
YOUTH ARTS FUND SMALL GRANTS SCHEME

**GUIDANCE FOR FREELANCE ARTISTS
AND CREATIVE PRACTITIONERS**

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Scottish Borders Youth Arts Small Grants Scheme Guidance for Freelance Artists and Creative Practitioners Scottish Borders Council (SBC) Creative Learning Network and YouthBorders

The purpose of this guidance is to support you, as a freelance artist, to apply for funding. The guidance accompanies the Small Grants Freelance Artists and Creative Practitioners Application Form.

Background

The Youth Arts Small Grants Scheme is part of a Scottish Government Covid-19 Funding Package to support the arts, administered by Creative Scotland.

In the Scottish Borders, SBC Creative Learning Networks in partnership with YouthBorders have been awarded a 'funding pot' through the Small Grants Scheme to distribute small grants to freelance artists, to work with children and young people across Scottish Borders. Other organisations will have applied successfully to deliver this programme in other geographic areas of Scotland.

The grants aim to create work opportunities for freelance artists and creative practitioners and provide arts activities for children and young people, especially those most affected by Covid-19.

Who can apply and how much can you apply for?

This fund is open to freelance artists and creative practitioners living and working in Scotland looking to work directly with children and young people.

The fund is not open to applications from organisations, local authorities, groups or clubs. If you are a group or club you should identify a Freelance Artist or Creative Practitioner to work with.

The overall budget for the fund in the Borders is £42,000. We are offering around 10 grants, spread across the five Border localities of Berwickshire, Cheviot, Eildon, Teviot & Liddesdale and Tweeddale. **Applicants can apply for between £2500 - £5,000 to deliver projects.** All projects, including End of Project reports, must be completed by the February 28th 2022. If your application is successful, 90% of your award will be paid when you return your signed contract and 10% will be paid on submission of the final project report.

We will offer an online meeting to all interested applicants in the W/C 8th February: to set out the programme; inform about the Locality and Community Plans, discuss Creativity Skills; share ideas around blended or digital learning; and provide time for questions.

Filling out Your Application

Section A: Key Information

This section asks for your contact details, and some summary information about your project. It also asks you for the start and end date of your project and where your project will take place. Make sure that you build in planning time and some time to reflect on your project at the end.

In the 'artform you will work in box 'Wider Arts' means any artform that is not music. We need this information for monitoring purposes. **We are funding projects that utilise visual art, image making in film or photography and music.**

Please also ensure you confirm that you have read through the guidance in this section and Frequently Asked Questions on the Project webpages. [Small Grants Fund - FAQ.](#)

Section B: Supporting Information

All artists must include separate documents listed as supporting material. If you don't provide these your project will not be eligible for support. You should include the supporting documents as email attachments with your application.

These include:

- **A copy of your current CV.** This helps us to understand what you have achieved so far in your practice, your training and track record. You may also include your artist statement
- **Evidence of your PVG scheme membership and a copy of your own child protection procedures** or the policy of your partner which you have signed and committed to following
- **Letters or emails of support from partners organisations** outlining support and their involvement in the project

Letters of support should state the need for the project, how the partner will work with you to ensure the project is a success, and that they are ready and able to support you to work with children and young people.

Section C: Skills and Experience

The small grants scheme sets out to fund youth arts practitioners who have both strong and appropriate skills in their artform and in working with children and young people.

In this section of the application, you can outline the skills and experience you have that relate to your project. You can show how you have gained these skills by telling us about relevant training and similar projects you have run. The assessment panel will look for engaging practice and innovation in delivery which release the participants to explore their potential whatever their background

You may want to use a bullet point list to summarise these – we will also have your CV for information.

We will be looking for applications that:

- have evidence of the necessary skills and experience to deliver high quality learning and creative projects for children and/or young people.
- will increase the creative ambition and potential of the participants, by delivering innovative, open, and engaging projects.
- can develop skills, encourage ongoing participation in creative activity and highlight the achievements of the children and/or young people in the project
- can facilitate opportunities that will increase self-fulfilment and capacity for resilience can demonstrate that they will deliver successfully despite changing circumstances and challenges.

Section D: Project Details

In this section you can tell us how you know there is a **need** for this project and whether you have worked with this group of children and/or young people before. In particular we would welcome applications which further Locality and/or Learning Community Plans.

Let us know how children and young people will join the project and how you see the project positively supporting and helping children and/or young people.

We would also like to hear about children and/or young people having their voices heard, so they can influence the project. We want the young people to be partners in the activity, bringing their skills and ideas to the project.

In this section you should also let us know about the activity you are planning with children and/or young people. Let us know how many children and/or young people are likely to take part in the different activities you will offer.

All activities must be provided free to children and young people.

Your project timeline

The project timeline should outline key activities and milestones. Include time and milestones for planning, building relationships, marketing, evaluating and sharing in your project timeline.

All your project activity must be completed by the 28th of February 2022, including evaluation and reporting on your project.

Small Grants Scheme Priority Groups

The Youth Arts Small Grants Scheme aims to support children and young people in a range of priority groups. These groups are listed below and in the application form. In the application form question you should delete all those you are not going to work with.

You should also indicate how you will reach children and young people from the groups you will work with, whether that be through working in partnership with an organisation or community group, through receiving referrals to your project or through other means.

Applications that show they can reach one or more of these groups will be prioritised for funding.

The Small Grants Scheme priority groups are young people:

- living in poverty or areas of social and economic deprivation. *For more information on the Scottish Index of Multiple Deprivation (SIMD) please visit the [Scottish Government website](#).*
- experiencing or at risk of experiencing harm and neglect
- who are looked after (*as defined by the Children (Scotland) Act 1995*) and care leavers (*as defined by the Children and Young People (Scotland) Act 2014*). *For more information please visit the [Scottish Government website](#).*
- in the early years (0-5) of their life
- from Black and/or Minority Ethnic backgrounds
- who have a disability and/or additional support needs
- at risk of offending or have previously offended
- who are young carers (*as defined by the Carers (Scotland) Act 2016*) and/or young parents
- experiencing or at risk of homelessness, or who have been homeless
- experiencing mental ill health

Making sure people can participate

Inequality means that children and young people may experience both physical and psychological barriers to taking part in activities. It is important to think through potential barriers and how to create equal access to the project.

- Will young people think that the project is for them?
- Who can support young people to participate and how will you reach them?
- Will you use digital technology to reduce access barriers?

It may be helpful to talk this through with project partners before completing your application. You should include any costs associated with the removal of barriers to participation within the project budget.

Planning and working with your partner organisation

We are aiming to fund two projects in each of the [five localities across the Scottish Borders](#), so you will need to consider which of these areas you are able to work in and the groups within these areas.

- Berwickshire (catchment of Eyemouth HS and Berwickshire HS)
- Cheviot (catchment of Kelso HS and Jedburgh Grammar Campus)
- Eildon (catchment of Galashiels Academy, Selkirk HS, Earlston HS)
- Teviot (catchment of Hawick HS)
- Tweeddale (catchment of Peebles HS)

We can help match your idea to a partner group in your locality or you can find a group yourself. For Youth Clubs you can visit www.youthborders.org.uk/publications and download the Member Directory for contact information of youth groups in your area.

As we want to ensure that projects are delivered across the whole of the Borders, before you finalise your partner it is best to speak to us to ensure that we don't have too many projects in one areas and none in another. If you are open to delivering your project in any locality please let us know – this is appropriate if your partner delivers services and activities across the region.

Due to Covid-19 restrictions, it is more important than ever to plan carefully with partners to ensure that they are ready to work with you. For example, project partners could be early years settings, schools, youth or community groups or other artists/ creative practitioners you plan to work with.

We would like to hear about what planning you have done so far with partner organisations and how you are planning to work together.

It would be helpful to understand who your key contacts in the partner organisation will be for example and what your roles will be in the project.

We would like to hear what your collective goals are for the project and how the partner organisation will help you engage and support children and young people.

Reflecting and evaluating with your partner organisation

In this section we would like to understand how you and your partner organisation will take time to stop and reflect on progress during the project and how you will evaluate the project together.

Please tell us about when you will reflect and your methods for exploring whether the project is a success.

If you are unsure about who you will do this YouthBorders will be providing a support session to successful groups on the skills and tools for reflection and evaluation. Please tell us if you would utilise this support in your application.

Section E: Budget

Your budget should include income and a breakdown of your project expenditure.

The income section should state the grant requested from the Small Grants Scheme, any other sources of funding. Please indicate if these are cash or in-kind contributions and ensure in-kind is accounted for in both income and expenditure.

You can apply for 100% of your project costs through this application, however including other income (cash or in-kind) can strengthen a proposal. A partner organisation may, for example, be contributing staff time to the project. This can be listed as an in-kind contribution. Your Partner may incur additional costs as a result of their involvement in this project – please discuss with them any costs which should be costed in to the budget (e.g. removing barriers to participation, management time, travel costs etc.)

Please make sure that you let us know the daily rate you and other artists are paid. Please note, artists must be paid at industry rates. You can find further information on the [Creative Scotland website](#).

Expenditure can include artists fees, equipment and resources to complete the project. Equipment should not account for more than 15% of your project grant. It is good practice to include a project contingency of approximately 5%.

If we have too many projects in certain areas or competing budgets we may choose to fund your project but will need to discuss adjustments to your plans or a change in locality.

Section F: Risk Assessment

When considering risk, you will need to think about Covid-19 related risks, all other risks to the project and safeguarding children and young people. You can consult the [Scottish Government](#) website for the latest information about restrictions and arrangements for working in school and community settings in light of Covid-19.

Examples are given below:

What general risks you have identified?	Risk level before managing risk	How will you manage this risk?	Risk level after managing risk
General risks			
Safeguarding issues with a group of young people joining a ZOOM meeting	High	Follow NSPCC and SCVO guidance on safeguarding on ZOOM including using a waiting room, password protection and disabling the chat function between group members	Low
Covid-19 related risks			
Area moves to level 4 Lockdown and youth groups will not allow artist in the building	High	Alternatives planned for including use of project packs and virtual alternatives for meeting.	Low

What happens to your application?

Your application will go through a selection process.

It will only be eligible to be considered for funding if you have filled out all sections and have attached the supporting documents to your email.

An eligibility check will also cover whether you are working with the priority groups and are an artist working with children and young people to deliver youth arts activity.

The decision-making process consists of:

Key dates	Date
The deadline for making an application is:	5th March 2021 5.00pm
Panel meets	W/C 15 th March 2021
Decisions communicated to applicants:	W/C 22 nd March 2021
Funds distributed:	W/C 29 th March 2021
Reporting due by:	28 th February 2022

The panel will be made up of
Kevin Greenfield (Creative Learning Officer at SBC) Susan Hunter (Chief Officer of YouthBorders) External Music Specialist External Community Project Officer Young People

Evaluation and reporting

You will be required to collect some qualitative and quantitative information to report on your project. We will provide an End of Project Monitoring Form to successful applicants for evaluation. Please note that the final report must be submitted by 28th February 2022 at the latest, and applicants should ensure that their project timeline includes enough time for reporting and evaluation.

Networking and training activity

Supporting and developing all the artists involved is part of our program and we will provide a number of training sessions before all activities start. Throughout the programme life we will form a network of all the practitioners and partners involved to support sharing of ideas, the learning and collaborate of good practice.

We will look at current creative practice within education and learning, explore creativity skills and thinking, discussing how we could make use of digital tools and blended learning to help the delivery of your project. This could also include training opportunities regarding Child Protection, digital tools and project development and evaluation.

We will monitor the projects and keep in contact with practitioners as they plan and deliver their activities.

We will produce a report about the programme to highlight the wider outcomes, promote the work of those involved and encourage future activities.

We will monitor projects and keep in contact with funded practitioners as they plan and deliver their activities.

Use of Your Information

Scottish Borders Council and YouthBorders have policies in place that store and treat all data as per the Data Protection Act. We will only use your data in relation to the delivery of this fund and the necessary communication.

We will promote the activities, through social, digital and traditional media.

Frequently Asked Questions

We have a list of FAO's on our website and we will keep updating these as the application process develops.

<https://blogs.glowscotland.org.uk/sb/youthmusicinitiative/scottish-borders-small-grants-fund/faq-small-grants-fund/>

Alternative formats, languages and access support

Scottish Borders Council is committed to supporting applications in other formats.

You can get this document on tape, in Braille, large print and various computer formats or you need support to make your application please contact:

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