**Creative Curriculum Fund (2019)**

**Guidelines**

**Fund Purpose**

To support secondary schools to embed creativity across their thinking, behaviors 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 curriculum challenges.

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| --- | --- |
| **Deadline** | **10 am Monday 3rd June 2019** |
| **Timescale for our Decision** | **By 10th July 2019** |
| **Period of Fund** | Successful applicants will receive notification of funding by the 22 July 2019. Project activities must be completed by the end of November 2019 and final reporting by the end of December 2019. |
| **Funds Available** | This is a competitive fund and ten awards of **£3,000** are available to the top ten scoring applications. |
| **Eligibility** | Applications are invited from secondary schools across Scotland. |
| **Conditions of funding** | Your proposal must feature **active partnership working** with Education Services. The funding will be paid directly to the Local Authority who will be responsible for passing the funding through to the successful secondary school.  Your proposal must **respond directly to the intended outcome** of the fund.  Proposals that do not meet the funding criteria **will not be funded**.  You must provide **evidence of impact** gathered through self-evaluation and presented with your end of project report.  All funding awarded **must be spent on creative catalyst’s fees**, which may include their travel expenses and any materials needed.  Funding cannot be spent on teacher cover, marketing or publications, or administration. |

**How will we assess your application?**

**Criteria for Assessment and Decision-Making**

We will assess how well your proposal meets the purpose of this competitive fund based on the following criteria and scored using the following weightings:

|  |  |  |
| --- | --- | --- |
| **Scoring Criteria** | **Weighting** | **Max Score Available** |
| How well does the project address the intended outcome and purpose of the fund? | 5 | 20 |
| How strong is the identified need for support and creative change in this challenge? | 5 | 20 |
| How well does the project use strategic approaches to ensure impact | 3 | 12 |

Applications will be scored 0 – 4 on the following:

|  |  |
| --- | --- |
| **0** | Does not meet the Criteria |
| **1** | Does not meet the Criteria in one or more significant respects |
| **2** | Does not meet the Criteria in some minor respects |
| **3** | Meets the Criteria |
| **4** | Exceeds the Criteria / Requirements in one or more respects |

**How to apply**

Application forms must be received by Education Scotland (ES) no later than

10 am Monday 3rd June 2019

Please complete the application form in type in the spaces provided and email your application to: [edscreativitygrants@educationscotland.gov.scot](mailto:edscreativitygrants@educationscotland.gov.scot)

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

**Important points to note**

* Your application must arrive no later than the given deadline; failure to do so may render your application invalid.
* You should assume that we have no knowledge about any previous funding you have received.
* 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.

**What happens to your application?**

We will acknowledge receipt of your application within 5 working days.

Your application will be assessed in detail by officers from ES and Creative Scotland (CS). We will assess your application based on the criteria detailed above.

**If you are successful**

If you are successful, we will inform you in writing so that you can proceed with project plans as soon as possible. Our offer letter will also inform you of any special conditions or recommendations and will include information explaining what you must do to claim your funding.

**Once we have awarded funding we cannot give any more funding for the project.**

**If you are not successful**

If your application is not successful we will write to you and offer general feedback on the applications we received. We will also tell you who to contact if you need any further information about the decision.

**Monitoring your Award**

We need to monitor your award so that we can account for how you have used our funds. **Please note that we will ask you for an end of project report by end Sept 2019.**

**Evaluation**

We will need to know what happened as a result of our funding and will ask you to monitor project activities in order to measure the impact of your project in relation to the intended outcome of the fund.

Please note that we will want to report on the outcomes from a national perspective and will send out a final report template to capture information from your self-evaluation. Further information on monitoring, evaluation and reporting requirements will be issued in due course.

**Complying with Conditions of Award**

You must keep to the award conditions shown in both our offer letter and any accompanying documents. In particular:

* You must not make changes to your project without notifying us first and providing an explanation of why changes need to be made.
* You must carry out your project in line with the timescales given in your application, and within the time limits shown in our offer letter. **It is very important that you let us know about any delay or difficulties in keeping to the conditions so that we can give advice and help as necessary.**
* **You are required to acknowledge our funding** in any publicity relating to this project.

**Additional Important Information**

Please note that ES may, by giving at least 7 days written notice, assign any of its rights and obligations under an award, either wholly or in part, to any other person.

**Publicity**

Information on funding awarded may be made public by ES and Creative Scotland (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
* The summary description of your project.

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. If 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 on to 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](http://www.informationcommissioner.gov.uk)