

Creative Learning Network Fund 2021-22 Guidelines

Deadline	<p>12 noon Wednesday 29th September 2021</p> <p>Late submissions will NOT be accepted</p>
Timescale for our Decision	by Tuesday 26th October 2021
Period of Fund	Successful applicants will receive notification of funding by 26th October . Project activities must be completed by the end of June 2022 and final reporting by the end of August 2022 .
Funds Available	This is a competitive fund and a total of £160,000 is available.
Level of Awards	Awards will be up to £7,000 per local authority. Each application will be assessed individually and funding awarded if successful. It may not be possible to fund every element of each successful proposal.
Partnerships	We encourage joint applications from local authorities working in partnership, which increases the amount of funding that can be applied for. For example, if three local authorities wish to submit a joint application, the consortium can bid for up to £21,000 . There is no requirement to find partnership funding but it would be beneficial to your project if you were able to find additional cash or in kind support to develop your activities.
Eligibility	Applications are invited from local authorities and arms-length organisations across Scotland (a maximum of one application per authority). Local authority contacts within Culture, Education or Community Services may apply for this fund.
Conditions of funding	<p>Your proposal must feature active partnership working with Education Services. In the case of joint applications, all local authorities must be actively engaged.</p> <p>Your proposal must respond directly to the intended outcomes of the fund and support the implementation of Scotland’s Creative Learning Plan and Scotland’s Culture Strategy.</p> <p>Proposals that do not meet the funding criteria <u>will not be funded</u>.</p> <p>You must provide evidence of impact gathered through self-evaluation and presented in your end of year report.</p> <p>We will continue to host monthly National Creative Learning Network professional development meetings online. You or someone from your team must commit to attending at least five of these and contribute to the national event in March 2022.</p>

Context:

Education Scotland (ES) is the national body for supporting quality and improvement in Scottish education. Its vision is 'Achieving excellence and equity for Scotland's learners with Scotland's educators'.

Creative Scotland (CS) is the public body that supports the arts, screen and creative industries across all parts of Scotland on behalf of everyone who lives, works or visits here.

Both organisations recognise the significant impact of the Covid-19 pandemic and the essential role of creativity across education and where the Creative Learning Networks can play a pivotal role.

Creative Learning Networks (CLNs) have been a key delivery mechanism of Scotland's Creative Learning Plan since its publication in 2013 and both ES and CS are committed to continuing their support of the development of CLNs in local authority areas across Scotland.

Our refreshed 3-year Strategic Partnership Agreement now aims to deliver on both **Scotland's Creative Learning Plan** and **Scotland's Culture Strategy**:

- A Culture Strategy for Scotland aims to place culture as a central consideration across all policy areas including education. The strategy entrusts Creative Scotland and Education Scotland with helping to improve cultural experiences for learners of all ages.

Scotland's Creative Learning Plan has a newly refreshed vision **to ensure the Scottish education system enables everyone to recognise, develop and apply their creativity to ensure they thrive in an increasingly complex and fast-changing world**, with 3-year outcomes focused on:

- Learners' mental health and wellbeing
- Creativity skills
- Learner participation
- Curriculum design
- Quality cultural experiences

We are inviting proposals for an eleventh funding year. Fund criteria have been updated to reflect Creative Scotland and Education Scotland's refreshed partnership agreement, our fast-changing context and the new narratives resulting from the Covid-19 pandemic.

The CLN Fund is intended to be used strategically to ensure impact is sustained and capacity for creativity is further developed in authorities. CLNs should be informing, challenging, and innovating - visibly implementing the refreshed Creative Learning Plan vision, mission and values-based goals.

Working in partnership with Education Services, CLNs are required to support learning communities to embed creativity in leadership, curriculum design, improvement planning and

learning and teaching as set out in HGIOS 4. The resulting creative learning activities and creative change will ultimately impact positively on learners' wellbeing.

Key to the continued existence of the CLNs is their ability, this year, to evidence the impact of their work on learners' mental health and wellbeing, their capacity to learn, attain and achieve, and develop skills for learning, life and work.

Despite an ongoing climate of uncertainty and financial insecurity, the National Creative Learning Network must continue to provide a leadership role in championing and advocating creativity across learning both nationally and in Scottish local authorities. It must continue to create a shared sense of purpose and direction which is ambitious and challenging.

Description:

The CLN Fund is intended to support local authorities to build capacity for creativity across leadership, learning, teaching, assessment and achievement, and to support more creative and innovative approaches to curriculum design.

Purpose:

The purpose of this fund is to support CLNs to implement Scotland's refreshed Creative Learning Plan championing creativity, the arts and culture in schools and communities within the overarching context of Scotland's Curriculum and for the long-term benefits to learners.

As per the refreshed partnership agreement between Creative Scotland and Education Scotland, we now also ask the CLNs to look across Scotland's Culture Strategy and explore their role in helping to improve cultural experiences for learners of all ages.

Overarching aims of the fund:

- To develop a shared language and understanding of creativity and its role across every aspect of learning, teaching and continuous improvement;
- To raise awareness of creativity and its practical application as a higher order thinking skill and as a cross-cutting theme across Scotland's Curriculum;
- To raise levels and standards of creativity in learning, teaching and assessment in both formal and community learning contexts;
- To provide leadership on national priorities in creativity in learning for local and national partners;
- To sustain strategic partnerships between the education, community and cultural sectors locally and nationally;
- To better connect the arts and cultural sectors with education and community learning settings to inspire, empower and support learners to develop 'in' and 'through' the arts and creativity across the curriculum.
- To stimulate creativity in our leaders, practitioners and learners.

2021-22 Focus:

This year, the fund is principally concerned with using creative approaches to address the negative impacts the pandemic has had on learners' mental health and wellbeing. Applicants will be asked to set out their proposal for delivering on the following:

- **Priority outcome:**
Learners' mental health and wellbeing is improved through creativity and arts experiences.
- **Associated outcome:**
Learners are directly influencing more of their own creative learning and creative experiences.

To work towards these, CLNs are asked to use the funding strategically to address and report on one or more of the following **short-term outcomes**:

- a. Learners and practitioners engage in dialogue about the development of creativity skills.
- b. Partnerships are used effectively to deliver highly engaging creative learning and arts experiences.
- c. Partnerships are used effectively to support creative and innovative approaches to curriculum design.
- d. Learners can demonstrate their ability to transfer their creativity skills to new contexts.
- e. Learners' artistic and creative endeavors at home and in the community are acknowledged and celebrated.

We believe in access for all and expect CLNs to demonstrate that they are taking proactive steps to promote equality, diversity and inclusion and remove barriers for protected characteristic groups.

How might CLN Funding be spent?

Here are a few examples of projects that respond to the Fund outcomes:

- Working with a creative Service Design company, young people are supported to share their ideas on shaping the school day, making a direct correlation to its impact on their mental health and wellbeing. Learners and senior managers engage in workshops designed to give them space and confidence to draw on learning from past experiences and meaningfully explore opportunities. An action plan is developed collectively – both learners and leaders own actions and take responsibility for delivering their desired outcomes. It is a collaborative approach to Service Design with learner participation at the heart.
- Little Steps Big Jumps: An early years/primary cluster project focused on bringing innovative new approaches into the pre-school to P1 transition programme following the challenges resulting from the Covid-19 pandemic. Creative partners are engaged to work with school staff, parents and children, responding to their needs and placing families' learning, wellbeing and participation at the heart of transition phase transformation.

- **Creative Ventures:** This project focuses on supporting learner agency and wellbeing whilst encouraging community connections between rural and urban areas in the same local authority. Creative partners work with learners across clusters using creative learning approaches to identify a unifying theme and supporting young people in their creative responses through public art and film-making.
- A cluster of primary schools and nursery settings work with a puppetry company to strengthen the emotional resilience of the community post-pandemic. The children make and use puppets to discuss difficult and important issues in a meaningful and non-threatening way and the teaching practitioners receive training in the creative use of puppets.
- Young people work with a rap and hip-hop artist to create a piece of work that explores personal and community issues in a creative, safe, manner that develops their physical well-being (through dance) and their writing and communicating skills (through words and music). The young people perform their resulting piece of theatre to peers, families and friends.
- Interacting with both outdoor education instructors and local 'men's shed' members, learners explore their local (rural) area to plan and design an outdoor learning space for the community. Outdoor education instructors demonstrate and share ideas for looking after and enhancing the natural environment and the children design temporary and permanent features, producing and installing their ideas with the local craftspeople and instructors.

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:

- How well the project addresses the overarching aims of the fund
- How well the project supports the fund outcomes
- To what extent the proposal displays strategic approaches to ensure impact and legacy
- How well the project will be monitored and self-evaluated
- Value for money (value being the level of potential impact your proposal could have within the context of your local authority).

Applications will be scored using the following weightings:

Criteria	Score (0-4)	Weighting (1-5)	Max Score Available
How well does the project address the overarching aims of the fund?		5	20
How well does the proposal support the outcomes of the fund?		4	16

<ul style="list-style-type: none"> – Priority outcome: Learners’ mental health and wellbeing is improved through creativity and arts experiences. – Associated outcome: Learners are directly influencing more of their own creative learning and creative experiences. 			
How well does the proposal display strategic approaches to ensure impact and legacy?		4	16
How well does the proposal display robust approaches to monitoring and self-evaluation?		4	16
Value for money – What level of potential impact could the proposal have within the local authority context?		3	12
Total			80

Applications will be scored 0 – 4 as follows:

Evaluation methodology		
0	Unacceptable	Nil or inadequate response. Fails to meet the requirements.
1	Poor	Response is partially relevant but generally poor. The response addresses some elements of the requirements but contains insufficient/limited detail.
2	Acceptable	The response addresses a broad understanding of the requirements but may lack details on how they will be fulfilled in certain areas.
3	Good	The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
4	Excellent	The response is comprehensive, unambiguous and demonstrates a thorough understanding of how the requirements will be met in full.

The CLN Fund

Total funds available - £160K

This amount is allocated across successful bids where each award is based on a percentage score (see explanation below).

The amount available for grants is directly affected by the number of bids received – for example, if 32 bids are received, overall grants will be lower than if 25 bids are received.

How CLN bids are scored

Applications are evaluated, scored and awarded a score out of 80 (see weightings table above), which is then translated into a percentage score.

It is in your interest to apply for the full amount available (£7K) as, if successful, you will be awarded a percentage of what you have applied for.

Example:

- A successful application for £7,000 scoring 95% might receive £6,650 (95% of £7K)
- A successful application for £5,000 scoring 95% might receive £4,750 (95% of £5K)

It may not be possible to fund every element of each successful proposal. The total amount of funding will be subject to budget availability and adherence to the aims of the fund.

Eligible Costs

Please see below some examples of eligible costs which you might consider in your proposed budget within the application form:

- Creative partners' fees, which may include materials needed for project delivery (excluding equipment) and up to 10% on expenses (travel and subsistence).
- Administration (e.g. admin staff time, general running costs)
- Marketing (excluding printed leaflets)
- Training / Events (e.g. venue and equipment hire; hospitality)
- Teacher cover (in proportion to the rest of your budget)
- Printing costs (note: limited printing costs may be allowed provided there is clear rationale. Overall, priority should be given to using digital media)

Examples of Ineligible Costs include:

- Equipment purchase costs.
- Printing costs (note: limited printing costs may be allowed provided there is clear rationale. Overall, priority should be given to using digital media)

Partnership Funding

There is no requirement to find partnership funding but it would be beneficial to your project if you were able to find additional cash or in kind support to develop your activities, for example, a contribution from your own local authority.

How to apply

Application forms must be received by Education Scotland no later than **12 noon on Wednesday 29th September 2021**

Please complete the application form in type in the spaces provided and email your application to Education Scotland Creativity Grants mailbox:

edscreativitygrants@educationscotland.gov.scot

If you have any queries regarding your eligibility or the application process, please contact the Education Scotland Creativity Team at: creativity@educationscotland.gov.scot

Important points to note

- Your application must arrive no later than the given deadline; failure to do so will render your application invalid.
- You should assume that we have no knowledge about any previous funding you have received from Education Scotland and/or Creative Scotland.
- If any sections are incomplete this may impact on the assessment of your application.
- Please ensure that you retain copies of the application form for your own records.

What happens to your application?

Receipt of your application will be acknowledged by an automated response.

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

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

We will write to you with feedback to explain why.

Monitoring your award

We need to monitor your award so that we can account for how you have used funds. **Please note that we will ask you for an end of project report by end August 2022.** This end of project form has two main functions. Firstly, it is your chance to report to us on your progress. Secondly, only upon completion, submission and sign off, can the remaining 10% of the overall funding be issued as per the payment schedule in your funding agreement.

This timescale is important as it means we can demonstrate the value of the work of CLN on an annual basis, very quickly and with immediate impact. It means that information on CLN's can be included in Creative Scotland's Annual Review of Performance which is produced in the autumn of each year. This will also help to raise awareness of the impact of CLN funding at national level.

Evaluation

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

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; ES will provide the relevant text and logos.

Events and Training Opportunities

In relation to your project, you will be invited to attend national training / networking events organised by ES including a national online event in March 2022. Education Scotland and Creative Scotland officers are on hand to offer support and advice during the project and welcome invitations to visit local authorities when possible.

Additional Important Information

Please note that Education Scotland 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 Education Scotland and Creative Scotland.

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
- 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

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 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/>