



ALBA | CHRUTHACHAIL

THE ROYAL EDINBURGH MILITARY TATTOO

YOUTH TALENT DEVELOPMENT FUND

APPLICATION FORM



Advice and Information

Please read the Royal Edinburgh Military Tattoo Youth Development Fund Guidelines before making an application. You can find this on the [Creative Scotland website](#).

Alternative Formats, Languages and Access Support

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. On request this information is available in alternative formats including translations. We offer access support to disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants. Officers can offer advice to new applicants and support them to make an application. The Equalities Team can offer additional one-to-one support to applicants with access requirements. Please note we will accept applications and supporting materials which are written in English, Gaelic or Scots.

If you have any general enquiries about the application process, Guidance or Application Form, please contact our Enquiries Service:

Email: enquiries@creativescotland.com

Telephone: **0345 603 6000* (10am-12pm & 2-4pm, Mon – Fri)**

If you are a deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to www.contactscotland-bsl.org/public for more information.

** **Please note:** Calls to our 0345 number are charged at the same rate as calling national 01 or 02 numbers. Approximate charges are up to 9p per minute from landlines and between 3p – 55p per minute from mobiles. However, calls to this number are also part of inclusive allowances. Please check with your phone line provider for exact charges.*



THE ROYAL
EDINBURGH
MILITARY
TATTOO



year of young people
bliadhna na h-òigridh
2018

For us to be able to process your application, you need to fully complete this application form. Please be advised, we will not be able to process your application if you do not answer all the questions.

<p>Please confirm that you have read The Royal Edinburgh Military Tattoo Youth Talent Development Fund Guidelines before completing this application form? <i>Please note that you must answer this question for your application to proceed</i></p>	<p>Yes / No</p>
<p>Do you hold a UK Bank account in the name of the lead applicant? <i>Please note that we will only ask you for your banking details if you're successfully awarded funding – not before. For audit purposes, we expect all applicants to hold a UK Bank Account.</i></p>	<p>Yes / No</p>
<p>Creative Scotland will regularly communicate with all successful applicants as part of their Funding Agreement. For all other applicants, from time to time Creative Scotland, or an organisation working on our behalf, may want to contact you for the purposes of research, or to provide you with targeted information on our broader work. Please note that all information gathered through research allows us to make continued improvements to the service we provide. Are you happy for us to contact you for these reasons?</p>	<p>Yes / No</p>

Section A - Contact Details

Please note that all key correspondence will be made by email with the named lead contact only so please ensure this information is correct and the lead contact is fully aware of the details in the application.

PART 1: Key contact information for applicant organisation	
Name of Lead Contact	
Name of Applicant Organisation	
Full Legal Name of Organisation (if different from above)	
Address	
Postcode	
Telephone Number	
Email Address	
Web Address	

PART 2: Organisation details		
Are you a registered company? (<i>Delete as appropriate</i>)	Yes	
	No	
If you are a registered company, please provide your Registered Office address and Company Number		
Are you a registered charity? (<i>Delete as appropriate</i>)	Yes	
	No	
If you are a registered charity, please provide your Registration Number		
Are you the lead organisation for a partnership, consortia, or group of organisations applying together? (<i>Delete as appropriate</i>)	Yes	
	No	
If you are the lead organisation for a partnership, consortia, or group of organisations, please list your partners (we'll ask for more details on these partners in Section C)		
What legal type of organisation are you? (<i>You should only choose one. Please type an X in the relevant box in the right-hand column</i>)	Company Limited by Guarantee	
	Company Limited by Shares	
	Scottish Charitable Incorporated Organisation (SCIO)	
	Community Interest Company (CIC)	
	Local Authority	
	Cultural and Leisure Trust	
	Public Sector Agency	
	Trust or Foundation	
Unincorporated Association		

Section B – Project Summary

Project Title		
<p>Please summarise your project and its outcomes. If you are successful in receiving funding, we may use this information in any publicity materials (100 words max)</p>		
<p>How much funding are you applying to Creative Scotland for? (Please ensure this matches the figure you have requested in your Budget Summary in Section D)</p>	£	
<p>When will your project start?</p>	dd/mm/yy	
<p>When do you expect your project to end? (Please note that all projects must complete by December 2018)</p>	dd/mm/yy	
<p>What art form or creative area would you use to categorise your application? (Please mark an X in the box in the right hand column. If you are working across both art forms, please mark both)</p>	Traditional Music	
	Traditional Dance	

Location of activity - in which local authority areas will activity take place?
 (Please mark an X against all which are appropriate)

Aberdeen City	<input type="checkbox"/>	Dumfries and Galloway	<input type="checkbox"/>	Highland	<input type="checkbox"/>	Renfrewshire	<input type="checkbox"/>
Aberdeenshire	<input type="checkbox"/>	Dundee City	<input type="checkbox"/>	Inverclyde	<input type="checkbox"/>	Scottish Borders	<input type="checkbox"/>
Angus	<input type="checkbox"/>	East Ayrshire	<input type="checkbox"/>	Midlothian	<input type="checkbox"/>	Shetland Island	<input type="checkbox"/>
Argyll and Bute	<input type="checkbox"/>	East Dunbartonshire	<input type="checkbox"/>	Moray	<input type="checkbox"/>	South Ayrshire	<input type="checkbox"/>
City of Edinburgh	<input type="checkbox"/>	East Lothian	<input type="checkbox"/>	North Ayrshire	<input type="checkbox"/>	South Lanarkshire	<input type="checkbox"/>
Glasgow City	<input type="checkbox"/>	East Renfrewshire	<input type="checkbox"/>	North Lanarkshire	<input type="checkbox"/>	Stirling	<input type="checkbox"/>
Clackmannanshire	<input type="checkbox"/>	Falkirk	<input type="checkbox"/>	Orkney Islands	<input type="checkbox"/>	West Dunbartonshire	<input type="checkbox"/>
Comhairle Nan Eilean Siar	<input type="checkbox"/>	Fife	<input type="checkbox"/>	Perth and Kinross	<input type="checkbox"/>	West Lothian	<input type="checkbox"/>

Target numbers - Please summarise the total number of children and young people there will be in each of the following age brackets in your project:

Children and Young People	
Age range	
8-13	
14-17	
18-26	
TOTAL PROJECTED CHILDREN AND YOUNG PEOPLE	

Section C – Project Specific Questions

Your answers to the following questions will be used to assess your application against the guidelines and criteria. Please refer to The Royal Edinburgh Military Tattoo Youth Talent Development Fund Guidelines and the Key Criteria (Page 2 of guidance).

Project Model

1. Please describe your project.

You should describe:

- The project activities you will deliver.
- How the project achieves the purpose and the 3 outcomes of the fund.
- The intended physical output of your project, and how this will be presented and/or shared.

(900 words max)

2. Please describe how you will ensure all barriers to participation will be removed for young people. (300 words max)

3. Will the young people that participate in your activity be able to achieve accreditation for learning or skills development?

If so, please tell us:

- which awards
- how many young people do you anticipate will achieve these awards, and
- outline any experience of previously delivering accreditation (if applicable)

(200 words max)

4. What is the intended legacy of your project post funding?

(200 words max)

Project / Programme Management

5. Please provide details of the previous experience of your organisation, highlighting a proven track record in high quality youth arts delivery.
(300 words max)

6. Please provide details of the experience and track record of the artists / project practitioners that will be engaged in the delivery of the activity.
(300 words max)

7. Please describe how the project will be managed, including staff roles and responsibilities, and details of project partners and their roles.

(200 words max)

8. All applicants must be able to provide monitoring data (participant numbers, demographics, equalities data, levels of participation, progressions, outcomes) Please outline your skills and capacity to collect participant data and report this back to Creative Scotland.

(200 words max)

9. Risk Assessment: define any key risks and how you plan to mitigate them? Please provide a clear plan outlining key risks.

(200 words max)

10. Equalities

We have responsibility not just to protect equality, but to promote it across what the law describes as the nine "protected" characteristics. These are:

- Age
- Disability
- Sex
- Race
- Religion or belief
- Pregnancy and maternity
- Marriage and civil partnership
- Sexual orientation
- Gender reassignment

Please summarise your strategy for addressing equalities outlining how you will include people with protected characteristics and how you will measure impact. For further info see:

www.equalityhumanrights.com/en/commission-scotland/about-commission-scotland

(500 words max)

Section D: Budgets and funding

Please note – you can apply for 100% of the project budget and do not require other partner funding to be eligible to apply. But if you have other funding, please outline it below and in your separate budget.

What is the total budget of the project / activity?	£
What is the funding you require from Creative Scotland? (Minimum £10k – Maximum £20k)	£
What percentage is this of the total budget?	%
How much cash match funding is either guaranteed or pending?	£
What percentage is this of the total budget?	%

Please submit a separate one page budget, ideally using a spreadsheet such as Excel

Please refer to **The Royal Edinburgh Military Tattoo Youth Talent Development Fund Guidelines** for guidance on completing the budget.

Have you completed a one A4 page budget? (Delete as appropriate)	Yes/No
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Please ensure you also complete the **Income Table** on the following page.

Income Table

This information will be used internally to help inform our work and to report to government and stakeholders.

Type of Funding	Name of Funder / Source of Income	Cash or In-kind	Conditional or Guaranteed or Pending	Amount of Funding / Income	% of Total Project Cost
PUBLIC FUNDING					
Creative Scotland	Creative Scotland/REMT	CASH	Pending		
Local Authority					
Local Enterprise Companies					
Broadcasters					
Other Lottery					
Own Resources (cash and / or in kind, please specify)					
Other					
PRIVATE FUNDING					
Trusts and Foundations					
Companies					
Individuals & Fundraising					
Other (please specify)					
Own Resources (cash and / or in kind, please specify)					
EARNED INCOME / OTHER (please add rows as required)					
e.g. Box Office					
Please specify					
Please specify					
TOTAL					100%

Essential and supporting material

Please detail all the supporting material you are submitting (and where Creative Scotland can access it).

Please detail the supporting material submitted	Please advise if the material has been attached to the application or where we can access it
All applicant organisations must provide a copy of founding legal documents (for example Articles of Association, Trust Deeds, or written constitution)	
All applicant organisations must provide their Equalities and Diversity policy, or Equal Opportunities Policy. If you have an Equalities Plan, please submit this also.	
All applicants must provide a copy of their Child Protection Policy	
If you're applying as a partnership or consortium, all applicants must provide a partnership agreement, including roles and responsibilities, of all partners and partner organisations in your proposal.	
Curriculum Vitae or biographies of tutors and artists must be provided, demonstrating their experience of delivering activities to young people as well as art-form experience.	
One Page A4 Excel Budget	

Statement of Acceptance

PLEASE STATE THE NAME OF THE PERSON WHO HAS COMPLETED THE FORM. THIS PERSON MUST BE AN AUTHORISED SIGNATORY OF THE COMPANY OR ORGANISATION APPLYING OR, IN THE CASE OF AN INDIVIDUAL APPLICANT, BY THE PERSON NAMED IN SECTION A.

I hereby confirm that the information in this application submission including the supporting documents is true and correct and I acknowledge that it is my responsibility to inform you immediately of any changes which could affect the interpretation or context of the application, and I confirm I will undertake to do this.

I acknowledge that the **terms and conditions** of this application and any other information supplied and discussed regarding this application, the assessment and decision making process, or in connection with this transaction as a whole ("the Confidential Information") is and shall remain strictly confidential. I confirm that I shall not disclose to any third party or make public the Confidential Information without Creative Scotland's prior written approval.

I acknowledge that Creative Scotland will endeavour to keep all information provided securely, but as a Public Authority in terms of the Freedom of Information (Scotland) Act 2002, may be required to disclose certain information under the Act. Where I stipulate at the time of providing information to Creative Scotland that I believe the information should be considered exempt from disclosure under that Act, and a request to Creative Scotland is subsequently made for disclosure of same or all of that information, Creative Scotland will endeavour to discuss such disclosure with me prior to making its decision. I do, however, accept and acknowledge that the ultimate decision on disclosure rests solely with Creative Scotland regardless of any prior statements or requests I have issued.

If any of the information I provide is classed as Personal Data under the Data Protection Act 1998 Act (the "Data"), I hereby consent that Creative Scotland may disclose said Data, within and outside of the European Economic Area, for the purposes of producing and submitting the aforesaid statistical information and reports or as otherwise required by law or by any regulations and other rules to which we are subject.

I confirm that all cash and in-kind contributions from the company or my own personal resources stated in the funding plan section of this application form are correct and that I have the authorisation to allocate the sums stated and I am responsible for ensuring that adequate resources will remain available to meet these requirements. In the event of any changes to the sums indicated I will provide a signed letter of confirmation.

I acknowledge that Creative Scotland is obliged to comply with Money Laundering Regulations 2007 and the Proceeds of Crime Act 2002 and I will, if requested, provide ID verification from any investor or myself, where appropriate, to meet compliance requirements.

I acknowledge that once Creative Scotland have confirmed the Offer of Funding in writing (via email) that Creative Scotland have the right to publicise their Offer of Funding on the Creative Scotland website and through other Creative Scotland information channels. I understand that Creative Scotland's Offer of Funding does not place Creative Scotland under any obligation to release funds until such time as all contractual negotiations are complete and Creative Scotland's Conditions Precedent have been met and their Funding Agreements signed off.

(cont.)

I confirm that I will not make any public statements (or allow others to do so on my behalf)

regarding Creative Scotland’s Offer of Funding until such time as Creative Scotland has authorised and approved the form and content of any public statement.

I confirm that I have the power to accept the award under the conditions set out in the Creative Scotland Guidelines and in this Application Form.

I declare that I have read and understood the Creative Scotland Guidelines, this Application Form and the Conditions of Funding of Creative Scotland.

I hereby confirm acceptance of the above Statement of Acceptance and all related documents.

(PLEASE TICK or CROSS THIS BOX TO CONFIRM ACCEPTANCE)

I hereby confirm that all Project Staff / Trainees (if applicable) engaged in this project will be members of the Protection of the Vulnerable Groups Scheme administered by Disclosure Scotland before the project begins.

(PLEASE TICK or CROSS THIS BOX TO CONFIRM)

.....
Name of Authorised Person

.....
Position of Authorised Person

.....
Date

Please submit your completed application form to:
REMTYouthTalentfund@creativescotland.com

Please now complete your Equalities Monitoring Form and email it along with your application form. Please note: the Equalities Monitoring Form is anonymous and will be processed separately from your application.