

Application Guidance & Budget Template

Applications to the Creative Communities Programme are via an online form.

The application questions, required budget template and guidance are provided below to help you prepare your answers for online submission.

You can [request an application](#)

Sections 1 & 2 – Lead organisation and partner information

These sections are about the organisation applying, contact details and if it is a partnership application.

Section 3 - Proposal

This section, outlining the idea you are asking us to support, can be completed in writing or you can submit a video. Please make sure in your video you answer the questions below. You are welcome to attach supporting materials (photos, videos, links) to help us understand the creative element of the proposal, however this is not required.

Proposal Name:

How will you be presenting your proposal? [Video submission / Text questions]

If your application is not successful, would you like to be considered for support to further develop your proposal? [Yes/No]

Video URL [Only applicable if video submission is chosen]

Proposal Questions: [If video option is chosen, your video should answer the following questions:]

- 1. Please tell us about your organisation, its mission, where it is located and who it serves.** (250 words max)
- 2. What is the idea you are looking for support to implement?** (1000 words max)
Only new activities are eligible for this fund. We recognise that in many cases further work will be required to develop a community's proposal to the point where it can be implemented.
- 3. In what community will the activity take place?** (250 words max)
This programme is open to 'places' as defined by the community itself. A community may include a neighbourhood, city, town, village or a group with particular characteristics. This fund will be focused on communities where social or geographical circumstances make engaging with cultural activities

more challenging. Please define your community as specifically as possible, including post-code details, and what has stood in the way of people engaging with cultural activities.

4. **What aspect of culture or creative arts does your idea involve?** (750 words max)

This programme is based on the power of culture and the creative arts to inspire, enrich and transform people's lives. Please articulate how your idea relates to culture and what benefits you think it will deliver for your community.

5. **How will you deliver your proposal in line with Scottish Government social distancing guidelines?** (350 words max)

All funded activities must be delivered in accordance with the guidelines set out in the Scottish Government COVID route map. Please set out how you will meet your objectives within the guidelines and how the proposal will change as lockdown eases. If your organisation has experience of service delivery and adaptation through the COVID crisis please share it here.

6. **Please provide evidence that your organisation is community-led and your idea has support in the community.** (500 words max)

This programme seeks to empower communities to take the lead in enriching people's lives and make positive changes through a bottom-up approach which is clearly connected to the wants, needs, history and culture of the community itself. Your answer should include how your organisation is connected to and based in the community your idea relates to. This should include, but is not limited to, employees, management and board membership. Please also describe how the community has been involved in identifying and developing the idea.

7. **What previous experience does your organisation have of delivering initiatives in the community?** What have you learned from this? (350 words max)

8. **If you are submitting an application with partners, how and why have you chosen the partners you have?** (250 words max)

9. **If you are submitting an application with partners, what previous experience does your organisation have of working in partnership to deliver initiatives in the community? What have you learned from this?** (350 words max)

Supporting Documents URL

Please provide a link to an online repository of any supporting materials for this proposal.

Section 4 – Budget and Supporting Documents

1. Please attach the following documents for the lead organisation:
 - Constitution/Articles of Association
 - Latest Accounts
 - Budget Proposal (using application template – see below)
2. Please confirm you have all the relevant policies and procedures in place to deliver this project. Should you be successful, these will be reviewed by Inspiring Scotland. [Yes/No]
3. Please tell us about your financial position (250 words max)
We are particularly interested in how you generate income, what you spend funds on, what level of reserves you have, and how your financial position may have changed as a result of COVID since the accounts were prepared.
4. How much money do you think you will need?
5. What do you think the money will be spent on and when? (350 words max)
Please use this space to expand on and explain your budget template.

We recognise that some ideas will be more fully developed than others and that proposed budgets will reflect this. Please provide as much detail as possible, covering staff costs and what they will be doing, equipment costs, overheads, PPE or other safety equipment, etc. The maximum funding per organisation will be £40,000, with the initial commitment for the 9 months to June 2021. Your proposal needs to be able to be delivered within these parameters. Please use the space to explain why you think it can be.

Budget Proposal Template

Creative Communities Budget Proposal

[Enter lead applicant name]

Please enter as much financial detail as possible, adding additional rows as necessary.
 Please provide a break-down for any budget line greater than £1,000
 Please include commentary in the Notes section to explain how you have arrived at this number (see example below)

<i>Example</i>	<i>Year 2020/21 (Oct-June)</i>	<i>Notes</i>
<i>Staff</i>	<i>10,350.00</i>	<i>1 support worker 3 days per week @ 23,000 FTE</i>
<i>Art supplies</i>	<i>900.00</i>	<i>£5 per participant per month for 20 participants</i>
Total	11,250.00	-

Application Budget	Year 2020/21 (Oct-June)	Notes
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(i) Operating costs

[Enter expenditure description]	-	[Enter £]
[Enter expenditure description]	-	[Enter £]
[Enter expenditure description]	-	[Enter £]
[Enter expenditure description]	-	[Enter £]
[Enter expenditure description]	-	[Enter £]
[Enter expenditure description]	-	[Enter £]
[Enter expenditure description]	-	[Enter £]
[Enter expenditure description]	-	[Enter £]
[Enter expenditure description]	-	[Enter £]
[Enter expenditure description]	-	[Enter £]
Operating costs sub-total	-	-

(ii) Capital expenditure

[Enter capital expenditure description]	-	[Enter £]
[Enter capital expenditure description]	-	[Enter £]
[Enter capital expenditure description]	-	[Enter £]
	-	
Capital expenditure sub-total	-	-
Total service cost	-	-