



Scottish **Arts** Council

Guidance for Specialist Advisors assessing Flexible Funding applications

Specialist Advisors (SA's) will be used to provide advice on applications for Flexible funding. To reflect the Quality Framework, we are looking to SAs to advise on the Artistic Leadership and Public Engagement content of the application. All other sections of the application will be interrogated internally by officers.

Specialist Advisors will be expected to use the following information to make a recommendation to the Head of Department:

1. Application form
2. Business plan (please read relevant sections, Artistic Leadership and Public Engagement, only)
3. Supporting materials (available at the meeting)

Having carried out some pilot runs on applications, it is estimated that up to two hours is allocated per application, which includes discussion at the meeting.

Specialist Advisors will be expected to invoice for up to a maximum of two hours per application, which includes the time spent at the meeting.

We have designed a template for Specialist Advisors as an aide memoir to assist them to form a view on the application and to highlight points for discussion at the meeting with the Head of Dept. The questions link directly to the Quality Framework. These templates will not be held on file and will be destroyed by the administrators after the Specialist Advisor meetings.

An electronic copy of the template is included in this website folder along with the applications.

Susan Hay
Dance and Quality Framework Lead Officer
January 2008