

**Telephone call script between Heads and organisations unsuccessful in securing flexible funding 09-11.**

Telephone calls between the Scottish Arts Council and organisations who applied for flexible funding are to be made on **April 29 before 1pm.**

Assessing officers will be phoning the successful applicants. Heads of Departments will be phoning the unsuccessful applicants. **Please prioritise those most affected.**

Contact [details](#) for organisations and their availability is within the list.

**The script for the conversation should be based on the decision letter being sent to the organisation.** Decision letters are held [here](#) under the organisation's name in the Final Comms folder. Please read through the letter before making the telephone call. If you have any queries about the letter, please raise them with your Head of Department or Director before calling.

Points to raise:

1. Outline Joint Board's decision not to offer flexible funding from 2009 onwards. Advise that the decision letter and full assessment will be sent by email, and by post that day.
2. 'When you receive the assessment form, you will note that there are two dates for both the Officer's Stage 1 assessment and for the Heads of Dept Stage 2 assessment (EXCEPT for GIANT). As part of the funding process, we outlined rigorous quality checks at each stage, the first date will be when the initial assessment was completed and the revised date when it was reviewed.'
3. Advise media release will be made on Wednesday 30 April. This will be available on our website on Wednesday afternoon and will include a list of all the funding decisions.
4. Naturally, there may be requests for further details, advise that these may be answered by the decision letter and the assessment. The Head of Department will be named as the point of contact for the organisation within the decision letter.
5. 'I realise you must be disappointed with the decision and would be happy to meet with you and your Chair to discuss it further along with a Director (Jim Tough, Morag Arnot, Iain Munro, David Taylor).
6. **Enquiries about funding post-2009 / Creative Scotland.** *'The decisions made by the Joint Board last week relate to specific funding committed by SAC to support organisations in 2009. The overall support and investment structure of Creative Scotland is not yet in place as this will be established as part of the ongoing Scottish Parliament's legislative process.'*

Should organisations enquire, Heads can direct applicants to the appeal procedure on the website (see link below)

### **For information about the informal meeting:**

The format of the meeting would be:

- A standard [agenda](#) will be issued to organisation prior to the meeting
- Allow a maximum 1.5hr meeting (following the standard agenda)
- From organisation we would expect the Chief Executive and Chairman
- From Scottish Arts Council, Director, head of department and note-taker

### **Appeal**

At the meeting, the organisation will no doubt wish to discuss the option of submitting an appeal. The Head of Department should make themselves fully aware of the procedure and the grounds of appeal (i.e. some kind of maladministration on the part of Scottish Arts Council in processing the application – not against the actual decision itself) and advise accordingly at the meeting. Give the applicant a copy of the appeal paperwork.

Appeals procedure - <http://www.scottisharts.org.uk/1/information/publications/1000349.aspx>

### **Appeal timescales**

Timescales for submitting an appeal should be outlined. Decision was communicated on Tuesday 29 April 2008 by 1pm – deadline for appeal submission – Friday 6 June 2008 by 1pm. If the organisations indicates a possibility of intention of appealing – advise Information & Compliance officer after the meeting.

Susan Hay  
Dance and Quality Lead Officer  
28 January 2008  
Updated 29 April 2008