

Application

Applicants will be asked to complete the following questions:

1. Introduction

Organisations invited to Stage 2 are asked to submit a more detailed application for grant funding for minor capital works that respond directly to identified climate adaptation risks affecting their asset. This fund does not support mitigation or emissions reduction projects.

This fund is delivered by the Scottish Futures Trust in partnership with Creative Scotland and funded through The National Lottery.

This section builds on the information provided at Stage 1. Applicants should ensure that the eligibility and gateway conditions set out in the Expression of Interest continue to be met and reflected in the information provided below.

Stage 2 focuses on:

- evidencing the eligibility and gateway conditions confirmed at Stage 1
- providing sufficient detail to assess deliverability
- confirming the credibility of the proposed adaptation works
- setting out expected outcomes and learning

Projects selected will form part of a portfolio of adaptation pathfinder projects contributing to the resilience of Scotland's cultural and creative estate.

As part of this Stage 2 application, supporting evidence must be submitted separately by email. Details of required documents and submission instructions are provided at the end of this form.

2. Application Questions

Section 1: Organisation and Asset

Word limit: 150 words

Confirm:

- ownership of the asset
- any material changes since Stage 1 (for example changes to ownership, scope of works, delivery approach or project team)
- the continued role of the asset
- the organisation's approach to maintaining and investing in the asset over time

Applicants should demonstrate that the asset has been appropriately maintained and managed, and that the proposed works do not arise from avoidable or long-term dilapidation.

What a strong application demonstrates:

- *clear and consistent information aligned with Stage 1*
- *no ambiguity regarding ownership or use*

Section 2: Climate Risk

Word limit: 400 words

Provide:

- clear evidence of the climate risk identified at Stage 1
- any refinement or additional detail
- supporting evidence where available

Climate risks may include, for example, overheating, increased rainfall or flooding, water ingress, or impacts on building performance due to changing environmental conditions.

What a strong application demonstrates:

- *specific and evidenced climate risk, with reference to recent organisational understanding, assessment or governance processes*
- *clear understanding of impact on asset*
- *evidence drawn from credible sources*

Section 3: Proposed Adaptation Works

Word limit: 400 words

Provide:

- clear description of works
- direct response to climate risk
- explanation of how works improve resilience and usability

Applicants should also:

- identify any potential negative or unintended impacts of the proposed works, and how these will be mitigated (for example impacts on neighbouring properties, local environment, building performance, or energy use)

The fund is intended to support defined minor capital works within the agreed budget range. Applicants should ensure that the project is deliverable within the funding requested. The fund cannot be used to address wider funding gaps or make up shortfalls where other funding is reduced or withdrawn.

What a strong application demonstrates:

- *practical and clearly defined intervention*

- *direct link to risk*
- *proportionate and realistic approach*
- *clear understanding of potential risks, unintended impacts, and appropriate mitigation*

Section 4: Place-Based Connections

Word limit: 300 words

Describe:

- the role of the asset within its place
- collaboration with local partnerships or networks relevant to climate adaptation and resilience
- contribution of the organisation and asset to community or local climate resilience

This should reflect how the proposed works connect to the wider place context and support local resilience to climate risks.

What a strong application demonstrates:

- *clear understanding of local context and need*
- *evidence of engagement or partnership supporting local climate adaptation and resilience*
- *realistic and proportionate contribution to local climate resilience*

Section 5: Project Readiness and Delivery

Word limit: 400 words

Provide:

- delivery programme and milestones
- dependencies and risks

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- governance arrangements
- procurement approach
- confirmation of deliverability
- whether the project leverages or enables additional investment (where relevant)
- confirmation of whether planning permission or building warrant is required, and the proposed approach and timeline for securing this (if applicable)

What a strong application demonstrates:

- *realistic programme*
- *clear delivery structure*
- *understanding of procurement*
- *risks identified and mitigated*
- *project ready to proceed*

Applicants should demonstrate an understanding of appropriate procurement routes for any external services required, ensuring transparency, fairness and value for money.

Section 6: Project Budget

Word limit: 200 words

Provide:

- cost of works
- professional fees
- other funding sources
- VAT position
- confirmation that the project remains deliverable if other funding sources change or are withdrawn

- details of unrestricted reserves, and whether these are available to support the project

What a strong application demonstrates:

- *realistic and proportionate costs*
- *alignment with scope*
- *clarity and transparency*

Section 7: Outcomes, Monitoring and Learning

Word limit: 300 words

Describe:

- expected outcomes, including how these will be measured
- how the project improves resilience

Applicants should clearly set out how success will be measured, using proportionate and relevant indicators.

Monitoring:

- outline how outcomes will be monitored and evidenced

This may include qualitative or quantitative measures appropriate to the scale of the project.

Learning:

- how learning informs future decisions
- how learning will be shared with others

Applicants should confirm willingness to participate in programme-level monitoring and evaluation. The specific strategy for this work, and associated inputs, will be agreed with successful applicants at the inception stage or early in the project delivery.

What a strong application demonstrates:

- *clear and proportionate outcomes*
- *credible monitoring approach*
- *practical and applicable learning*

3. Assessment Approach

3.1

Applications will be assessed by a panel comprising:

- Scottish Futures Trust
- Creative Scotland
- Film Hub Scotland
- Adaptation Scotland
- Scottish Government

3.2

Each section aligns directly with the assessment criteria:

| <u>Area</u> | <u>Weighting</u> |
|-------------------------|------------------|
| Climate Risk | 10% |
| Adaptation Works | 25% |
| Place-Based Connections | 15% |
| Readiness and Delivery | 20% |
| Budget | 10% |
| Outcomes and Learning | 20% |
| Total: | 100% |

In addition to the scored criteria above, the panel will consider the overall balance of the funded portfolio, including:

- geographic distribution across Scotland
- variation in asset types and cultural activity
- diversity of climate risks addressed
- opportunities for learning across the programme.

Meeting the highest scoring threshold does not guarantee funding if doing so would result in a significantly unbalanced portfolio.

3.3

How applications will be assessed

Panel members will:

- review applications individually
- provide initial scores
- participate in moderated discussion

Final decisions will consider:

- overall score
- strength of evidence
- portfolio balance

3.4

What a strong application demonstrates

Across all sections, stronger applications will:

- provide clear and specific evidence
- demonstrate direct alignment between climate risk and adaptation works
- show deliverability within timeframe
- demonstrate appropriate governance and procurement
- present realistic and proportionate outcomes
- show awareness of risk and mitigation

Applications lacking clarity, evidence or deliverability are unlikely to score highly.

4. Monitoring and Evaluation

Successful projects will participate in a proportionate monitoring and evaluation process.

This may include:

- baseline definition
- ongoing reporting
- engagement with evaluators
- confirmation of completion
- participation in shared learning

The purpose is to generate learning to inform future investment in the cultural and creative estate.

5. Supporting Information and Evidence

For security reasons, we are not able to support external file uploads via. Microsoft Forms - supporting information must be submitted separately by email. This forms part of your Stage 2 application.

Applicants must submit:

- evidence of asset ownership, including confirmation of any partnership arrangements where relevant
- evidence of identified climate risk (e.g. risk registers, board papers, professional reports, internal plans)
- any supporting technical or project information (e.g. drawings, feasibility work, professional advice)
- cost information or estimates where available
- any additional documents referenced in your application

Please email all supporting information, or provide a link to download the information to:

marc.cairns@scottishfuturestrust.org.uk

with subject line, '*Stage 2 application - [organisation name]*'

Please ensure all documents are clearly labelled. Emails must not exceed 5MB in size. Where files exceed this limit, please provide a non-expiring download link.