



## Create Grant 2021\_2022 Guidance Document

### Overview

Glasgow CAN would like to invite members to submit proposals to be awarded grants of up to £2500 for a Participatory Arts Project which will be taking place between July 2021 and February 2022. The project could be digital or face-to-face depending on up-to-date government guidelines regarding Covid-19 restrictions.

Please visit: [www.gov.scot/publications/coronavirus-covid-19-community-learning-and-development-sector](http://www.gov.scot/publications/coronavirus-covid-19-community-learning-and-development-sector) for guidance.

The **Create Grant** could be for a pilot project, a new partnership or to support an existing project. The **Create Grant** can be for a standalone project or can be used as match-funding. Glasgow CAN is looking to support a minimum of eight projects between January and March 2021 through this round of the scheme.

The **Create Grant** scheme will help Glasgow CAN achieve the **Aims and Objectives** outlined below;

1. Disadvantaged young people will have improved career aspirations and opportunities through access to safe spaces to be creative.
2. Individuals and groups from disadvantaged communities will have more access to local and city-wide cultural activities.
3. The individuals and groups accessing creative activity across the city will be diverse and inclusive.
4. The quality of participatory arts provision will increase across the city.

Members should refer to how their proposed project will help Glasgow CAN to achieve **one or more** of the above aims. All projects or spending must take place by the **28th February 2022**. If successful members foresee this as not being possible, they must contact Glasgow CAN and if deemed appropriate, return the funds. The submission window for this grant scheme ends at **5pm on Friday 21st May 2021**. Proposals received after the closing date will not be considered. Unfortunately, Glasgow CAN foresees receiving more proposals than it will be able to support through this initial round of the scheme. Feedback will be offered to unsuccessful members.

### Key Priorities

Glasgow CAN is a Community Interest Company which advocates for the promotion and development of the Participatory Arts sector in Glasgow. Glasgow CAN as an organisation believes that everyone in Glasgow should have access to a rich and varied artistic landscape. The organisation aims to increase Reach, Connection and Diverse Representation within communities and the sector, and will work towards achieving this through the new **Create Grant** scheme. Therefore, if a submitted proposal is not in-line with these priorities it is unlikely to be successful.

## Values

### Diverse Representation

We support work which celebrates our differences, promotes equality and improves access to the arts for marginalised groups. We support projects which specifically involve work with groups including but not limited to; Refugees and Asylum Seekers, the LBGTQ+ community, young people, women's groups, older people, people living in poverty, people or communities facing discrimination, and those with ill health or who identify as living with a disability.

### Accessibility

We support work which extends the reach of Freelance Practitioners and Organisations to communities that do not have adequate access to the arts. This may be due to isolation, geography, socio-economic status and other barriers. We particularly support pilot programmes. Projects must have a focus on sharing learning with others and working together. We will develop guidelines, share learning and reach communities where there is low provision of creative activities.

### Connection

We seek to bring people together to promote and develop Participatory Arts programmes. We actively support Artists and Organisations to work with each other and communities through partnership initiatives. Projects which have a clear plan to share learning and information are particularly encouraged.

### Eligibility

A grant will not be awarded to;

- Those who are not current members of Glasgow CAN
- Projects that will take place outside of Glasgow
- Cover costs that are not 'business or trading' related such as someone's personal rent or mortgage
- Cover historical costs, such as an item purchased before 1st July 2021
- Someone other than who the grant was intended for (it cannot be passed to someone else or another organisation in need)
- Pay off a debt
- Projects that do not have a participatory focus to their work or practice
- Proposals submitted after the deadline of 21st May 2021
- Projects or spending which takes place after the end of February 2022
- Proposals seeking more than £2500 from Glasgow CAN

The grant can be used towards;

- Projects which take place in Glasgow
- Projects which take place or seek to reach people living in areas of deprivation in the city
- Pilot projects or new partnerships (partnership between Glasgow CAN members are encouraged)
- An existing project that will benefit the local community or a community of interest
- To support activities going online/digital
- Cover access and inclusion costs
- Match funding for a wider Participatory Arts project
- Online or traditional marketing materials or costs associated for a Participatory Arts project
- To support the commissioning of a freelance artist(s) to carry out a piece of work that benefits the local community or a community of interest (engaging Glasgow CAN members is actively encouraged)
- A Participatory Arts project which clearly demonstrates its commitment to EDI (Equality, Diversity and Inclusion)
- Materials, equipment and/or digital costs (although this must not exceed 30% of the total amount asked for)

- Activities or spending which take place between 1st July 2021 - 28th February 2022

All applicants must be members of Glasgow CAN. To apply to be a member, please visit [www.glasgowcan.org/applytobeamember](http://www.glasgowcan.org/applytobeamember) and complete the online form. Please do not submit an application to this grant scheme without prior confirmation of membership to the organisation.

## **Project Proposal Form**

Members should attempt to answer all of the questions outlined in the Project Proposal Form. Members may include links to previous work, websites, social media sites, YouTube channels etc. Please note that extra links are not obligatory. Only completed Project Proposal Forms will be accepted as applications to the **Create Grant** scheme. Other forms of proposals unless otherwise agreed with a Glasgow CAN core team member because of access needs, will not be accepted.

Please do not exceed the word limit for each question and importantly do not feel obligated to write the maximum amount for each question as this is not always necessary to get the information across. Glasgow CAN are acutely aware as an organisation that members are under an increased amount of pressure to complete forms, seek funding, and adapt their practice, in order to navigate their way through this extremely difficult time. Therefore, Glasgow CAN has tried to keep this application process as simple as possible and not overly time consuming.

Please refer to the above **Aims and Objectives** of the scheme and Glasgow CAN's **Key Priorities and Values** through-out your proposal.

## **Financial Information**

Please complete section 6 of the Project Proposal Form carefully and use the space provided to demonstrate a break-down of costs and explain where appropriate how you came to these costs. Please follow Scottish Artist Union industry standard rates of pay when planning staff costs and fees ([https://www.artistsunion.scot/pay\\_rates\\_2021](https://www.artistsunion.scot/pay_rates_2021)). Members may attach a separate budget sheet if they want to.

Please be aware of the responsibility of being awarded a **Create Grant**. For example, if the funds are not spent within the period guidelines, the funds must be returned to Glasgow CAN. Glasgow CAN actively encourages members to include access costs and a contribution towards project coordination costs as part of proposed budgets.

Please ensure when completing section 6 and/or submitting a separate budget sheet, that the income and expenditure totals match.

## **Visuals**

Please do not include large images in the main body of your proposal document. Links to websites or social media pages may be used instead but are not obligatory.

## **Monitoring and Evaluation**

Glasgow CAN will send out an Evaluation form to all awardees to be completed by an agreed deadline (likely April 2021). Please keep appropriate monitoring records from the outset of the project. For example; details of the number of participants applicants reached through the project, equalities information, what changes were made to the lives of those involved, any skills developed, project legacy and any changes to how the grant was spent (which must be authorised by Glasgow CAN). Please be aware that Glasgow CAN must report back to the Glasgow City Council Communities Fund on its spending and activity, therefore adhering to the deadline above would be appreciated so that Glasgow CAN is able to collate all of the information in its own reports.

## **Equalities, Diversity and Inclusion**

Members must demonstrate a commitment to Equalities, Diversity and Inclusion (EDI). This should be an integral part of the proposed project. Please outline through-out the proposal how the proposed project will be accessible, inclusive and representative of Glasgow's diverse communities.

### **Any other information**

- Glasgow CAN maintains the right to refuse a proposal due to ineligibility (please see key priorities and eligibility above)
- Glasgow CAN may ask for further financial information to better understand the eligibility of an individual or organisation (such as previous annual accounts)
- Glasgow CAN may ask for the grant to be returned if it has not been spent appropriately or not at all
- CVs as separate documents should not be sent along with proposals
- Separate project plans or other funding applications should not be sent along with proposals
- Members must insure that they have the correct safeguarding, health and safety and any other relevant policies and procedures in place in order to deliver the project safely
- Please outline clearly how you will manage risk. Please refer to [www.gov.scot/publications/coronavirus-covid-19-community-learning-and-development-sector](http://www.gov.scot/publications/coronavirus-covid-19-community-learning-and-development-sector) for up-to-date government guidelines

Glasgow CAN is aware of how challenging it can be to apply for funding. Please get in touch if you are a member and want to apply but require further support, clarification or guidance as to how to complete the Project Proposal Form.

### **Deadline for project Proposal Forms**

The submission window for this round of the Create Grant scheme closes at **5pm on Friday 21st May**. Any proposals submitted out-with these dates will not be considered.

For enquiries about access or requests for further information please email [info@glasgowcan.org](mailto:info@glasgowcan.org).

Thank you.

*(The Glasgow Creates Programme is funded through Glasgow City Council's Communities Fund).*

