**Application Guidelines**

**Creative Wellbeing Fund 2021-2022**

**The Creative Wellbeing Fund is being made available to support schools to improve learner wellbeing by working in partnership with a creative partner**

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| **Deadline for submissions** | **5pm Tuesday 31st August 2021** |
| **Timescale for our decision** | Successful applicants will receive notification of funding by **Friday 17 September 2021**. |
| **Period of Fund** | **September 2021-June 2022**.  Project activities must be completed by the end of June 2022 and final reporting by the end of August 2022. |
| **Funds Available** | The total fund value is **£90,000**.  This is a competitive fund and six awards of **£12-15,000** are available. One award will be allocated to a successful applicant in each Regional Improvement Collaborative area. |
| **Eligibility** | Applications are invited from local authority school groups including funded early learning and childcare providers in one or both of the following categories:   * Secondary and associated primaries focusing on the transition phase (P5-S2) * Rural or isolated schools   We will prioritise applications from partnerships such as school clusters, associated school groups, school/community/locality partnerships and cross-RIC partnerships. |
| **Conditions of funding** | Your proposal must **respond directly to the intended outcome, aims and ambitions** of the fund and feature **active partnership working** with Education Services/your local Creative Learning Network.  Proposals that do not meet the funding criteria **will not be funded**.  If your application is successful, you must provide an **outline project plan** after an initial scoping phase with your creative partner. You must gather **evidence of impact** and submit an **end of project evaluation report**.  The funding will be paid directly to your local authority who will be responsible for fulfilling the legal terms and conditions of the grant and transferring the funding to **a named school within each project**.  **Eligible costs** - All funding awarded **must be spent on creative partners’ fees**, which may include materials needed for project delivery (excluding equipment) and up to 10% on expenses (travel and subsistence).  **Ineligible costs** - Funding **cannot be spent** on marketing, publications or administration. |
| **Payment arrangements** | Grants will be issued to the local authorities in which the six successful applicants are based as follows:   * 10% in Sept 2021 based on identified need as set out in your application * 80% in Nov/Dec 2021 based on project plan * 10% in Sept 2022 based on submission of end of project evaluation report. |
| **Reporting** | A reporting template will be provided by Education Scotland.  The lead applicant is responsible for ensuring the end of project evaluation report is completed.  The Creative Partner will have a responsibility to contribute to reporting on funded activity, specifically responding to the fund criteria.  Schools, partners and services involved must contribute to the report by sharing the tracking and evaluation of attainment and wellbeing indicators as possible and relevant to the project  On receipt of the evaluation report, the final 10% payment will be released. |

**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:

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| --- | --- | --- |
| **Scoring Criteria** | **Weighting** | **Max Score Available** |
| How well does the challenge identified relate to the aims and outcomes of the fund? (Q1) | 5 | 20 |
| How strong is the identified need for support and creative change through creative partnership working? (Q2) | 5 | 20 |
| How strong is the evidence that the Creative Wellbeing Project would be well supported by this partnership group? (Q3) | 5 | 20 |
| **Total** |  | **60** |

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 submitted no later than **5pm Tuesday 31st August 2021**

Please complete the application form in type in the spaces provided and email your application to to Education Scotland Creativity Grants mailbox: [edscreativitygrants@educationscotland.gov.scot](mailto: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](mailto:creativity@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 by email.

Your application will be assessed in detail by officers from Education Scotland and Creative Scotland (CS). Regional Improvement Collaboratives will be invited to nominate a representative to review bids relating to their region. 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 and 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, aims and ambitions of the fund.

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. **The end of project report is due by end August 2022.**

**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)