

About VisitScotland and EventScotland

VisitScotland is the national tourism organisation in Scotland with a remit to promote economic growth through tourism. The organisation’s prime focus is marketing, partnerships and events. VisitScotland supports events through various EventScotland funding programmes.

EventScotland is a team within the Events Directorate at VisitScotland. EventScotland was set up in 2003 with the aim of strengthening and promoting Scotland’s events industry. The team at EventScotland led the development of the National Events Strategy, Scotland the Perfect Stage the vision of this being to ensure that ‘Scotland’s reputation as the perfect stage for events is recognised nationally and internationally.’ The mission to deliver this vision is ‘To develop, through a One Scotland approach, a strong and dynamic events industry producing a portfolio of events and festivals that delivers sustainable impact and international profile for Scotland.’

![EventScotland Images]
Welcome to the National Events Programme

The National Events Programme is one of the core funds run by the EventScotland team, designed to assist in the delivery of the national events strategy, Scotland the Perfect Stage.

The programme supports the strategic development of events and it has been designed specifically to support public facing live sporting and cultural events, which take place outwith the local authority areas of Edinburgh and Glasgow and drive domestic tourism within Scotland.

The National Events Programme is designed to support new, innovative projects and activity at events which meet the programme criteria. Awards of between £5,000 and £25,000 are available to events which can demonstrate alignment with key impact areas identified in our national events strategy, Scotland the Perfect Stage. These events will have delivery budgets in excess of £20,000 and attract more than 1,000 in-person attendees, whilst showcasing Scotland’s key event and tourism assets.

Objectives

The programme objectives are to:

- Generate economic benefits for specific regions of Scotland and Scotland as a whole
- Attract visitors to specific regions of Scotland from other parts of the country and beyond
- Enhance the profile and appeal of the host region
- Inspire and involve local communities to confidently and responsibly engage with events, allowing people to benefit from community engagement
- Ensure that visitors and locals can enjoy Scotland’s tourism assets in a responsible way, while still protecting them for future generations

The programme is a strategic development programme and does not provide long-term, start up or core funding. It is designed to support project costs including additional elements, innovations or new activity aimed at enhancing and developing events taking place in 2023.

Event Eligibility

- Events must take place in Scotland, outwith Edinburgh and Glasgow local authority areas in 2023
- The programme is open to public facing cultural and sporting events that take place in a live format (entirely virtual events are not eligible for funding through this programme)
- Events should have the capacity to further develop in terms of audience, spectator and participant numbers, visitor experience, accessibility, environmental sustainability or media profile
- Applications must be endorsed and/or supported by the relevant local authority/ies
- Applications must be made by legally constituted organisations. Alternatively, eligible groups will have a management committee, constitution and their own bank account
- Events being supported by EventScotland via any other funding programme in 2023 will not be eligible to apply to this programme
- Events that secure funding through this route are not eligible to apply into any other EventScotland funding programmes for the same year
• A limit of three rounds of funding will be reinstated, having been reset from 2022. Events having previously received funding via either Round 45 or Round 46 will be eligible to receive up to two further awards from this programme, assuming all other programme criteria are met. Events having received three rounds of National Events Programme funding prior to 2022 will be eligible to re-apply.
• Financial support cannot be retrospective, and the requested activity must not already be in process.
• Whilst we are looking to see that event budgets are viable, applicants should also demonstrate a clear financial need for funding support to deliver the requested activity. Successful applicants will provide transparent and realistic budgets which are balanced, achievable and show other income sources.
• Funding cannot be offered through the programme to support certain types of events, details of which are included in the appendix at the end of this document.
• Applicant organisations should adhere to Fair Work First principles and guidance where relevant.
• Due diligence will be undertaken for all applicants; the financial health of the applicant organisation will be taken into consideration during the assessment process.
• Applicants should ideally have an organisation/business bank account, however if this does not exist additional finance checks will be required for verification purposes.
• A maximum of two individual events will be supported per applicant organisation per calendar year. If an applicant has multiple companies set up to deliver a range of events which apply to this fund, this will also be considered during the assessment process.

**Eligible Costs**

The programme supports activity designed to strategically and sustainably develop events. The following activity is considered eligible for funding:

• Innovations to develop, enhance or grow the event
• Strategic marketing & PR activity to increase audiences / profile
• Hired equipment to improve the visitor experience
• Hired equipment to increase capacity
• Initiatives or developments aimed at enhancing the event’s environmental sustainability credentials and contribution towards responsible tourism in Scotland
• Specific new activity or event related projects which provide opportunities to inspire or engage the local community with the event or festival
• Initiatives or developments which improve accessibility and inclusion at the event or festival

The following are not eligible:

• Core event costs required to stage the event
• Significant capital costs, including equipment and infrastructure purchases
• Funding gaps left by other funds being withdrawn
• Hospitality costs
Assessment Criteria

Events will be assessed on their merits, and the EventScotland team will look at ways the event will create a positive impact for the host region and Scotland as a whole. Events are assessed in terms of their viability and event management experience as well as the five impact areas; Economic – Tourism and Business; Brand, Identity and Reputation; Media and Profile; Social and Cultural and Environmental Sustainability. The ability of events to deliver against these event impacts determines the support EventScotland can offer.

Viability

When assessing applications, the Events Team will be looking for evidence of the following:

- That the event organisers have sufficient proven experience in financial administration and event management, demonstrating the required skills to undertake the project
- That the proposed budget, event and communications plans are viable, transparent, realistic and achievable
- That the event has sufficient financial and in-kind support from other sources i.e. the Local Authority, sponsorship and/or investment from private sector organisations, ticket and other earned income.
- That there is a clear financial need for public investment into the event from the National Events Programme, in order to deliver the requested activity. Events showing significant financial surpluses or deficits are unlikely to be awarded funding

The team will take into consideration the following when assessing events against the five impacts outlined in Scotland the Perfect Stage, the national event strategy. Read the full strategy online here.
**Sustainability**

**Economic - Tourism and Business**
- The event’s potential to attract visitors to the region during and after the event
- Expected visitor numbers and economic impact
- Capacity for growth and self-sustainability
- Potential opportunities for local and Scottish businesses, supporting the supply chain and showcasing Scottish talent and produce

**Social and Cultural**
- Opportunities the event offers around wellbeing, participation, boosting equality outcomes, volunteering and community engagement
- Outreach opportunities including areas for social/skills development
- The event’s capacity to promote or protect Scotland’s natural and cultural heritage
- The event’s accessibility and inclusion credentials - for guidance on delivering inclusive and accessible events refer to [https://www.visitscotland.org/events/advice-materials/sustainability](https://www.visitscotland.org/events/advice-materials/sustainability)

**Environmental**
- Safe and responsible delivery of the event while following public safety guidance
- Measures in place to minimise negative impact on the environment and community to support responsible tourism
- Evidence of the promotion of sustainable practices including use of local suppliers, reducing or eradicating single use plastics at the event and encouraging active travel

For guidance on creating your own sustainable event plan refer to [https://www.visitscotland.org/events/advice-materials/sustainability](https://www.visitscotland.org/events/advice-materials/sustainability)

**Further Impact Areas**

**Brand, Identity and Reputation**
- The event’s overall fit with the national event strategy
- The event’s fit with the host region and contribution to local priorities
- The event’s fit with local event and tourism strategies

**Media and Profile**
- The potential for the event to generate media profile for the host region
- The type of media coverage the event generates, i.e. print; broadcast; digital; social
- Level of media achieved, i.e. local; national; international
Programme Conditions

- Eligible events will take place between January and June in 2023
- The minimum award is £5,000 and the maximum award is £25,000
- The funding requested must not exceed 25% of the overall event income. This means your event income should be no less than £20,000, if applying for the minimum award value
- If an event has received an EventScotland award in the previous year all documents requested in order to carry out a final evaluation must be submitted and approved before a new application will be accepted

Please note if your application does not meet the conditions stated above it will not be recommended for funding.

Applying For Funding

Applications should be submitted by email and in Word format to apply@eventscotland.org by the following deadline:

**Round 47: Wednesday 28 September 2022 at 5pm**

Events must take place in the timeframe relevant to the funding round to which the application is submitted. All applications will be assessed and considered by a funding panel consisting of EventScotland staff and events industry experts.

Notes For Applicants

- There is a limited amount of funding available and there is no guarantee that applications will be successful in securing funding
- VisitScotland budgets for 2023/24 have not yet been set. Please note this may result in a delay in confirmation of outcomes for applications from events taking place in April – June 2023. We will endeavour to communicate outcomes as soon as we are able
- Applicants are recommended not to commit to any activity that is subject to an application before the outcome of the assessment process has been communicated. Any decision to proceed with activity before a successful application has been confirmed is at the applicant’s own risk
- If you are interested in applying to this programme, please submit an enquiry via our website and a member of the team will be in touch as appropriate. You can also contact apply@eventscotland.org if you have any queries. Please submit an enquiry via our website and a member of the team will be in touch. Contact apply@eventscotland.org if you have any queries
- Following the application deadline, each applicant will receive an email acknowledging receipt of their application. If you do not receive this acknowledgement and you have submitted an application, please contact the EventScotland team within 7 days of submission
- EventScotland aims to notify applicants of the outcome of their application within 40 working days of the closing date of each round. If for any reason there is a delay resulting in a longer assessment period, applicants will be notified. (Please note that as above, events taking place between April-June 2023 may experience a further delay while we await confirmed budgets for 2023/24).
Applications must be completed in full and on time, including the required supporting documentation, budget, and marketing activity outline.

Funding for events through the Programme is provided entirely from public funding and as such events must be able to demonstrate clear and measurable public value to Scotland.

Successful applicants will be required to sign a funding agreement and report on outputs and outcomes in alignment with the objectives of this programme.

Future funding deadlines will be advised through our e-news and via Twitter @EventScotNews. Please sign up to receive those updates here.

Accessibility, Terms and Conditions and Freedom of Information

If you require the forms to be made available to you in another format for accessibility reasons, please contact apply@eventscotland.org. If successful, applicants must sign and return the grant award agreement and accept the terms and conditions before the funds will be paid into the organisation’s bank account. Successful applicants will be required to provide updates on progress in alignment with the schedule to be agreed as part of the grant agreement. This will be followed by a full post-event outcome report on completion of the event. If you receive grant funding from this Fund and it is subsequently determined that you have provided false or inaccurate information as part of your application, VisitScotland will seek to recover, with costs, all sums awarded to you from this Fund.

VisitScotland is subject to the Freedom of Information (Scotland) Act 2002 and may be obliged to release information about your application or grant award in response to any requests received.

Data Protection

We will use the data provided by you in the application form and supporting documentation to assess your application for grant funding, contact you regarding your application and for grant management purpose (for example, managing the fund beyond the grant award stage).

Information provided by applicants as part of the process and/or the supporting documentation may be shared with the Scottish Government, relevant local authorities and/or other Scottish public sector bodies for verification purposes and reporting. If you want to find out more about what we do with your data, please see our Privacy Policy.
Appendix - Eligible and Ineligible Event Types

More detailed guidance which indicates which types of events and activities meet the eligibility criteria for this programme can be found below. This list is not exhaustive but illustrative of the type of events which may be eligible. Please note that even if your event is an ‘eligible’ type, there is no guarantee it will be successful in securing funding.

<table>
<thead>
<tr>
<th>Eligible</th>
<th>Ineligible</th>
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<tr>
<td>Open to the public cultural and sporting events taking place in outdoor, indoor or hybrid settings and environments. These are generally one off or annual occurrences. This includes but is not limited to;</td>
<td>Private events not open to the public are ineligible for this fund.</td>
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<td>• Agricultural events and shows</td>
<td>The following types of events and activities are also ineligible. This includes but is not limited to</td>
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<td>• Arts festivals</td>
<td>• Civic Events and Ceremonial Functions</td>
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<td>• Book, Poetry and Literature festivals</td>
<td>• Coffee mornings and jumble sales in community centres, church halls, schools etc.</td>
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<tr>
<td>• Comedy festivals</td>
<td>• Conferences, AGMs, incentive programmes, awards dinners or social corporate parties, away-days, team-building, training, business to business trade shows or consumer exhibitions</td>
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<td>• Dance festivals</td>
<td>• Demonstrations / Marches / Parades of a political nature</td>
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<td>• Design festivals</td>
<td>• Group activities, self-guided and guided tours</td>
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<td>• Drive in events</td>
<td>• Local markets including car boot sales and regularly scheduled or pop up craft fairs, food and drink/ farmers markets</td>
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<td>• Fashion festivals</td>
<td>• Online classes</td>
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<td>• Film festivals</td>
<td>• Participative events with a principal focus on fundraising, generally these are run by the charitable organisation</td>
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<td>• Food and Drink events and festivals</td>
<td>• Private, social or family events such as weddings, birthdays, dinners, functions or parties</td>
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<td>• Highland Games</td>
<td>• Regular or recurring programming in year-round venues unless part of a wider festival. This includes productions in; theatres, cinemas, arts centres and galleries; seasonal promotions and activation in shopping centres; live music and DJ sets in venues, pubs and clubs; comedy gigs in venues, clubs and pubs</td>
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<td>• History and Heritage festivals</td>
<td>• Regularly scheduled sports fixtures and club championships e.g. football, hockey, rugby, golf, bowls or tennis club</td>
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<td>• Lighting trails and illuminations</td>
<td>• School, college or university group events including concerts, productions, proms and balls, school sports days and graduation ceremonies</td>
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<td>• Maritime events</td>
<td>• Series of events – an application should be submitted in relation to single events or festivals.</td>
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<td>• Mass participation sporting events</td>
<td>• Showgrounds and funfairs</td>
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<td>• Music festivals, in all genres</td>
<td>• Community gala days and fetes</td>
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<td>• National and International Sports Championships / Competitions</td>
<td>• Seasonal community celebrations</td>
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<td>• Nature and Wildlife festivals</td>
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<td>• Piping events</td>
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<td>• Science festivals</td>
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<td>• Sports competitions or tournaments that are not part of regular fixtures, and which attract spectators</td>
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<td>• Visual arts festivals</td>
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<td>• Wellness festivals</td>
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