

Application Form for **Capital Programme** Large Capital

Annex 2 (b)

Advice and Information

Please read the [Large Capital Guidelines](#) before making an application. If you have any general enquiries about the application process, Guidelines or Application Form please contact us as follows:

Email: enquiries@creativescotland.com

Telephone: 0845 603 6000 (10am-12pm & 2-4pm, Mon – Fri)

Have you have read the Large Capital Guidelines and Help With Your Application section before completing this application form? (Delete as appropriate)	Yes
Do you object to receiving National Lottery funding for religious reasons? (Delete as appropriate)	No

Alternative Formats

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone.

- On request this information is available in alternative formats including Gaelic language.
- Access support is available for disabled applicants. Please contact our Enquiries Service on 0845 603 6000 or email enquiries@creativescotland.com.

Contact Page

Name of applicant / applicant organisation	Midlothian Council
Contact name (if different from above) and Position	Alasdair Mathers , regeneration , social policy and community planning manager
Address	Fairfield House 8 Lothian Road , Dalkeith
Postcode	EH22 2ZG
Telephone number	0131 271 3438
Email address	alsadair.mathers@midlothian.gov.uk
Web address	www.midlothian.gov.uk

If you are applying as an Organisation please also complete the following details:

Trading Name of Organisation	Midlothian Council
Full legal name of Organisation if different from above	
What is the legal status of your Organisation? (Delete as appropriate)	Local Authority
Date of Incorporation	1 April 1996
Company Number	n/a
Address of Registered Office	Midlothian House , 32 Buccleuch street Dalkeith
Do you have Charitable status? If yes, then please state registration number	No

Programme Specific Questions

Your answers will be used to assess your application against the guidelines and criteria.

Title	Midlothian Arts Centre
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of proposed project or activity

Your Proposal

Explain how the proposal addresses the purpose of the programme. (up to 1000 words) We will also take into account your options appraisal and design proposal in considering your answer to this question.

Through the creation of the Midlothian Arts Centre, we seek to:

- Make a positive contribution to the arts at a national level by creating a high quality venue in Midlothian, (which currently has no dedicated commercial or community arts performance venue) that will be easily accessible by the new Borders rail link from the centre of Edinburgh for both wider audiences and artists.
- Create inspiring creative opportunities for young people and adults who have had little creative outlet previously; providing a performance venue and rehearsal space where teaching and learning in the arts can be brought to fruition in performance, where community artists can perform locally to their own Midlothian community .
- Kick start the social and economic regeneration of some of Midlothian's most disadvantaged communities which are adjacent to the proposed site, whilst adding value to the existing national mining museum and heritage village visitor offer.
- Newtongrange sits beside the three areas of greatest socio- economic deprivation in Midlothian (Mayfield, Gorebridge and Woodburn which rank in the top 20% of areas of deprivation for Scotland) , all of which have long standing track records of disadvantage poor access to facilities and to opportunity. Significant investment is taking place into replacement educational facilities. The council and its community planning partners are committed to taking this pattern of investment in deprived communities forward by supporting this arts initiative, which fits with the community planning partnership's area economic regeneration goals, contributing to reducing the inequality gap between these areas and the rest of the county. The centre will generate business opportunities in the construction phase, leading to job creation, work placements and traineeships both during this phase and subsequently, enhance tourism delivering spin-off benefits for local businesses. In the business plan income will be derived by expanding into business tourism/conference market.

More broadly, as part of Midlothian's Neighbourhood Planning processes, local people continuously express the desire for better quality town centres, significantly including cultural and leisure facilities, places for people to meet and socialise, and a better quality environment. The lack of vibrant town centres has been one of the most significant complaints from residents taking part in Neighbourhood Planning in Gorebridge, Newtongrange, Mayfield/Easthouses, Dalkeith and Penicuik. Midlothian is growing, with a committed 10,500 new houses already in the local plan and an expectation of another 14500 in the next decade in the new regional development plan. The population is therefore expected to rise from 82,000 to around 120,000 over the next 10 years. There is need to invest in local amenities

and infrastructure which will create cohesion between existing communities and new housing estates and ensure that the economic benefits of housing development are felt within existing communities.

Midlothian's communities are home to numerous recognised and accomplished artists, musicians and performers across many genres. Connections with artists and performers in Edinburgh and throughout the country are very strong. There are some small stages within village halls, church halls and schools, but these do not have significant seating capacity, are of variable quality, are not always disabled accessible and often lack adequate toilet and catering facilities. They do not provide attractive or comfortable audiences for either performers or audiences, and cannot accommodate larger, more ambitious staged productions.

A number of towns and villages in Midlothian now support 'community cinemas', the Arts Centre would be a venue for a more commercial offerings adding value to the local community cinemas by for example offering screenings from the National Theatre series of screened live performances, currently available in West Lothian and the City of Edinburgh.

The Midlothian area is home to traditional music sectors of Pipe Bands and Brass bands. The arts centre offers the potential to develop existing events such as the "Brass in the Park" championship, already using the mining museum as a wet weather venue into a larger regional event. Such regional events can attract over 1000 people in a weekend from players, supporters and families as well as wider public, the national championships held in Perth Royal Concert Hall attracts more than double this number. Pipe band championships are held outdoors, but the mining museum site is large enough to allow for this and still to make use of the arts centre as a base for event administration, and hospitality.

Local folk musicians, including the Pathhead collective would welcome a commercial scale venue in which their work could reach a wider audience. The area boasts a large number of young musicians, produced by the schools music service. An annual event held at the Usher Hall attracts 2000 parents and families to watch over 300 young musicians each year across a range of genres. There is a clear desire to make use of the arts centre for local genre specific events by the school music service. Post school, many young people are performing in rock, pop, folk, jazz, rap and indie bands, the venue offers them the chance of events showcasing their talent, including "battle of bands" type events.

Links between the Lyceum youth theatre and Midlothian youth theatre are already established. There is support from both these groups the development of a local theatre space to take this link to a more developed level.

Private dance studios and community dance projects are also well developed across the county, but for performance events either have to use school halls, or go into Edinburgh venues such as the Churchill theatre. There is support from this sector for a venue that can meet these needs within the county.

Please use this section to expand on the information provided above and demonstrate how your project meets the criteria set out in the guidelines.
You do not have to repeat information that has already been provided.

1. Explain the extent to which the proposal is likely to deliver clear and measureable outcomes. What are the intended outcomes? (300 words)

We will also take into account your business plan into account in considering your answer to this and question number 2.

Through the construction of the Midlothian Arts Centre, we seek to achieve three headline outcomes

1: Kick start the social and economic regeneration of some of Midlothian's most disadvantaged communities:

Indicators of success for this outcome will include:

- Numbers of people from local communities, particularly those from Mayfield/Easthouses, Dalkeith and Gorebridge who benefit from activities in the Centre (attendance of workshops, performances, classes, volunteering opportunities)
- Number of learning opportunities created: workshops, classes, outreach, school visits
- Number of volunteering opportunities created
- Number of jobs created
- Number of creative enterprises established or located in/around the centre
- Level of spin-off tourism revenue generated for local businesses (shops, catering establishments, accommodation).

2: Create inspiring creative opportunities for young people and others who have had little creative outlet previously.

Indicators of success for this outcome will include:

- Numbers of exhibitions/performances involving local young people or other target groups, number of opportunities to feature 'new talent'.
- Number of collaborations with schools, libraries and community groups
- Number of opportunities for volunteers, work placements and training in creative industries and heritage

3: Make a positive contribution to the arts and heritage at a national level by creating a high quality venue that will be easily accessible by public transport from the centre of Edinburgh.

Indicators of success for this outcome will include:

- Number of visitors from throughout the UK and further afield who attend to research heritage and family history
- Number of visitors from Edinburgh and further afield who attend arts/creative activities
- Number of nationally/internationally recognised artists performing at the Centre on an annual basis
- Number of artistic/creative collaborations fostered by the Centre
- Level of use of the Centre as an Edinburgh Fringe venue, and as venue.

2. Explain how your organisation will manage and deliver the proposal. (150 words)

Midlothian Council, the National Mining Museum of Scotland and the arts organisations serving the area, (both local community arts and representatives of the wider arts community) will form a new Midlothian Arts Trust (draft trust deed attached). This Trust will manage and operate the arts centre assuming ownership of this element of the overall mining museum site from the mining museum trust, with an agreed operating arrangement for car parking, catering and other shared facilities. The expertise of the existing mining trust members, supported by technical staff of the council, specialist volunteers and paid staff in the arts will provide a strong foundation for effective management of the facility and for all interests to be represented. The capacity of voluntary arts groups to take on the collective management of such a facility is not yet developed to this level, so the use of a Trust within which they will participate will ensure a focus both on commercial viability and community access to the resource.

3. Describe the partnership funding you envisage (150 words). Details should be included in your budget.

Outline costings indicate a budget of £5.8 million is required to deliver the project , sources being sought are :

Creative Scotland funding £1.8 million

Community Regeneration Capital grant £ 2 million- Scottish Government (to be applied for in the 2014/15 annual application round)

Heritage Lottery funding £ 1 million (to be applied for in 2014 /15)

Council capital budget, and other sponsors £ 1 million (from 2015/16 budget)

4. Are there any additional revenue costs required as a result of the proposal? How will the need for any additional revenue funding be addressed? You should not assume additional or new revenue grants from Creative Scotland (150 words)

The projected operating cost in the first year is £500,000, with an assumed 3% inflationary interest each year thereafter. The aim is to as far as possible operate the facility on a commercial revenue raising basis, by developing a programme of productions which generate ticket sales or by renting the space to users, for example as a commercial conference venue. The business plan seeks to maintain a relatively moderate level of revenue grant funding, of no more than one fifth of the overall income, to support innovative programming. The remainder of the revenue will come through ticket sales, space hire, functions, memberships and sponsorships. Details are set out in appendix 11.1 of the business plan.

5. Provide details of your track record of delivery of arts activity and how this is likely to be developed further as a result of the proposal. (300 words) We will also take into account the programme of arts activity and budget you have submitted in considering your answer to this question.

Midlothian Council as a partner has an established music teaching programme, dance programme and drama programme across its schools, as well as several substantial; visual arts residencies that have been developed and delivered across the authority in partnership with locally based community organisations. Some of these projects have had substantial budgets and have been delivered within budget and timescale. The Arts & Creativity Team are a key player in developing and managing these projects in both the formal and informal sector and have developing a programme of arts based activity, participative and for audiences using schools and community buildings as venues, this has been made more accessible to the public by setting up an online ticketing system which has encouraged audiences from outwith Midlothian to attend events.

The authority is currently well on its way to delivering its first local arts festival which will embrace all art forms and has been developed in partnership with a wide range of locally based arts practitioners/organisations and agencies.

All of this activity is undertaken using a wide range of locally based skills and knowledge and co-ordinated by the key partners in presenting this application. The development of a bespoke arts venue will allow a more strategic approach to planning our arts activity, broaden the menu we are able to offer and send out a very positive message to our local and partner arts practitioners and organisations. It is our hope that we would be able to develop our own 'companies' in dance, drama and music building on the work we have done over many years creating a really dynamic arts venue that presents a forward thinking and creative resource for Midlothian and beyond.

The National Mining Museum of Scotland is a well established major tourist attraction, with a successful track record of promoting cultural, community and commercial events and facilities management.

6. Provide details of the extent to which your proposal will take account of environmental sustainability. (150 words)

The proposal takes environmental sustainability into account in two main ways:

A) By locating along the route of the Borders Railway, within short walking distance of the new railway station in Newtongrange, we seek to create a venue which is easily accessible from both north and south via public transportation. The centre is also readily accessible by bus.

B) Appropriate renewable energy technologies will be incorporated into the design of the building, possibly including solar panels or tiles, wind turbines and ground source heat pump. The suitability of all of these options for the particular location and requirements of the building will be further explored as part of the detailed planning process.

Equalities

We want everyone to have the opportunity to engage with and participate in arts in Scotland. How will your project be inclusive and accessible? Please supply examples of inclusive practice e.g. diverse programming, equality training for staff, community engagement, etc. An Equal Opportunities policy alone is **not** sufficient evidence.

Design will comply with the DDA and Building Regulations and ensure equality of access to the facility not just in physical access terms, but through the use of inclusive technologies such as hearing loops, large print signage and documents, colour coded environments for the visually impaired. The project has arisen in response to a longstanding lobby from the community arts sector, and more recently from feedback generated in the community planning partnerships neighbourhood planning model and the subsequent public engagement processes associated with the creation of the new Newbattle High School. Such community engagement and project planning in Midlothian is always subject to equality impact assessment, to ensure representation from minority group voices.

Our programme will be developed to encompass a broad offer for both participants and audience – a steering group drawn from community partners will work with artistic director to ensure an inclusive and accessible programme is offered this will include looking at pricing structures, timing of events, outreach work, provision of signing at selected performances. We will adhere to Midlothian Council's equal opportunities policy at all times through construction and ongoing operation.

Risk Assessment

Define any key risks you have identified and how you plan to address them.

Risk	Management of Risk
Financial sustainability of the Arts Centre	Development of promotion and marketing strategy, linked to transport options Competitive pricing Pro-active approach to generating income through memberships and corporate sponsorships. Engaging with key stakeholders locally and nationally Sustainable design and energy use Effective financial management and oversight Diverse range of products and services Relationship with range of other local businesses
Capacity of the organisation to deliver the project and sustain the operation over the long term	Selecting directors with appropriate range of skills and expertise

	<p>Careful selection of management and operational staff</p> <p>Ongoing partnership support from Midlothian Council, Creative Scotland and other agencies</p> <p>Effective training and engagement of volunteers</p> <p>Appropriate systems, processes and procedures in place to address difficulties in HR, finance and the mediation of conflict</p> <p>Training needs of directors and staff regularly assessed</p> <p>Monitoring and evaluation systems in place</p>
Lack of use or engagement from the local community	<p>Regular engagement and consultation with residents through community councils, schools and other groups</p> <p>Arts Centre users group providing feedback on events/facilities</p> <p>Outreach into local communities through schools, other groups</p> <p>Affordable/free events to encourage people who may not otherwise attend arts events</p> <p>Friendly/accessible cafe/public space which appeals to local people</p> <p>Active web and social media presence (Facebook, Twitter, etc)</p>
Changes in demand for use and needs for the space	<p>Flexible design which can be organised to suit a wide range of uses</p>
Increasing economic hardships leading to falling audiences for cultural/artistic events	<p>Diversity of programme, including larger and smaller events for varying prices</p> <p>Ongoing engagement with users and stakeholders to ensure programmes are still appealing to audiences</p> <p>Marketing and promotion nationally and internationally as well as locally to maintain high profile.</p> <p>Linking in with tourism agencies</p>

Project details

This information will be used externally by our Communications Team to promote the project or activity, internally to help inform our work, and to report to government and stakeholders

Synopsis Please outline your project in a couple of sentences. We will use this as the basis for our communications about your project.	
Midlothian Arts Centre will be an international calibre new exhibition and performance space located in alongside the National Mining Museum in Newtongrange. It will attract artists and audiences from throughout Scotland, the UK and beyond, and will form a cornerstone for arts-led regeneration within Midlothian. This project is being led by a partnership between Midlothian Council and the National Mining Museum Scotland.	
Project social media (Facebook, Twitter, Website etc)	None yet, but subject to successful Stage 1 application, full social media coverage will be utilised to promote the development of the centre and maximise local and national interest.

When will the project or activity start ?	December 2014
When do you expect the project or activity to end ?	July 2016
What is the event date(s) (if applicable)?	n/a

Place of benefit Please detail, as required below, the area(s) which will benefit from this work	
Postcode(s)	EH22- 26
Local Authority Area(s)	Midlothian
Is the project Scotland wide? (Delete as appropriate)	No

What artform or creative industry would you use to categorise your application? (Delete as appropriate)	Dance Film / TV Interactive Music Theatre
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	Visual Arts Multi Art form
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Budgets and funding

What is the total budget of the project / activity?	£ 5.8 million
What is the funding you require from Creative Scotland?	£ 1.8 million
What percentage is this of the total budget?	31 %
How much guaranteed co-funding is in place?	£ 0
What percentage is this of the total budget?	0 %

Please submit a one page A4 Excel budget

Please refer to the [Large Capital Guidelines](#) for guidance on completing the budget.

Have you completed a one page A4 Excel budget ? (Delete as appropriate)	Yes
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Please ensure you also complete the **Income Table** on the following page.

Income Table

This information will be used internally to help inform our work and to report to government and stakeholders.

Type of Funding	Name of Funder / Source of Income	Cash or In-kind	Conditional or Guaranteed or Pending	Amount of Funding / Income	% of Total Project Cost
PUBLIC FUNDING					
Creative Scotland	Creative Scotland Large Capital Grants	cash	pending	1.8 million	31%
Local Authority	Midlothian Council	cash	pending	1 million	17.25%
Local Enterprise Companies					
Broadcasters					
Other Lottery	Heritage Lottery	cash	pending	1 million	17.25%
Own Resources (cash and / or in kind, please specify)					
Other	Scottish Government Regeneration Capital Grants	cash	cash	2 million	34.5%
PRIVATE FUNDING					
Trusts & Foundations	None yet but pending successful bid, a campaign will be started to seek trust, corporate and private investment.				
Companies					
Individuals &					

Fundraising					
Other (please specify)					
Own Resources (cash and / or in kind, please specify)					
EARNED INCOME / OTHER (please add rows as required)					
e.g. Box Office					
Please specify	See appendix 11.1 of business plan for projected revenue budget				
Please specify					
TOTAL					100%

Previous applications to Creative Scotland

We are updating our systems to better track previous projects and this information will help us ensure we have the necessary information to process your application

Have you submitted other applications to Creative Scotland in this financial year? (Delete as appropriate)	Yes
If YES, please detail how many have been successful	1
If YES, please detail how many have been unsuccessful	2
If YES, how many are currently pending?	none

If your application(s) are currently pending and you are awaiting a decision from Creative Scotland, please complete the questions below.

What Programme / Route have you submitted your application(s) too?	n/a
When did you submit your application(s) to this	n/a

Programme?	
How much CS funding are you requesting via this particular Programme / Route?	n/a
Detail the project Logging Reference(s).	n/a

Essential and supporting material

Please detail all the supporting material you are submitting (and where Creative Scotland can access it).

Please refer to the [Large Capital Guidelines](#) for guidance on what supporting material is required.

Please detail the essential / supporting material submitted	Please advise if the material has been attached to the application or where we can access it
One page A4 Excel budget	In attached Business Plan Appendix 11.1 – revenue budget, Appendix 11.3 - capital budget
Design plan	In attached Business Plan Appendix 11.2- Feasibility study master
Business plan	Attached
Draft Trust deed	In attached Business Plan Appendix 11.6
Letters of support	In attached Business Plan Appendix 11.5

Statement of Acceptance

PLEASE STATE THE NAME OF THE PERSON WHO HAS COMPLETED THE FORM. THIS PERSON MUST BE AN AUTHORISED SIGNATORY OF THE COMPANY OR ORGANISATION APPLYING OR, IN THE CASE OF AN INDIVIDUAL APPLICANT, BY THE PERSON NAMED IN SECTION A.

I hereby confirm that the information in this application submission including the supporting documents is true and correct and I acknowledge that it is my responsibility to inform you immediately of any changes which could affect the interpretation or context of the application, and I confirm I will undertake to do this.

I acknowledge that the **terms and conditions** of this application and any other information supplied and discussed regarding this application, the assessment and decision making process, or in connection with this transaction as a whole ("the Confidential Information") is and shall remain strictly confidential. I confirm that I shall not disclose to any third party or make public the Confidential Information without Creative Scotland's prior written approval.

I acknowledge that Creative Scotland will endeavour to keep all information provided securely, but as a Public Authority in terms of the Freedom of Information (Scotland) Act 2002, may be required to disclose certain information under the Act. Where I stipulate at the time of providing information to Creative Scotland that I believe the information should be considered exempt from disclosure under that Act, and a request to Creative Scotland is subsequently made for disclosure of same or all of that information, Creative Scotland will endeavour to discuss such disclosure with me prior to making its decision. I do, however, accept and acknowledge that the ultimate decision on disclosure rests solely with Creative Scotland regardless of any prior statements or requests I have issued.

If any of the information I provide is classed as Personal Data under the Data Protection Act 1998 Act (the "Data"), I hereby consent that Creative Scotland may disclose said Data, within and outside of the European Economic Area, for the purposes of producing and submitting the aforesaid statistical information and reports or as otherwise required by law or by any regulations and other rules to which we are subject.

I confirm that all cash and in-kind contributions from the company or my own personal resources stated in the funding plan section of this application form are correct and that I have the authorisation to allocate the sums stated and I am responsible for ensuring that adequate resources will remain available to meet these requirements. In the event of any changes to the sums indicated I will provide a signed letter of confirmation.

I acknowledge that Creative Scotland is obliged to comply with Money Laundering Regulations 2007 and the Proceeds of Crime Act 2002 and I will, if requested, provide ID verification from any investor or myself, where appropriate, to meet compliance requirements.

I acknowledge that once Creative Scotland have confirmed the Offer of Funding in writing (via email) that Creative Scotland have the right to publicise their Offer of Funding on the Creative Scotland website and through other Creative Scotland information channels. I understand that Creative Scotland's Offer of Funding does not place Creative Scotland under any obligation to release funds until such time as all contractual negotiations are

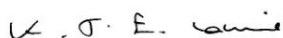
complete and Creative Scotland's Conditions Precedent have been met and their Funding Agreements signed off.

I confirm that I will not make any public statements (or allow others to do so on my behalf) regarding Creative Scotland's Offer of Funding until such time as Creative Scotland has authorised and approved the form and content of any public statement.

I confirm that I have the power to accept the award under the conditions set out in the Creative Scotland Guidelines and in this Application Form.

I declare that I have read and understood the Creative Scotland Guidelines, this Application Form and the Conditions of Funding of Creative Scotland.

I hereby confirm acceptance of the above Statement of Acceptance and all related documents. ☒



.....Kenneth Lawrie
Name of Authorised Person

Chief Executive
Position of Authorised Person

16 /8/2013
Date

Please submit your completed application form to:
capital@creativescotland.com

Please now complete your equal opportunities monitoring form and email to: monitoring@creativescotland.com