolling basis from 12 noon on Thursday 7 April 2022 until the fund closes. The fund will close on Tuesday 31 January 2023 or when all the budget is allocated (whichever is sooner).

If on the basis of applications received, the fund looks like it will fully allocate its budget and close before Tuesday 31 January 2023, we will communicate the early closure on the Screen Scotland website and Creative Scotland Opportunities website.

Please note that the application process takes 12 weeks and we cannot support costs incurred before a funding decision has been reached. We therefore recommend early applications if you require longer-term funding before your activity dates.

If you have activity starting in April 2023, you must apply at least 4 months before public activity is due to start.

If you have activity starting in May or June 2023, you must apply at least 5 months before public activity is due to start.

# Fund timescales

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Publication of fund guidance and application process open for submission	<b>Wednesday 6 April 2022</b>
Timescale for decision	<b>12 weeks from submission of full and complete application form</b>
Fund closes for applications	<b>Tuesday 31 January 2023 or when the fund is fully allocated, whichever is sooner.</b>
Activity must take place by	<b>This fund will support activity which starts production work before 1 April 2023 and has public facing activity between April – June 2023.</b>

If you have activity starting in April 2023, you must apply at least 4 months before your public activity is due to start.

If you have activity starting in May or June 2023, you must apply at least 5 months before your public activity is due to start.

These timescales are to allow for a responsible decision-making process and for any impacts the decision will have on the delivery of your activity.

Please note – we cannot support costs incurred before the funding decision has been reached.

# Where can I get advice and support to deliver activity?

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There are a number of organisations and resources to draw on if you require help to develop your organisation and activity. The following list includes organisations that have resources, toolkits and training courses that may help:

- **Film Hub Scotland**
- **Independent Cinema Office**
- **Regional Screen Scotland**
- **Creative Carbon Scotland**
- **Inclusive Cinema**
- **UK Cinemas Facebook group**
- **Equalities, Diversity and Inclusion Action Plans: A toolkit**
- **Arts and Business Scotland**
- **The Fair Work Convention**
- **UK Film and TV Charity**
- **BECTU**
- **BECTU's guidelines on Bullying and Harrassment Bullying and Harassment | Bectu**
- **Screen Skills Careers, jobs and skills training in film, TV, VFX, animation and games – ScreenSkills**

# Equality, Diversity and Inclusion

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## **BFI Diversity Standards – Screen Scotland pilot**

The BFI Diversity Standards are a framework designed to tackle under-representation and encourage equality of opportunity in the screen sectors.

Screen Scotland is the latest industry partner to adopt the **BFI Diversity Standards**, initially running a one-year pilot from 1 April 2022. This is part of Screen Scotland's commitment to equalities, diversity and inclusion within the screen sector and with the aim to increase the diversity and inclusion from under-represented groups in that sector.

Working together, the BFI and Screen Scotland have incorporated some Scotland-specific criteria to help make projects more representative of the Scottish population.

During the pilot year, meeting the BFI Diversity Standards will be a requirement for applications to Screen Scotland's Film Development and Production Fund and Film Festivals Fund. You must apply to these before you apply to the fund and provide proof of application (not of passing the standards) in order to apply to the Film Festival and Screening Programme Fund.

Passing the BFI Diversity Standards – Screen Scotland is a requirement of funding, however passing the standards is only part of the assessment of your application to the Film Festival and Screening Programme Fund. Passing the Standards does not indicate a successful application to this fund.

## **Under-represented groups**

The term *under-represented groups* relates to those that are discriminated against due to one or more protected characteristic as defined in The Equality Act 2010.

The nine protected characteristics within The Equalities Act are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

In addition, we recognise that there are also specific barriers faced by under-represented groups within Scotland's screen sector (both on screen and off-screen) that are not part of the protected characteristics listed in The Equalities Act 2010. So, we also seek to address under-representation of these those who identify as:

- D/deaf
- Identify as being from a lower Socio-economic background
- Have experience of being in the care system
- Have experience of being Carers
- Are Gaelic speakers
- Do not speak English as a main language
- Are of Refugee and Migrant background
- Are resident in Scotland within an under-represented geographical area whether a region, location or community

We have adopted a specific definition for regional participation for the population and geographical make up of Scotland to include locations that are areas in Scotland which have:

- Relatively high levels of deprivation and/or multiple deprivation as defined by the Scottish Index of Multiple Deprivation (SIMD)
- Are defined by the Scottish Government's eight-fold Urban Rural Classification of population and accessibility of distance to urban areas consisting of: Large Urban Areas, Other Urban Areas, Accessible Small Towns, Remote Small Towns, Very Remote Small Towns, Accessible Rural Areas, Remote Rural Areas and Very Remote Rural Areas.

Additionally to those groups outlined above, although still a key audience for cinema, children and young people are a decreasing audience sector, a situation exacerbated by COVID-19 and resulting changes to the industry, and are therefore also a priority for the fund.

To ensure that staff and audiences with protected characteristics are not disproportionately impacted by the significant changes to your operation, please ensure that you are considering the impact of your activity. We expect all applicants to provide accessible and inclusive venues.

### **Useful EDI resources:**

Inclusive Cinema is a UK-wide project developed by the BFI Film Audience Network (FAN). It is designed to support screen exhibitors and provides a rich resource with how-to guides, useful data and case studies and links to training and where to find funding. <https://inclusivecinema.org/>

The Bigger Picture (developed by FAN) also showcases how film exhibitors from across the UK are making a difference with case studies, articles, guides and research developed by exhibitors for exhibitors. <https://www.the-bigger-picture.com/guides/>

A good way to ensure equalities, diversity and inclusion are embedded within the work of your organisation is to create an Equalities, Diversity and Inclusion (EDI) Action Plan. Creative Scotland have produced a toolkit that cinemas can use to address issues of inequality, disengagement, and cultural exclusion.

<https://www.creativescotland.com/resources/professional-resources/guidance-and-toolkits/equalities,-diversity-and-inclusion-action-plans-a-toolkit>

## Do you need help or access support in advance of making an application?

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Screen Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. On request this information is available in alternative formats including translations.

We offer access support to disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants. Officers can offer advice to new applicants and support them to make an application. The Equalities Team can offer additional one-to-one support to applicants with access requirements.

Please note we will accept applications and supporting materials which are written in English, Gaelic or Scots. If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme.

## Contacting our Enquiries Team

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If you have any further questions about this fund, please contact our Enquiries Service. You can do this by email, through our website or social media.

Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

Web: Contact us through [our website](#)

Twitter: Send us a tweet [@screenscots](#)

We aim to respond to all enquiries very promptly. If you want us to call you back, give us your number and we'll arrange to come back to you as soon as possible.

# How to apply?

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Applications must be made on the Film Festival and Screening Programme Fund Application Form, which can be found on the Screen Scotland website:

[www.screen.scot/funding-and-support/funding/film-festival-and-screening-programme-fund](http://www.screen.scot/funding-and-support/funding/film-festival-and-screening-programme-fund)

Completed forms should be submitted along with all supporting materials (see 'What Supporting Materials do I need to submit' section for more detail) to: [screen@creativescotland.com](mailto:screen@creativescotland.com).

**IMPORTANT.** Before applying to this fund you must make sure that you have made your submission to the BFI Diversity Standards – Screen Scotland pilot. For more information on how to do this go to: [www.bfi.org.uk/inclusion-film-industry/bfi-diversity-standards/bfi-diversity-standards-screen-scotland-pilot](http://www.bfi.org.uk/inclusion-film-industry/bfi-diversity-standards/bfi-diversity-standards-screen-scotland-pilot)

## What supporting material do I need to submit?

Alongside the completed application form the following supporting materials are required:

- Confirmation of your submission to the **BFI Diversity Standards – Screen Scotland pilot**.
- A planning document outlining your proposed programme (this can be in draft form and include unconfirmed titles, but please indicate where this is the case.)
- Marketing and PR plan, including timetable.
- A completed budget and finance plan which must include, in relation to the project plan:
  - hourly rates and hours worked for all paid staff and consultants;
  - clear indication of what income is in kind (partnership support, pro-bono hours, etc.) and which income is cash; and whether it is secured or not.
  - projected ticket income and a breakdown of how this will be generated.
  - access related costs
- Your **Equal Opportunities Policy** (if you have an Equalities, Diversity and Inclusion Action Plan, please submit this too).
- **Risk assessment** (including potential risks posed to your activity by COVID-19) using the template provided on the fund's webpage.



The following supporting materials are optional, and your application will be assessed equally if you can provide them or not:

- Previous programmes.
- Letters of Intent from partners.
- Screen Scotland's Equalities Monitoring Form. We strongly encourage you to complete this to help us to monitor progress, or otherwise, in this area.

## What happens next, after my application is received?

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### Stage 1: Receipt of application

Shortly after submitting your application, you will receive an automated response confirming receipt of your application. If you do not receive this automated email please check your spam filters, junk folder and deleted items. If there is still no sign of it, get in touch with us at [screen@creativescotland.com](mailto:screen@creativescotland.com) as soon as possible to check that we have received your application.

### Stage 2: Eligibility Checking and Assessments

Once you have submitted your application, we will review it for completeness and eligibility. If you do not meet the eligibility criteria for Screen Scotland funding, your application will not be assessed. You will be notified of this, and of the reasons why, by email.

Any application which is submitted and considered to be **incomplete** will need to have any issues resolved before it will be considered complete and ready to move forward for assessment. In these cases, the 12 week decision timescale will commence from the date the application is considered to be **complete** – and **not** the date of the original submission.

Complete and eligible applications will then be assessed by specialist Screen Scotland Officers, against the criteria and priorities set out in these guidelines. Assessments will be made on the basis of the information you provide in your application form and any supporting materials submitted. We may contact you during the assessment process to seek further information about your project or clarification on aspects of the information you provide.

Please note that applications must pass the BFI Diversity Standards – Screen Scotland process as part of this assessment. If your project does not pass the Standards then Screen Scotland staff will be in touch to discuss this with you. This may delay the assessment process. Passing the Standards is an essential requirement, but does not indicate a successful application to this fund.

Following an initial assessment, the assessing officer will make a recommendation on whether your application is 'recommended for funding' or 'not recommended for funding'. The assessor can also recommend that you are awarded a lower amount from the amount requested and will explain why this is the case. Some specific conditions of award may also be recommended at this point.

### **Stage 3: Decision making**

The recommendation will be discussed and agreed by a panel made up of relevant staff from Screen Scotland and chaired by the Director or Executive Director of Screen. The panel will consider the individual merits of each application as outlined in the assessment and against the priority areas as outlined above.

Due to demand, we will not be able to fund all eligible applications we receive. However, we will offer feedback to unsuccessful applicants – and if any unsuccessful applicant wishes to reapply we will only accept an application for the same project if the reasons for it previously being unsuccessful have been addressed, and that the timescales allow. Reapplications are expected to follow the same process and timescale as new applications. No fast-tracking of applications is accepted.

### **Stage 4: Decisions**

#### **Applications awarded funding**

Once we have reached a decision, we will email you to let you know the outcome of your application.

If you are successful, we will issue you with a Funding Agreement – confirming the award we are offering you, as well as any specific conditions that have to be met. You must note and adhere to all the terms and conditions of the Funding Agreement. At this point we will also ask you for your banking details. You will need to return a signed copy of our Funding Agreement. Payment is made in two instalments. Once all conditions have been met, we will release the first instalment of your funding award (75%). Upon completion of your activity and submission of relevant end of project paperwork we will release the second instalment (25%).

We will publish all awards on the Screen Scotland and Creative Scotland websites.

#### **Applications not awarded funding**

We will let you know the outcome of your application by email. We will tell you why your application was not awarded funding and can provide further feedback on request. You can request a copy of the assessment of your project to help you understand how well it met the criteria for the fund.

## Data Protection

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Creative Scotland (CS) requires some personal information about you to consider your application for funding. Without this information CS will be unable to process your application. If you would like to see a breakdown of the personal information CS requires, why it is required, what CS does with that information and how long CS keeps it, please refer to CS's Privacy Notice available online at [www.creativescotland.com/privacy-policy](http://www.creativescotland.com/privacy-policy)

CS may share your personal information with third parties to comply with the law and/or for the legitimate interests of CS and/or the third parties concerned.

Where the personal information you have provided to CS belongs to other individual(s), please refer to CS's Privacy Notice. Please ensure you share this Privacy Statement and CS's Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that CS holds about you under data protection law. Information on how to exercise these rights is contained in CS's Privacy Notice or you can contact CS's Data Protection Officer at [dataprotection@creativescotland.com](mailto:dataprotection@creativescotland.com)

If you have any concerns with how CS has processed your personal information, you should contact CS's Data Protection Officer in the first instance, as CS 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 Process

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If you are not happy with the way we dealt with your application, you can access a copy of our complaints procedure [on our website](#). Please note that you can only complain if you believe we have not followed our published process when dealing with your application. You cannot use the complaints procedure to appeal against the decision.

## Freedom of Information (FOI)

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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. You can see details of our FOI (Freedom of Information) handling on our website here: [www.creativescotland.com/foi](http://www.creativescotland.com/foi)

We are listed as a public authority under the Freedom of Information Act 2000. 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 Act 2000. 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.itspublicknowledge.info](http://www.itspublicknowledge.info) for information about freedom of information generally and the exemptions.

## Subsidy Control

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This Award is awarded as an exempted subsidy under Article 3.2(4) of the EU/ UK Trade and Cooperation Agreement. There is a ceiling of 325,000 Special Drawing Rights (SDR conversion rates can fluctuate in value. A conversion table can be found here <https://fx-rate.net/SDR/GBP/> for subsidies provided to any one economic actor under this Article over a 3-year period. Any Article 3.2(4) subsidies (or similar aid, including “de minimis” aid granted prior to 31 December 2020 under Commission Regulation (EU) No 1407/2013) awarded to the Awardee will be relevant if the Awardee wishes to apply, or has applied, for any Article 3.2(4) subsidies.

The Awardee must retain this Agreement for 3 years from the date of this Agreement and produce it on any request by the UK public authorities. (The Awardee may need to keep this Agreement for longer than three years for other purposes).



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