

**FLEXIBLE FUND: 2022 LOCAL CULTURAL FESTIVALS AND EVENTS FUND  
FAQ**

**ELIGIBILITY**

**1. Can this fund be used to develop new events and festivals?**

No, the fund is intended to support local regular festivals and events with a track record of delivery in Edinburgh.

**2. Can organisations based outwith Edinburgh or companies registered elsewhere in Scotland be the principal applicants?**

No, the fund is intended to support the local entities and groups based in Edinburgh.

**3. What organisations are eligible to apply?**

We prioritise Edinburgh-based organisations. We are looking for applications from constituted organisations, including arts and culture organisations/centres, community organisations/centres etc. Any charitable/not-for-profit entity, including charities, SCIOs, CICs, constituted community group/collective is eligible to apply. CEC Strategic Partner organisations can be part of the partnership but cannot be the lead applicant if they receive more than £50k from the Council on an annual basis.

The list of the City of Edinburgh Council Culture Service Strategic Partners 2020/23 can be found via the Culture Edinburgh website and following link: [Grant Funded Organisations – Strategic Partners](#). Any other organisations in receipt of other CEC funding are eligible to apply as lead applicants.

**7. Can newly established organisations apply?**

Yes, as long as they can present a track record of delivering their festival / event. They will need to submit a copy of their constitution and a bank statement if no accounts are available yet.

**8. Does the fund support existing partnerships / projects?**

The fund can support both new and existing partnerships between organisations, creatives, communities and other industry and business partners. The resource can be allocated towards a brand new idea or a next stage of a project development.

**9. When should the project timeline start and finish?**

The activities should commence and develop between September 2022 and August 2023. Should project exhibition / performance / other benefits take place as a result of the project in future years, this can be considered.

**10. Are online projects eligible?**

Yes, applicants are invited to outline projects offering different levels and methods of engagement that best suit their practice and the project delivery.

**11. Can one organisation apply for two different projects?**

No, only one application per organisation can be submitted.

**12. Do I have to be specific in listing dates at this early stage of the project?**

No, unless relevant to the project delivery (aligned with other events / festivals). The project outline should indicate a timeline for the project delivery.

*Continued on page 2*

## BUDGET

### 13. What activities will be funded?

Activities supported might include, but are not limited to, the following:

- **Direct event / festival costs** (please see exclusions below): costs of production, commissioning/curating/programming, venue and equipment hire, marketing and programme distribution, community engagement, staffing and volunteering, etc:
- **Capacity building and Professional development:** costs for remote/digital professional development, well-being and support programmes for staff, coaching and training, courses, online learning.
- **Business and practice development:** costs for recruiting staff members; accessing outside expertise, exploring alternative models and platforms for creation, collaboration, mobility, or distribution.
- **Developing collaborations and connections:** funding towards knowledge exchange (excluding international travel); other expenses to explore and develop collaborative networks; coaching fees; advisor fees; coordinator and collaborator fees.
- **Audience Development and Community Engagement:** training or advice that develops the organisation's capacity for inclusion and relevance across the diversity of Edinburgh's society (including improving the organisation's planning and practices in areas such as youth voice, disability, cultural diversity, etc.)
- **Digital (marketing and engagement) capability:** costs of strengthening digital infrastructure; accessing the appropriate, software, tools, and advice; making content accessible to diverse and underrepresented audiences, artists and arts practitioners.

The costs **not eligible** for funding are press events and launches, international travel, equipment purchase, capital projects, projects which primarily take place outside Edinburgh.

### 14. What rates should be used for artists' involvement in the project?

Please find links to industry rates as recommended industry bodies listed below. Please note that all project facilitators, artists, creatives, managers involved in the project delivery are expected to be remunerated as per industry rates. Only in special circumstances when project partners declare that they do not require to be paid for their work and their contribution towards the project delivery is in-kind they can be involved on a no-fee basis.

- BECTU: <https://bectu.org.uk/get-involved/ratecards/>
- ITC: <https://www.itc-arts.org/rates-of-pay>
- UK Theatre / Equity Commercial Theatre Rates: <https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=2472182>
- UK Theatre/ Equity Rates for Subsidised Managers (in receipt of public funding): <https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=2472181>
- UK Theatre/Musicians Union: <https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=2307504>
- UK Theatre / Writers Guild: <https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=2173338>
- SSP: <http://www.scottishsocietyofplaywrights.co.uk/commission-rates.html>
- UK Theatre/ BECTU/Equity Choreographers: <https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=488668>
- UK Theatre/ BECTU/ Equity Designers: Resident Designers: <https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=488666>
- Set and Costume Designers: <https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=488670>
- Lighting Designers: <https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=488669>
- UK Theatre/ BECTU/Equity Directors: <https://uktheatre.org/EasySiteWeb/GatewayLink.aspx?allId=488667>
- Visual Artists: <http://www.payingartists.org.uk/wp-content/uploads/2017/06/Paying-Artists-Exhibition-Payment-Guide.pdf>; <https://www.a-n.co.uk/news/>
- Musicians: <https://www.musiciansunion.org.uk/>
- Authors: [The Society of Authors](http://www.the-society-of-authors.org.uk/)

*Continued on page 3*

**15. Can estimated costs be included for expense that will only be known once the work is completed?**

Yes, researching estimate costs/rates as well as including a cost contingency (at a minimum of 5% of direct project costs) is advised. All fund awardees are requested to submit their interim and final reports which request further updates on actual expense. Fund officers will need to be notified prior to any major changes to the agreed project budget.

**16. Can one general cost category such as marketing be split between two different sections of the budget form.**

Yes. If doing so, then please provide additional information regarding the split costs.

## **ASSESSMENT PROCESS**

**17. Can applications be submitted via an email?**

No, only applications submitted via the [Consultation Hub](#) will be considered.

**18. Who will assess the submitted applications?**

Applications will be considered by members of the awards panel, comprising specialist independent advisors.

**19. Will the fund panel members have any prior knowledge of any of the applicants?**

No other information but the submitted application form and budget sheet are shared with the panel members. The assessment is based on the merit of the proposed projects.

## **REPORTING**

**20. How do successful projects report on the project delivery?**

The awardees will be required to submit interim and final reports summarising their experience of the project development and implementation. They will be asked to reflect on the impact the project has had on the organisation, their involvement in Edinburgh's arts and culture industry as a result of participating in the project development and delivery, the experience of working in partnership as well as the difference the fund has made.

They will also need to report on the budget expenses by submitting a final expenses summary report.

If the project included working with communities and/or audiences, activities feedback forms will be used to monitor attendance. Both quantitative information and qualitative feedback is expected to be collected. Example activity monitoring forms will be sent to all successful projects.