

Creative Learning Networks Fund 2015-16

Application Form

Before completing this form, **please read the accompanying guidelines carefully.**

Before submitting your application, please ensure that you have:

- **Answered all sections and questions.**
- **Provided a digital signature if possible.**

If you have any queries regarding your eligibility or the application process, please contact:

Julia Fenby, Education Officer, Creativity

t: 0141 282 5013

e: Julia.Fenby@educationscotland.gsi.gov.uk

Please complete this form in type in the spaces provided and email your application to:

Ann Cura: grants@educationscotland.gsi.gov.uk

To arrive no later than: 5pm, Friday 24 July, 2015

Important points to note:

- Failure to meet the deadline may render your application invalid.
- You should assume that we have no knowledge about any previous funding you have received or any current Creative Learning Network.
- If any sections are incomplete then this may impact on the assessment of your application.
- You only need to send in the completed application form. Supporting documents are not required.
- Please ensure that you retain copies of the application form for your own records.

Section 1 – You

About you

Name: Mandy Macleod

Position: Education support Officer (Learning and Teaching)

Department: Education and Social Care

Local authority: Moray Council

Contact tel: 01343 543451

Email: mandy.macleod@moray.gov.uk

About your Local Authority

Local Authority: Moray Council

Address: Council Offices, High Street, Elgin

Postcode: IV30 1BX

Telephone: 01343 543451

Finance Department Address (if difference from above):

Finance Contact Name: - Nicky Gosling

Telephone: 01343 543451

Email: nicky.gosling@moray.gov.uk

Section 2 – Your Proposal

1. Summary

Please summarise the work for which you are seeking funding..

Suggested word count: up to 75 words

As an authority we are looking to raise the profile of creativity as a tool to raising attainment and achievement for our young people and as a core employability skill.

This is in light of Scotland's national initiatives on Developing Scotland's Young Workforce (DYW) and Closing the Gap, both which feature in Moray's Schools and Curriculum development priorities 2015-2018 and feed in directly to the authority's wider economic development plan, [Moray 2023 plan \(hyperlink\)](#).

2. Overview

Please describe what you would like to do, explaining the strategic thinking behind your proposal, how it relates to the priorities within your local authority and how it builds on what you have achieved to date.

Suggested word count: up to 500 words

We are proposing to hold Moray's first "Creative Conversation Day" for the senior leaders in our educational establishments to stimulate creativity within our nurseries and schools, with key strategic partners and local employers.

Key stakeholders from The Moray Council Education and Social Care department, The Moray Council Economic Development and Planning department, elected members, training providers, Skills Development Scotland (SDS), Moray College/University of the Highlands and Islands, Highland and Islands Enterprise and the Third Sector – Moray TSi will be invited.

The format will include key speakers on creativity and focus on its intrinsic link to raising attainment and promoting employability with our young people. It is planned that the key speaker sessions will be interlaced by facilitated creative conversations with attendees around developing creativity throughout the curriculum and how this feeds into partnership working. The day will also highlight how creativity skills and approaches can aid youth employability in Moray.

The "Creative Conversation Day" links into the Moray 2023 plan of a growing, diverse and sustainable economy with ambitious and confident young people. It directly links to the Schools and Curriculum Development, Raising Attainment Strategy 2015 which was launched in our schools in May.

It also is aligned with the authority's plans to develop a cohesive strategy to implement Developing the Young Workforce (DYW) across Moray's school estate. In particular, recommendation 15 of the DYW employment strategy states that, "Businesses across Scotland are encouraged and supported to enter into 3-5 year partnerships".

It is important that all young people in Moray are provided with opportunities to develop and use the skills and abilities necessary to become an active part of the future labour force and therefore make a contribution to the economic prosperity of Moray. It should be noted, that many employers in Moray place an importance on recruiting employees who can demonstrate the skill of creativity, as a high priority.

To this end, it is important that in order to create a 3-18 curriculum that truly meets the needs of young people and the Moray economic community that we engage with Moray businesses, as part of any consultation on creativity in our curriculum.

As sustainability is key to this initiative's success, it is planned to develop a series of after school sessions where local creative, design and engineering businesses will give short presentations to education staff followed by facilitated conversations and informal networking. This will create opportunities for education staff; to learn more about the modern workplace which will inform learning and teaching contexts build capacity for improved careers advice and make closer links with local industry.

There will be 4 after school sessions where locally based creative, design and engineering

Comment [A1]: Education Scotland's 3-18 Curriculum Impact Report: Creativity Across Learning will be shared with colleagues in advance of the Creative Conversation Day as professional reading for attendees and promoted and referred to throughout the day.

Comment [A2]: Education Scotland's 3-18 Curriculum Impact Report: Creativity Across Learning will be shared with colleagues in advance of the After School Sessions as professional reading for attendees and promoted and referred to in the sessions themselves.

employees will give short presentations to education and SDS staff followed by facilitated conversations and informal networking. Each session will take place in a different part of Moray; Forres, Elgin, Buckie/Keith and Speyside. The format will be: Introduction, speaker presentations, facilitated discussion and networking.

The dates for these after school sessions will 'surround' the main event in March to act as satellites to extend the key messages delivered at the Creative Conversation Day. Moray Chamber of Commerce and Highlands and Islands Enterprise (HIE) have offered support in finding local business speakers. HIE have also offered accommodation at Forres Enterprise Park for one of the sessions.

These events will create opportunities to learn more about the modern workplace which will inform learning and teaching contexts, build capacity for improved careers advice and promote closer links with local industry. They will also provide a model for further engagement in schools where local business employers and employees can work with pupils and teachers within their local context.

3. What difference do you hope to make? How will you know?

<p>What are the intended outcomes of your project?</p> <p>What do you hope to achieve?</p>	<p>How will you know what difference your project has made?</p> <p>What will success look like for each of your intended outcomes?</p>
<p>Raise the profile of creativity across the curriculum with senior leaders and classroom practitioners to feedback into school's development work.</p>	<p>Associated school group (ASG) plan on developing creativity within the curriculum, leading to an individual school based plan.</p> <p>CPD training sessions developed for practitioners in schools and partners. Partner organisations cascade information to practitioners and deliver training opportunities.</p>
<p>Forge links between schools and key local employers as part of the DYW agenda.</p>	<p>ASG network of employer partnerships and initiatives planned.</p>
<p>Learners aware of creativity as a core employability skill and its application across a wide range of contexts.</p>	<p>Learners able to articulate and evidence their creativity skills in their learning through pupil focus groups, classroom observation and the school's own self-evaluation.</p>
<p>Raise levels and standards of creativity in community learning contexts, school and post school learning opportunities</p>	<p>LA and 3rd sector organisations use creative approaches to develop new community learning projects to engage young people (school and post school)</p>

Comment [A3]: A Creativity Fund (see budget breakdown) of £2000 has been allocated within our budget for ASGs to bid for funds to help[develop their plans for creativity.

The authority will review any bids and allocate funding based on merit.

4. Outputs

Please detail any services and/or products you plan to offer or deliver, including estimated dates if relevant (use bullet points).

Suggested word count: up to 300 words

- Creative Conversation Day - Proposed date 17th March 2016.

5. Evaluation

How will you show the impact your work is having? What types of evidence will you gather and when?

Suggested word count: up to 300 words

It is envisaged that a range of evidence will be gathered following key planned events and throughout the year including:-

- Conversation day event evaluations
- Follow up CPD training evaluation forms
- School and ASG self-evaluation feedback
- Media coverage
- New employer/school partnership agreements
- Evaluation feedback from new projects, school and post school

6. Planning

Let us know who has been involved and consulted in the development of this application and the planning of your CLN proposal.

Name	Role	Organisation	Input
Vivienne Cross	Acting Head of Schools and Curriculum Development	Moray Council	Strategic link to 2015-18 plan
Kay McIntosh	QIO	Moray Council	Strategic link to 2015-

			18 plan
Amy Cruickshank	16 Plus/ Opportunities for All Officer	Moray Council	Formulation of Creative Conversations Format
Craig Lowther	Learning and Teaching Officer	Moray Council	Formulation of Creative Conversations Format
Mandy Macleod	ESO – Learning & Teaching	Moray Council	Formulation of Creative Conversations Format

7. Partners

Name any key partners who will be involved in the coordination and delivery of your programme and in what capacity.

Name	Role	Organisation	Relevant experience
It is envisaged the following partners will be key in terms of delivery of our planned programme:-			
Highland and Islands Enterprise			
Moray Chamber of Commerce			
Education Scotland			
Skills Development Scotland			

8. Participant Profile

Please give an indication of the participant profile of your CLN, identifying existing and target groups (please mark the relevant boxes with an 'X')

Key Target Group	Existing	Target	Key Target Group	Existing	Target
Early Years Practitioner		X	Senior Managers / Policy Makers		X
Primary Teacher		X	Local Authority Staff / Departments		X
Primary Manager		X	CLD Practitioners		X

Secondary Teacher		X	Voluntary Organisation Staff		X
Secondary Manager		X	Volunteers		
Teacher in Training			Community Activists / Groups		
Further Education Staff		X	Community Services Professionals / Organisations e.g. NHS / Police		
Higher Education Staff		X	Intergenerational Organisations		
Artists and Creative Practitioners			Parents / Carers		
Student Artists			Parent Councils		
Arts & Cultural Organisations – (Local)		X	Employers		X
Arts & Cultural Organisations – (National / National with a Local Remit)			Children and Young People – Early Years		
Heritage Organisations – (Local)			Children and Young People – Primary		
Heritage Organisations – (National / National with a Local Remit)			Children and Young People – Secondary		
Other (please specify)					

9. Equal opportunities

Please outline your commitment to equal opportunities and explain specifically how your proposal reflects this.

Moray Council as an employer promotes equal opportunities in all aspects of employment. [Moray Council Equality and Diversity Policy \(hyperlink\)](#).

In terms of this programme raising the profile of creativity as a key employability skill will enable all our young people to enhance their access to the workplace and the develop the range of opportunities available to them.

Section 3 – Your Project Budget

10. Use of Funding

a. Please provide a breakdown of the income and expenditure relating to your proposal. See CLN Fund Guidance notes page 6 for eligible costs. Add extra rows if required.

Income	£
CLN grant award	10,000
CLN travel and accommodation payment (estimated costs for attendance at national network events x 3 (up to 2 people per visit; assume central belt for this purpose)	3,000
Any other cash income	
Total	13,000

Item/Activity	Planned Spend
Venue Hire	£3500
Speakers Fees	£2000
Catering	£3000
Travel and Subsistence	£1500
ASG/School Creativity Budget	£2000
Flexibility	£489
Total	£10,000

c. Please give details of any in-kind contributions/specific resources you can bring, showing how you have calculated the value of any in-kind contributions

N/A Moray Council venues will be used for 3 after schools sessions and HIE have offered use of their venue for 1 session (Value £400). The time being offered by HIE and Moray Chamber of Commerce is free of charge.

Comment [A4]: £8589 grant allocated

Comment [A5]: £1000 specified in e mail of 7/10/15

Comment [A6]: £9589 total grant awarded as per e mail of 7/10/15

Comment [A7]: Venue Hire

Creative Conversation Day – we have now chosen **Moray College** for the Creative Conversation Day on 17/3/15

Total Cost = **£600**

After School Sessions will now be held in Moray Council venues so there will be no venue hire charge. An allocation of in kind contribution has been included in the budget section.

Comment [A8]: Speakers Fees

Two key note speakers have been booked for the day, **Paul Collard & David Cameron**.

Other speakers from within the local authority from Education, the Chamber of Commerce, Economic Development and from local businesses will support the key speakers in terms of delivering the key local messages.

Total Cost = **£1800** (speaker fees only)

Comment [A9]: Catering

Creative Conversation Day – we have now chosen Moray College for the Creative Conversation Day on 17/3/15

Total Cost = **£2000** based on 200 attendees

After School Sessions
Total Cost = **£200** based on 100 attendees ...

Comment [A10]: Travel and Subsistence

Key Note Speakers

Total Cost = **£1000** (Estimated) ...

Comment [A11]:

New element based on revised grant

Moray has 8 Associated School Groups (ASG)
Creativity Fund (referred to under point ...)

Comment [A12]: **TOTAL GRANT BUDGET £9589**

Comment [A13]: After School Sessions

Moray Council Venues now being used (4 sessions @ £100 each) Total Cost = **£400** (in kind)

Section 4 – Data Protection and Freedom of Information

Publicity

Information on funds awarded may be made public by ES and CS.

Images submitted in support of your application may be stored electronically by us. If we later seek to use these for publicity purposes, we will contact you in order to obtain permission to do so.

Openness and Accountability

Reports from information you supply within your application and from comments made on your application by external assessors and staff members will be held digitally. The information you supply will be made available to those assessing your application. For the purposes of the Freedom of Information (Scotland) Act 2002 (FOISA) ES is obliged, as a Scottish public authority, to make your information (which will include your application) available by anyone making a Freedom of Information request.

By submitting your application you waive any right to raise any type of legal proceedings against ES or CS as a consequence of or in contemplation of, any disclosure of the contents of your application in response to an information request made under FOISA.

Information that we may release

If your application is successful we will release the following information from your funding application if we receive a FOI request:

- Your name
- The amount of funding requested
- Your 50 word project description.

If more detailed information is requested, we will consider this request under FOISA and apply the Act's exemptions and the public interest test appropriately. In the case that more detail from your funding application is to be disclosed we will contact you and advise you of this.

For further information on FOISA, please see the Scottish Information Commissioners website:

www.itspublicknowledge.co.uk

Data Protection

Information supplied by you in support of your application will be stored on our records system. The data we hold may be used for the following purposes:

- To report statistics
- To assess applications
- For accounting purposes
- For contacting you.

Your name, address and contact details will be held on our records system. We will use this information to correspond with you. We will not forward your details onto any other organisations.

The details of your application may become public information (see *Openness and Accountability* above). However, your personal details will be held by us and only our staff, appointed auditors and those involved in assessing or monitoring awards will have access to them.

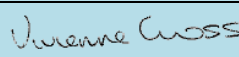
You have a right under the Data Protection Act 1998 to see the information we hold on you. By signing your application form you are agreeing that we can use your information as shown above.

For more information on the Data Protection Act 1998 see www.informationcommissioner.gov.uk

Section 5 – Your Statement and Signature

Before submitting your application, please ensure that you have:

- Answered all Questions.
- Signed the Form using a digital signature if possible.

Your Statement
<ul style="list-style-type: none">• I confirm that I have read and understood the guidelines that accompany this form.• I confirm that I have completed all the questions on this form.• I confirm that all the information in this application is true and correct.• I confirm that I will tell you immediately if anything changes which could affect this application in any way.• I confirm that I am happy for you to provide copies of this form to any person or organisation you need to consult about this application.• I note that any funding awarded will be subject to standard and specific conditions.• I confirm that I have the power to accept the award under conditions you set and to repay the funding if we do not meet them.
Name and position: Vivienne Cross, Acting Head of Schools and Curriculum Development
Digital signature: 
Date: 25 August 2015