This form has six pages:

1) Applicant details

2) Project: project description, objectives and supporting links

3) Team: members, partners and suppliers

4) Delivery: timeline, rights clearances, risks, support requested

5) Budget: funding requested, matched funding, VAT status

6) Submission: additional information, final checks

You must complete the required fields (marked *) or add temporary text before you can go to the next page. You can save your progress and log back in later to complete the form.

Once you've submitted your application, please can you complete the separate, anonymous diversity monitoring form.

Help with your application

Please read the Guidance for Applicants before completing this application form:

Guidance for Applicants (PDF 318KB) or

Guidance for Applicants (DOCX 149KB)

Applicant details

To apply, you must be an artist/creative practitioner resident in Scotland or an arts or creative industry organisation with a registered office in Scotland. Organisations can include community organisations and local authorities, where the project has a cultural focus.

What type of applicant are you?

    Artist/creative practitioner resident in Scotland
    Arts or creative industry organisation with a registered office in Scotland

Which area of Scotland are you based in? (select from list)

Organisation nameIf your project is a partnership, name the lead organisation

Registered address

Website addressLink must include http:// or https://

Is your organisation one of Creative Scotland's Regularly Funded Organisations?(You can apply whether or not you are an RFO. This is for reporting purposes only and is not one of our selection criteria)

Yes
No

Contact details

Who should we contact about this application?

If you are applying as an individual artist/creative practitioner, please give your details. If you are applying as an organisation, please give the primary contact for the application.

First name

Surname

Job title

Email address

Telephone number

If you want, you can give details of another person we can contact, if the first person is not available.

Alternative contact name

Alternative contact job title

Alternative contact email address

Alternative contact telephone number

Your project

Project title (40 characters max.)

Genre (select one)
- Animation/illustration
- Dance
- Exhibition/heritage
- Literature/spoken word
- Multi-disciplinary arts
- Music
- Performance/drama
- Visual arts
- Other

If "Other", please describe

Project summary (250 words max.)Summarise your project and what makes it distinctive.

Digital content being created (150 words max.)What digital content will the project produce? Indicate format (audio, video, interactive etc.) duration and number of pieces (where relevant).

Publication channels (150 words max.)Where do you plan to publish your digital content - e.g. your website, social media channels, YouTube, podcast platforms, third-party publishers?

Engaging your target audience (250 words max.)Who are your target audience(s) for the project? What are your marketing plans to ensure they find and engage with the work? How will you ensure your work is as accessible as possible?

Estimated audience reach (150 words max.)What is your target audience reach for this

project (e.g. number of viewers, listeners, participants)? What is the current reach of the channel(s) you plan to use to publish and promote the content (e.g. website monthly unique visitors, email subscribers, typical engagements on your social media platforms)?

Capacity building (150 words max.)What new skills or capabilities will your organisation gain from this project? How will you build on these beyond this project?

How might your participation in this programme support equality, diversity and inclusion? (250 words max.)Please tell us not just about the project content but also the diversity of artistic and management team, approach to inclusive project management and plans to make sure that the final content is as accessible as possible. This might involve planning to include audio descriptions, transcriptions, BSL translations, WC3 standards, large print and/or easy read formats, alt text and/or it might involve good practice around digital inclusion (learn more at this link)

Please select any areas of focus for your project that support equality, diversity and inclusion (select all that apply)

    Minority ethnic
    Disabled people
    LGBTI
    Gender group
    Children and Young People (0-25)
    Older People
    Faith/Religion
    Health/Wellbeing
    Not Applicable

Supporting web links

You can provide up to two links to web pages or online documents relevant to your project. Please include any access usernames and passwords in the link descriptions.

NB - links should include http:// or https:/

Web link 1

Link 1 description (25 words max.)

Web link 2

Link 2 description (25 words max.)

Your team

Key team members (400 words max.)List the names, project roles and relevant experience of key members of your team, whether staff or freelance. Include leading artistic/creative talent, those managing production and those responsible for marketing and content distribution. You can also provide links to biographies or portfolios of up to three people in the boxes below.

You can give links to the biographies or portfolios of up to three key team members.

NB - links should include http:// or https://

Biography/portfolio link 1

Biography/portfolio link 2

Biography/portfolio link 3

Partners and suppliers (250 words max.)List any key partner organisations or suppliers you plan to work with to deliver the project. Summarise their role in the project, whether you have worked with them before and the current status of their involvement (e.g. plan to approach, initial discussions held, agreement in place).

Access supportAre there any access support requirements you or members of the project team may have when producing the project or working with The Space?

Delivery

Project timeline (150 words max.)How long will your project take to deliver? Please list any key milestones, including critical dates that can't be moved (e.g. linked to a specific event)

Does your project require rights to be cleared? (select one)This might include online or broadcast rights for performers, creative artists, music, archive material, literary works or images.

Yes
Not sure
No

Rights clearances (150 words max.)Describe any copyright contributions/works that are included in your proposed project, e.g: performances; contributions from writers, composers, designers; third party copyright in existing music, literature, images, video, audio archive. Explain how you have estimated costs for any required digital rights clearances. We realise that you might not have all the details and final costs and we can provide advice on this, but it is helpful to understand your current position.

Risks (150 words max.)What are your main project risks and how do you plan to reduce them?

Support from The Space (150 words max.)Other than funding, what support would you like from us to help you achieve your project objectives? This might include advice on digital production, online rights, content publishing and distribution, online audience development or to fill another skill gap within your project team.

Budget

How much are you applying for from The Space? Minimum £3,000 (ex. VAT), maximum £10,000 (ex. VAT).Enter amount but without "£" sign.

How much matched funding do you have for your project? This should be at least 10% of the amount you are applying for, whether in cash or in-kind. Enter amount but without "£" sign.

Total project budget(amount from The Space + matched contribution)

Upload budget file (max 10MB)Download the budget template below to record your budget. You can upload it as a PDF or Microsoft Excel file. If this is not possible, please upload your budget in any convenient format.

Budget Template (XLSX 17KB)

About your other funding (150 words max.)For other cash or in-kind contributions please state:- £ value- Who is providing it- What it is for- Whether the contribution is confirmed or pending confirmation- If pending confirmation, when you expect a decision

Is your organisation VAT registered?

Yes
No

Additional notes

Additional notes (200 words max.)Is there anything else you want to tell us about your application?

Submission

Please tick the box below to accept the programme Terms and Conditions

Terms and Conditions (PDF 142KB)

Terms and Conditions (DOCX 102KB)

Accept Terms & Conditions

Yes

After you submit your application, we will give you a link to printer friendly version.

Tick below to also receive a PDF copy by email.

Email a PDF copy of my application to [pipe:15].

Yes

Please tick below if you would like The Space to email you occasional updates about digital training, commission opportunities or other services we provide. Our Privacy Policy describes how we manage your personal data. You can unsubscribe from updates at any time.

Email occasional news updates to [pipe:15].

Yes

You have now completed the application form. Please check your answers before submitting the form.

Once submitted, you will not be able to edit your application

Deadline for applications: 12pm (midday) Tuesday 18 January 2022