

**SCREEN SCOTLAND
SGRÌN ALBA**

SCREEN FUNDING

SCREEN EDUCATION FUND

APPLICATION GUIDANCE

 Awarding funds from
THE NATIONAL LOTTERY®



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SCREEN SCOTLAND

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Screen Scotland is the national body that drives development of all aspects of Scotland's film and TV industry, through funding and strategic support. Screen Scotland is part of Creative Scotland and delivers these services and support with funding from Scottish Government and The National Lottery.

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.

What is the purpose of the Screen Education Fund?

Screen education – also known as ‘film education’ or ‘moving image education’ – develops film literacy (the ability to read and write with moving images and sounds) and 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 education can take place in many different settings, such as schools, colleges and universities, teacher education programmes, cinemas and film festivals, libraries, film clubs, and media access centres.

Working with partners and educators, Screen Scotland aims to ensure that everyone in Scotland has the opportunity, working in schools and other contexts, to enjoy and benefit from screen education – for learning, for life and for work.

The key strategic aims of this fund are to:

- develop increased understanding of the potential of screen education,
- develop capabilities in screen education through greater connectivity and partnership working across different settings
- support the development and growth of screen education access in currently underrepresented areas
- support professional development in screen education knowledge and skills.

The fund will support programmes of work with the potential to achieve these outcomes.

What are the priorities of the Screen Education Fund?

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 professional development of new or existing screen education practitioners, through supported and reflective project delivery, formal professional development sessions, peer-to-peer learning, or a combination of all of these.
- Strengthen the network of screen education practitioners (be they schoolteachers, library staff, freelance screen educators, media access centre staff, or others) through enhanced capability, peer support, professional development, access to a wider range of specialist peer expertise, collaborative learning and connectivity.
- Strengthen screen education organisations and services, typically through provision mapping, joint professional development, events, collaborative development and delivery of screen education programmes, or other activities.
- Ensure the long-term sustainability of screen education by supporting projects which will strengthen its provision in future, for example through increased priority of screen education within a setting, or closer working relations with educational stakeholders.
- Promote screen education outcomes and impacts to educational stakeholders (including the ultimate beneficiaries) through their demonstration by example. Independent comparative evaluation will therefore be commissioned by Screen Scotland across supported projects to help maximise the learning gained.

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

What can I apply for?

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

- Research and development
- Project management and administration
- Delivery of collaborative activities
- Staff costs required for project delivery
- Specialist screen education practitioners, tutors, speakers
- Professional development and training
- Equipment/venue hire
- Marketing and publicity costs (including print, online, PR)
- Access costs (i.e. additional costs required to deliver the programme to participants, for example, language interpreters including BSL, increased costs for venue accessibility, transport, childcare...)
- Monitoring and evaluation costs.

Who can apply?

This fund is open to organisations and to 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, schools, colleges, universities, cinemas, film festivals, libraries, film clubs and societies, media access centres or workshops.

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

How much can I apply for?

There is no lower limit for applications. The maximum upper limit is £35,000 per year.

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. 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:

- specific aims and outcomes for a significant development of screen education in the chosen context
- a well-developed understanding of and approach to screen education
- been designed with a critical and/or cultural and/or creative element of screen education in mind
- been designed to meet a clearly identified need
- the potential to have a positive impact on participants
- the potential for longer-term sustainability – of the organisation, the partnership, or screen education in general
- clear target audiences/participants (both screen education practitioners and ultimate beneficiaries)
- a strategy to reach target audiences and participants
- a strategy for project management, including a delivery timeline and budget
- a strategy for monitoring and evaluating the project's outcomes
- a strategy for increasing equalities, diversity and inclusion.

What else do I need to consider?

When planning and making your application, we encourage you to think about the following questions:

- What is the proposed programme of screen education activities to be delivered?
- What are the project's key aims, and what outcomes do you hope to achieve?
- What need or demand is there for the project, and what opportunities does it build upon?
- What are your longer-term aims for the project and how will this contribute to the long-term sustainability of screen education?
- How will any partners contribute to and gain from their involvement in this project?
- Have all relevant partners been included and/or consulted?
- Who are the target participants you hope will benefit from the project? Why have you chosen to target this group?
- How does your organisation and/or project address specific issues, groups or locations relating to EDI? How will you address EDI and/or access provisions?
- How will you ensure your project is managed efficiently?
- How will you promote the project and ensure its benefits are achieved as widely as possible?
- 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 to ensure effective delivery?
- How will you evaluate the project's delivery and impact at its end?
- How will you share the outcomes and learning from your programme beyond your immediate partnership? How will you use your evaluation to support the longer-term sustainability of the project and/or its partnerships and/or screen education?

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 timeline of project delivery.
- A detailed budget, including provision for monitoring and evaluation and/or EDI costs.
- CVs of key personnel.
- A detailed outline of how the project will be evaluated.
- Written evidence of any confirmed partnership funding (cash or in-kind).
- Letters of commitment from any partners in the project.
- 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 partnership, and the amount you are applying for.)
- A copy of your Equalities and Diversity policy or Equal Opportunities Policy.

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 four Equality Outcomes 2017-21 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

Before submitting an application, all applicants must discuss their plans with a member of the Screen Scotland Screen Education Team in advance.

To do this, please make contact in the first instance by email to screeneducationfund@creativescotland.com

After speaking to the Screen Education Team, and when instructed to apply, all applications must then 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.

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.

Our assessment and decision-making process

What happens when we receive your application?

Shortly after submitting your application, you will receive an automated email 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 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 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 a Screen Scotland panel, 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 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. 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.

Data Protection

Creative Scotland (CS) requires some personal information about you/ your organisation to consider your application for funding. Without such CS will not be able to fund your project.

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 Funding Privacy Notice available online at: www.creativescotland.com/privacy-policy/funding-privacy-notice.

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 Funding Privacy Notice. You are welcome to share this Funding Privacy Statement and CS' Funding Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that CS holds about you under the General Data Protection Regulation. Information on how to exercise these rights is contained in CS's Funding Privacy Notice or you can contact CS's Data Protection Officer at dataprotection@creativescotland.com.

If you have any concerns with how CS has processed your personal information, you should contact CS' 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**.

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.



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