

**SCREEN SCOTLAND
SGRÌN ALBA**

SCREEN FUNDING

**SCHOOLS
SCREEN
EDUCATION
FUND**

APPLICATION GUIDANCE 2023

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SCREEN SCOTLAND SGRÌN ALBA

Screen Scotland is driving the cultural, social, and economic development of Scotland's film and TV industries through enhanced funding, services and expert support with backing from the Scottish Government and The National Lottery.

Screen Scotland sits within Creative Scotland and works in partnership with Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland and Scottish Funding Council, working in close collaboration with the sector to support continued growth.

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

- Boosting production by investing in the development of Scotland-based talent and in the development and production of films and programmes from Scotland
- Improving employment opportunities in the sector through increased and co-ordinated opportunities for training and development
- Growing and improving Scotland's screen infrastructure including studio facilities
- Creating specialist business and market development provision for film and television businesses in Scotland by ensuring that advice and support is appropriate and easy to access
- Developing audiences by improving access to film and television productions from Scotland at home, across the UK and internationally
- Improving and expanding the provision of film and moving-image education in every context, increasing its reach, depth and inclusivity; and
- Developing Scotland's reputation as a destination for international productions and co-productions, supported by our world-class talent, crews, facilities and unique locations.

A Film and Screen Curriculum for Scotland

Screen education – also known as ‘film education’ or ‘moving image education’ - develops screen literacy (the ability to read, write, talk and listen with moving images and sounds) and related critical, cultural and creative knowledge and skills. It can be a first step to inspiring and enabling those seeking a screen career, but also helps everyone to understand and interpret the 21st century’s most widely utilised medium.

Screen Scotland believes that screen literacy is a fundamental right for everyone, and our aim is to inspire and equip people across Scotland to be able to access, enjoy, understand, create, explore and share film and screen throughout their lives. As such, we aim to embed a film and screen curriculum across Scottish education from early years to senior phase, situated within the Expressive Arts curriculum.

In July 2022, a symposium, hosted and facilitated by Screen Scotland was attended by academics, professionals from across early years, primary, secondary and tertiary education, and screen access and education practitioners, joined by colleagues from the SQA, Scottish Government and Education Scotland. A draft Film and Screen curriculum was developed, detailing content for each age and stage of school education.

The Screen Educator in Residence (SEIR) programme placed screen practitioners in schools within five Scottish local authorities who are testing and evaluating the draft Film and Screen Curriculum for Scotland and supporting the integration of film and screen as an expressive art into the national school curriculum. Film and Screen as an expressive art focuses on enabling pupils to make a film, rather than solely study the history or theory of film. This is core to Screen Scotland’s work to widen participation in film and screen production, cultivate a skilled screen workforce, and develop the screen professionals needed to carry forward Scotland’s film culture.

The programme, which is free to schools, began in February 2023 to and will run until June 2024, engaging with each stage from early years to senior phase. A 24-credit Film and Screen Award for Levels Five and Six is being developed by SQA in collaboration with Screen Scotland.

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What are the priorities and purpose of the Schools Screen Education Fund?

Screen education can take place in many different settings, but schools are uniquely placed to offer this opportunity given their daily proximity to children and young people and their commitment to offering a range of educational experiences and positive destinations. The Schools Screen Education Fund has been developed to support schools in delivering projects that provide new or develop existing screen education opportunities.

The fund has key priorities which applicants must consider in terms of their projects and outline in their applications. These priorities are to:

- Support the development and growth of screen education in schools across Scotland, particularly in underrepresented areas and to groups who would directly benefit from and may face barriers to such opportunities.
- Support the continued professional development of educators, developing their screen education knowledge and skills through supported and reflective project delivery, formal professional development sessions, peer-to-peer learning, or a combination of all of these.
- Ensure the long-term sustainability of screen education within schools by supporting projects which will strengthen its provision in future.
- Promote screen education outcomes and impacts to educational stakeholders (including the ultimate beneficiaries) through their demonstration by example.

The Schools Screen Education Fund exists to support programmes of work with the potential to develop increased understanding of the potential of screen education and support the provision of screen education and the new curriculum in a school setting.

Supported programmes will be expected to share the outcomes and learning from their activities (which should be articulated in the End of Project Monitoring Form) with the wider screen education community and, on request, through active engagement with organisations supported by Screen Scotland to deliver training, peer-to-peer support and mentoring related to screen education.

Working with partners and educators, Screen Scotland aims to support the provision of screen education for all children and young people – for learning, for life and for work.

What can I apply for?

There are two types of screen education project that can be applied for through this fund:

1.

You can apply to test an element of the new Film and Screen curriculum with classes from Early Years to S3 to a maximum of 10 weeks. You can apply for funds to cover the cost of delivering this, including:

- A specialist Screen Educator in Residence
- Filmmaking equipment hire and/or purchase for up to 10% of your project's total budget

Screen Scotland's Screen Education Team will assist you in the recruitment of a suitable Screen Educator in Residence.

2.

You can design a screen education project for your school and apply for funds to cover a range of costs to plan and deliver your project, including:

- Delivery of screen education activities
- Specialist screen education practitioners or tutors
- Professional development and training
- Filmmaking equipment hire and/or purchase for up to 10% of your total ask from Screen Scotland
- Venue hire
- Materials and resources costs
- Access costs
(i.e., additional costs required to deliver the programme to participants with specific needs, for example language interpreters including BSL, increased costs for venue accessibility, transport, childcare).

Who can apply?

This fund is open to schools who work within Early Years, Primary or Secondary stages. Schools can apply for work delivered in partnership with individuals, organisations and other constituted groups based in Scotland, whose proposed activities meet the criteria of this fund. This can include - but is not limited to - local authorities, arm's length external organisations, colleges, universities, cinemas, film festivals, libraries or media access centres.

Applications should be submitted by one lead school, with letters of commitment from any named partners.

Schools who wish to submit an application require to operate a bank account in the name of the school to receive any awarded funds; if not, the school will require their local authority to provide written confirmation of the local authority's authorisation of the school's application and the local authority's bank detail to receive any awarded funds. The local authority must also confirm any funds awarded to a school will only be made available to the named lead school alone.

How much can I apply for?

The minimum lower limit for applications is £500 per project. The maximum upper limit is £5,000 per project.

When can I apply?

All applicants must discuss their plans with a member of the Screen Scotland Screen Education Team in advance of any application being made. To do this, please make contact in the first instance by email to screeneducationfund@creativescotland.com

Applications will be accepted on a rolling basis without deadlines.

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

Decisions will take up to eight weeks from the date we receive your application and all the relevant information required to make a full assessment. Your project cannot begin during this period. If you apply less than eight weeks before your project starts, your application will be deemed ineligible.

What are the key criteria we will consider when assessing your application for funding?

You must be able to clearly demonstrate that the project has:

- been designed to meet a clearly identified need, demand or opportunity for screen education
- specific aims and outcomes for a significant development of screen education in your school
- a well-developed understanding of and approach to a critical and/or cultural and or/ creative element of screen education, including a detailed delivery timeline
- a clear understanding of target participants and the project's potential to have a specific and positive impact on them
- the potential for longer-term sustainability of screen education in your school and/or local authority
- a clear and developed strategy for addressing and/or increasing Equalities, Diversity and Inclusion (EDI), including costings for any EDI provision and/or access requirements
- a strategy for project management and monitoring its delivery, including a budget
- a clear and developed strategy for evaluating and sharing the project's outcomes.

What else do I need to consider?

Along with the key criteria listed on the previous page, when planning and making your application we encourage you to think about the following questions:

- Have relevant partners been included and/or consulted with during the development of this project? How will any partners contribute to and gain from their involvement in this project? (Relevant partners include individuals or organisations who are providing direct support to or are directly involved in the project.)
- How will you ensure your project is properly costed and that budgets are well managed? Have you considered costs for EDI, monitoring and/or evaluation within your budget?
- How will you monitor the project throughout delivery to ensure effective results that meet your original aims?
- How will you evaluate the project's delivery and impact at its end? How will you use your evaluation to support the longer-term sustainability of the project and/or its partnerships and/or screen education in your school and/or local authority?

What do I need to support my application?

In addition to the application form, you will be required to submit the following supporting materials:

- A detailed budget, created using Microsoft Excel, with all costs clearly broken down.
- CVs of key personnel.
- A copy of founding legal documents, for example Articles of Association, Trust Deeds, or written constitution. (The level of information you need to provide will depend on the intended scale of your project and the amount you are applying for.)
- A copy of your Equalities and Diversity policy or Equal Opportunities Policy.
- Written evidence of any confirmed partnership funding (cash or in-kind).
- Letters of commitment from any partners in the project.

Please see **Section F** of the application form for guidance on the supporting materials required.

Equalities, Diversity and Inclusion

As a lottery distributor and public funder, Creative Scotland is committed to addressing diversity in all its work, as outlined in our review of Equalities, Diversity and Inclusion in Scotland's screen sector, **Equality Matters (2017)**, in our **Equalities, Diversity and Inclusion Equality Outcomes (2022-26)** and elsewhere.

As noted in Equality Matters, screen education has significant potential to address inequality by providing key cultural, critical, creative and literacy skills. In addition, by providing opportunities to explore and develop specific moving image skills, it can also increase the number and diversity of people motivated and able to seek employment in screen and related industries and occupations. Creative Scotland believes that true representation both on and off screen is vital for the sustainability and equity of the screen sector.

Applications for support to all screen funds will be strengthened by a specific and targeted contribution to improving diversity. The **BFI's Diversity Standards** provide detailed guidance to potential approaches.

How to apply

Applications must be made on the Screen Education Fund Application Form, which can be found on the Screen Scotland website: **www.screen.scot/funding-and-support**.

Completed forms should be submitted along with all supporting materials to **screen@creativescotland.com**.

Making an application

Do you need this information in alternative formats or languages, or do you require 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, Diversity and Inclusion 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, see [Access Support | Creative Scotland](#) or contact our Enquiries Service (see [Page 13](#) for details).

Our assessment and decision-making process

What happens when we receive your application?

Shortly after submitting your application, you will receive an automated response confirming receipt. If you don't receive this automated email please check your spam filters, junk files and deleted items. If there is still no sign of the automated response, get in touch with us to confirm that we have received 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 Education 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 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 clarification on aspects of the information you provide.

How we will make our decisions

Following an initial assessment and Officer recommendations, decisions on final awards will be taken by our Screen Team, chaired by our Director of Screen.

We expect to be able to fund only a proportion of the applications we receive. However, we will offer feedback to unsuccessful applicants to strengthen their applications 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. In addition, any reapplication will be treated in the same way as any other application regarding the decision-making timescales – meaning that a reapplication will only be eligible if the activities are at least eight weeks away.

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 your application is unsuccessful, we will email to let you know why, and provide feedback should you wish to consider reapplying.

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 and 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.

Do you need help in making an application?

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.

Help, further advice or feedback

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

Email: 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:

www.contactscotland-bsl.org/public for more information.

Data Protection

Creative Scotland requires some personal information about you/your organisation to consider your application for funding. Without this information we will be unable to process your application.

If you would like to see a breakdown of the personal information we require, why it is required, what we do with that information and how long we keep it, please refer to our Privacy Notice available online www.creativescotland.com/privacy-policy

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

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

You have some rights in relation to the personal information that Creative Scotland holds about you under data protection law. Information on how to exercise these rights is contained in our Privacy Notice or you can contact our **Data Protection Officer**.

If you have any concerns with how we have processed your personal information, you should contact our Data Protection Officer in the first instance, as we 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**.

Making a complaint

As an organisation, we will always listen to and respond to any concerns that you may have. If you would like to make a complaint about either the service you have received from Creative Scotland or the way we have handled your application, we have a process that you can use.

Please note that Creative Scotland does not have an appeals process and for this reason, we are unable to accept complaints that relate solely to the decision we have made rather than how we have made it.

For more information, please visit the Complaints section of our website: www.creativescotland.com/resources/our-publications/policies/complaints-handling

Freedom of Information (FOI)

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. 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 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

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

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The Lighthouse
Mitchell Lane
Glasgow G1 3NU
Scotland UK

www.screen.scot
screen@creativescotland.com
+44 (0)345 603 6000

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