

**SCREEN SCOTLAND**  
**SGRÌN ALBA**

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# **SCREEN PROFESSIONAL DEVELOPMENT FUND**

**APPLICATION GUIDANCE**

 Awarding funds from  
**THE NATIONAL LOTTERY®**



ALBA | CHRUTHACHAIL

# SCREEN SCOTLAND SGRÌN ALBA

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Screen Scotland is the dedicated partnership for screen in Scotland.

Sitting within Creative Scotland, it is a partnership with Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, Scottish Funding Council, working in close collaboration with the sector to ensure its success.

With funding from Scottish Government and The National Lottery, Screen Scotland is driving the cultural, social and economic development of all aspects of the sector in Scotland, through enhanced funding, services and support.

## **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.

# What is the purpose of the Screen Professional Development Fund?

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The development of Scotland's screen workforce is essential to meet the industry's growth, and to increase its diversity. This fund aims to contribute to this by providing support for individuals working in film and television to access training, mentoring and other professional development activity, nationally and internationally. Priority will be given to:

- **Developments in areas of skills shortages** (outlined in the Skills Priorities section below) and
- **Applicants under-represented in the screen industries.**

## Skills Priorities

While there are skills gaps throughout the screen workforce, areas of particular concern include, but are not limited to:

- Production (Producers, Line Producers, Unit Production Managers, Production Managers and Production Co-ordinators)
- First and Second Assistant Directors
- Heads of Department and Supervisory Grades across technical and craft departments in film and TV
- Locations
- TV Series Producers
- Showrunners
- Editors
- Development Executives and Researchers.

## Under-Represented Groups

We will prioritise applications from those who are under-represented in our current funding programmes. Current evidence indicates that these under-represented people are those who self-identify as disabled, those who come from Black and Minority Ethnic cultural backgrounds, and those who are women or other gender non-conforming identities. There have been a number of gender-focussed studies that indicate a particular under-representation of women in areas of Directing, Camera, Post-Production and VFX.

Please see Creative Scotland's **Equality Matters** and **Equalities, Diversity and Inclusion in the Screen Sector** for further information.

# What can I apply for?

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**Please note:** Screen Scotland cannot accept avoidable or unmanaged risk to health and safety. With continuing changes to Covid-related restrictions, applicants should ensure that relevant Scottish Government guidance is being followed and appropriate risk plans for any in-person activity are in place and included with your application. If your application involves international travel, please check the Scottish Government website at the time of submitting your application, including any guidance on, or emanating from, the location you are planning to travel to, and refer to this in your application and risk plans. Please be aware this guidance may have changed by the time your application is being considered.

**The fund may cover the following activities (note that this is a guide and not restrictive):**

- A structured training programme of relevant creative or technical skills development
- Screen-related business skills development (eg film financing, IP rights)
- Participation in talent labs
- Relevant and structured mentoring, shadowing and work-based learning.

Other types of development activity will be considered, including those which accommodate particular access needs, if they fulfil the Assessment Criteria below.

**Please note** that full time courses in Further and Higher Education (including HNC, HND, degree and postgraduate programmes) are not eligible for support.

**You must supply a budget for participation with your application, and expenditure should only cover the following:**

- Registration/course/activity fee
- Economy Travel
- Accommodation
- Subsistence of up to a maximum of £30 per day
- Access costs, including childcare and digital, if required.

Childcare costs may be included, where applicants are unlikely to be able to attend planned development activities without this support – please explain why this support is required. Note that childcare costs are classed as a taxable benefit, so whilst Screen Scotland will reimburse these costs, you will be responsible for reporting this benefit to HMRC.

Other costs associated with the proposed activity may be considered, if a strong case is made for them within your application.

Screen Scotland cannot be liable for any further costs incurred beyond those agreed in the grant award, including any costs incurred as a result of further COVID impact and/ or change in Scottish or other government regulations before or during the term of the project. If the funded activity becomes reduced or unviable as a result of changes to government guidance Screen Scotland reserves the right to recoup all, or an element of, the funding.

**For the avoidance of doubt, Government guidance takes precedence over any statement by Screen Scotland.**

You should be aware that we will not normally support applications for activity which is already supported by Screen Scotland, either directly through our existing skills and talent development programmes ([details here](#)), or indirectly, through Film Hub Scotland.

## Who can apply?

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Applications are welcome from individuals who live in Scotland and work within the Scottish film and TV sector. The fund is aimed primarily at freelancers. However, applications from individuals working in small and growing screen businesses may be considered, if a strong case for public funding is made, and there is a cash contribution from your employer to the budget.

Those currently in full-time education are not eligible to apply.

We will prioritise applicants who have not previously received developmental support from Screen Scotland in the 12 months prior to current application.

## How much can I apply for?

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You can apply to this fund for any amount between £250 and £5,000. You should include a rationale explaining why you require this level of support to undertake the development programme, and your budget must include a minimum of 10% cash or in-kind contribution, from personal or other resources.

You should demonstrate that you have considered and, if applicable, applied for other appropriate support funds in addition to Screen Scotland (eg the **ScreenSkills bursary fund**) and included these in your budget.

Awards will vary depending on the location and nature of the developmental activity, and the estimated cost of accreditation and attendance. Higher costs of travel and attendance for those located in rural areas of Scotland will be considered.

**Please note**, we will only consider awarding above the maximum in exceptional circumstances (for example, where the cost of attendance is high due to the location or nature of the course or event). Your application must clearly demonstrate why there is a need to make such an award.

## **When can I apply?**

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Applications are accepted on a rolling basis, there are no deadlines. Decisions will take up to four weeks from the date we receive your application form and consider it complete; therefore, you should apply at least four weeks before the start of the activity. If you apply later than four weeks before the professional development activity begins, your application may be considered ineligible.

## **How long will it take to get a decision on my application?**

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Decisions will take up to four weeks from the date we receive your application form and consider it complete.

# What to consider before applying for Professional Development Funding

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This programme is intended to support applicants who have demonstrably embarked on a career in the Screen sector in Scotland, and funding can be applied for at any stage of your career.

## **The proposed activity should:**

- Enhance your learning and professional practice
- Develop your career and professional opportunities
- Benefit the wider screen sector in Scotland.

Therefore, you must be able to demonstrate how the proposed activity will build on your work and experience to date to advance your career. Work carried out while a student is not considered relevant experience.

The proposed activity should also address development needs and skills gaps in your chosen field and the wider Scottish screen sector, referencing known skills gaps and industry standards (see for example [A Skills Audit of the UK Film and Screen Industries](#)).

## **Your application should include (within the application form or additional supporting documentation):**

- An outline plan and schedule for the proposed activity, including appropriate risk assessment
- Information establishing the track record and/or professional recognition of those delivering your proposed activity.
- Copy of your acceptance to a course (where applicable)
- Your CV
- The skills and career outcomes you seek from the activity, related to your CV
- A detailed budget
- Confirmation of other funding contributions
- Demonstration of individual need, and current barriers to professional development.

**Please Note** that you should apply to Screen Scotland's [Market and Festival Attendance Fund](#) if you wish to attend a market or festival for the development of a specific project or if your work is screening in competition.



# Assessment Criteria

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## **Applications will be assessed using the following criteria:**

- The extent to which the proposed activity will contribute to your professional development in relation to your work and experience to date.
- The extent to which the proposed activity will enhance your career prospects.
- The extent to which the proposed activity addresses known skills needs in the relevant screen sector.
- Individual need.
- Value for money.

# Evaluation

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The grant awarded through this fund does not have to be repaid, but all successful applicants will be required to complete an evaluative report on the programme undertaken. A year after completion we may request a further reflective evaluation to contribute to our assessment of development opportunities.

# Equalities, Diversity and Inclusion

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As a lottery distributor and public funder, Creative Scotland / Screen Scotland is committed to addressing diversity in film and television, as outlined in our review of equalities, diversity and inclusion in Scotland's screen sector, **Equality Matters** (2017) and elsewhere.

A proactive approach to increasing diversity can improve screen projects creatively, fuelling innovation and creativity, and engaging audiences through a wider range of stories, perspectives and experiences. It can also benefit projects commercially, attracting wider audiences and generating greater revenues. Creative Scotland / Screen Scotland believes that true representation both on and off screen is vital for the sustainability and equity of the screen sector.

The Screen Professional Development Fund has been established to help those under-represented in the screen sector to access the developmental support they need to progress in their careers.

## How to apply

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### **Do you need this information in alternative formats or languages, or do you need any access support?**

We are 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.

For more information, contact our Enquiries Service (see Page 12 for details).

# Making an application

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Applications must be made on the Screen Professional Development Application Form, which can be found on the Screen Scotland website:

[www.screen.scot/funding](http://www.screen.scot/funding)

Completed forms should be submitted along with all supporting materials to:

[screen@creativescotland.com](mailto:screen@creativescotland.com)

# Our assessment and decision-making process

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## What happens when we receive your application?

Once you have submitted your application we will review it for completeness and eligibility. If you have not provided all of the information required, or if you do not meet the eligibility criteria for Screen Funding, your application will not be assessed. You will be notified of this, and of the reasons why, by email.

Complete and eligible applications will be assessed by Screen Scotland Officers, against the criteria and priorities set out in this guidance.

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.

## How we will make our decisions?

Following an initial assessment and Officer recommendations, decisions on awards will be taken at a meeting of the Screen Scotland Team, chaired by the Director of Screen.

As with most funders, we can only fund a proportion of the applications we receive. However we will offer feedback to unsuccessful applicants to strengthen their applications in order for them to re-apply should they wish to do so. We will only accept an application for the same project if the reasons for it previously being unsuccessful have been addressed.

### **Once a decision is made:**

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 send you your Funding Agreement, detailing any specific conditions of award, which are required to be fulfilled before cashflow commencement. You must note and adhere to all the terms and conditions of the Funding Agreement. On receipt of the Funding Agreement we will also ask you for your banking details. At this point we will also agree a payment schedule and cash-flow with you, which will normally be set against agreed milestones. You will need to return a signed copy of our Funding Agreement. Once all conditions have been met we will release the first instalment of your funding award.

If your application is unsuccessful, we will email to let you know why, and advise you of any next steps if applicable.

### **Complaints Procedure:**

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.

## Help, further advice or feedback:

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If you require support, further information or have any general enquiries about the application process please contact our Enquiries Service. Our Enquiries Service will be able to advise you or will put you in contact with one of our officers.

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

Web: You can send us a message via the Creative Scotland [website](#)

Twitter: Get in touch [@screenscots](#)

If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to: [contactscotland-bsl.org/deaf-bsl-users](http://contactscotland-bsl.org/deaf-bsl-users) for more information.

# Data Protection:

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Creative Scotland (CS) requires some personal information about you / your organisation 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' 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.

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.



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