

From: [Foi Enquiries](#)
To: [REDACTED]
Subject: FOI-17-1345 - Crowhouse Project
Date: 13 October 2017 09:11:51
Attachments: [Further Information - Right to Review & Appeal.pdf](#)
[FOI-17-1345 - Creative Funding Organisation T&Cs 2017.pdf](#)

Dear [REDACTED]

Thank you for your information request of 17 September 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

I would like to ask about a film production called “The Burken Hoose” made by a production company called Crowhouse Projects which was given funding from Aberdeen City Council.

As this project was funded either partially or completely by the council I would like to ask the following questions.

1. How much finding did Aberdeen City Council give Crowhouse Projects for this project?

Crowhouse Projects CIC received an award of £15,000 through the 2016/17 Creative Funding open application grant programme.

2. Did the council receive a documented breakdown from the production company on how the money was spent? And if so, was this backed up by receipts?

The project is ongoing as such we are awaiting submission of the final report. Under the funding terms and conditions recipients are required to submit a progress report and final report upon completion of project. There is no requirement to submit receipts but it is a condition that recipients must keep appropriate financial records and accounts and present these as part of the reporting process.

3. Were any of the crew on this production paid? And if so, how much were they paid?

ACC does not have this information at this time, we are awaiting the final report which will include any payments to any production staff. It has been agreed that the company have until the end of 2017 to submit their final report.

ACC is unable to provide you with information on **whether any of the crew on this production paid and if so, how much were they paid** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

4. How many unpaid workers were used in this production? And were they given any compensation for expenses, for example, travel expenses?

ACC does not have this information at this time, we will not have the final figures or details until the end of project report is submitted. It has been agreed that the company have until the end of 2017 to submit their final report.

ACC is unable to provide you with information on **how many unpaid workers were used in the production and whether they were given any compensation for expenses, for example, travel expenses** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

5. When giving funding to outside parties in receipt of grants or funding does the council insist that any specific working practices are followed? For example; adherence to the European Working Time Directive, payment of the minimum or living wage, or having

insurance in place such as public liability insurance or insurance to cover those who work for them (whether paid or unpaid).

Under the Local Code of Practice for Funding External Bodies and Following the Public Pound, requirement for specific practices as conditions of grant award are dependent on the level of funding. Under the Code of Practice, Creative Funding falls within Tier 4 which has no requirement for a Service Level Agreement but meets the required standards (7.4) for all funding agreements: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42378&SID=25212>

6. Does the council oversee any Health and Safety assessments that are done on any aspect of the work being undertaken? If not, does the council make any reference in its communication with those in receipt of funding insisting that health and safety assessments are carried out?

Under the guideline of the Code of Practice, this is not a requirement for Tier 4 which Creative Funding falls under. This is an independent project supported through open grant funding not a Council owned or commissioned activity.

7. Finally, did the council as those in receipt of funding have to sign any contract which outlined their obligations? If so, is a copy of that contract available for public scrutiny?

Those in receipt of Creative Funding are required to sign a Terms and Conditions form which is attached: [FOI-17-1345 – Creative Funding Organisation T&Cs 2017](#). As stated there is no requirement for a service level agreement for Tier 4 funding and it is not a commissioned activity so a contract is not required.

We hope this helps with your request.

Yours sincerely,

Anna Buchan
Information Compliance Officer

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

Information Compliance Team
Customer Service
Corporate Governance
Aberdeen City Council
3rd Floor North
Business Hub 17
Marischal College
Broad Street
ABERDEEN AB10 1AQ

foienquiries@aberdeencity.gov.uk

Tel 03000 200 292

*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.

Calls from BT landlines will be charged at the local call rate of 10.24p per minute (the same as 01224s).

www.aberdeencity.gov.uk

Aberdeen City Council Creative Funding (Organisations)

I've been successful but what's next?

Congratulations on your successful application to Aberdeen City Council for Creative Funding. We wish you well with your project and look forward to seeing how it progresses. As you have been awarded public funds, there are a series of Terms and Conditions that you must follow in order to demonstrate effective use and governance of these funds and to illustrate the impact of your project. Set out below are five steps in accepting and managing these funds followed by general Terms and Conditions. If you have any questions, please do not hesitate to contact us on the details provided. We are always happy to help.

STEP 1: Accepting the Funding

Upon acknowledgement of the success of your application you are required, following a review of these Terms and Conditions, to indicate whether you wish to accept the Funding or not. This should be done by completing the acceptance pro-forma at the end of this information. Please note that if you have not previously received funding from Aberdeen City Council or have new payment details, you are required to provide current banking details for payment. This includes account name, registered banking address, account number and sort code. **Please note that no payments will be made until the funding has been accepted.**

STEP 2: Receiving your first payment

Following acceptance, we will process the first half of your Creative Funding. Please allow up to thirty days for this to be processed.

STEP 3: Submitting a Progress Report (Projects over £1,000)

As part of your acceptance of a Creative Funding you are required to submit a progress report. This report is important as it allows us to monitor how the project is progressing. A 'Progress Report' template is available via the Creative Funding link at www.aberdeencity.gov.uk/creativefunding or alternatively can be requested by contacting us. Progress reports should be submitted before the end of 2017. **Please note that if you do not submit a progress report, we cannot process your second payment.**

STEP 4: Receiving your second payment

Upon receipt and review of your progress report, provided the project is progressing accordingly and the Terms and Conditions have been followed, we will issue the second half of your Creative Funding.

STEP 5: Submitting a Final Report

Following the conclusion of your project, you are required to submit a final report. This report will provide details on the delivery and benefits of the project. A 'Final Report' template is available via the Creative Funding link at www.aberdeencity.gov.uk/creativefunding or alternatively can be requested by contacting us. You must submit a report no later than **March 5th 2018**. If your project will still be ongoing after that date, please contact CreativeFunding team in advance to request an extension. **Please note that if you do not submit a final report, you will be ineligible to apply for future Creative Funding.**

Terms & Conditions

In accepting this funding you are agreeing to follow the below Terms and Conditions. Failure to follow these Terms and Conditions may result in the cancellation of your current funding, including withholding of the outstanding instalment and/or disqualification of future applications.

- Any funding received must be used for the purpose set out in this application. Major changes to the project must be reported to Aberdeen City Council for approval.
- Final reports should be submitted no later than March 5th 2018. Any extension to the reporting deadline must be approved by Aberdeen City Council through prior notice of at least 28 days.
- All funding must be spent within one year of the date of notification of the funding allocation. Any extension to this period must be approved by Aberdeen City Council.
- If the entire funding is not spent during the designated or agreed extended period the remainder must be returned to Aberdeen City Council.
- Any successful funding applicant must follow the reporting criteria.
- Under no circumstances will Aberdeen City Council increase funding after the allocation has been set.
- Creative Funding recipients must keep appropriate financial records and accounts and present these as part of the reporting process.
- All successful applicants must acknowledge the support provided on all publicity material relating to the project by prominently displaying the Aberdeen City Council crest. This is available to download via the webpage or can be requested by contacting us.
- Aberdeen City Council may withhold or recall grant payments in the following circumstances: If any of the above Terms and Conditions are not met, if the application form contains false or misleading information, if the Equal Opportunities Policy is not followed practically or if the project is cancelled prior to completion.

Contact

We are happy to offer support or answer any questions related to this funding. Please contact us on creativefunding@aberdeencity.gov.uk or by calling (01224) 522 341

Aberdeen City Council – Creative Funding Acceptance

1. Contact Details

Name		Organisation	
Project		Funding Received	
Phone		Email	

2. Acceptance

I wish to accept the funding and have read and understood the associated Terms and Conditions:

Yes No

3. Bank Details

Account Name		Bank Address	
Account Number		Sort Code	

4. Use of Information and Publicity.

Aberdeen City Council aims to raise awareness of the support it provides to arts and culture by making particular information on its funding allocations available publically. In order for us to better promote Creative Funding we ask that you supply the following information:

Please provide a short quote on the impact this award will have on your activity and development			
Social media page (Facebook, Twitter or Instagram)		Website Address	
Images or video clips of previous relevant work (please send via file transfer or by web link)			

Do you consent for this information on your funding to be published?

Yes No

5. Signature

Please sign below to acknowledge your acceptance of the terms and conditions of this funding.

Print Name:

Signed:

Date:

Please return this agreement form to creativefunding@aberdeencity.gov.uk (with digital signature) or mail to: Creative Funding, C/O Karen McDonald, Aberdeen City Council, Business Hub 8, 1st Floor North, Marischal College, Broad Street, Aberdeen, AB10 1AB