

## FLEXIBLE FUND: DIVERSITY & INCLUSION FAQ

### ELIGIBILITY

#### 1. What do you mean by ethnically diverse?

In line with the Equality Act 2010 and Public Duty Act providing specific guidance to public authorities such as the City of Edinburgh Council, our commitment to addressing and eradicating race/ethnicity related discrimination is undertaken through the positive action approach adopted as a guiding principle for the Diversity and Inclusion Fund. Quoting Equality and Human Rights Commission: 'an organisation is taking positive action to encourage or develop people in a racial group that is under-represented or disadvantaged in a role or activity.'

As far as the interpretation of race and ethnicity, we follow the same guidance, which states that:

'The Equality Act 2010 says you must not be discriminated against because of your race.

In the Equality Act, race can mean your colour, or your nationality (including your citizenship). It can also mean your ethnic or national origins, which may not be the same as your current nationality. For example, you may have Chinese national origins and be living in Britain with a British passport.

Race also covers ethnic and racial groups. This means a group of people who all share the same protected characteristic of ethnicity or race.

A racial group can be made up of two or more distinct racial groups, for example black Britons, British Asians, British Sikhs, British Jews, Romany Gypsies and Irish Travellers.

You may be discriminated against because of one or more aspects of your race, for example people born in Britain to Jamaican parents could be discriminated against because they are British citizens, or because of their Jamaican national origins.'

Quoting the Diversity and Inclusion Fund Guidelines: 'In line with the findings and recommendations of the City of Edinburgh Council Equality, Diversity and Rights Framework 2017-21: Interim Progress Report, 2017- 2019', the Diversity & Inclusion Fund has been developed to 'advance equality of opportunity between people who share a protected characteristic,' (in that context ethnicity other than Scottish/British White).'

For further information, please visit:

[Public sector equality duty in Scotland | Equality and Human Rights Commission \(equalityhumanrights.com\)](http://equalityhumanrights.com)

#### 2. Can an independent ethnically diverse artist / creative practitioner apply for the award?

Yes. This edition of the fund extends the invitation to independent ethnically diverse artists to submit applications as lead artists working in collaboration with other artists to outline their ideas for the fund panel's consideration. Grants will be awarded to projects that promote greater partnership and collaboration between minority ethnic artists/practitioners, independent creatives and/or Edinburgh-based cultural organisations. Projects should reach, involve, benefit and engage ethnically diverse artists/creative practitioners and cultural organisations based in Edinburgh.

Partnership models:

- A) ethnically diverse artist + associate artist(s) (up to £5k)
- B) ethnically diverse artist + associate(s) + other partners (up to £5k)
- C) an organisation + ethnically diverse artist (up to £7,5k)

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D) an organisation + ethnically diverse artist + other partners (up to £7,5k)

It is worth noting that a company director cannot partner with their own company/organisation as it limits wider partnership benefits. An artist who has worked with an organisation on previous projects as an external associate artist / project creative lead is eligible to apply for the fund.

### **3. Can two ethnically diverse artists apply together?**

Yes, the application requires details for the lead and associate artists to be provided. Only the lead artist is required to provide their UTR number information.

### **4. If an artist is partnering with an organisation, will the artist have to provide UTR number as well?**

No. Once the organisation is the principal applicant, in other words takes on the responsibility of managing the grant award if the application is successful, the details surrounding self-employed are no longer requested. If an independent ethnically diverse artist is applying for funding with the intention of managing the grant award, then the lead artist is required to provide their UTR number.

### **5. Can artists based outwith Edinburgh or a company registered elsewhere in Scotland be involved in the project development and delivery?**

Yes, as long as the project is developed and delivered in partnership with Edinburgh-based artists and organisations. Project proposals need to primarily and directly benefit those based in Edinburgh.

### **6. How experienced do artists/creatives need to be to be considered?**

We are looking for partnership applications that engage artists and creatives at any stage of their career who adapt any art form to express themselves and/or share their ideas and cultures. There is no specific age/experience/track record requirement.

### **7. Is there a possibility that the same artist might be involved in two different projects financed from the same fund?**

Yes. For example, one ethnically diverse artists could be a lead applicant with one project and a supporting artist with another.

### **8. What organisations are eligible to apply?**

We prioritise Edinburgh-based organisations. However, if a project is developed by an organisation or artist based outwith Edinburgh but primarily and directly involves and benefits Edinburgh-based artists, practitioners and/or communities it will be considered. We are looking for applications from constituted organisations, including ethnically diverse/non-ethnically diverse organisations/centres, arts and culture organisations/centres, community organisations/centres etc. Any charitable/not-for-profit entity, including charities, SCIOs, CICs, constituted community group/collective is eligible to apply. CEC Strategic Partner organisations can be part of the partnership but cannot be the lead applicant if they receive more than £50k from the Council on an annual basis.

The list of the City of Edinburgh Council Culture Service Strategic Partners 2023/24 can be found at [Culture Service - Flexible Fund 2023/24 - Diversity & Inclusion Fund Application Form - City of Edinburgh Council - Citizen Space](#). Any individuals or organisations in receipt of other CEC funding (eg: VACMA: Edinburgh or Culture Project Fund) are eligible to apply as lead applicants.

### **9. Can newly established organisations apply?**

Yes. They will need to submit a copy of their constitution and a bank statement if no accounts are available yet.

### **10. We are an established annual event, can we apply?**

Yes, as long as the project proposal encourages new development and partnership working.

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**11. Can the fund support collaboration between an ethnically diverse artist / creative and a Scottish / British White artist / creative?**

Yes. We do encourage greater artistic and creative collaboration between Edinburgh-based practitioners.

**12. If the project objective is to recruit new ethnically diverse participants but no lead artist is identified when submitting the application, is the lead organisation eligible to apply?**

No. The project concept, vision and delivery plan must be co-designed with the ethnically diverse artist or creative to ensure their perspectives, experiences and voices inform the project outline.

**13. If an organisation is planning to submit an application in partnership with a collective of ethnically diverse artists, should the application name the collective?**

The application should specify one name of the representative of the collective in the contact information section. Further information about the collective and its makeup can be provided in the 'management model' and 'partnership working' sections of the application form.

**14. Does the fund support new or existing partnerships / projects?**

The fund can support both new and existing partnerships between ethnically diverse artists/creatives and organisations. The resource can be allocated towards a brand-new idea or a next stage of a project development.

**15. Can you give detailed examples of partnerships?**

Each project should include at least two partners, one of them being an ethnically diverse artist/creative. There can be as many partners and groups involved in the partnership as required. Examples of partnership models can be found below. Please note this is merely an indication of how partnerships can be formed.

*An ethnically diverse music collective working with an ethnically diverse-led organisation on writing, recording and performing music.*

*An ethnically diverse theatre practitioner focusing on their professional development working with a theatre company (lead applicant) and one of the CEC Strategic Partners Theatre Grouping members.*

*An ethnically diverse filmmaker developing a script and filming stories of an ethnically diverse organisation and its members.*

*An ethnically diverse visual artist working with a community arts centre and a designer to develop and exhibit work as part of a major festival programme.*

**16. Does the project need to have an audience engagement element to it?**

No. Artistic and creative project at different stages of development will be considered.

**17. Does the work need to be developed in the English language?**

No. We do encourage any medium to be used to better share the ethnically diverse artist(s) / creative(s) experiences and ideas.

**18. When should the project timeline start and finish?**

The activities should commence and develop between April 2023 and December 2024. Should project exhibition / performance / other benefits take place as a result of the project in future years, this can be considered.

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**19. Can you apply for both Diversity & Inclusion and other funds offered as part of the Flexible Fund?**

Yes. One organisation can apply for both funds as long as the projects are different.

**20. Is engagement of community practice considered as multi-disciplinary / multi artform?**

Yes, as long as the community arts practitioner introduce a new approach to engagement and presenting the art form. With this fund, we aim to encourage all applicants to work in collaboration with one another to share knowledge and experience.

**21. Are online projects eligible?**

Yes. Applicants are invited to outline projects offering different levels and methods of engagement that best suit their practice and the project delivery.

**22. Does the project delivery need to include public / community engagement?**

No. The project can entirely focus on the artistic / creative development. If public engagement is what the applicant intended, it is advised to specify what audiences / participants the applicant would like to engage by providing information surrounding expected numbers of audiences / participants, demographics, and previous experience of engaging a particular target group.

**23. Can one artist / organisation apply for two different projects?**

Yes, as long as the project proposals present two different ideas and engage different artists / organisations. The same artist can collaborate as the lead artist in one project proposal and supporting artist in another.

**24. Is there an expected ratio of ethnically creative artists to Scottish / British White artists?**

No. It is the ethnically diverse lead artist's decision to engage other participating and supporting artists in the project delivery.

**25. Do I have to be specific in listing dates at this early stage of the project?**

No, unless relevant to the project delivery (aligned with other events / festivals). The project outline should indicate a timeline for the project delivery.

**26. Are disabled artists eligible for the fund?**

Yes, as long as the lead artist is of an ethnically diverse background as the purpose of the fund is to increase visibility and representation of diverse creative community and diverse narratives.

**27. Can Tier 2 Visa / Sponsored Visa Holders register as self-employed to fulfil the self-employment requirement for independent artists to apply for funding?**

Yes, as long as your self-employed role is the same as the role specified in the sponsored visa. For more information, please visit <https://www.gov.uk/skilled-worker-visa/second-job>

**28. Can organisations based outwith the UK apply?**

No, we require from all organisations to be based in the UK and hold a UK bank account in the name of the organisation. Non-UK organisations are welcome and encouraged to support projects as secondary partners.

## BUDGET & FINANCE

### 29. What activities will be funded?

The project should develop clear artistic and/or professional development outcomes. Any artistic/creative activity, including professional development, curating, programming, production, development, performance, exhibition, and/or cultural/community events can be funded through the Flexible Fund. Only direct project costs relating to delivering those activities are eligible for funding. The costs can include fees, production, marketing, space/equipment hire etc. The costs not eligible for funding are permanent posts, press events and launches, equipment purchase, capital projects, projects which primarily take place outside Edinburgh. Travel and accommodation can be considered in exceptional circumstances.

Please find the budget template to be uploaded to the application form [here](#). It can be found in the Related Documents Section at [Culture Service - Flexible Fund 2023/24 - Diversity & Inclusion Fund Application Form - City of Edinburgh Council - Citizen Space](#)

### 30. What rates should be used for artists' involvement in the project?

Please find links to industry rates as recommended industry bodies listed below. Please note that all project facilitators, artists, creatives, managers involved in the project delivery are expected to be remunerated as per industry rates. Only in special circumstances when project partners declare that they do not require to be paid for their work and their contribution towards the project delivery is in-kind they can be involved on a no-fee basis.

BECTU:

<https://bectu.org.uk/get-involved/ratecards/>

ITC:

<https://www.itc-arts.org/rates-of-pay>

UK Theatre / Equity Commercial Theatre Rates:

<https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=2472182>

UK Theatre/ Equity Rates for Subsidised Managers (in receipt of public funding):

<https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=2472181>

UK Theatre/Musicians Union:

<https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=2307504>

UK Theatre / Writers Guild:

<https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=2173338>

SSP: <http://www.scottishsocietyofplaywrights.co.uk/commission-rates.html>

UK Theatre/ BECTU/Equity Choreographers:

<https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=488668>

UK Theatre/ BECTU/ Equity Designers:

Resident Designers: <https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=488666>

Set and Costume Designers:

<https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=488670>

Lighting Designers: <https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=488669>

UK Theatre/ BECTU/ Equity Directors:

<https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=488667>

Visual Artists:

<http://www.payingartists.org.uk/wp-content/uploads/2017/06/Paying-Artists-Exhibition-Payment-Guide.pdf>

<https://www.a-n.co.uk/news/>

Musicians:

<https://www.musiciansunion.org.uk/>

Authors:

[The Society of Authors](#)

### 31. Can estimated costs be included for expense that will only be known once the work is completed?

Yes. Researching estimate costs / rates as well as including a cost contingency (at a minimum of 5% of direct project costs) is advised.

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### **32. Is this fund award taxable?**

No, the grant award itself is not taxable. However, direct income to self-employed artists and creatives is. For example, if as a grant awardee (independent artist) you receive the total award of £5k from which you cover the costs of hire, materials, transport, marketing at £1k and associate artists' fee at £2k, your direct taxable income is £2k. Grants are restricted funding, which means they are ringfenced towards specific project delivery costs. Tax due is not calculated on the total amount of the award, only on direct income to an individual, who then is responsible for including their fee amount in their personal self-assessment return.

## **APPLICATION & ASSESSMENT PROCESS**

### **33. Can applications submitted in different formats (doc / pdf / pptx file) be considered?**

No. All applications must be submitted via the online application form available at [Culture Service - Flexible Fund 2023/24 - Diversity & Inclusion Fund Application Form - City of Edinburgh Council - Citizen Space](#). You can submit answers to the main application sections (excluding contact information and budget) in a video/audio file format. You can select which parts of the application you answer in written or recorded format. When submitting video/audio files, please keep to the word limit applied to each question. The online application form must be used to include the link to recorded video/audio file and past it to the relevant application section.

If possible, when recording the video/audio file, please include live transcription for access purposes.

### **34. Will meeting more than two priorities mean a stronger application?**

Not necessarily. All applicants are required to outline how their proposal meets at least two out of six priorities. Priority 1 (Meaningful ethnically diverse artist/practitioner lead involvement and direction in project development and delivery) being both the criteria and priority in this funding scheme. Our suggestion would be to focus on 2-4 funding priorities when designing your projects and outlining their relevance to this funding scheme. As the application form does not allow to provide elaborate answers to questions, it might be difficult to provide enough relevant information to prove the adherence to all 6 priorities. On the other hand, the more focused the activity is, the clearer the project proposal and envisaged outcomes.

### **35. Who will assess the submitted applications?**

Applications will be considered by members of the awards panel, comprising specialist independent advisors. All specialist independent advisors are of ethnically diverse backgrounds.

### **36. If some projects receive less funding than they applied for, will any funding remaining be put towards more projects funded?**

Yes. This will depend on the number and quality of applications received. Successful projects will not automatically be awarded the maximum available and the awards panel reserves the right to offer an amount different to that requested. The aim, however, is to ensure that the allocated resources are used for the benefit of the ethnically diverse arts and culture. Applicants should apply for the exact amount needed for their project.

## **REPORTING**

### **37. How do successful projects report on the project delivery?**

Each lead artist and lead applicant will be required to submit individual reports summarising their experience of the project development and implementation. Each will be asked to reflect on the impact the project has had on their own growth and development as an individual or organisation, their involvement in Edinburgh's arts and culture industry as a result of participating in the project development and delivery, the experience of working in partnership as well as the difference the fund has made. The

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lead applicant will also need to report on the budget expenses by submitting a final expenses summary report. If the project included working with communities and/or audiences, activities feedback forms will be used to monitor attendance. Both quantitative information and qualitative feedback is expected to be collected. Example activity monitoring forms will be sent to all awardees along with the funding agreements.

### **38. What if you secure additional funds for the same project once the funding agreement is signed?**

You will need to inform the fund officer about the other award and draft a proposal that ensures you do not claim the awards towards the same payments. Additional funding can allow for increasing fee allocations to artists and creatives, including more creative input in project delivery, extending the longevity and/or reach of the project, and or increase investment in direct project costs, including marketing and advertising, including keeping digital record of the project delivery steps. As long as both funders are informed about the additional resource, and the new allocation levels are agreed, the more resource towards an activity the better.

### **39. If I need to update information provided in the submitted application, can I change/amend it before the application deadline?**

No, once you have submitted the application it cannot be accessed for edits. You will need to request for the application to be deleted and submit an amended copy (fund officers will be able to provide you with a copy of the originally submitted application). Please contact the fund officers **at the latest** 24hrs ahead of the submission deadline (13 September 2023, 23:59 GMT). **Please note that only applications with major changes such as names and profiles of project partners, project budget key outcomes will be considered for resubmission.**

### **40. Can I contact the fund officers with questions surrounding my idea or draft application?**

Yes. Everyone is encouraged to contact the fund officers Beata Skobodzinska [beata.skobodzinska@edinburgh.gov.uk](mailto:beata.skobodzinska@edinburgh.gov.uk) and/or Sandra Elgin [sandra.elgin@edinburgh.gov.uk](mailto:sandra.elgin@edinburgh.gov.uk) if you require advice on your application. 1:1 meetings can be arranged to provide assistance and guidance surrounding the application and assessment process. Please note that the fund officers are not the panel members hence any information you share with the officers is confidential and will not inform the decision-making process. Fund officers can also help with introductions to potential project partners, including ethnically diverse artists, other creatives and organisations.

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## **Fund Information**

Culture Edinburgh website: [Diversity and Inclusion Fund 2023/24 | Culture Edinburgh](#)

Fund Guidelines, Application Form, Budget Form and other relevant documents and links can be found at: [Culture Service - Flexible Fund 2023/24 - Diversity & Inclusion Fund Application Form - City of Edinburgh Council - Citizen Space](#)

Deadline for Submissions: Wednesday, 13 September 2023, 23:59 GMT