**Creative Wellbeing Fund**

**Application Form 2021**

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| **Deadline for submission:** **5pm Tuesday 31st August 2021**  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 application must **respond directly to the purpose and intended outcome** of the fund and feature **active partnership working with Education Services/your local Creative Learning Network**. * 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 engage creative partners to work in partnership with schools and services to develop learners’ creativity skills and improve wellbeing.   **Intended Outcome**   * Learner wellbeing and wider sense of achievement is increased through creative learning across the curriculum and the development of creativity skills.   If you have any **queries** regarding your eligibility or the application process, please contact:  Education Scotland Creativity Team at [creativity@educationscotland.gov.scot](mailto:creativity@educationscotland.gov.scot) |

**Section 1 – About You**

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| **About You** |
| Name:  Position:  School or Service:  Direct telephone:  Email address:  Address: |

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| **About Your Local Authority – please note funds will be paid to the Local Authority (nominate a lead authority if more than one are involved)** |
| **Local Authority**:  Contact Name:  Email:  Telephone:  Postal Address:  **Finance Department Address** if different from above**:**  Finance Contact Name:  Telephone:  Email: |

**Section 2 – Your Application**

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| **1a. Your Challenge – summary** (Max 20 words)   * **Please summarise** **the issue affecting learner wellbeing that you would like to explore and address through this project?**   For example, your issue may relate to learner voice and agency, the transition phase, school environment, learner/teacher relationships, family engagement, inter-disciplinary learning, curriculum design, pathways, timetabling or work based learning. |
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| **1b. Your Challenge – in detail** (Max 300 words)   * **Please expand upon your summary**   Tell us about your context and the issue you have identified - what makes it a challenge?  How might addressing it through this project help your learners’ wellbeing? |
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| **2. Creative Partnership** (Max 300 words)   * **Why are you keen to work with a creative partner?** * **What benefits do you envisage?** |
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| **3a. List the schools/funded early learning and childcare providers, community partners and services who will be involved in your project.** Remember that your proposal must feature meaningful partnership working with Education Services/your Creative Learning Network lead. | | |
| Key Contact | Role | Establishment/Organisation/Service |
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| **3b. Project Partnership** (Max 200 words)  Please outline any experience of collaboration with your named partners and any other examples of partnership work you would like us to know about. |
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| **4. Equal opportunities** (Max 150 words)  Please outline your commitment to equality, diversity and inclusion and explain how your application reflects this. |
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**Section 3 – Data Protection and Freedom of Information**

**Publicity**

Information on funds awarded may be made public by Education Scotland (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
* 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 a national project 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 project? | Yes | No |
| Would you be willing to be identified in any published materials? | Yes | No |
| Can we name participating schools and partners 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:** |