



YOUTH ARTS FUND SMALL GRANTS SCHEME

**GUIDANCE FOR FREELANCE ARTISTS
AND CREATIVE PRACTITIONERS**

DECEMBER 2020



ALBA | CHRUTHACHAIL



Scottish Government
Riaghaltas na h-Alba
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Youth Arts Small Grants Scheme

Guidance for Freelance Artists and Creative Practitioners

PACE THEATRE COMPANY

The purpose of this guidance is to support you, as a freelance artist, to apply for funding. The guidance accompanies the Small Grants Freelance Artists and Creative Practitioners Application Form.

Background

The Youth Arts Small Grants Scheme is part of a Scottish Government Covid-19 Funding Package to support the arts, administered by Creative Scotland.

A number of organisations across Scotland have been awarded 'funding pots' through the Small Grants Scheme to distribute small grants to freelance artists, to work with children and young people across Scotland.

The grants aim to create work opportunities for freelance artists and creative practitioners and provide arts activities for children and young people, especially those most affected by Covid-19.

Ignite21 Small Grants Fund

The last year has been a time of monumental change across the world and the impact on young people and all aspects of their lives has been enormous. While the COVID-19 crisis has been at the forefront of this change there have been other significant global changes that will impact the world that our young people are living in and the future they inherit.

We are inviting artists to create bespoke, quality creative projects for young people (aged 3-21) from across Renfrewshire. Artists are asked to propose work with a focus on positive mental wellbeing that allows young people to explore and process what has happened in their lives over the last year as well as looking to the future of what their world may look in the years ahead.

Artists are encouraged to submit proposals for projects that help young people - particularly those who have been negatively impacted by the crisis - to help find creative responses to these events and their consequences as we look to the future. This can be done using different art forms including drama, music, dance, film, creative writing and visual art and through a variety of in-person or digital sessions. The aim is to provide artist-led projects within our community and inspiring creative spaces for young people, allowing them to connect, talk, process, reflect or understand what has happened in an age-appropriate, engaging, fun and meaningful way. The prompt should act as a catalyst but the design and direction of the project should ultimately be led by the artist and the young people they work with.

At the end of the process, PACE will combine evidence of work created by the artists in an online gallery website to showcase the journey of these projects and to celebrate the work that is created, giving a unique insight into the experiences of young people across Renfrewshire at this monumental time of global change while creating a lasting resource that can document their experiences for other young people and for generations to come.

It is widely recognised that being part of a creative process can have a hugely positive impact on mental health and emotional wellbeing, can build confidence and self-esteem and can also provide opportunities for young people to make new friends, gain new skills and find new support circles to help them deal with what is going on around them. Through documenting the process and having the opportunity to showcase any work created they will also be part of a bigger legacy project, creating a lasting resource of work about the impact of 2020/2021 in their area as seen through the eyes of young people, giving them a voice and igniting new hopes about what comes next.

Who can you work with?

The project is open for artists to work with schools, existing groups or groups that are formed for the purposes of the project. Renfrewshire has a rich creative scene with a number of youth arts organisations and community groups who work with young people across Paisley and Renfrewshire. We welcome proposals from artists with established relationships with groups who may wish to further develop the relationship through a new project. You may also wish to approach a group that you have not previously worked with if you believe that your proposal is a good fit for them and the young people they work with. Finally if you have an idea for a project but are unclear about which young people may benefit from your project proposal then please contact us and we can talk through options that may work for you.

Who can apply and how much can you apply for?

This fund is open to freelance artists and creative practitioners living and working in Scotland looking to work directly with children and young people. All projects must benefit the young people of Renfrewshire. Applications from artists based in Renfrewshire will be prioritised, followed by those from neighbouring local authorities. Priority will be given to artists with a successful history of delivering high quality arts projects to young people.

The fund is not open to applications from organisations, local authorities, groups or clubs.

The overall budget for this fund is £15,000. Applicants can apply for **between £750 - £3,000** to prepare and deliver projects and attend networking and training events. All projects must be completed by the end of February 2022.

Do you have questions?

There will be an informal zoom Q&A session with PACE Artistic Director Jenni Mason on Wednesday 17th February at 2pm. Please book in advance via

<https://www.pacetheatre.com/ignite21>. Alternatively email us at smallgrants@pacetheatre.co.uk.

Alternative formats, languages and access support

PACE is committed to supporting applications in other formats. If you need to apply for funds in an alternative format, or you need support to make your application please contact us on smallgrants@pacetheatre.co.uk at least 1 week prior to the submission deadline.

Filling out Your Application

Section A: Key Information

This section asks for your contact details, and some summary information about your project. It also asks you for the start and end date of your project and where your project will take place. Make sure that you build in planning time and some time to reflect on your project at the end. Let us know if there is flexibility in these dates.

Please also ensure you confirm that you have read through the guidance in this section.

Section B: Supporting Information

All artists must include separate documents listed as supporting material. If you don't provide these your project will not be eligible for support. You should include the supporting documents as email attachments with your application.

These include:

- **A copy of your current CV.** This helps us to understand what you have achieved so far in your practice, your training and track record. You may also include your artist statement
- **Evidence of your PVG scheme membership**
- **Letters or emails of support from partners organisations** outlining support and their involvement in the project

Letters of support should state the need for the project, how the partner will work with you to ensure the project is a success, and that they are ready and able to support you to work with children and young people.

Section C: Skills and Experience

The small grants scheme sets out to fund youth arts practitioners who have both strong and appropriate skills in their artform and in working with children and young people.

In this section of the application, you can outline the skills and experience you have that relate to your project. You can show how you have gained these skills by telling us about relevant training and similar projects you have run.

You may want to use a bullet point list to summarise these – we will also have your CV for information.

Section D: Project Details

In this section you can tell us how you know there is a need for this project and whether you have worked with this group of young people before.

Let us know how children and young people will join the project and how you see the project positively supporting and helping young people.

We would also like to hear about children and young people having their voices heard, so they can influence the project.

In this section you should also let us know about the activity you are planning with young people. Let us know how many children and young people are likely to take part in the different activities you will offer.

All activities must be provided free to children and young people.

Your project timeline

The project timeline should outline key activities and milestones. Include time and milestones for planning, building relationships, marketing, evaluating and sharing in your project timeline.

All your project activity must be completed by the end of March 2022, including evaluation and reporting on your project.

Small Grants Scheme Priority Groups

The Youth Arts Small Grants Scheme aims to support children and young people in a range of priority groups. These groups are listed below and in the application form. In the application form question you should delete all those you are not going to work with.

You should also indicate how you will reach children and young people from the groups you will work with, whether that be through working in partnership with an organisation or community group, through receiving referrals to your project or through other means.

Applications that show they can reach one or more of these groups will be prioritised for funding.

The Small Grants Scheme priority groups are young people:

- living in poverty or areas of social and economic deprivation. *For more information on the Scottish Index of Multiple Deprivation (SIMD) please visit the [Scottish Government website](#).*
- experiencing or at risk of experiencing harm and neglect
- who are looked after (*as defined by the Children (Scotland) Act 1995*) and care leavers (*as defined by the Children and Young People (Scotland) Act 2014*). *For more information please visit the [Scottish Government website](#).*
- in the early years (0-5) of their life
- from Black and/or Minority Ethnic backgrounds
- who have a disability and/or additional support needs

- at risk of offending or have previously offended
- who are young carers (as defined by the Carers (Scotland) Act 2016) and/or young parents
- experiencing or at risk of homelessness, or who have been homeless
- experiencing mental ill health

Making sure people can participate

Inequality means that children and young people may experience both physical and psychological barriers to taking part in activities. It is important to think through potential barriers and how to create equal access to the project.

- Will young people think that the project is for them?
- Will they have access to any digital equipment needed?
- Who can support young people to participate and how will you reach them?

It may be helpful to talk this through with project partners before completing your application.

Planning and working with your partner organisation

Due to Covid-19 restrictions, it is more important than ever to plan carefully with partners to ensure that they are ready to work with you. For example, project partners could be schools, youth or community groups or other artists/ creative practitioners you plan to work with.

We would like to hear about what planning you have done so far with partner organisations and how you are planning to work together.

It would be helpful to understand who your key contacts in the partner organisation will be for example and what your roles will be in the project.

We would like to hear what your collective goals are for the project and how the partner organisation will help you recruit and support children and young people.

Reflecting and evaluating with your partner organisation

In this section we would like to understand how you and your partner organisation will take time to stop and reflect on progress during the project and how you will evaluate the project together.

Please tell us about when you will reflect and your methods for exploring whether the project is a success.

Section E: Budget

Your budget should include income and a breakdown of your project expenditure.

The income section should state the grant requested from the Small Grants Scheme, any other sources of funding. Please indicate if these are cash or in-kind contributions and ensure in-kind is accounted for in both income and expenditure.

You can apply for 100% of your project costs through this application, however including other income (cash or in-kind) can strengthen a proposal. A partner

organisation may, for example, be contributing staff time to the project. This can be listed as an in-kind contribution.

Please make sure that you let us know the daily rate you and other artists are paid. Please note, artists must be paid at industry rates. You can find further information on the [Creative Scotland website](#).

Expenditure can include artists fees, equipment and resources to complete the project. Equipment should not account for more than 15% of your project grant. It is good practice to include a project contingency of approximately 5%.

Section F: Risk Assessment

When considering risk, you will need to think about Covid-19 related risks, all other risks to the project and safeguarding children and young people. You can consult the [Scottish Government](#) website for the latest information about restrictions and arrangements for working in school and community settings in light of Covid-19.

Examples are given below:

What general risks you have identified?	Risk level before managing risk	How will you manage this risk?	Risk level after managing risk
General risks			
Safeguarding issues with a group of young people joining a ZOOM meeting	High	Follow NSPCC and SCVO guidance on safeguarding on ZOOM including using a waiting room, password protection and disabling the chat function between group members	Low
Covid-19 related risks			
Area moves to level 4 Lockdown and youth groups will not allow artist in the building	High	Alternatives planned for including use of project packs and virtual alternatives for meeting.	Low

What happens to your application?

Your application will go through a selection process.

It will only be eligible to be considered for funding if you have filled out all sections and have attached the supporting documents to your email.

An eligibility check will also cover whether you are working with the priority groups and are an artist working with children and young people to deliver youth arts activity.

The decision-making process consists of:

Key dates	Date
The deadline for making an application is:	7 March 2021 5pm
Decisions communicated to applicants:	29 March 2021
Funds distributed:	by 30 June 2021
Project activity completed:	by 28 Feb 2022
Reporting due:	16 March 2021

The panel will be made up of
Jenni Mason, Artistic Director, PACE Alan Orr, Freelance Producer / Musical Director Claire Ramsay, Engagement & Outreach Coordinator, PACE Louise Oliver, Performance Producer, Renfrewshire Leisure Young representative from PACE Youth Theatre

Evaluation and reporting

Please review the End of Project Monitoring Form in order to ensure you are prepared to collect the relevant qualitative and quantitative information required to report on your project.

Networking and training activity

Networking and training are an important element of the Youth Arts Small Grants Scheme. Please indicate in this section whether you are available to attend the network and training sessions provided by our organisation.

PACE will provide the following sessions.

- Introduction networking session (online) – artists will introduce projects and look for potential connections. Relevant local organisations will be invited to attend. (Early April)
- Mid-way support session (online) – an optional session for anyone looking for support or wanting to share learning so far. (Sep)
- Sharing event (in person if allowed) with invited guests. Artists will have the opportunity to share their project with other artists and organisations. (Early March 2022)

We will also provide two additional skills sessions which will be determined by the interests and needs of the artists. (Dates tbc)

Dates and times to be confirmed after consultation with the successful artists.

Use of Your Information

Any information you provide to us will either be emailed directly to us or may be stored on a secure server. PACE regards the lawful and correct treatment of personal information as very important and therefore ensures that personal information is treated lawfully and correctly. PACE fully adheres to the principles of data protection and freedom of information, as detailed in the Data Protection Act 1998 and the Freedom of Information Act 2000. The Data Protection Act 1988 gives individuals (data subjects) a number of rights including the right to access personal data that an organisation holds about them.

Please see <https://www.pacetheatre.com/privacy> for more information.