

CASHBACK FOR CREATIVITY OPEN FUND



Guidance Notes Applicants
Round Three (2019/20)



CashBack for Creativity Open Fund

What are we looking for?

The CashBack for Creativity Open Fund will support organisations seeking small amounts of funding so that they can deliver creative activity to young people – primarily those young people who have traditionally found it hardest to access such creative opportunities.

We would like to see applications for projects that **provide opportunities to as many young people as possible**, and these projects should be **fun, engaging** and **accessible**. Applications will be expected to engage young people in a short-term project that builds their confidence, self-esteem, and enhances their wellbeing.

Applicant organisations can seek funding for projects ranging from £1K up to £10k, to deliver up to 12 months of creative activity to young people aged 10-24 (see the Fund Criteria for further information on our specific target groups).

Please note - we expect projects to reach **at least 120 young people** if applying for the higher range of funding available.

CashBack for Creativity Open Fund Overall Programme

The CashBack for Creativity Open Fund is funded through the **CashBack for Communities** programme to deliver multi-art form activities to young people across Scotland. CashBack for Communities is a Scottish Government programme which takes funds recovered from the proceeds of crime and invests them into free activities and programmes for young people across Scotland.

There is a total of £750k available across the three years of this fund – with funding running across the three years of the CashBack for Communities programme (2017 – 2020) as follows:

Round One July 2017 – March 2018

- Projects completed by March 2018. To see details of the 34 projects supported during Round One, go to the [Creative Scotland website](#).

Round Two April 2018 – February 2019

- Projects are due for completion by February 2019, with final reports to be submitted by March 2019. To see details of the 32 projects being supported during Round Two go to the [Creative Scotland website](#).

Round Three April 2019 – February 2020

- Applications open November 23 2018
- Application deadline January 25 2019.
- Projects to be completed and reports submitted by the end of March 2020.
- Total Budget for this round of funding will be around £300k

Local Authority priority areas:

The Open Fund seeks to reach all Local Authorities in Scotland. However for this final round of the fund we are particularly interested in receiving applications from the following areas:

- Angus
- Argyll and Bute
- East Dunbartonshire
- Orkney
- Perth and Kinross
- South Ayrshire
- South Lanarkshire

Fund Criteria – proposals must:

1. Provide high quality arts, screen or creative industries activities for young people living in Scotland ages 10-24 years old who face one or more forms of disadvantage as listed below.
 - Living in areas of deprivation (priority will be given to projects working in communities within the top 20% SIMD); and/or
 - Being unemployed, not in education or training; and/or
 - Being excluded, or at risk of exclusion from school; and/or
 - Being at risk of being involved in antisocial behaviour, offending/re-offending**Note:** If you aim to target young people living in areas of deprivation, you must:
 - Identify the areas
 - Demonstrate that it is an area of deprivation
 - Demonstrate that young people are from the specified areas.

You can identify areas of deprivation through the [Scottish Index of Multiple Deprivation \(SIMD\)](#).

In Local Authority areas which experience considerable deprivation, the most deprived areas are typically identified as those in the top 20% of datazones (datazone x-y). If you are delivering activities in Local Authorities which have a very small share of the most deprived datazones, (i.e. has very few datazones which rank amongst the poorest 20% nationally) you should demonstrate that the areas in which you intend to deliver activities are the most deprived in that Local Authority area.

2. Offer free, high quality arts, screen or creative industries activities, which encourage young people's access and participation in one or more of the following art forms: (Dance, Drama / Theatre, Literature / Publishing, Music, Film / Screen, Visual Arts, Multi Art Form, or another of the Creative Industries).
3. Each proposed project will be expected to achieve the following outcomes for the young people participating:

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| 1: Young people build their capacity and confidence |
| 2: Young people develop their personal and / or physical skills |
| 3: Young people's behaviours and aspirations change positively |
| 4: Young people's wellbeing improves |
| 5: Young people contribute positively to their communities |
| 6: Young people participate in positive activity |

4. Take a proactive approach to ensure the activities are accessible to the target group of young people.
5. Fill gaps in provision for young people or add value / build on existing provision.
 - ① *Where appropriate consider joint initiatives with other local providers.*
6. Support and encourage the involvement of young people in the development, management and running of the project.
7. Demonstrate sustainability (whether in attracting other resources or in leaving a legacy).
8. Involve qualified and experienced tutors in the delivery of the art activities. (CV's of delivery staff must be provided).

Who can apply?

Awards from the fund will be made to organisations in the arts, screen and creative industries, third sector and the youth work sector, who are based in Scotland, working with young people and supporting the delivery of FREE community based arts activities for young people living in Scotland. As part of your application, we expect organisations to work with young people in developing their proposal.

Please note - if you are currently funded through any other Creative Scotland funding programme then you are eligible to also apply to this fund, but your application to this fund must be for a project that is distinct from your currently funded project or activity.

What we won't fund:

The CashBack for Creativity Open Fund does not support the following;

- Proposals that do not fit the fund criteria
- Applications from Further / Higher Education institutions or directly from Local Authorities
- Projects where the activities take place during school time and in a school setting – please note: CashBack for Creativity will not fund anything which is part of the current curriculum or part of a formal course in colleges or universities. Activities within school time will only be considered if they are specifically for young people as specified by the Fund Criteria and the activity is distinct, extra-curricular activity which is delivered by an external source (not the school themselves).
- Events and activities that take place outwith the period of the fund (i.e. between 1 April 2019 and 28 February 2020)
- Proposals which do not clearly demonstrate high quality arts, screen or creative industries processes and facilitation for the delivery of high quality learning experiences for young people.
- Training courses for staff and volunteers
- Capital costs in excess of 15% of the total amount requested. (*Capital = Property, property upgrades, vehicles, equipment and clothing etc*)
- Overseas projects
- Memberships to private clubs e.g. gyms, golf and bowling clubs
- Proposals that do not offer good value for money
- Excessive Management Overheads and Core Cost Recovery

Funding Period

These guidelines relate to Round Three of the CashBack for Creativity Open Fund, and all proposed activities must be delivered between the **1 April 2019 and the 28 February 2020**.

All end of project reports must be completed by no later than 31 March 2020.

Closing Date for Applications

For Round Three of the CashBack for Creativity Open Fund, there is one deadline.

All applications must be submitted by no later than **1pm, 25 January 2019**.

Applicants will be informed of the outcome of their application within 6 weeks of the deadline.

Information you will need to complete your application

To complete the application form you will require the following information at hand:

- Bank account details
- Programme budget with detailed workings
- Contact details of;
 - An independent referee
 - The Senior Authorising Officer from your organisation
 - A young person involved with the development of this application

You will also be asked to upload electronic copies of the following documents

- Annual Accounts / Receipts and Payment Statement
- Bank Statements (for organisations who have been operating for less than one year)
- CV's of any Arts Tutors involved in the delivery of the programme
- Previous evaluation reports (if applicable)

In order to complete the form, the questions we ask will broadly cover the following areas:

- You:** Tell us about your organisation, how you're set up, and your main purpose.
- The Project:** Tell us about the project. What are you hoping to achieve; how were young people involved in the development of the project; and what involvement do you have from the wider community.
- Where and when:** Tell us where and when the activity will take place
- Target Audience:** Tell us the numbers of the young people that you hope to reach, and particularly how many you are aiming to achieve the outcomes (as set out in Key Criteria 3)
- Staffing/Delivery:** Tell us who will be involved in staffing and delivery, their qualifications, and how much time is needed. You'll also need to tell us how you'll reach the young people, and whether your project offers any other progression/attainment opportunities.
- Budget Information:** What is the overall budget and how much are you seeking from the CashBack Open Fund. Tell us about your costs, and any partnership funding or in-kind support you have.

Information on completing the online application

We use an online application process. Once you have logged into the system you can choose to save and return to the application at any point prior to submission. Please take the time to complete every question, the programme does not allow you to progress through the application form otherwise.

There is information and advice provided throughout the application form, please take the time to read this as it will support you to develop a strong proposal.

When completing the Finance and Budget Section of the Application Form please round your costings to the nearest £1. Do not use decimal points, pound signs or commas. For example, £1523.50 should appear as 1524.

Once you have completed the form you must select the SUBMIT option, you will then receive email confirmation that your application has been received. If you do not select the SUBMIT option your application cannot be processed or considered by the Assessment Panels.

Should you experience any difficulties with the application process please contact cashback@youthlinkscotland.org