



Sgeama Tabhartasan nam Fèisean Grants Scheme 2019-20

Stiùireadh Guidance

Tha Fèisean nan Gàidheal a' faotainn taic bho na buidhnean seo | Fèisean nan Gàidheal is supported by the following bodies



DUILLEAGAN STIÙIRIDH - BU CHÒIR DHUIBH STIÙIREADH TABHARTASAN FÈISEAN NAN GÀIDHEAL A LEUGHADH MUS TÒISICH SIBH AIR AN FHOIRM SEO A LÌONADH

GUIDELINES - YOU SHOULD READ THE FÈISEAN NAN GÀIDHEAL GRANT GUIDELINES FIRST BEFORE BEGINNING TO FILL OUT THE ONLINE FORM FOR 2019-20

All grants are subject to Fèisean nan Gàidheal receiving the funding it requires to run the scheme. If the funding available does not satisfy the demand within normal percentages, Fèisean nan Gàidheal may reduce the percentage available to all Fèisean. Should funding requirements from Fèisean nan Gàidheal's main funders change we may have to reassess funding application forms to ensure that we remain compliant with any changes in terms and conditions.

Any offer will be based on this application, and there will be a maximum sum offered, based on the figures submitted herein, above which Fèisean nan Gàidheal will not increase its grant. Payment of the final grant is subject to receipt of a claim form, and any final payment will be based on the actual expenditure incurred in running your activities.

1. ELIGIBILITY FOR GRANT AID

General – All Fèisean applying for a grant under this scheme must be tuition-based, for young people aged 0-25, with a significant Gaelic language element, offering tuition in music and song from the Scottish Gaelic tradition.

All grant applications must be discussed with your designated Lead Officer in advance of making an application and all completed forms must be received by the deadline date. Your Lead Officer will be happy to assist you in completing the form. This application form is carefully designed to allow us to gather the information needed to consider your application and to gather information we need to enable us to offer you the best service, and satisfy the funders of this scheme. Therefore, every question is there for a reason, and it is essential that you answer all the questions as thoroughly as possible, even if only to indicate that a particular question is not relevant to your Fèis.

Please note that all grants are discretionary, and are based on need. That means that if, for instance, a Fèis has substantial reserves, Fèisean nan Gàidheal may decide to offer a reduced grant, or no grant, in those circumstances. If the Fèis does not fully meet the criteria for grant aid, Fèisean nan Gàidheal reserves the right to make a reduced offer, or no offer.

Gaelic Policy – All Fèisean must have, and must submit, with this application, a Gaelic Plan for 2019-20

Fèisean are required to implement Fèisean nan Gàidheal's Gaelic Policy, a copy of which is available on our website. As a minimum we will expect the Fèis to:

- Appoint a Gaelic officer on their committee to ensure all conditions are fulfilled
- Produce all publicity materials bilingually
- Continue to monitor the potential for Gaelic medium classes and make provision as necessary
- Offer Gaelic activities and Games sessions
- Increase the number of Gaelic speaking tutors/supervisors utilised in teaching and supervising
- Use Gaelic signage in the Fèis venue during Fèis week.

All participants should take part in either Gaelic Singing, Gaelic Drama or Gaelic language classes as part of their Fèis activities using, where necessary, any resources prepared by Fèisean nan Gàidheal. Fèisean will be required to research which of their participants are Gaelic speaking and are expected, where there is sufficient demand, to provide tuition through the medium of Gaelic for participants who are in Gaelic-medium education. We define "sufficient demand" as 4 or more Gaelic-medium pupils enrolled for a Fèis class.

Fèisean are asked to note that, as of 2012, all tutors employed to teach at Fèisean should either be fluent in Gaelic or engaged in learning the language. We will cross-reference this, in the same way as we do Disclosure checks, when you submit a list of the tutors you propose to employ.

Membership – The Fèis must be a current Corporate Member of Fèisean nan Gàidheal, and must have satisfied all conditions of any previous grants awarded under our schemes. Fèisean that have not complied with the requirements of previous awards will be ineligible for further assistance until such time as any outstanding conditions have been satisfied.

Child Protection Policy – All Fèisean are required to comply with Fèisean nan Gàidheal's Child Protection Policy, a copy of which is available on our website. All Fèisean must appoint a Child Protection Officer; i.e. a member of the committee who is responsible for ensuring the Child Protection Policy is implemented and records are kept up to date.

PVG checks are a requirement for all Fèis tutors, assistant tutors, supervisors and all volunteers including committee members. Fèisean who fail to ensure that all such people are PVG checked may have any grant offer withdrawn.

Equalities Monitoring Form – If you have applied to Fèisean nan Gàidheal for funding, we ask you to complete this form and submit it along with your application form to give us essential statistical information about who our applicants are, and who we are funding. The form can be completed [here](#)

Fair Pay – Fèisean nan Gàidheal encourages member Fèisean to pay tutors the rates set by the [Musicians' Union](#). We expect paid Administrators to receive the Scottish Living Wage. Fèisean should budget to accommodate fair pay.

2. DEADLINES FOR APPLICATION

This application is for all Fèis activities taking place between **1 April 2019 and 31 March 2020**. Your Lead Officer must receive your application on, or before, **Friday 8 February 2019**. If this deadline is not adhered to your application may not be eligible for assistance.

3. APPLICATION FORM

There are four elements to the grants scheme, which are detailed below:

Section 1 – Fèis Information: This is background information required from all Fèisean to allow us to process your application.

Section 2 – Gaelic Policy: This section allows you to details the ways in which you implement Fèisean nan Gàidheal's Gaelic policy.

Section 3 - Main Fèis: Assuming all eligibility criteria have been met, Fèisean will be paid up to 25% of the full total of the eligible costs. Fèisean in the Highland Council, Western Isles and Argyll & Bute will receive an additional sum as long as those local authorities continue to fund our scheme.

Eligible costs are defined as follows:

- 1) Fèis venue costs (the cost, if appropriate, of the venue where the Fèis is held)
- 2) Tutors fees up to a maximum of £660 per tutor per 5 days (main Fèisean) including assistant tutors
- 3) Travel, accommodation and subsistence costs for tutors
- 4) Food for participants, if provided free, and accommodation for participants attending residential Fèisean
- 5) Transport costs (i.e. the cost of transporting children to and from the Fèis)
- 6) Administration costs (postage, telephone, stationery etc, but NOT staffing costs)
- 7) The costs involved in holding a pre-Fèis workshop for tutors
- 8) All other reasonable costs involved in running the main Fèis (these must be detailed)

For the avoidance of doubt, the following costs are not eligible

- 1) Anything that is profit-making (cost of employing dance bands, merchandise or food for re-sale etc)
- 2) Staff costs (i.e. staff, other than tutors and supervisors, employed on a casual, permanent or a semi-permanent basis)
- 3) Fèisean nan Gàidheal membership fee
- 4) Insurance (comprehensive cover is provided for Fèisean nan Gàidheal Corporate Members)
- 5) Instrument Carriage Charges
- 6) Accountancy Fees

Section 4 - Classes & Workshops: Assuming all eligibility criteria have been met, Fèisean wishing to run a programme of classes or workshops outside the time of their normal Fèis, will be paid up to 40% of the full total of the eligible costs.

Eligible costs are defined as follows:

- 1) Tutors fees up to a maximum of £132 per day including assistant tutors
- 2) Travel, accommodation and subsistence costs for tutors
- 3) Fèis venue costs (the cost, if appropriate, of the venue where the Fèis is held)
- 4) Administration costs (postage, telephone, stationery etc, but NOT staffing costs)
- 5) All other reasonable costs involved in running a programme of classes and workshops (these must be detailed)

For the avoidance of doubt, the following costs are not eligible:

- 1) Anything that is profit-making (merchandise or food for re-sale etc)
- 2) Staff costs (i.e. staff, other than tutors and supervisors, employed on a casual, permanent or a semi-permanent

basis)

- 3) Fèisean nan Gàidheal membership fee
- 4) Insurance (comprehensive cover is provided for Fèisean nan Gàidheal Corporate Members)
- 5) Instrument Carriage Charges
- 6) Accountancy Fees

Section 5 - Administrative Hours: In 2019-20 Fèisean nan Gàidheal hopes to continue with a system of paying Fèis Committees a number of hours to employ someone locally to do administrative work on their behalf. We would like to know if you require support for an administrator and the type of tasks this paid person would carry out for the Fèis. It will be for your Lead Officer to recommend a number of appropriate hours for us to allow us to make a final decision.

Section 6 – Committee Information: We require this section to be completed with the latest information regarding the current members of your committee. All information will be kept securely as per the terms of our Data Protection Policy

Section 7 – File Uploads: This section allows you to submit a range of files that we require to process your application. Please note that if you have submitted your constitution previously, and it hasn't been altered, you are not required to submit this again.

Section 8 – Declaration: This section should be completed by the Fèis committee chairperson. This should only be done when all the questions have been answered and all the relevant documents, as outlined in this section, have been gathered for submission of this form.

4. PAYMENT OF GRANT

Once your application has been received, if approved, a formal letter of offer will be sent to you, detailing the maximum amount available, standard conditions of grant and any special conditions of grant. The letter will also contain a payment schedule advising you of when each element of your grant may be paid to you.

5. ACKNOWLEDGEMENT

All Fèisean receiving grants must acknowledge the assistance with logos and the wording **le taic-airgid bho Fèisean nan Gàidheal agus Alba Chruthachail**. Fèisean in **The Highland Council, Comhairle nan Eilean Siar** or **Argyll & Bute Council** areas must credit their local authority's assistance, as must those in the area covered by **Highlands and Islands Enterprise** using logos provided. Evidence of acknowledgement of the funders must be submitted when making a claim and failure to acknowledge assistance may result in no further payment of funds.

Your Lead Officer will supply all the relevant logos to you at a suitable resolution for use in any online or printed promotional materials.

6.SUPPORTING DOCUMENTS

To be eligible for assistance the following documents must be submitted with your grant application

- 1) A copy of your Fèis constitution if you have not submitted this previously
- 2) Gaelic Plan 2019-20
- 3) Development Targets 2019-20
- 4) Names and addresses of all committee members (section 6 of the Grant form)
- 5) Latest set of accounts
- 6) A copy of your most recent bank statement
- 7) Copies of application forms and posters/flyers from your most recent event
- 8) The Equalities survey has been completed by your fèis.