

**SCREEN SCOTLAND
SGRÌN ALBA**

SCREEN PROFESSIONAL DEVELOPMENT FUND

**APPLICATION GUIDANCE
UPDATED JULY 2023**

 Awarding funds from
THE NATIONAL LOTTERY®



ALBA | CHRUTHACHAIL

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SCREEN SCOTLAND SGRÌN ALBA

Screen Scotland drives the development of all aspects of Scotland's film and TV industry, through funding and strategic support. Screen Scotland is part of Creative Scotland and delivers these services and support with funding from Scottish Government and The National Lottery.

We are funding, developing and growing Scotland's screen sector by:

- Boosting production by increasing funding and support to grow the number and diversity of film and TV productions from Scotland
- Creating specialist business development provision for screen businesses ensuring that advice and support is appropriate and easy to access
- Improving employment opportunities in the sector through increased and co-ordinated training and development activity
- Developing audiences by improving access to Scottish film and TV productions at home and internationally
- Growing and improving Scotland's screen infrastructure including studio facilities
- Developing Scotland's reputation as a destination for international productions and co-productions, supported by our world-class talent, crews, facilities and unique locations.

What is the purpose of the Screen Professional Development Fund?

Continuous development and inclusive expansion of Scotland's screen workforce is essential to both our sector's growth and ensuring its diversity at all levels and in all roles. This fund aims to contribute to this by providing support for individuals already working in film and television to access training, mentoring and other professional development activities, nationally and internationally. Priority will be given to:

- **Developments in areas of skills shortages** (outlined in the Skills Priorities section below) and
- **Applicants under-represented in the screen industries.**

Skills Priorities

While there are skills gaps throughout the screen workforce, areas of particular concern include skills associated with the following roles:

- Production (Producers, Line Producers, Unit Production Managers, Production Managers and Production Co-ordinators)
- First and Second Assistant Directors
- Heads of Department and Supervisory Grades across technical and craft departments in film and TV
- Locations
- TV Series Producers
- Showrunners
- Editors
- Development Executives and Researchers
- Script Editors.

Under-Represented Groups

We will prioritise applications from those who are under-represented across the screen sector in Scotland. Current evidence indicates that these under-represented people are those who self-identify as disabled, those who come from Black and Minority Ethnic cultural backgrounds, women, and gender non-conforming identities. There have been a number of gender-focussed studies that indicate a particular under-representation of women in areas of Directing, Camera, Post-Production and VFX.

Please see Creative Scotland's [Equality Matters](#) and [Equalities, Diversity and Inclusion in the Screen Sector](#) for further information.

What can I apply for?

The fund may cover the following activities (note that this is a guide and not restrictive):

- A structured training programme of relevant creative or technical skills development
- Screen-related business skills development (eg film financing, IP rights)
- Participation in talent labs
- Relevant and structured mentoring, shadowing and work-based learning
- Other types of development activity will be considered, including those which accommodate particular access needs, if they fulfil the Assessment Criteria below.

You must supply a budget for participation with your application, and expenditure should only cover the following:

- Registration/course/activity fee
- Economy Travel
- Accommodation
- Subsistence of up to a maximum of £30 per day
- Project Access Costs (including childcare costs, where applicants are unlikely to be able to attend planned development activities without this support – please explain why this support is required. Note that childcare costs are classed as a taxable benefit, so whilst Screen Scotland will reimburse these costs, you will be responsible for reporting this benefit to HMRC.)
- Personal Access Costs (more detail below)
- Other costs associated with the proposed activity may be considered, if a strong case is made for them within your application.

What the fund will not cover

The following is not exhaustive and if you want to check please contact our Enquiries Service.

- Support for those in full-time courses in Further and Higher Education (including HNC, HND, degree and postgraduate programmes)
- Equipment costs
- Salary costs
- You should be aware that we will not normally support applications for activity which is already supported by Screen Scotland, either directly through our existing skills and talent development programmes ([details on the Screen Scotland website](#)), or indirectly, through Film Hub Scotland
- If you wish to attend a market or festival for the development of a specific project or if your work is screening in competition, you should apply to Screen Scotland's [Market and Festival Attendance Fund](#).

Personal Access Costs

If you, or any key collaborators involved in developing and leading your activity, are D/deaf, disabled or neurodivergent, you may have additional costs relating to your own access needs, in order to deliver the project.

Some examples are:

- a BSL interpreter
- specialist equipment or software
- additional travel costs
- a Personal Assistant for a disabled person

Please note that this list is not exhaustive, and you should tell us what you require in order to deliver the activity.

Please also note, Personal Access Costs are treated separately to your main project budget. They do not count towards your total funding request. This is to ensure that your requests under Personal Access Costs do not push you into a higher funding band or take your total budget over the maximum funding level for the fund.

Access to Work

You may also be eligible to apply for support from the UK Government's Access to Work fund, which can help cover some of the extra costs of carrying out your job, or travelling to, from and during work if you are disabled. More information on Access to Work is available on the UK Government website.

For more information, please refer to the Access Support page on [Creative Scotland's website](#).

Who can apply?

Applications are welcome from individuals who live in Scotland and work within the Scottish film and TV sector. The fund is aimed primarily at freelancers. However, applications from individuals working in small and growing screen businesses may be considered if a strong case for public funding is made, and there is a cash contribution from your employer to the budget.

Please note that this fund cannot support new entrants to the industry. You must be able to demonstrate the work you have undertaken in the screen sector to date, which will include at least 2-3 credits. Please see the [Screen Scotland website](#) for information on new entrants training schemes, or contact our Enquiries service (see page 11 for details.)

Those currently in full-time education are not eligible to apply.

We will prioritise applicants who have not previously received developmental support from Screen Scotland in the 12 months prior to current application.

How much can I apply for?

You can apply to this fund for any amount between £250 and £5,000 (not including personal access costs). You should include a rationale explaining why you require this level of support to undertake the development programme, and your budget must include a minimum of 10% cash or in-kind contribution, from personal or other resources.

You should demonstrate that you have considered and, if applicable, applied for other appropriate support funds in addition to Screen Scotland (eg the [ScreenSkills bursary fund](#)) and included these in your budget.

Awards will vary depending on the location and nature of the developmental activity, and the estimated cost of accreditation and attendance. Higher costs of travel and attendance for those located in rural areas of Scotland will be considered.

Please note, we will only consider awarding above the maximum in exceptional circumstances (for example, where the cost of attendance is high due to the location or nature of the course or event). Your application must clearly demonstrate why there is a need to make such an award.

When can I apply?

The fund is open all year round and you can apply at any time.

You can apply up to two weeks before the activity is scheduled to begin. If you are waiting for acceptance on a course and/or need funding well in advance, we would encourage you to apply for the Screen Professional Development fund early, even before your place has been confirmed.

If you apply less than two weeks before the professional development activity begins, your application will be deemed ineligible.

Please note, successful applicants will be notified ahead of their activity but are unlikely to receive their funding within the minimum two-week window.

How long will it take to get a decision on my application?

Decisions will take up to two weeks from the date we receive your application form and consider it complete.

What to consider before applying for Professional Development Funding

This programme is intended to support applicants who have demonstrably embarked on a career in the screen sector in Scotland, and funding can be applied for at any stage of your career.

The proposed activity should:

- Enhance your learning and professional practice
- Develop your career and professional opportunities
- Benefit the wider screen sector in Scotland.

Therefore, you must be able to demonstrate how the proposed activity will build on your work and experience to date to advance your career. Work carried out while a student is not considered relevant experience.

The proposed activity should also address development needs and skills gaps in your chosen field and the wider Scottish screen sector, referencing known skills gaps and industry standards (see for example [A Skills Audit of the UK Film and Screen Industries](#)).

Your application should include (within the application form or additional supporting documentation):

- An outline plan and schedule for the proposed activity, including appropriate risk assessment
- Information establishing the track record and/or professional recognition of those delivering your proposed activity.
- The skills and career outcomes you seek from the activity, related to your CV
- Demonstration of individual need, and current barriers to professional development.

Supporting Materials that will be required when submitting your application:

- Copy of your acceptance to a course (where applicable)
- Your CV and/or a statement about your relevant experience and/or credits in film and/or television
- Details of a professional referee
- A detailed budget
- Confirmation of other funding contributions.

Assessment Criteria

Applications will be assessed using the following criteria:

- The extent to which the proposed activity will contribute to your professional development in relation to your work and experience to date
- The extent to which the proposed activity will enhance your career prospects
- The extent to which the proposed activity addresses known skills needs in the relevant screen sector
- The extent to which the personnel delivering the training has an established track record / appropriate experience
- Individual need and the extent to which the proposed activity helps to break down barriers to progression
- Value for money.

Evaluation

The grant awarded through this fund does not have to be repaid, but all successful applicants will be required to complete an evaluative report on the programme undertaken.

Do you need help or access support before making an application?

Creative Scotland wants to ensure that our application processes are clear and accessible to everyone. We have a number of ways we can support you to make your application:

- We can offer guidance to applicants on the process of making an application
- Access support is available for disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for applicants with dyslexia
- Information is available in alternative formats (including large print, Braille, Easy Read, audio version and other languages such as Gaelic and BSL)
- We can accept applications and supporting materials written in English, Gaelic or Scots
- We offer video walk-throughs of our online application forms
- Additional one-to-one support is available to applicants with access requirements.

If you require support, further information or have any general enquiries about the fund and how to apply please contact our Enquiries Service who will be able to advise you or will put you in contact with one of our officers.

Contacting our Enquiries Service

If you need help, want to clarify whether you and/or your project are eligible, or you wish to discuss other questions about this fund, please contact our Enquiries Service.

Email: enquiries@creativescotland.com

Web: Fill out a form [on our website](#)

Twitter: Get in touch [@screenscots](#)

If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to: contactscotland-bsl.org/deaf-bsl-users for more information.

We aim to respond to all enquiries as soon as possible, and definitely within 10 working days. If your query is urgent, let us know and we'll come back to you as soon as we can. If you want to speak to someone, let us know your number and we'll arrange a suitable time for a member of the team to give you a call back.

How to apply

Making an application

Anyone wanting to apply for the Screen Professional Development Fund will need to do this through our online application portal. You can access this here: <https://my.creativescotland.com/login>.

Have you previously applied using our online portal and are already registered with us?

If yes, then you can just log in to the portal, click on 'Funding' and select 'Screen Professional Development Fund' from the selection of funding programmes which are live and open for applications.

If no, you will need to create a new account. To do this go to: <https://my.creativescotland.com/signup> and follow the simple sign-up process. You'll receive a validation email to confirm the account, after which you can then log in and proceed as outlined above. You will be able to work on a draft of your application online, save it as you go along and come back to it at any time before submitting.

Need access support whilst completing the online application form?

If you need help completing the online application due to a disability or access need, you will be able to click on an 'Access Support' help button in the online portal. Clicking on this will inform our support team of your requirements and you will be duly contacted by a staff member. In this situation, please wait for us to contact you. We will do so promptly and will ensure that your application is considered and that you will not be disadvantaged.

Our assessment and decision-making process

What happens when we receive your application?

Once you have submitted your application we will review it for completeness and eligibility. If you have not provided all of the information required, or if you do not meet the eligibility criteria for Screen Funding, your application will not be assessed. You will be notified of this, and of the reasons why, by email.

Complete and eligible applications will be assessed by Screen Scotland Officers, against the criteria and priorities set out in this guidance.

Assessments will be made on the basis of the information you provide in your application form and any supporting materials submitted.

We may contact you during the assessment process to seek further information about your project or clarification on aspects of the information you provide.

How we will make our decisions?

Applications will be assessed by a Screen Officer with relevant expertise. They will make a recommendation to support or reject the application based on the Fund's guidelines. This recommendation will be reviewed by the Director of Screen before a final decision is communicated to the applicant.

As with most funders, we can only fund a proportion of the applications we receive. However, we will offer feedback to unsuccessful applicants to strengthen their future applications. We will only accept an application for the same project if the reasons for it previously being unsuccessful have been addressed.

Once a decision is made:

Once we have reached a decision, we will email you to let you know the outcome of your application.

Successful applicants will be notified ahead of their activity but are unlikely to receive their funding within the minimum two-week window. If you are waiting for acceptance on a course and/or need funding well in advance, please apply for the Professional Development fund early.

If you are successful, we will send you your Funding Agreement, detailing any specific conditions of award, which are required to be fulfilled before cashflow commencement. You must note and adhere to all the terms and conditions of the Funding Agreement. On receipt of the Funding Agreement we will also ask you for your banking details. At this point we will also agree a payment schedule and cash-flow with you, which will normally be set against agreed milestones. You will need to return a signed copy of our Funding Agreement. Once all conditions have been met we will release the first instalment of your funding award.

If your application is unsuccessful, we will email to let you know why, and advise you of any next steps if applicable.

Freedom of Information

Creative Scotland is committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions. You can see details of our FOI handling on our website.

We are listed as a public authority under the Freedom of Information Act (Scotland) 2002. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks to see them under the Freedom of Information (Scotland) Act 2002. We may not release those parts of the documents which are covered by one or more of the exemptions under the Act. Please see the Freedom of Information website at www.itspublicknowledge.info for information about the Act generally and the exemptions. We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.

Complaints

Creative Scotland will always listen to and respond to any concerns that you may have. If you would like to make a complaint about either the service you have received from Creative Scotland or the way we have handled your application, we have a process that you can use.

Please note that Creative Scotland does not have an appeals process and for this reason, we are unable to accept complaints that relate solely to the decision we have made rather than how we have made it. For more information, please visit the Complaints Section of our website.

Data Protection:

Creative Scotland (CS) requires some personal information about you/ your organisation to consider your application for funding. Without this information CS will be unable to process your application.

If you would like to see a breakdown of the personal information CS requires, why it is required, what CS does with that information and how long CS keeps it, please refer to CS's Privacy Notice available online at: www.creativescotland.com/privacy-policy

CS may share your personal information with third parties to comply with the law and / or for the legitimate interests of CS and / or the third parties concerned.

Where the personal information you have provided to CS belongs to other individual(s), please refer to CS's Privacy Notice. Please ensure you share this Privacy Statement and CS' Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that CS holds about you under data protection law. Information on how to exercise these rights is contained in CS's Privacy Notice or you can contact CS's Data Protection Officer.

If you have any concerns with how CS has processed your personal information, you should contact CS's Data Protection Officer in the first instance, as CS would welcome the opportunity to work with you to resolve any complaint. If you are still dissatisfied, you can submit a complaint to the Information Commissioners Office.



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