



1 Introduction

Ro-ràdh

The Highland Culture 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. In recognition of the significant contribution that the cultural sector makes to the continued economic and social prosperity of the region, The Highland Council has established the Highland Culture Programme to provide up to £500,000 in grants each year 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 Highlands' 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 encourages applicants to support 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 welcomed.

The Highland Culture Programme is supported by Rok – The Nation's Local Builder, and through their partnership we are able to encourage applications for capital projects that will enhance the region's cultural facilities and the buildings that play host to the Highlands' cultural calendar of activity.

The following guidelines summarise the objectives of the Highland Culture 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.

Note: We recommend that you discuss your proposal with Fiona Hampton before completing and submitting an application. Contact details can be found at the end of these guidelines.

2 Aims and Objectives

Amasan agus Amasan Mionaideach

2.1 The aims of the Highland Culture Programme are twofold:

- i) To promote the Highlands as a great place to live, visit and do business 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 a year round 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) Through our partnership with Rok to contribute to the enhancement of the physical cultural infrastructure of the Highlands.
- 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 support and to help safeguard local traditions and to promote their place in the modern day Highlands.
- viii) 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) Up to £500,000 in grants will be available each financial year.
- ii) There will be three funding deadlines in each year in January, May and September. Applications will be considered during each round on a competitive basis. The award of funding will be dependent on the quality and relevance of the submissions received in each round.
- iii) 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.
- iv) A **maximum** grant of £30,000 revenue and £30,000 capital will be available to any organisation or individual to support community events, school projects, new commissions and major events.
- v) No applications will be accepted for an event or project for more than a one year period.
- vi) 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 2010/11 must be completed by the end of the financial year 2011/2012 (31 March 2012.)
- vii) Applicants will be notified of the Awarding Panel's decision in March, July and November in each year, or as soon as possible after the closing date depending on the volume of applications received.
- viii) Any organisation, business or individual may apply; there is no requirement that the applicant lives within The Highland Council boundary.
- ix) The project or event must relate to one or more of the following six strands of culture: arts, heritage, sport, language, environment, science.
- x) The project or event must take place within The Highland Council boundary.
- xi) In accordance with The Highland Council's Gaelic Language Plan, the event or project should maximise on the opportunity to promote Gaelic language and culture and this requirement should be incorporated into the planning of your event or project. Guidelines for the promotion of Gaelic are available for event organisers at www.highlandeventsandfestivals.com

3.2 Programme Criteria

- i) 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.
- ii) The information provided on the application form must demonstrate clear additionality and how the funding from the Highland Culture Programme will be used to enhance the event or project proposed.
- iii) The Highland Culture Programme funding may not be used as substitute funding from another source.
- iv) The event or project should be sustainable beyond the year of funding where it is not intended to be a one-off and the information provided within the application should indicate how this will be achieved.
- v) The proposal should include evidence of potential and confirmed match funding/in kind support from sources other than The Highland Council whenever possible.
- vi) Proposals should build on the existing skills or knowledge of members of the local community or help to develop new skills and understanding whenever possible.
- vii) The proposal should account for the capacity of existing local facilities and services to support the project or event.
- viii) The project or event should leave a positive legacy/impact on the local area and bring local economic and/or social benefits.
- ix) Where possible the proposal should build upon existing provision and enhance local facilities and activities.
- x) The project or event should not have a negative impact on other projects or events as a result of support from the Highland Culture Programme.

4 Capital and Revenue Funding

Maoineachas Calpa agus

Teachd-a-steach

The Highland Culture Programme is supported by Rok – The Nation’s Local Builder, and through their partnership we are able to encourage applications for capital projects that will enhance the region’s cultural facilities and the buildings that play host to the Highlands’ cultural calendar of activity.

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.

For capital projects only, in addition to the funding criteria within section 3, the following 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% cash match funding from other sources is essential for all capital applications.

5 Application Process

Pròiseas Tagraidh

- 5.1 Application forms for the Highland Culture Programme can be downloaded from: www.highlandeventsandfestivals.com. If you do not have access to this website, please contact Fiona Hampton who will download and post an application form and guidelines to you.
- 5.2 Before submitting an application we recommend that you contact Fiona Hampton to discuss the eligibility of your proposed project or event.
- 5.3 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.
- 5.4 Applications will be considered by the Awarding Panel. Future deadlines for funding applications will be advised in due course.
- 5.5 Completed application forms should be submitted by email **or** in hard copy to Fiona Hampton at the address shown overleaf. Please **do not** submit both a hard copy and email copy.
- 5.6 If you submit your proposal by email, you will be sent confirmation that your application has been received. In the event that you do not receive confirmation of an emailed submission, please contact Fiona Hampton on 01463 702046. If you wish confirmation that a hard copy of an application has been received, please contact Fiona Hampton.
- 5.7 All applications should be submitted by 4pm on the due deadline date. No late or illegible submissions will be accepted.
- 5.8 All applications will be considered locally by Ward Members and then centrally by the Awarding Panel. Notification of the outcome of each bid will be made to each applicant directly by Fiona Hampton.
- 5.9 Payment in respect of successful applications will be made by The Highland Council. Payment will be made as expense is incurred.

6 For General Enquiries and Completed Applications

Airson Ceistean Coitcheann agus Foirmean-iarrtais Crìochnaichte

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Terms and conditions will apply to all grant awards.
Please consult www.highlandeventsandfestivals.com
for full details.