

CULTURE SERVICE - FLEXIBLE FUNDING

APPLICATION GUIDELINES

DIVERSITY & INCLUSION COLLABORATION, RESEARCH & DEVELOPMENT FUND

FREQUENTLY ASKED QUESTIONS

ELIGIBILITY

- 1. Can non-BAME / non-ethnically diverse artists and creatives participate in the project applied for?**

Non-BAME artists and creatives cannot apply for the fund but they can be involved in the project activity. For example, a white Scottish band member can be involved but their participation has to be financed from other resources. Non-BAME / non-ethnically diverse artists and creatives cannot directly benefit from this funding opportunity.

Please note that the support offered to ethnically diverse artists and creatives by this fund is using positive action to promote equality as reflected in the Equality Act 2010.

- 2. Are all partnering artists and creatives required to be based in Edinburgh to be eligible to apply?**

No. As long as the project is developed and delivered in Edinburgh and primarily directly benefits the freelance sector in Edinburgh, you are eligible to apply. For example, an ethnically diverse artist based in Edinburgh collaborating with an ethnically diverse artist based in Glasgow on a dance project workshoped in Edinburgh are considered an eligible creative partnership.

Please note that the fund does not support artists and creatives based outwith the UK. All artists and creatives benefitting from the fund must be Edinburgh/UK based.

- 3. Do partnering artists need to provide letters of support / confirmation of partnership working?**

No. There is no need to support cover letters / letters of support. All artists who have applied for the fund will be directly contacted by the City of Edinburgh Council grant fund officers via email.

- 4. 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.

5. Does the fund support new or existing partnerships?

The fund can support both new and existing collaborative working between ethnically diverse artists and creatives.

6. Can one artist apply twice?

Yes, however, one artist can have a lead role in one application only.

7. 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.

BUDGET

8. Is the fund award taxable?

Any payments made to freelance artists and creatives (registered as self-employed or sole traders) from the fund award need to be declared as income to HMRC.

9. What activities will be funded?

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.

10. If the applying artists have done some research in preparation for the project development is the project ineligible for funding?

Under the exclusion section of the fund guidelines, it states *'applications cannot be considered for projects which already started or planned to start before the decision is made, unless it is the next stage of a previously completed phase of work'*

The funding can be used to cover a new activity that will be developed and delivered as part of the project delivery period. Activities already completed and resources from other sources cannot be financed from this funding.

Other examples would include recording music that has been already written or publishing literary work that has been funded from other resources. The eligible cost will then include recording/mastering/releasing music and publishing the literary work in collaboration with graphic designers / illustrators respectively.

11. When can the project activity commence and what is the deadline for completing the project?

All successful applicants will be notified in w/c 29 March 2020 and can expect the grant payments made, following the signing of the grant agreements, by the end of May 2020. Activities should be planned from 1 June 2020. All projects awarded

funding must be completed by the end of 2021/2022 financial year, thus by 5 April 2022.

12. 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-PaymentGuide.pdf>

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

Musicians:

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

ASSESSMENT

13. Who will assess the submitted applications?

Applications will be considered by members of the awards panel, comprising of creative practitioners of ethnically diverse backgrounds with previous / current experience of working in the freelance sector.

REPORTING

14. How do successful projects report on the project delivery?

Each artists / creative awarded the funding will be required to submit individual reports summarising their experience of the project development and delivery at an interim and final project delivery stage. Each will be asked to reflect on the impact the project has had on their own growth and development. The lead applicant will also need to report on the budget expenses by submitting a final expenses summary report. If the project includes 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 fund awardees.