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# RADICAL CARE

**An action research programme for organisations looking to try out new approaches to support those with care responsibilities working in the arts, screen and creative industries**

**APPLICATION GUIDANCE  
NOVEMBER 2021**

# What is Radical Care?

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Radical Care is an action research project that wants organisations in the arts, screen and creative industries in Scotland to try solutions to help support those working in the creative community with caring responsibilities to be able to better balance professional and personal life.

The programme aims to help organisations address some of the structural inequalities which are embedded in traditional working practices and leave a positive long-term legacy in working structures and practices that others can learn from.

Using an action research approach, it invites applicants to propose ideas for demonstration projects that will help remove in-work barriers for those in the arts, screen and creative industries with caregiving responsibilities. It will then look to learn from these experiments, so that the impact can be extended to the wider range of people and organisations in the future.

# Where did this project originate?

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In 2019, we launched **Radical Childcare**, a project developed in response to evidence from Creative Scotland's report **Understanding Diversity in the Arts** (2016), which cited childcare and caring responsibilities as a barrier to working in the arts and creative industries.

The pilot project invited a selection of participants from across Scotland to take part, and supported a research trip and follow up workshop, to explore a range of on-site childcare offers in co-working, studio and residency spaces. Research trip participants were from a range of art forms and geographic locations. A post project report is available **on the Creative Scotland website**.

# What support is available during this next phase of the Radical Care programme?

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The next phase of work is looking to expand the research to better reflect the wider caregiving responsibilities of those working in the arts, screen and creative industries. We recognise that other responsibilities such as supporting disabled people or older family members also put additional demands on carers time.

This programme aligns with Creative Scotland's strategic focus on Fair Work and should deliver against wider Scottish Government policy including its **Creative Industries Policy Statement**, its **Fair Work First** agenda and its **action plan on the gender pay gap**. This project may also have relevance to the work on **A National Care Service for Scotland**, which is currently in development.

Radical Care, like its predecessor, will continue to focus on three overarching project goals, which have been updated and incorporated:

1. collaboratively explore new care models which address gendered barriers for full participation in the creative industries workforce;
2. to share good practice, offer inspiration and provoke discussion about the possibilities and opportunities of flexible solutions for caregivers as part of creative workspaces in Scotland;
3. help to engender, over the longer term, networks of practice and care focused projects/solutions in Scotland that will be sustainable.

Radical Care will look to deliver against these goals by supporting a number of demonstration projects to run over a 12-month period. To reach creative industries businesses, it will focus on formally established networks, co-working, studio, community arts and workshop spaces as well as residency providers. These are approached as creative businesses in their own right, as well as network hubs that connect freelance practitioners working in communities of place or communities of practice.

The changes wrought by the coronavirus pandemic have exacerbated existing inequalities. As lockdowns begin to ease, flexible solutions to help creative industries workers and businesses are more necessary than ever to make sure that caregivers can successfully return to work. A next phase Radical Care project aligns with the direction of travel for the Scottish economic recovery and what we know about the particular challenges of the creative industries.

In their recent **Creative Coalition report** the Creative Industries Federation have proposed approaches to rebuilding the creative economy in a way that addresses structural inequalities. They recommend investment that "contribute more back to the economy, with a return that may be as much to do with quality of life as with the bottom line." This project seeks to encourage innovation around caregiving and incentivise solutions that are tailored to the creative industries workforce and businesses.

## What is ‘a demonstration project’?

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A demonstration project is a way to encourage the implementation of innovative solutions to known problems, by helping offset the risk of the initial investment, so that we can learn from actual impacts and challenges of practical solutions. In this way theoretical ideas can be tested, any best practice learned from the experiments can be shared and any common pitfalls can be identified so that others can avoid similar challenges.

## What funding is available?

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Radical Care has a budget of up to £75,000 to support a selection of demonstration projects in Scotland’s creative industries.

The project will offer grants of between £3,000 – £15,000 and expects to support between five and fifteen projects (depending on demand). This support can be used to invest in the costs associated with implementing ways of working for creative organisations. Proposals will be assessed on their plans to offer robust examples for ways of working that explore practical, financially sustainable solutions people working in the creative industries workforce with caring responsibilities.

## What are we looking for from the projects we support?

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We are looking for demonstration projects that meet all the following core criteria.

1. Are focused on caregiving. Projects should be attentive to the different needs that carers of children at different ages and stages have and/or carers of other family members may have.
2. Are attentive to some of the key challenges faced by carers working in the creative industries e.g. unsocial work hours, which are not covered by statutory care; flexible access that responds to when carers have intensive periods of work and can flex down when workloads are reduced; that might reduce the isolation experienced by freelancers and carers.
3. Are co-created with users. Projects should show some evidence of demand and user input into the project’s design.
4. Are strongly linked to an organisation’s mission and balanced with consideration of financial sustainability in the medium to longer term.

# What specific kind of projects are we looking for?

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We would like project proposals to consider the following key areas of interest. It is not necessary to tackle them all in one project, but you must address **at least one of them** in your submission. Are you:

- Addressing the organisation's practice as an employer (of contracted staff as well as freelancers)?
- Working proactively with freelance artists / makers / freelancers with caring responsibilities to trial solutions for flexible working, job sharing, care sharing or other solutions?
- Exploring sustainable models for onsite care provision? *Any plans for the provision of care must demonstrate how they will align strictly to Scottish Government regulations for care providers described in **Schedule 12 the Public Service Reform (Scotland) Act 2010**. Please see the **Care Inspectorate's Standards** to explore what these are for your project.*
- Providing solutions which aim to improve the quality experience for the people receiving care as well as positive solutions for their carers?
- Addressing workforce issues in the arts, screen or creative industries?
- Providing solutions which are relevant to the organisation's community of practice or community of place, maximising partnership opportunities or links with the third sector where appropriate?
- Providing solutions which involve business innovation or community collaboration?

We encourage projects that respond to intersectional barriers (e.g. which recognise and seek to address the multiple challenges faced by people who not only have caring responsibilities but who may also face additional barriers due to, for instance, race or socioeconomic status) in their proposals. Projects that target areas of work (e.g. technical fields) where women are already underrepresented would also be welcome.

Although care providers are not eligible to act as lead applicants, such organisations may be relevant partners for applicants from the arts, screen or creative industries for particular types of projects.

# Research programme

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We have allocated up to £12,000 to undertake research into the models trialled and to share findings so that other institutions across the creative industries can learn from this practice and find models to adapt or replicate that will work for their businesses. A research supplier will be recruited separately via an open procurement process.

To aid in this effort, project participants will be asked to share their learnings and experience with researchers. Project participants may also be asked to broker communications between the researchers and the project participants' staff, freelancers and/or any creative practitioners that the project participant may be working with on their demonstration project.

Project participants will also be asked to share with the wider arts and creative industries sector at a final event (likely spring 2023) at the end of the Radical Care project. As sharing good practice is core project goal, strong proposals will also include their own plans for sharing as part of delivery.

# Who can apply?

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Creative Scotland invites applications to run pilot or demonstration projects from arts, screen, and creative industries organisations in Scotland. We are interested in projects from across all art forms that connect and support Scotland's creative industries. These can include, but are not limited to:

1. co-working spaces,
2. artist's studios,
3. community arts organisations,
4. incubators,
5. workshops,
6. creative hubs,
7. residency providers,
8. creative collectives and networks,
9. organisations already working on women's and gender issues, i.e. those whose core business is delivering gender-focused work or those already working on care issues for people in the arts, screen and creative industries.

Organisations in receipt of Creative Scotland Regular Funding are eligible to apply. If doing so, RFOs should discuss the application in advance to their Lead Officer to confirm that the project is additional to what has already been funded by Creative Scotland.

Projects must make sure that all proposals for onsite care provision adhere to all Scottish Government legislative requirements and standards for caregiving which are overseen by the **Care Inspectorate**.

Projects should propose a clear timeframe (up to a maximum of 12 months) for project delivery and include plans to develop long term financial sustainability of the model being explored.

Participants from the first phase of this project are eligible to apply to this programme.

# Who cannot apply?

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Organisations based outside of Scotland

Individuals

Heritage organisations

National collections and national performing companies ([see full list on the Scottish Government website](#))

Educational institutions, including higher and further education providers wanting to investigate their childcare for arts students or academic researchers working on related research subjects

Organisations whose core activities are not part of the arts, screen or creative industries. We recognised that care providers are likely very appropriate partner organisations for demonstration projects but these organisations will not be eligible as lead applicants.

# Timeline

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Funding guidance published: **Tuesday 2 November 2021**

Online application portal opens: **Tuesday 2 November 2021**

Closing date for applications: **12 noon, Friday 26 November 2021**

Decisions: **w/c 20 December 2021**

External research supplier appointed: **December 2021**

Demonstration projects are expected to take place: **January – December 2022**. The maximum project length is 12 months. Your project may take less time.

Researchers and project participants' initial contact: **January/February 2022**

Creative Scotland Sharing event: **Date to be confirmed**

These dates are correct at time of launch. If for any reasons these dates change we will inform all applicants by email.

# Making an application

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Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone.

## **Alternative Formats:**

On request this information is available in alternative formats including translations.

## **Do you need additional support in making your application?**

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.

## **General and Technical Enquiries:**

If you have any general enquiries about the application process, Guidance or Application Form, including any technical enquiries about our online application process, please contact our Enquiries Service ([enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)).

# 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 [@creativescots](#)

Facebook: We are at [www.facebook.com/CreativeScotland](https://www.facebook.com/CreativeScotland)

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](https://contactscotland-bsl.org/deaf-bsl-users) for more information.

# How to apply

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1. If not already registered, you must register on the Creative Scotland online application portal at <https://my.creativescotland.com/signup>. Only one person from an organisation will be able to register. You will need to verify your email.
2. Once registered, you can log in and select the Radical Care application form. If already registered, go to <https://my.creativescotland.com/login>
3. To help you prepare you can preview or download a copy of the application form using the 'review form' button.
4. Use the 'Apply now' button to begin your application.
5. You can save your application and return to it at any time before the deadline.
6. Once submitted, you will receive a confirmation message with a reference number.

## What information do you need to supply?

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### Eligibility Check

We will ask about what type of organisation is applying and you will have an opportunity to attach copies of any relevant governance documents.

We will ask questions that confirm you meet the eligibility criteria for the fund.

We will ask you to confirm which of the seven key areas of interest your project will focus on (these are listed in the 'What specific kind of projects are we looking for?' section on Page 5).

If you propose to offer onsite care we will ask you about your planned compliance with Care Inspectorate regulations. If you are selected we may ask for evidence of this. Creative Scotland are not competent to advise on these regulations and if you need support encourage you to contact [enquiries@careinspectorate.gov.scot](mailto:enquiries@careinspectorate.gov.scot).

### Project Information

#### Title and summary:

We will ask for a project title and a brief summary [approximately 100 words]. We would like to know what art form(s) you plan to focus on.

#### Project detail:

We will give you an opportunity to describe the project you have in mind [approximately 600 words]. There you can explain what you want to do, why it's needed and who will be involved. Reference to any (internal or external) research, co-creation work you have done or your experience working on these issues will be welcome. You should make sure to show how the project meets our core criteria (these are listed in the 'What specific kind of projects are we looking for?' section on Page 5).

### **Mission and aims:**

We will ask you to describe how your project's aims fit with your overall organisational mission [approximately 400 words]. This is a space where you can draw out issues in your art form or area(s) of creative practice that are relevant.

### **Sharing:**

We would like to know if you have plans to share your work and learnings so that others in the creative industries might benefit or be inspired by this work e.g. reports, press releases, seminars, social media, newsletters etc. [approximately 250 words].

### **Type of care:**

We will ask you to indicate what type of care your project will focus on – childcare, adult social care, disabled care. This question will be for monitoring only and is not used in assessment or decision making.

### **Timeline:**

We will ask for start and end dates for the project. As Creative Scotland recommend a minimum of 8 weeks between the submission of an application and a project starting, your start date should not be before week beginning 24 January 2022. There will also be space to provide a timeline and/or plan for delivery. You can write this out [approximately 250 words] or upload your own timeline document.

### **Risk Management:**

Your project should be planned to comply with all **current UK and Scottish government guidance on COVID-19**. Please also use this space to assess all relevant project risks, including but not limited to COVID-19 risks and describe your planned mitigations.

### **Supporting material:**

If you have external documentation relevant to your project you can include these as attachments. For instance, you may want to share project planning documents, any preparation you have already undertaken, results from relevant research you have undertaken, evidence of co-creation, plans for sharing, the project timeline, letters of support (including evidence of partnership agreements or any financial [in-kind or cash] support), CVs of key delivery team members, evidence of your relationship with the Care Inspectorate and/or a risk planning document. If you are sharing documents, please make sure that the file names help us understand what is in each document.

### **Budget:**

We want to know what the total project costs are; how much you are asking for from Creative Scotland; any additional cash (including earned income) or in-kind income that will support the project. Good budgeting demonstrates that you have considered all of the elements of your project and planned for these. We will look for budgets that balance. We want you to make sure that the individual elements you describe in your project plan have enough resources to be successful. Please see our support page **Help With Your Budget** for advice and guidance.

You will be asked to upload a brief project budget (preferably using Excel or equivalent budgeting/spreadsheets software).

# 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 you will be contacted and given a short period of time to provide any missing information. If you do not do this, or if you do not meet the eligibility criteria for the fund, 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 a Creative Scotland Officer, with comments invited from other art form or specialism teams as required. Applications will be assessed 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 look online for additional information or contact you during the assessment process to seek further information about your project or clarification on aspects of the information you provide. All assessments will then go to a decision-making panel made up of Creative Scotland Officers and Managers.

## **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 funding is issued. 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 to supply us with 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.

# 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 [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**.

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 Procedure

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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 the complaints handling page of 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

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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 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 (Scotland) 2002. 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 (Scotland) Act 2002. 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 the Act generally and the exemptions. We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.

# Subsidy Control

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Subsidy Control involves public money being used to provide financial assistance (subsidies) to organisations. The UK left the EU on 31 December 2020 and, as a public body, Creative Scotland must now comply with the UK Government's Summary Guide to Awarding Subsidies from 1 January 2021 and supporting technical information. Current Scottish Government guidance in relation to these rules is that the principles of EU State Aid regulation that were in place prior to 31 December 2020 still apply.

Based on this guidance the grants awarded are considered to be the equivalent of those made under the 051/20 Temporary Framework for State Aid for COVID-19 responses noting that the EU scheme has been extended to 31 December 2021 with revised limits. If you have any concerns that you may breach this guidance please contact the Scottish Government State Aid Team. Creative Scotland will not respond to any queries on this matter.



ALBA | CHRUTHACHAIL

Waverley Gate  
2-4 Waterloo Place  
Edinburgh EH1 3EG  
Scotland UK

The Lighthouse  
Mitchell Lane  
Glasgow G1 3NU  
Scotland UK

[www.creativescotland.com](http://www.creativescotland.com)  
[enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

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