**Creative Curriculum Fund**

**Application Form 2019**

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| **Deadline for submission:** **10am on Monday 3rd of June**  Please email your completed form to: [edscreativitygrants@educationscotland.gov.scot](mailto:edscreativitygrants@educationscotland.gov.scot)  Please read **all** **supporting documents** before you start completing this form. Ensure that you complete every section, and include a digital signature.  **Important points to note:**   * Your proposal must feature **active partnership working** with Education Services in your Local Authority, through whom the fund will be paid. * Your proposal must **respond directly to the intended outcome** of the fund. * 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 activity. * 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.   **Purpose of the fund**   * To support secondary schools to embed creativity across their thinking, behaviours and systems for the long-term benefits to learners, whilst tackling a current curriculum challenge specific to the individual school.   **Intended Outcome**   * More creative solutions to relevant, urgent and complex challenges.   If you have any **queries** regarding your eligibility or the application process, please contact:  Julia Fenby, Education Officer, Creativity  T: 0131 244 3957  E: julia.fenby@educationscotland.gov.scot |

**Section 1 – About You**

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| **About You** |
| Name:  Position:  Secondary School and Department:  Direct telephone:  Email address:  Address: |

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| **About Your Local Authority – please note funds will be paid to the Local Authority** |
| **Local Authority**:  Contact Name:  Email:  Telephone:  Postal Address:  **Finance Department Address** if different from above**:**  Finance Contact Name:  Telephone:  Email: |

**Section 2 – Your Challenge**

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| **1. Your Challenge – summary** (Max 20 words)   * **Please summarise your challenge** – this might relate to any aspect of designing school curricula and embedding creative change at a senior, strategic level, exploring currently relevant issues. Examples might include(but not be limited to) timetabling, teacher/learner relationships, learner journeys, mental health, family engagement, attainment and skills development. |
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| **2. Your Challenge – in detail** (Max 500 words)   * **Please expand upon your initial challenge** - including a focus on how tackling the challenge effectively might impact upon your school and its learners. |
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| **3. What makes your challenge a sticky problem?** (Max 250 words)   * **Please explain what approaches have already been used to tackle and explore your challenge.** |
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| **4. Please list any other funds or sources of support you have accessed in tackling this challenge?** (Max 200 words) |
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| **5. Does your local authority receive Creative Learning Network Funding? And as a school, have you accessed support from a Creative Learning Network in any way?** (Max 50 words) |
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| **6. How many staff are aware of your application and might be involved in the project in some way?** (Max 50 words) |
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| **7. Equal opportunities**  Please outline your commitment to equal opportunities and explain specifically how your proposal reflects this. |
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**Section 3 – 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 and establishment
* The amount of funding requested
* Your 20 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](http://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 2018 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.

**“Data Protection Laws”** means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body including the Data Protection Act 1998, the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the General Data Protection Regulation (GDPR). For more information on the Data Protection Act 2018 see [**https://ico.org.uk/for-organisations/data-protection-act-2018/**](https://ico.org.uk/for-organisations/data-protection-act-2018/)

**Disclosure of Information**

All information given will remain anonymous unless permission is given to name specific examples. For example, we would like to include examples of good practice in the CLN national progress report – please respond to the following to let us know how we can credit your work.

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| Would you be happy for us to contact you for more details on your case study? | Yes | No |
| Would you be willing to be identified in any published materials? | Yes | No |
| Can we name your school in any published materials? | Yes | No |

**Section 4 – Your Statement and Signature**

Before submitting your application, please ensure that you have:

* Answered all questions
* Signed the form using a digital signature

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| **Your Statement** |
| * 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:** |
| **Digital signature:** |
| **Date:** |