



GUIDELINES



FINDHORN BAY ARTS

Youth Arts Small Grants Scheme for Moray

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. Findhorn Bay Arts are delighted to be one of these organisations awarded a grant which will enable us to distribute £40,000 to local artists/ creative practitioners.

With these awards we aim to create opportunities for our local artists/ creative practitioners to develop their own programmes of youth arts activity that engage with a range of local organisations and young people in Moray, especially those most affected by Covid-19. All the activities will be delivered free of charge to the children and young people.

Findhorn Bay Arts (FBA) is an award-winning community-based arts organisation. Our vision is that *Moray is a place of creative opportunity for artists, audiences and participants*. Our mission is *to produce multi-arts experiences that engage local audiences and attract visitors to the region*.

Since 2014 we have successfully programmed a range of activities and events attracting participants and audiences of all ages and have a strong track record of supporting youth arts. Over the past 6 years, we have successfully delivered several programmes that engaged local young people, artists and partner organisations.

We were proud to be part of Scotland's National Youth Arts Strategy, "Time to Shine" and be the lead organisation on the establishment of IGNITE: Moray Youth Arts Hub which opened up a range of exciting routes for children and young people to connect with creativity and explore arts in Moray.

Who can apply and how much will be awarded?

The fund is open to freelance artists and creative practitioners living and/ or working in Moray and up to 50 miles in neighbouring regions, looking to work directly with children and young people. We expect those applying to have strong and appropriate skills in their artform, and experience of working with children and young people.

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

The overall budget for awards is £40,000. Applicants can apply for up to £5000 and we foresee distributing in the region of 10 awards. All projects must be completed by the end of March 2022.

Online information session

Join us to find out more about the Youth Arts Fund Scheme for Moray at our online Information Session on Wednesday 10th February, 4pm. The session will cover the fund criteria and application process and provide an opportunity for questions on these elements.

[Sign up to the information session here.](#)

Alternative formats, languages and access support

Findhorn Bay Arts 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 at info@findhornbayarts.com | 01309 673137 | 86 High Street, Forres

Key Dates:

Applications Open: 31st January 2021

Online Information Session: 4pm, 10th February 2021

Application Deadline: 1st March 2021

Decisions Announced: by 29th March 2021

Training & Development Sessions: April - June 2021

Project Delivery: July 2021 - March 2022

Evaluation Submitted: End of March 2022

Networking and training activity

Networking and training are an important element of the Youth Arts Small Grants Scheme for Moray, and we expect all artists to take part in these sessions. Findhorn Bay Arts will host the following:

- 3 x Training Sessions that will run for a maximum of 2 hours
- 3 x Networking events that will run for a maximum of 2 hours

Applicants should include their time for attending these in their budgets at appropriate industry rates.

We will be consulting with all successful applicants to determine specific training needs and availability.

Filling out Your Application

Section A: Contact Information

This section asks for your contact details, and some summary information about your project. It asks for the start and end dates of your project, and how much you are applying for.

We don't expect any direct delivery to start before July 2021, as there will be a period of development, training and support provided to all successful applicants between April and June 2021. All activities must be complete by end of March 2022, including any evaluation.

We also want to know the award amount you are requesting.

Section B: About you and your project

This award scheme sets out to support youth arts practitioners who have experience and skills of delivering high quality creative activities to children and young people.

We expect those applying to have strong and appropriate skills in their artform, and experience of working with children and young people.

In this section, 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 experience and training.

You may want to use bullet points to summarise these. Submitting a copy of your CV with your application is also requested.

Please tell us about your project idea?

In this section you can outline the creative activities you wish to deliver to young people. You can provide the following:

- A description of the activities including the contents of workshops, number of sessions, duration, and delivery method.
- How your project will positively support young people in the community.
- Details of how your project could be adapted if the planned activities are affected by the Covid-19 situation in the future.

Please note that we understand that there may be aspects of the project that need to adapt depending on the Covid-19 situation at the time of delivery.

Your Project Timeline

The project timeline should outline key activities and milestones. Include time for planning, training, building relationships, marketing, evaluation and sharing.

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

We realise that some of these dates and timelines may change but want to see that you have a clear idea of how your project will be delivered within the timeframe.

Key Information

Main artform

In the 'artform you will work in' box 'Wider Arts' means any artform that is not music. We need this information for monitoring purpose.

Please outline the estimated number of children and young people you aim to work with, age ranges - this will be an estimate at this time.

Please outline the number of days work this project will support you to undertake.

Please tell us about how you came up with the project idea and how you have identified the need?

This is the section where you can tell us about where your project idea came from, and how you know that there is a need for the activities to take place. This could be through conversations with your partner organisation, or young people you are already working with, maybe you have carried out your own research/ survey, or is it simply because there is no similar provision or opportunities for young people in the area.

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 tick all those you are going to work with/ or would like to work with if you haven't yet identified your partner organisation. 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.

You should also tell us 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 groups, through receiving referrals to your project, or through other means.

Barriers to participation

We want to make sure that the projects we support take away any barriers there might be to young people participating. Inequality means that children and young people may experience both physical and psychological barriers to take 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?
- Is there a physical barrier to participation such as transport?

It may be helpful to talk through these things with project partners before completing your application, or at our online information session for guidance.

There are useful resources available from Voluntary Arts on how to identify barriers for your project here: <https://www.voluntaryarts.org/breaking-down-barriers>

Partner Organisations

The purpose of this award is to deliver high quality youth arts activities in partnership with local organisations, for example, schools, youth or community groups. While we encourage you to identify and make contact with your partner organisations before making an application, this is

not part of the assessment criteria and we can also support you to identify appropriate partners if you are successful in gaining an award.

If you have already identified your partner organisation, then we would like to hear about what planning you have done so far with them, and how you are planning to work together. It would be helpful to understand who your key contacts are, how they will support the project and what role they will take. 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.

If you have not identified your partner organisation, then we would like to hear about what type of organisation you'd like to work with and your ideas on how you could potentially work in partnership with them to confirm the project details.

Reflecting and evaluation of your project

In this section we would like you to outline how you and your partner organisation will reflect on the progress of your project and how you will evaluate the project together.

We would like you to outline when you will reflect and your methods for exploring whether the project is a success, and how you will ensure that the voices of young participants are heard.

There are useful resources available at Evaluation Support Scotland for carrying out meaningful evaluations with children and young people here:
<https://evaluationsupportscotland.org.uk/resources/>

Budget

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

The income section should state the award requested from the Small Grants Scheme and 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.

You cannot charge children or young people for access to your project, all activities must be delivered for free and as such income can not be derived through a participant charge.

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%.

Please note that you should include in your budget your fees and expenses for attending our Training and Networking Events, these are compulsory element of the awards and should be calculated at industry rates. We see each event lasting no more than 2 hours and a maximum of 3 training events and 3 networking events.

Risk assessment

We ask you to think about any potential risks to your project in the application, in particular, 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.

We will also be supporting you through the training sessions to identify and deal with any potential risks, so please just provide a summary of the key ones you have identified.

Examples are given in the table below and here are some quick steps to help you identify them.

- What are the hazards or things that might not go to plan in the activities you are planning to undertake?
- Who does it affect? The young people, you, the partner organisations?
- What steps can you take to try to mitigate or lessen the impact of these risks/ hazards?

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

There is useful information on the [NSPCC website](#) about how to consider risks when planning your activities.

What happens to your application?

[Completed application forms and supporting documents can be submitted online here.](#)

After the closing date, 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 submission.

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:

Milestones	Date
Application deadline	1st March 2021
Decisions communicated to applicants	29th March 2021
Funds distributed	June 2021
Reporting due:	31st March 2022

The panel will be made up of the Findhorn Bay Arts team, representation from Creative Scotland and local creatives and partner organisations.

Evaluation and reporting

We will be issuing information on the Evaluation and Reporting for the project during the training and networking stage of the project. You will be required to keep a record of your activities, budgets and gather feedback from the participants and partner organisations.

Use of your information

Findhorn Bay Arts needs to gather and use certain information including personally identifiable data such as name, address and contact details in order to process applications to the Youth Arts Small Grants Scheme for Moray. Such data will be collected, used, and stored in a way that meets data protection standards, complies with the General Data Protection Regulation (GDPR) (EU) 2016/679 and within Findhorn Bay Arts Data Protection Policy (April 2018). This data will only be stored electronically in strong password protected systems and will not be shared or used for purposes other than for the Youth Arts Small Grants Scheme for Moray application process.