



**HIGHLAND
2007
LEGACY**
**DÌLEAB
GÀIDHEALTACHD
2007**

GUIDELINES FOR FUNDING APPLICATIONS

STIÙIRIDHEAN AIRSON
IARRTASAN MAOINEACHAIDH

1 Introduction

Ro-ràdh

The Highland 2007 Legacy Programme aims to promote the Highlands as a great place to live and to visit through showcasing the unique and special nature of Highland culture past, present and future. Highland 2007 was a partnership between three principal funding agencies: The Highland Council, The Scottish Government and Highlands and Islands Enterprise. Highland 2007 incorporated an exciting range of major and community events, as well as capital projects and cultural activities specifically for young people. See www.highland2007.com for full details.

In recognition of the significant contribution that the cultural sector makes to the continued economic and social prosperity of the region and as a fitting legacy to the year of celebrations in 2007, The Highland Council has established the Highland 2007 Legacy Programme to provide £500K in grants to support the ongoing promotion of the Highlands through enhancing the region's year long programme of events, festivals and cultural activity.

At the centre of the Highland's cultural hub are the community groups and organisations that have helped to shape the cultural infrastructure of the region. This programme recognises the contribution already made and to come from event organisers, promoters, artists and performers based within the Highlands and aims to maximise on supporting their continuing involvement in shaping the programme of cultural activity that takes place in the Highlands each year.

Similarly the involvement of young people in the cultural life of the Highlands is crucial and this programme will target the allocation of £125K per annum to projects and events initiated and inspired by their imagination and creativity. Applications from Associated Community School Groups for projects and events that provide young people with access to cultural opportunities will be encouraged and given priority each year.

The following guidelines summarise the objectives of the Highland 2007 Legacy Programme for appropriate individuals and organisations wishing to apply for funding and set out the criteria that will be applied in reviewing applications. This should assist applicants in assessing whether their project or event is in keeping with the overall aims of the programme and help with the development of applications.

2 Aims and Objectives

Amasan agus Amasan mionaideach

2.1 The aims of the Highland 2007 Legacy Programme are twofold:

- i) To promote the Highlands as a great place to live and to visit by enhancing the quality, range and diversity of cultural activity within the Highlands all year long.
- ii) To provide the opportunity for people across the Highlands, Scotland and in key target areas across the world to participate in an annual programme of events, festivals and cultural activity within the region.

2.2 The objectives are:

- i) To support event organisers in the development and delivery of a programme of events, festivals and cultural activity each year that enthuses its target audiences and leaves them with positive images and memories of the Highlands of Scotland.
- ii) To generate positive economic and social benefits for the Highlands and for Scotland by supporting the enhancement of the region's programme of events, festivals and cultural activity.
- iii) To provide the opportunity to increase confidence, to develop capacity and to enhance the skills of individuals and community groups involved in hosting events and developing cultural projects across the Highlands.
- iv) To support the work of other Council services and cultural organisations in developing the creativity, talent and excellence of artists and performers based in the Highlands.
- v) To contribute to the enhancement of the physical cultural infrastructure of the Highlands through targeted allocation of capital funding.
- vi) To support the work of Gaelic development agencies and initiatives in the aims of promoting Gaelic language and culture and increasing the number of Gaelic speakers.
- vii) To encourage young people to take part in cultural activities through their involvement in planning, choosing and participating in a diverse range of cultural projects and events.

3 Criteria for funding

Slatan-tomhais airson maoin

3.1 General Information

- i) The criteria for evaluating bids to the Highland 2007 Legacy Programme are split into those that are essential for eligibility and those that will give the application priority over other submissions.
- ii) Only one application should be submitted for an individual project or event in a single financial year. Please note that you may apply for both revenue and capital funding for the same event or project; in this case each submission should be made on a separate application form.
- iii) No applications will be accepted for an event or project for more than a one year period.
- iv) A maximum grant of £30k revenue and £30K capital will be available to any organisation or individual to support community events, school projects, new commissions and major events.
- v) A total of £500K in grants will be available each financial year. From this £500K, a sum of £125K will be targeted to support projects and events associated with schools and youth groups.
- vi) There will be funding deadlines in each year in February and August. Applications will be considered during each round on a competitive basis. The award of funding will not be split equally over the two rounds in each financial year but will be dependant on the quality and relevance of the submissions received in each round.
- vii) Applicants will be notified of the Awarding Panel's decision in April and October in each year by the Highland 2007 office.
- viii) Any organisation, business or individual may apply; there is no requirement that the applicant lives within The Highland Council boundary.

3.2 Essential Criteria

To qualify for funding from the Highland 2007 Legacy Programme, applications must satisfy the following criteria:

- i) The project or event must relate to one or more of the following six strands of culture.
 - Arts.
 - Heritage.
 - Sport.
 - Language.
 - Environment.
 - Science.

- ii) The project or event must take place within The Highland Council boundary.
- iii) Funding must be targeted at fostering new or enhanced cultural activity and not used to support the ongoing operational costs of an existing cultural organisation or event, or the ongoing salary of an artist.
- iv) The funding must relate to an event or project that is capable of being staged or will be completed by the end of the forthcoming financial year. For example, awards made in the financial year 2008/09 must be completed by the end of the financial year 2009/2010 (31 March 2010.)

3.3 Preferred Criteria

Applications that incorporate one or more of the following features will be given priority over other submissions:

- i) Applications that build on the existing skills or knowledge of members of the local community or help to develop new skills and understanding.
- ii) Sustainability of the event or project beyond the year of funding where it is not intended to be a one-off.
- iii) Existing local facilities and services are able to support the project or event.
- iv) The project or event will leave a positive legacy/ impact on the local area and bring local economic and social benefits.
- v) Funding will be used to build upon existing provision and enhance local facilities and activities.
- vi) The project or event will not have a negative impact on other projects or events as a result of support from the Highland 2007 Legacy Programme.
- vii) The submission includes evidence of working with other partners to enhance the quality of the project or event.
- viii) The project or event has support from a relevant national or regional agency.
- ix) The funding would not be used as substitute funding from another source.
- x) The application includes match funding/in kind support from other sources.
- xi) The event or project maximises on the opportunity to promote Gaelic language and culture.
- xii) The proposal is for an event or project that could contribute to the Homecoming Scotland celebrations in the Highlands in 2009. See www.homecomingscotland2009.com for details of the themes and aims of Homecoming Scotland.

3.4 Capital Projects

For capital projects only, in addition to the above, the following criteria will also apply:

- i) Where the project does not relate to a Council owned facility, the application must be accompanied by proof of ownership or long term (minimum 10 years) security of the property or development site to which the application refers.
- ii) Projects that improve existing facilities will be given preference over those that involve a new build.
- iii) At least 25% match funding from other sources is essential for all applications.

4 Capital and Revenue Funding

Maoineachas Calpa agus Teachd-a-steach

Funding is available to support both capital and revenue projects. While the same type of application form should be used for both types of project, applications for capital and revenue funding should be made on separate forms if you intend to apply for both. The following definitions have been provided to assist both applicants and assessors.

Capital means one-off expenditure on large items such as buildings or equipment. Revenue means costs that would normally be expected to recur, such as staff costs, performers' fees, contract payments and transport costs.

5 Application Process

Pròiseas Tagraidh

- 5.1 Application forms for the Highland 2007 Legacy Programme can be downloaded from the Highland 2007 website, www.highland2007.com. If you do not have access to this website, please contact one of the Area Cultural Officers listed who will download and post an application form and guidelines to you.
- 5.2 Before submitting an application we recommend that you contact your Area Cultural Officer to discuss the eligibility of your proposed project or event. You should contact the Area Cultural Officer responsible for the area within which your event or project would take place.
- 5.3 Event or project managers considering a pan Highland project or event should contact Judi Menabney, Principal Arts, Education and Cultural Officer, for advice and to discuss the eligibility of the proposal.
- 5.4 Only one application should be submitted for an individual project or event. Each application form should specify the period within which the event will take place or by which the project will be completed. Please note that you may apply for both revenue and capital funding for the same project or event and that each submission should be made on separate application forms.
- 5.5 Applications will be considered on two occasions each year by the Awarding Panel. The deadlines for applications for the financial year 2008/09 are as follows:

22 August 2008
6 February 2009
- 5.6 Completed application forms should be submitted by email or in hard copy to Fiona Hampton in the Highland 2007 office. All applications should be submitted by the due deadline. No late or illegible submissions will be accepted.
- 5.7 The Awarding Panel will consider all applications for funding. Notification of the outcome of each bid will be made to each applicant directly from the Highland 2007 office.
- 5.8 Payment in respect of successful applications will be made by Highland 2007. Payment will be made as expense is incurred.

6 For further information

Airson tuilleadh fiosrachaidh

Queries or requests for additional information for both revenue and capital grants should be made, in the first instance, to the Area Cultural Officers or to Judi Menabney in respect of potential pan Highland events or projects.

Area Cultural Officers

Caithness Sutherland and Easter Ross
Adrian Clark
Tel: 01349 885114
Email: adrian.clark@highland.gov.uk

Inverness, Badenoch and Strathspey
Cathy Shankland
Tel: 01463 724361
Email: cathy.shankland@highland.gov.uk

Ross, Skye and Lochaber
Wendy Sanders
Tel: 01349 868293
Email: wendy.sanders@highland.gov.uk

Pan Highland Events and Projects

Judi Menabney
Tel: 01463 702038
Email: judimenabney@highland.gov.uk

For General Enquiries and Completed Applications

Fiona Hampton
Highland 2007
Abertarff House
Church Street
Inverness
IV1 1EU.
Tel: 01463 702007
Email: fiona.hampton@highland.gov.uk
Web: www.highland2007.com

Terms and conditions will apply to all grant awards.
Please consult the Highland 2007 website for full details.