

**SCREEN SCOTLAND  
SGRÌN ALBA**



# Screen Scotland's Talent Development Strategy: Short Film Development and Production

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**CALL FOR DELIVERY PARTNER  
2025-2030**



ALBA | CHRUTHACHAIL

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# SCREEN SCOTLAND SGRÌN ALBA

## About Screen Scotland

Screen Scotland drives development of Scotland's film and TV industry, through funding, strategic support and advocacy.

We were established in 2018 as part of [Creative Scotland](#) and deliver these services and support with funding from the Scottish Government and The National Lottery.

Screen Scotland's vision is to cultivate creatively ambitious and economically sustainable film and TV sectors in Scotland, which provide fulfilling jobs and opportunities for people across the country, at all stages of their careers.

We work to develop Scotland's creative potential as a filmmaking nation and as an originator of distinctive films, television programmes and content enjoyed by audiences the world over.

Discover more in our [Strategy to 2030/31](#).

# THE PROGRAMME

This call is to invite proposals from potential delivery partners interested in working with Screen Scotland to deliver a series of Scripted Short Film Development and Production programmes for filmmaking talent from across Scotland, for activity from 2025 to 2030.

This programme will develop Scotland-based **producing, directing and writing talent**, and provide funding, support and training for filmmakers via short film development and production. The programme is for live action. Documentaries are excluded as their development is supported through other Screen Scotland supported programmes. Screen Scotland plans to launch a bespoke animation talent development offer in 2025/26, and animation projects are also not part of this call.

The Scripted Short Film Development and Production programmes will be open to residents of Scotland. It will not be open to students at any level of formal education.

The successful delivery partner will work closely with Screen Scotland as this initiative is part of Screen Scotland's wider talent development strategy and pipeline of support.

Access and engagement will be central to the successful proposal, and therefore the programme should fit within Creative Scotland's wider **Equalities, Diversity and Inclusion** ambitions and the **BFI Diversity** Standards.

Engagement with Creative Scotland's **Environmental Sustainability Strategic Priority** will be advantageous, as will engagement with **Fair Work**, which includes **Dignity at Work**.

This call is for a delivery partner for Scripted Short Film Development and Production as set out in more detail below. Short Film Development and Production is one of four Scripted Talent Development Programmes that Screen Scotland has designed and implemented under the Screen Scotland Strategy to 2030/31. It is Screen Scotland's intention to partner with experienced professionals who are experts in each area and can support filmmakers to deliver their best work. Partners can therefore choose to bid for one or more programmes, if they have the required skills and experience.

The four programmes are:

1. Feature Film Script Development
2. **Short Film Development and Production** (including the BFI NETWORK)
3. Early Development Shorts
4. Community Engagement Workshops

# SHORT FILM DEVELOPMENT AND PRODUCTION

## The delivery partner

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Under this call we welcome proposals from potential delivery partners who have a proven track record of delivering successful, industry standard, talent development and training projects within the UK.

We are looking to select a delivery partner who has identified and secured the services of an experienced Development Executive with a proven track record in short films.

The Development Executive will be expected to have an overview of all aspects of the development and production of the short films produced under this initiative, ensuring that they deliver on time and within budget and to the anticipated standard for each initiative.

This Development Executive will have a strong editorial knowledge and be able to nurture and creatively support the films and filmmakers during all stages of development, production and post-production.

The Development Executive will be required to liaise with Screen Scotland's Scripted team regularly and meaningfully and all significant development and production decisions (green light decisions) will be made jointly by the Development Executive, Screen Scotland and, where appropriate, the BFI NETWORK.

The successful applicant may be a single organisation or a partnership between multiple organisations. The programme should be designed to operate for five years, from April 2025 to March 2030, with regular reporting and evaluation.

In the instance that a new organisation is formed for the delivery of this programme, we will be evaluating the experience of the individuals involved (rather than the track record of the new organisation). We do not expect the full delivery team to be in place at the point that the proposal is made.

In order to avoid any potential conflicts of interest, existing film production companies will not be eligible.

Applicants need to demonstrate a high level of understanding of the current state of Scottish/UK independent filmmaking, and its position internationally. Creative origination is a strategic "north star" for Screen Scotland, we want Scotland-based creatives to devise, develop and deliver work of a high creative standard; work that wins recognition, audiences and awards at home and internationally, and which establishes Scotland-based filmmakers as exciting, global film talent. This short film programme is a key element of Screen Scotland's strategy.

The delivery partner must be legally constituted and based in Scotland for the duration of the programme – incorporated in Scotland, and managed and controlled at the most senior level within Scotland. We will consider proposals which include further editorial support provided by individuals based outside of Scotland.

Your proposal should include strong strategic reasoning for you and/or your delivery partnership being the host for Scotland's primary scripted short film development programme for film.

You will be expected to have significant experience of developing short film talent and have strong connections to the Scottish film and television industry.

## Background

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Screen Scotland drives 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.

In our Strategy to 2030/31, Screen Scotland set out our overarching plans and priorities for the remainder of the decade. One of our key objectives is Content Origination, continuing to develop Scotland based talent and increase the number of financed projects that are originated and owned in Scotland. These four new Talent Development Programmes are the next step in achieving this objective. Further information about Screen Scotland can be found on [our website](#).

Screen Scotland and Creative Scotland have supported the development of screen talent through a variety of routes in recent years, including [SFTN](#), [DocScene](#), [TRC Media](#), [FOCUS](#), [Short Circuit](#), [Film FastTrack](#) and [Young Films Foundation](#). **Both SFTN and Short Circuit were part of the BFI NETWORK.**

Made possible through **National Lottery** funding, **BFI NETWORK** exists to discover and support talented writers, directors and producers at the start of their careers. We collaborate with film organisations and leading cultural venues across the UK to provide funding for short films, support for the development of first features, as well as a range of professional and creative development programmes.

### Recognition of Screen Scotland and BFI NETWORK National Lottery funds

It will be a condition of funding under these programmes that the funding sources (being Screen Scotland and BFI NETWORK National Lottery funds) are prominently acknowledged throughout all aspects of the scheme. This includes prominent credits on the films being supported, display of relevant logos (e.g. on marketing materials, website) and through agreed verbal and written acknowledgment (e.g. on press releases, social media). The concept and identity of the proposed programmes should emphasise the funding sources and its place as the Scottish part of BFI NETWORK.

Screen Scotland will additionally require the delivery partner to acknowledge that the short film development and production activity is an integral element of Screen Scotland's Strategy to 2030/31, that Screen Scotland's support is not limited to the provision of funding and includes creative and strategic leadership in the design and delivery of the short film programme/film talent development process within Scotland.

# Purpose and content of the programme

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This programme will provide a range of short film development and production opportunities to give emerging Scotland-based filmmakers the chance to develop their skills and create a compelling body of work. There will also be the opportunity to attend Short Film Labs to work through ideas before committing to them in a funded production.

The successful delivery partner will design the programmes in consultation with Screen Scotland, agreeing all key delivery dates and other development/production milestones. These programmes are directly funded by Screen Scotland and the BFI NETWORK. Shorts are jointly funded by Screen Scotland and the BFI NETWORK. The successful bidder will be responsible for meeting the reporting requirements of both Screen Scotland and the BFI.

It is expected that the programme will break down into four sub-programmes:

1. BFI NETWORK Shorts
2. High Value Shorts
3. Second Sight Shorts
4. Short Film Lab

## **BFI NETWORK Shorts**

BFI NETWORK and Screen Scotland will provide funding for six short films in this category of up to £25,000 each.

The purpose of this continuing programme – most recently delivered by Short Circuit under the banner *Sharp Shorts* - is to support the development and production of scripted short-form films from new and emerging Scotland-based talent.

It should allow the filmmaking teams to create work of a high creative quality and provide them with skills and knowledge to hone their craft and progress their careers as filmmakers. This programme will support six Scotland-based filmmaking teams in each round to make high-quality scripted short films, which should be aiming to screen at Academy/BAFTA-qualifying festivals. These projects are expected to be made by teams comprising a writer, director and producer (in some cases, the writer and director may be the same person). The writer, director and producer must all be Scotland-based – meaning they live and work in Scotland, paying council and income tax in Scotland. We will consider applications where a producer is based outside of Scotland but would expect a Scotland-based producer to be attached prior to production to ensure learning opportunities for local producing talent.

The films must provide opportunity to Scotland-based crew as well as writers and directors and we anticipate them being produced in Scotland, utilising Scottish facilities and Scotland-based on-screen talent and crew. This is intended as a 12-month pilot programme with the intention being to extend yearly, with each year constituting a fresh “round”, to 2030.

It is expected that the programme will break down into two sections:

### **i Development**

Applicant filmmakers should apply with a script and a plan for production. The six successful projects will enter a three-month development period to further enhance all aspects of the project, including script, prior to sign-off by the Development Executive, Screen Scotland and BFI NETWORK for filming.

During this development period, a Development Executive will be expected to work closely with the filmmaking teams to move their projects from this early stage through to a fully developed draft script. Projects where teams fail to engage with development work will not progress to production.

### **ii Production**

The six projects will move into production with final delivery expected within 12 months of the “green light” date. Films should be no more than 15 minutes in length and feasibly realised with the funding provided. Animation and documentary (unscripted) projects are not eligible.

Given the hiatus in the provision of BFI NETWORK Shorts in Scotland, the delivery partner must be in a position to, and should plan to, open a call for BFI NETWORK Shorts as early as possible after their appointment, which is expected to be by end March 2025.

## **High Value Shorts**

Screen Scotland will provide funding for up to three short films in this category of up to £90,000 each.

This new programme – fully funded by Screen Scotland under the Film Development and Production Fund – will support up to three Scotland-based filmmaking teams per annum to make high-value, high-quality and high-impact scripted short films of up to £90,000 each. We expect producers to actively produce these projects and pursue additional funding to maximise the benefit of this opportunity.

Films should be no more than 25 minutes in length. They should be produced within Scotland, and utilise Scottish facilities, crew and onscreen talent for production and post. The writer, director and producer must all be Scotland-based – meaning they live and work in Scotland, paying council and income tax in Scotland. We will consider applications where a producer is based outside of Scotland but would expect a Scotland based producer to be attached prior to production to ensure learning opportunities for local producing talent.

The purpose of this programme is to offer a proving-ground/progression step for our most promising filmmakers who have already made a funded short film or feature film. It is expected that these high value shorts will be delivered by leading Scotland-based talent who can create innovative, distinct and ambitious short-form scripted works that have considerable potential to engage, excite, inspire and entertain audiences at home and internationally. This scheme is for live-action, fiction films with teams comprising a writer, director and producer(s) (in some cases, the writer and director may be the same person).



Screen Scotland has recognised that there is a sizeable gap – in budget terms – between our current highest budget short films and a likely first feature film budget. We also recognise that it is increasingly difficult to get independent features made (though we acknowledge recent changes in tax incentives might impact positively). We have introduced this new initiative to give our filmmaking talent all the support we can within the funding available, showcasing their ability to work with larger scale budgets, creating ambitious creative work that delivers impact with industry and audiences, and competes on the world stage creatively. The films are intended to showcase Scotland’s potential as a filmmaking nation, and an originator of distinctive films and filmmakers.

The filmmakers will ideally have experience in filmmaking at BFI NETWORK level or above, but may also evidence eligibility through exceptional creative achievement in other artforms.

This is intended as a 12-month pilot programme with the objective being to extend yearly if successful, with each year constituting a fresh “round”, to 2030.

It is expected that the programme will break down into two sections:

### **i Development**

Filmmakers should apply with projects at outline/treatment stage and enter a period of development. During this time, a Development Executive will be expected to work closely and intensively with the creative teams – in dialogue with Screen Scotland - to move their projects from this early stage through to a fully developed draft script.

The Screen Scotland delivery partner may decide to develop more than three projects and have a further selection process before the final projects are selected for production.

Screen Scotland’s Scripted team and Executive Director/ Director will retain the final green-light decision on the three films selected to go into production in meaningful consultation with the delivery partner.

### **ii Production**

Three projects will move into production in each round, with expected delivery within 12 months of the green-light date.

## **Second Sight Shorts**

Screen Scotland will provide funding for up to two short films in this category of up to £25,000 each.

The purpose of this new programme – fully funded by Screen Scotland under the Film Development and Production Fund – is to give Scotland-based filmmakers who have previously been supported to make a short film, via the BFI NETWORK or similar development programmes, the opportunity to make another short film so that they can demonstrate their current practice.

There will be funding available of up to £25,000 per short. The purpose of this new initiative is to allow filmmakers to experiment further in their practice, hone their skills and equip them with a statement on their current vision.

As artists and creatives, filmmakers are never still, and we do not expect one short film to be representative of their entire vision. The opportunity of a second short film allows them to utilise their experiences and showcase their voice and evolution as a filmmaker. It may be the case that a filmmaker would like to try new techniques, explore a new cinematic language or explore themes that are demonstrative of the rest of their practice. Their previously funded work might not have found the right audience or, if it did, they may want to update that audience on where they are as a filmmaker today.

Films should be no more than 15 minutes in length. They should be produced within Scotland, and utilise Scottish facilities, crew and onscreen talent for production and post. The writer, director and producer must all be Scotland-based – meaning they live and work in Scotland, paying council and income tax in Scotland. We will consider applications where a producer is based outside of Scotland but would expect a Scotland-based producer to be attached prior to production to ensure learning opportunities for local producing talent.

This scheme will also allow filmmakers to go back out to the market and introduce themselves to the world again. They can reinvigorate conversations with partners and energise feature or series development.

This is intended as a 12-month pilot programme with the objective being to extend yearly if successful, with each year constituting a fresh “round”, to 2030.

This programme will operate in a similar way to the BFI NETWORK Shorts. There will be a deadline for applications, to which teams should apply with a developed short film script along with their rationale for a Second Sight award.

Applications will be assessed by a panel of industry experts, looking at both editorial quality of the project and the trajectory of the team behind it.

### **Short Film Lab**

The purpose of the Short Film Lab is to give participants living and working across Scotland the opportunity to work through their ideas before pitching for production funding.

The precise content of these labs can be further arranged and agreed with Screen Scotland once the delivery partner is in place, but they should be aimed at preparing prospective applicants, encouraging applications from Scotland-based creatives coming from different artistic disciplines and empowering individuals who may feel they have barriers to applying.

This stage will be completely separate from the application process. The delivery partner should promote the workshops and encourage those interested in applying to attend these labs to learn more about making short films and honing their scripts and proposal as a whole, with the support of a Development Executive.

Directors, writers and producers are all free to apply separately; creative-team matchmaking should be encouraged during the lab.

It will be clear from all communications issued by the delivery partner that the four initiatives described above have been developed by Screen Scotland to address the aims and objectives set out in Screen Scotland's Strategy to 2030/31 – primarily around creative origination, talent and audience development – and that the programme is directly funded by Screen Scotland with all necessary attribution for Scottish Government or National Lottery.

In all cases, the individual filmmaking teams will hold all rights for their films. Rights will not flow through the delivery partner.

Screen Scotland will be awarded all necessary rights (on a non-exclusive basis) to include each film produced within the suite of films utilised within Screen Scotland's education work, including the draft Film and Screen Curriculum, and each film will be made available after a period not exceeding 24 months post the green light decision for viewing within the National Library of Scotland's screen archive.

## Delivery partner: Skills and experience required

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The above provision – BFI NETWORK Shorts, High Value Shorts, Second Sight Shorts, Short Film Lab - should be delivered by one delivery partner who will design the programme in consultation with Screen Scotland.

The delivery partner and Development Executive should be able to demonstrate the following attributes:

- Demonstrable track record of creative leadership in scripted short filmmaking
- High level expertise in the creative and practical development and production (including legal and compliance) of scripted short film
- Track record of identifying new and emerging talent
- Demonstrable track record of facilitating creative excellence in scripted short film and of nurturing new and emerging talent
- Significant knowledge and experience of Scottish filmmaking past and present
- Strong understanding of the needs of new and emerging talent
- Understanding of current and past talent development in Scotland
- Significant understanding of financial models for short films
- Understanding of current trends in film exhibition, distribution and festivals
- Understanding of current film industry demographics and routes to diversifying the industry
- The staff infrastructure to administer a major funding scheme, including to support the employment of programme staff, finance administration including payments to awardees, the provision of legal and business affairs, and management of the application and assessment process
- Demonstrable existing positive partnerships or relationships within the UK and international film industry

- Demonstrable understanding of how to deliver film activity in an environmentally responsible manner
- Experience or knowledge of grant-making and grant management
- Demonstrable outreach experience
- Demonstrable understanding of and commitment to Equalities, Diversity and Inclusion
- A strong online presence and a physical presence as a 'creative hub' is desirable
- A clear understanding that the initiatives described above have been developed by Screen Scotland to address the aims and objectives set out in Screen Scotland's Strategy to 2030/31 – primarily around creative origination, talent and audience development.

## The budget for the programme

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**A maximum budget of £750,000 per annum is available for this programme, provided by Screen Scotland and BFI NETWORK.** This funding award will initially be made on a 12-month basis, with the intention to extend for a further four financial years to 2030, as continuity will be crucial for the supported filmmakers.

This budget includes £470,000 per annum for production funding for short films and a £30,000 access fund per annum, with the remainder going towards legal expenses, staffing for the project and a contribution to company overheads for the delivery partner.

It would be advantageous for your proposal to show evidence of other funding, including in-kind support, although we will accept proposals that are 100% funded through this allocation if the strategy around it is exceptionally strong.

Confirmation of the second year of funding (2026-27) will be subject to:

- satisfactory delivery of the four short film initiatives by the partner during the preceding period;
- continued satisfactory operation of the delivery partner; and
- the continued availability to Screen Scotland of funding sufficient to support the activity.

# Timeline

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<b>Date</b>	<b>Key Information</b>
<b>11 December 2024</b>	Call for Proposals
<b>20 January 2025</b>	Closing date for delivery partner applications
<b>20-27 January 2025</b>	Evaluation and shortlisting
<b>End Jan 25</b>	Notification of Interviews
<b>Feb 25</b>	Interview Week
<b>Feb 25</b>	Notification of successful candidates

Activity funded under this call for partners is expected to begin in April 2025.

Funding for one pilot year of activity is available at this time, and subject to the criteria set out above and we will provide funding until March 2026.

We expect to select a delivery partner by the end of February 2025 and your proposal should outline your ability to enable the launch of a callout for BFI NETWORK Shorts in April 2025.

The successful delivery partner applicant for the Short Film Provision will be required to deliver the programmes in close, open and continuous communication with Screen Scotland, and with BFI NETWORK where appropriate. This will include:

- Regular monthly meetings with Screen Scotland’s Head of Scripted and/or Screen Executive Officers monitoring the programme
- Regular contact with the Head of BFI NETWORK, BFI NETWORK Coordinator and other BFI NETWORK Talent Executives and BFI Film Fund colleagues

# Deliverables

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The nature of these programmes means that there will be a degree of flexibility around the deliverables. However, each year the delivery partner will be expected to:

- Support a mix of new and emerging filmmakers, identifying and developing unfamiliar and diverse cinematic voices, encouraging ambition and creative excellence
- Provide funding awards to short-form film commissions
- Support films that are of sufficient quality to achieve significant festival invitations; evidence popularity with audiences through box office and viewing figures; and attract positive reviews, festival nominations and awards
- Evaluate the programme and its outcomes thoroughly, including a narrative report noting key observations and learnings from the programme; presentation/s of results to Screen Scotland and BFI; an Equality Diversity and Inclusion report, showing how you have identified and engaged underrepresented and diverse talent.

# Additional requirements

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Screen Scotland will also require the following:

- Regular project updates, including written quarterly reports
- Approval of all funding guidelines
- Representation on selection panels
- Approval of any sub-contractors
- Approval of any third-party finance, prior to entering into agreements
- Approval of any distribution deals or other exhibition packages arranged with, or on behalf of, funded filmmakers

# How to apply

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Please supply the following:

- Narrative Proposal (3 sides A4)
- Budget
- Management Structure
- Timeline and Activity Plan
- Risk Management register
- Equalities Diversity and Inclusion Plan
- Latest Annual Accounts (if applicable)
- Partnership Agreement (if applicable)

See below for further guidance on these items.

Proposals should be sent to [screen@creativescotland.com](mailto:screen@creativescotland.com)

We encourage all applicants to get in touch with Screen Scotland's Scripted team before submitting your application. Please send enquiries about your proposal to [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com) and you will be directed to someone who can help.

## Contacting our Enquiries Service

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If you require support, further information or have any other queries about the process, contact our Enquiries Service by emailing:

[enquiries@creativescotland.com](mailto:enquiries@creativescotland.com).

If you are a d/Deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Visit [www.contactsotland-bsl.org](http://www.contactsotland-bsl.org) for more information.

## Narrative proposal

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### Your vision for new talent in Scotland

This should include what you think the next wave of Scottish filmmaking needs in order to succeed creatively and commercially on the international stage. It should also include consideration of current barriers and opportunities faced by new filmmakers, and how this programme will help to address these.

### Strong creative editorial support

How you will ensure the programme offers strong creative support to talent, allowing them the opportunity to develop their work to a high standard. The programme should engage with a wide range of different styles across live action, including different genres and tones, and you should indicate how you will achieve this.

We would expect the Development Executive to be based in Scotland, and the successful proposal will include provision for hosting this position within Scotland. We will consider proposals which include further editorial support being based outside of Scotland.

### Targets

Please provide an indication of your annual targets which can be used to measure the achievements of the programme. These will be finalised in consultation with Screen Scotland and will work alongside Screen Scotland's new Talent Development Strategy. You should also clearly state targets for the progression and showcasing of this work.

### Market/business support

The successful proposal will demonstrate how support will be provided to ensure all films produced under the programme find an audience, and how

talent will be developed in a way that nurtures and maintains a connection to the wider film industry.

Although this is not a business development programme, a key function will be the development of producers' market knowledge and skills.

### **Industry connections**

This programme will be receiving funds from BFI NETWORK along with Screen Scotland. It is expected that the successful applicant will have provision for nurturing a strong relationship between the participants on the programme and the rest of the BFI NETWORK, along with other activity at Screen Scotland.

Applicants should also be able to present strong connections to other aspects of the UK and international film industry.

### **Other talent development programmes**

Screen Scotland is presenting four talent development programmes in total. This programme is expected to work with other talent development offers to present clear and complementary pathways for Scottish talent to progress their careers.

### **Platforms**

With today's shifting landscape, the programme should be aware of the opportunity for talent to develop through routes beyond theatrical film. The programme will be expected to offer connections to new platforms.

### **Continued development**

This programme should recognise that film development is not a straightforward path, and projects may require a degree of after care and continued development whilst not being in direct receipt of support.

## **Your budget**

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Realistic budget levels should be set for each individual activity as part of the overall programme. All participants should receive financial support to develop projects within the programme. This should be at a level that is appropriate to their level of experience. Your budget should reflect industry standards and a commitment to fair pay.

It may be necessary to attach more experienced producers to projects and adjust budget levels and fees accordingly. Any potential slate of projects should be realistic and involve Scottish producers/companies.

We will expect the successful applicant to demonstrate value for money through the ratio of direct awards for filmmakers against overhead costs. Please ensure the budget identifies individual salaries for staff roles.



## Management structure

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Please state how you will deliver each element of the programme (including management, legal and business affairs), and whether these resources are already in place or to be established.

The programme will require the appointment of at least one Development Executive and this Development Executive should be attached on application.

Will you work with any other organisations to deliver the scheme, whether through a formal or informal partnership, or a contract for services? If so, please describe the rationale for each relationship; what the arrangement between the parties will be; and how you will divide responsibilities.

Where available please include the track records of the key personnel within your organisation who will work on the scheme or the person specifications for any roles you would recruit to work on the scheme, for both salaried and freelance staff as appropriate.

## Timeline and activity plan

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A description of the proposed Year One of your programme. This should include how you will address the key points set out above. Indicative detail should also be provided for the proposed Year Two.

This timeline should be based on making a call for proposals as soon as possible and should include an exit strategy for implementation as required during the second year.

## Risk management register

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A summary of the risks you perceive in relation to delivering the scheme, how these will be mitigated and who is responsible for mitigation.

## Equality, Diversity and Inclusion (EDI) Plan

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Screen Scotland is committed to addressing diversity in film and television. A proactive approach to increasing diversity can improve screen projects creatively, fuelling innovation and engaging audiences through a wider range of stories, perspectives and experiences. The programme will seek to address barriers to participation and aim to increase the diversity of people working in Scotland's screen sector from all parts of Scotland in terms of gender balance, ethnicity/race, disability, neurodivergence, and socio-economic disadvantage.

# What happens next?

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## 1. Eligibility

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

## 2. Assessment

Complete and eligible proposals will be assessed against the criteria outlined at 'Skills and experience required' above.

## 3. Interview stage

We may invite a shortlist of applicants to interview, to discuss the proposals further. We will provide further information on the format of the interview to shortlisted applicants. A preferred delivery partner will then be selected by the interview panel. Following this decision, Screen Scotland are likely to hold further discussions with the preferred applicant in order to finalise the agreement for funding.

## 4. Creative Scotland Senior Leadership Team

The Screen Scotland Scripted Team and the Director of Screen Scotland will then make a recommendation to the Creative Scotland Senior Leadership Team, who will have final approval of the delivery partner.

Please note that we may not select any delivery partner if we feel that no proposal was sufficiently viable or we may enter into post-assessment discussions with one or more preferred delivery partners to encourage a particular approach prior to our making a decision.

# Feedback

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We will aim to provide feedback to all applicants we meet for an interview, where this is requested. We welcome constructive feedback from you on our process, so we can continue to improve.

# Once a decision is made

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Once Screen Scotland has reached a decision, we will write to you to let you know the outcome. If you are successful, we will let you know of any specific conditions attached to the award.

Once specific conditions, if any, have been met we will issue you with a Funding Agreement for Screen Scotland funds. You must note and adhere to all the terms and conditions of the Funding Agreement. At this point we will also ask you for your banking details and 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 are met, we will release the first instalment of your award.

# COMPLAINTS

As an organisation, we will always listen and respond to any concerns that you may have. If you would like to make a complaint, about either the way we dealt with your proposal or the service you have received from Screen Scotland, we have a process you can use.

Please note that Screen 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. You can only complain if you believe we have not followed our published process when dealing with your proposal.

For more information, please visit the [complaints section of our website](#).

# 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. For more information, visit the [Freedom of Information section of 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.foi.scot](http://www.foi.scot) 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.

# 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 on our website](#).

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. Our Privacy Notice contains information on how to exercise these rights, 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](#).

# SUBSIDY CONTROL

Screen Scotland, as part of Creative Scotland must comply with Subsidy Control legislation. Learn more on the [Subsidy Control webpage](#).

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