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# Four Nations International Fund

Application Guidance  
August 2023



ALBA | CHRUTHACHAIL



## About the fund

COVID-19, the UK's departure from the European Union, and the cost of living crisis have each presented challenges to international working. Artists across the UK continue to seek collaboration with their counterparts around the world and there have been powerful examples of digital connection and exchange, as well as new approaches to working together in-person, as we factor in our climate impact more and more.

**This second round of the Four Nations International Fund is designed to encourage in-person, digital and hybrid collaboration:**

- between artists, creative practitioners and organisations from the four nations across the UK

**and**

- counterparts from elsewhere in Europe and beyond.

The arts and culture sectors of all four nations across the UK thrive on international collaboration and exchange. This fund invites artists, cultural professionals and organisations to consider where that collaboration could be also enhanced by closer working between England, Northern Ireland, Scotland and Wales.

The Four Nations International Fund is a pilot fund with co-investment from Arts Council England, Arts Council Northern Ireland, Arts Council Wales/Wales Arts International and Creative Scotland.

The budget for this second round is £320,000, and we anticipate making 40 - 50 awards in total across England, Northern Ireland, Scotland and Wales.

On behalf of the four nations' arts councils, Creative Scotland is leading and administering this fund. Therefore, the jurisdiction for this fund will be Scots Law, and standard Creative Scotland processes and procedures will apply.

The four nations' arts councils will work together in the decision-making of the fund. Applications are welcomed from across all the four nations across the UK. Decisions will be made using the criteria of the fund (which you can view in the 'Decision-making' section of the Guidelines) and will aim to be representative of the four nations' diverse cultures and geography.

## The aims of the programme

- **Supporting international development opportunities** for individual cultural practitioners and/or organisations based in the UK
- **Fostering greater collaboration** between cultural practitioners and/or organisations in England, Northern Ireland, Scotland and Wales, and together with international partners based in Europe and beyond
- **Exploring new models of innovative practice** in international collaboration, in particular testing imaginative ways of working that offer new and positive responses through international collaboration to issues of inclusivity, fair collaboration and climate responsibility. We welcome applications for projects which reduce negative environmental impacts and promote positive ones. We also welcome applications for projects which seek to work with cultural practitioners with experience of displacement and/or experience from within areas of conflict or post-conflict.

## How much is available?

The total budget available for this round is £320,000. **Applicants can request between £1,000 and £7,500, as well as access costs in addition to this.** This threshold has been increased from £5,000 in the previous round to reflect the increased costs of international working and enable applicants to pay artists and creative practitioners involved in the project (including those managing it) fairly.

There is no requirement for match funding, however if you do include confirmed match funding from partners as part of the application, you should ensure that this has been confirmed in writing.

**We anticipate making 40 - 50 awards** in this round and will aim to encompass the four nations' geographic and cultural diversity, with a range across art forms.

## Who can apply?

### In order to be eligible, applicants must:

- Be aged 18 or over
- Be based in one of the four nations of the UK - England, Northern Ireland, Wales or Scotland
- Be a creative practitioner working in the arts and creative industries or an organisation working in the arts and creative industries
- Have a UK bank account in their name

### And must have:

- Confirmed commitment from at least one artistic or creative partner based in another of the four nations - England, Northern Ireland, Wales or Scotland (this can be an individual or organisation)
- Commitment from an international artistic or creative partner (this can be an individual or an organisation).

Only one lead partner from any of the four UK countries can apply on the behalf of each partnership. Multiple applications from different partners for the same activity will be ineligible. An applicant may only submit one proposal as lead partner to this round. The lead partner will take financial and reporting responsibility for the project.

This fund will prioritise support to individuals and those organisations who do not have regular funding status from any the following arts councils funding schemes: **Arts Council England's National Portfolio Organisations; Arts Council Northern Ireland's Annual Funding Programme; Arts Council Wales' Arts Portfolio Wales; and Creative Scotland's Regularly Funded Organisations.** This does not exclude applications from partnerships that include a regularly funded organisation; however, we expect to see the added value that a regularly funded organisation can bring to the partnership.

## What art forms will be considered?

We are able to consider proposals from creative practitioners and organisations working across a range of different art forms including:

- Multi-disciplinary arts
- Literature
- Music
- Theatre
- Dance
- Visual arts
- Craft
- Creative Learning / Children & Young People

Please note that this list is not definitive. If you have queries about your eligibility to make an application, please contact us (see [Page 13](#)).

## What can the funds be used for?

Applications can be for physical, digital or hybrid activity in the following categories:

- Exchanges
- Residencies
- Partnership development
- Co-creation
- Networking

**Priority will be given to applications experimenting with innovative models of international collaboration.**

The fund can be used for one or all of the following:

- Development of artistic practice through working cross-UK and internationally
- Collaboration with and learning from artists, creative practitioners and organisations cross-UK and internationally
- Development of early relationships with artists, creative practitioners and organisations with a longer-term view of developing cross-UK and international markets and audiences for work and building profile internationally
- Exchange of key creative people to develop new concepts or relationships.

Applicants will need to be able to demonstrate commitment to the proposed activity from the other partners in the proposal - at least one partner from another of the four nations and at least one international partner. An email or letter from the partner will be sufficient. Match funding is not a requirement, but if you do mention other confirmed funds, we expect these funds to be evidenced through supporting letters.

## Activity that you cannot apply for

- Projects that are not arts-related
- Continuation of an existing project without any clear new elements
- Film or video production and cinema exhibition, unless it is in support of artists' work in the moving image (including film and video)
- Projects related to a course of study or tuition fees in a school, a college or a university
- Accredited qualifications
- Projects which take place or start before the published decision date
- Fundraising events, such as charity galas
- Buying equipment and instruments
- Projects in a formal education setting for educational purposes necessary by law
- Projects that support general arts or creative activities in school settings.
- Projects with a primary focus on social development (we will not consider the proposal eligible unless the focus of the project is clearly and primarily artistic or creative)

## Costs that you cannot include

- Costs/activity that are already covered by other funding
- General running costs and overheads that are paid for by other income, including your own funds
- Ongoing overheads related to equipment or buildings, such as insurance and maintenance costs

## A note on fair work

Every applicant seeking funding is expected to pay themselves and others involved with their project fairly. We expect those seeking funding to apply as a minimum the National Living Wage, and to be clear about all costs they allocate in their budgets relating to the payment of people involved in delivering their work. We do not prescribe the rates of pay that apply when employing, working with and/or commissioning artists and creative practitioners, however you can refer to [Creative Scotland's Rates of Pay Guidance document](#) which gathers sources of guidance on industry standards, union rates and codes of practice from key leading bodies. We expect applicants to reference clearly an appropriate industry pay standard in their budget where applicable and appropriate.

## When can I apply?

Fund opens .....**Wednesday 16 August 2023**  
 Deadline .....**Thursday 28 September 2023**  
 Decisions .....**w/c 6 November 2023**  
 Projects start .....**between 1 January 2024 and 31 March 2024**  
 Projects complete .....**by 31 March 2025**

## How will applications be assessed?

First, your application will be checked for eligibility - please do check whether you, your project idea, activities and partners are eligible for this fund by reading the guidelines and the FAQs. Any applications which do not meet the basic eligibility criteria for this fund will not progress. If you have queries about your eligibility to make an application, please contact us (see [Page 13](#))

Once the eligibility is checked, the application will be scored by two assessors. They will score the application according to the following four criteria:

### 1. Innovation/need (Maximum 5 points)

- Does the application show how this is a new or different approach to international collaboration?
- Does it respond to specific current needs or challenges of the partners or within the sector?
- Does it aim to test new ways of working that respond to one or more of the following issues: inclusivity, fair collaboration, climate responsibility?

## 2. Project structure (Maximum 5 points)

- Does the amount requested and the breakdown of costs seem reasonable for the activity taking place?
- Does the timeline seem practical?
- Is it clear what is taking place when and with whom?
- Do the activities described seem likely to have the effect or outcomes desired?

## 3. The partnership (Maximum 5 points)

- Is there a rationale for the selection of partners (their skills, practice, experience) and will the makeup of the partnership help achieve what the project sets out to do?
- Is the partnership mutual - will all partners see benefit in the activity?
- Are there interesting possibilities for how the relationships between these partners could develop?

## 4. The potential impact (Maximum 5 points)

- Does the proposal outline the potential impact of the activity for each of the partners? This may include artistic practice, future collaborative opportunities, increased international or UK profile, or reaching new markets and audiences.
- Are there plans to share the learning and experiences with the wider creative sector?

**Once assessed**, the two scores will be totalled up, with a maximum score of 40. In the instance of one assessor's score being significantly different from another scoring, there will be a discussion to agree a final score.

The applications will go to a panel of assessors from all partner arts councils, where the panel will look at the highest scoring applications. Approximately 40 - 50 awards will be made. In making the decisions of the final awards, panellists will also consider:

- Cultural diversity
- Art form spread
- Geographic diversity
- Applicants who do not have regular funding status from any the following arts councils funding schemes: *Arts Council England's National Portfolio Organisations; Arts Council Northern Ireland's Annual Funding Programme; Arts Council Wales' Arts Portfolio Wales; and Creative Scotland's Regularly Funded Organisations.*

**Short feedback will be given if you are unsuccessful**, on whether you were ineligible, or which area of the criteria was weaker in your application. It is worth noting that this is a pilot fund and therefore we are working to a relatively small amount (£320,000) open to applications across the four nations, so this fund may be highly competitive

**If you are successful**, you will be contacted to arrange signature of a grant agreement and for your bank details.

We will also ask you to answer some questions about the project 30 days after the end date of the funded activity.

## How to apply

### Supporting documents and additional information

To make it easier to keep track of what you need, the following is a list of documents that you will be asked for as part of the application form.

### At point of registering to apply

- **Essential:** Evidence of Organisation/Company/Charity Type: You will be required to upload some official documents to confirm the type of organisation you are. These should be added when you first register and can be updated in the 'Your Account' section of the online portal

### As part of your application

- **Essential:** Information/CVs of your / your organisation's practice or work
- **Essential:** Information/CVs of each UK and each international partner involved
- **Essential:** Supporting document of each UK and each international partner involved: this can be a letter or an email from your partner indicating their support for this project.
- **Essential:** Project timeline: You can use this optional template as a guide:  
**Four Nations International Fund | Creative Scotland**
- Other Supporting Documents: Applicants can upload up to 5 other supporting documents to support their application.

## Our online application portal

Applications for the Four Nations International Fund are made through Creative Scotland's online application portal. Please note that as the application process is being managed through Creative Scotland's online portal, this fund (which is open to applicants from all four UK nations) will sit next to other funding schemes which are open only to Scotland-based applicants.

<https://my.creativescotland.com/>

Please check our website to ensure that you are using the most up-to-date version of the guidance. We will update this guidance periodically and you should ensure you're referring to the most current version available.

### 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 'The Four Nations International Fund' from the selection of funding programmes which are presently open for applications.

### **Are you a new applicant or one who is registering on the online portal for the first time?**

If you haven't applied using our online portal before, and haven't yet registered an account with us, you will need to create an account for your organisation. Go to: <https://my.creativescotland.com/signup> and follow the simple sign-up process.

When registering you will be asked to supply some official documents to provide evidence of your company type. These can be updated during the application process but are essential requirements and will be required in order to be able to apply.

Once you have submitted your registration, you will receive a validation email to confirm the account, after which you can then log in and proceed as outlined above. When completing your application, 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 help 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 Enquiries 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.

## **Completing the online application form**

What follows is a summary of the application form and the questions you will be required to complete in the online form.

### **Your work section:**

#### **For individuals:**

- How would you describe your role or practice within the arts and creative industries?  
(Approx 50 words)

You will then be asked to choose how you would like to give further information about your practice or work: either by uploading a CV (Word or PDF format); completing a text box within the form; or providing a link to a website.

#### **For organisations:**

- Indicate if you are currently in receipt of any of the following regular funding schemes: Arts Council England's National Portfolio Organisations; Arts Council Northern Ireland's Annual Funding Programme; Arts Council Wales' Arts Portfolio Wales; and Creative Scotland's Regularly Funded Organisations
- How would you describe your organisation's role in the arts and creative industries  
(50 words)

You will then be asked to choose how you would like to give further information about your organisation's work and experience: either by uploading a summary of your organisation's work (Word or PDF format); completing a text box within the form; or providing a link to a website.

## Your 4 Nations partner(s)

**Provide information about your main partner(s)** in the four nations to give a sense of their work and/or practice, and upload a supporting document for each partner which shows their commitment to the project.

**Only one additional partner from another nation is required**, but you can complete details for further additional partners if this is part of your project, by clicking the **'add partner'** button down at the bottom as many times as you need.

### For each partner:

- Name of partner
- Are they an individual/sole trader or an organisation?
- Which of the four nations are they based in?
- What is their postcode?
- **REQUIRED:** Upload a Word document or PDF that gives an overview of the partner's previous work and/or practice
- **REQUIRED:** Upload a supporting document that shows their commitment to the project (email or letter)

### For each international partner:

- Name of international partner
- Are they an individual/sole trader or an organisation?
- Which country are they based in?
- What town / city / region?
- **REQUIRED:** Upload a Word document or PDF that gives an overview of the partner's previous work and/or practice
- **REQUIRED:** Upload a supporting document that shows their commitment to the project (email or letter)

## Your project - basic details

- What is the name of your project or activity?
- Start date of activity  
**(No earlier than 1 January 2024 and no later than 31 March 2024)**
- End date of activity  
**(No later than 31 March 2025)**
- Main art form / area
- Tell us which art form or creative area(s) best describes this project / activity. You can choose more than one, if this best communicates your project's focus.
- Other Art forms
- If applicable, what other art forms or creative areas does your project involve?
- Project summary
- Give us a summary of what you are planning to do, including who, where and when. Is it in-person, digital, or hybrid? *(approximately 250 words)*

## Your project - timeline and budget

- **Project timeline**  
Upload a document (Word or PDF format) with a table listing the main stages and tasks of the project from the start date onwards. You can use this optional template as a guide. **Four Nations International Fund | Creative Scotland**
- **Amount requested (£)**  
Tell us the total amount you are requesting from us (minimum £1000, maximum £7,500), not including any access costs you may also be requesting.
- **Access costs\* (£)**  
Are you also requesting any access costs? State the total access costs applied for.

\* **Access costs** are non-artistic costs aimed at removing barriers to participation for yourself, someone you are working with or employing, or for participants or audiences engaging with your project or activity.

**These costs do not count towards your total ask when you calculate which funding band you are applying to.** You can find out more about access costs in the FAQs for this fund.

## Your project - timeline and budget - income

### Budget income table

Please complete this table if you have confirmed any additional funding from partners or other sources. Note that this is not a requirement.

Have you confirmed any additional funding from partners or other sources? Note that this is not a requirement.

## Your project - timeline and budget - expenditures

### Detail of costs

Complete the online budget table using the following categories (where applicable) from the drop-down menu:

- Artistic / Creative costs (including all referenced industry standards)
- Professional / organisational development costs
- Equipment/ asset costs
- Marketing / audience development costs
- Overhead costs
- Project access costs
- Other costs

*Please refer to the section 'Costs you cannot include' on [Page 5](#).*

Please note that the budget categories follow standard categories used in all Creative Scotland's online forms. For this fund you may find yourself mostly using the category '**other costs**' for activity expenditure like travel, accommodation, visas, subsistence/per diems, digital collaboration costs, insurance, translation, studio/venue hire, etc. Please also disregard that access costs pull through as 'personal access costs' - these can be both personal and project access costs. You can provide more detail on what these costs are within the project timeline document.

## Your project - innovation and need

In what way is this activity trying out something new and/or responding to current needs or challenges? (*approximately 200 words*).

Refer to the assessment criteria when responding to this question for some helpful prompts of what to cover.

## Your partnership

- When answering these questions, refer to the assessment criteria for a sense of what assessors will be looking for in this section.
- Why are you and your partners working together? (*approximately 250 words*)
- Tell us why this project is important to each of the partners involved and what benefits each of you see potentially coming out of this project. (*approximately 250 words*)

## Need help?

Creative Scotland is managing this fund's application process on behalf of the four nations arts councils. We are here to support you through the process. Before preparing an application, if you have any general enquiries about the application process, guidance or application form, including any technical enquiries about our online application process, feel free to contact the Creative Scotland enquiries team to discuss any ideas or questions.

You can do this by email, through our website or social media.

- Email:** [fournationsinternational@creativescotland.com](mailto:fournationsinternational@creativescotland.com)
- Web:** Fill out a form [on our website](#)
- Twitter:** Send us a tweet [@creativescots](#)

## Do you need additional support in making your 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 D/deaf and 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](mailto:enquiries@creativescotland.com)

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

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.

## Data Protection

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

If you would like to see a breakdown of the personal information we require, why it is required, what we do with that information and how long we keep it, please refer to our Privacy Notice available online [www.creativescotland.com/privacy-policy](http://www.creativescotland.com/privacy-policy).

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

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

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

If you have any concerns with how we have processed your personal information, you should contact our Data Protection Officer in the first instance, as we 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**.

## Making a complaint

As an organisation, we 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:

[www.creativescotland.com/resources/our-publications/policies/complaints-handling](http://www.creativescotland.com/resources/our-publications/policies/complaints-handling)

## Freedom of Information (FOI)

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 here: [www.creativescotland.com/foi](http://www.creativescotland.com/foi). 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](http://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.

## Subsidy Control

As a public body Creative Scotland must comply with the subsidy control rules in the Subsidy Control Act 2022 and Trade and Cooperation Agreement between the UK Government and the European Union. More information can be found at UK subsidy control regime - GOV.UK ([www.gov.uk](http://www.gov.uk)).

Any award made through this fund will require the recipient to acknowledge that the grant comes from public funds and confirm that the support provided is compliant with the Subsidy Control rules. Where applicable, the recipient must agree that Creative Scotland will publish information relating to the grant and that the recipient will keep reasonably detailed records to demonstrate compliance with the Subsidy Control rules and shall provide a copy of such records to Creative Scotland upon reasonable request. In the event that it is deemed to be non-compliant with the Subsidy Control rules, the recipient may be required repay the entire grant (and any other sums due) immediately.

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