

# HORIZONS

## APPLICATION GUIDELINES AND FAQs

Please read the application fully and carefully and ensure that you complete each section. Where a maximum number of words are requested, it is important you do not exceed them.

Applications will be assessed by a panel from the HORIZONS team and will be selected on the following criteria: -

- Demonstrate an understanding of the HORIZONS programme
- Demonstrate a commitment to growth and change
- Ability to benefit from the HORIZONS programme
- Appropriate ambition
- Commitment to attend the training sessions

### **Is my company eligible to apply?**

To be eligible, companies should be based in Scotland, have been incorporated in the last 5 years and be working in the creative industries.

### **What is the timeline for the programme?**

The application deadline is **Monday 8<sup>th</sup> January 2024 at 5pm**. There will be online interviews of the shortlisted companies in the week of the 15<sup>th</sup> of January, and we aim to inform those selected in the week commencing 22<sup>nd</sup> Jan. The programme will run until the end of March 2024.

### **How many companies can take part in the programme?**

10 companies will be selected.

### **How will the companies be selected?**

An initial selection will be based on your application and the criteria listed above. A shortlist of eligible companies will be interviewed via Zoom from which the final 10 companies will be selected. All applications will be assessed by a panel from the HORIZONS project team.

### **What is de minimis aid?**

You are required as part of this application to declare any amounts of funding of the types described below which have been received by you from any public sources since 1 April 2020.

If you have received public sector support in the past, you should have been notified in writing of any de minimis, SAFA, MFA or SPEI assistance element when the funding was awarded. Further information on Minimal Financial Assistance is available here from Scottish Enterprise:

[Minimal Financial Assistance guidance for companies - Scottish Enterprise \(scottish-enterprise.com\)](https://www.scottish-enterprise.com/minimal-financial-assistance-guidance-for-companies).

Inaccurate or incomplete declarations may result in your application being deemed ineligible for consideration.

### **Where will the programme take place?**

The programme will be made up of in-person sessions, mentoring sessions (in-person or online). The in-person sessions will be held in Glasgow.

**When will the sessions be held?**

The sessions will be held from February to March 2024. They will be approximately 2 – 4 hours in duration either weekly or fortnightly, usually in the afternoon.

**What will the sessions cover?**

The sessions will cover but are not limited to:

Overview of the creative industries in Scotland and upcoming trends and opportunities in the UK and globally; business planning; legal and intellectual rights; negotiating skills; management and leadership skills; pitching; marketing the business; networking skills. Additionally, there will be case studies from established companies working in the creative industries.

**Who is delivering the sessions?**

The sessions will be led by senior experts from the creative industries across a range of specialisms. There will be a variety of different speakers for each session.

**Will I have to share information about my company's activities in the session?**

To benefit from the sessions, there may be occasions when you may be asked to discuss some aspects of your company in the group discussions, e.g. barriers you may have faced in growing your company. You will not be asked to share any confidential information nor any information you do not wish to share. All sessions will follow Chatham House Rule (anyone who comes to a meeting is free to use information from the discussion but is not allowed to reveal who made any particular comment. It is designed to increase the openness of discussion). Additionally, all participating companies and session leaders will be required to sign a Non-Disclosure Agreement (NDA).

**How much does the programme cost?**

There is no fee for participation in the programme. It is funded by Scottish Enterprise and the Scottish Government.

**Will travel costs be included?**

Travel costs will not be included except in exceptional circumstances where we would consider some possible contribution to your costs.

**What will my time commitment be other than the programme events?**

There will be one-to-one sessions with the mentors that you are assigned as well as some preparation for events.

**Our company is led by two people. Can we both attend the sessions?**

Only the lead contact from the company (as named on the application) will represent the participating company's attendance at the sessions. For Zoom sessions and some networking events it may be possible to bring the second lead from your company - we will give you advance notice when this is possible.

**What if I am unable to attend a session?**

Participants are expected to commit to attending all sessions although we do appreciate that this is not always possible. If you are unable to attend a particular session, we will require to be informed within one week of the particular session. In exceptional circumstances we may allow you to send a representative in your place or else we will endeavour to pass on information where possible.

**Can I choose my mentor?**

Participant companies will be allocated mentors based on the areas identified in their application form. If there is a specific person that you would like to work with then please let the HORIZONS team know, but we cannot guarantee your specified mentors.

### **Does my company have to be diverse-led to be eligible?**

We will be encouraging diverse-led companies to apply. By diverse-led we mean companies that have Heads/MDs of the company who are diverse, but it could also include start-ups that demonstrate strong EDI approaches, systems and voices in their work, processes and access.

### **What support is available to me and my company after the programme ends?**

HORIZONS finishes at the end of March 2024 when all funding for the project will have been used up. However, Film City Futures delivers a number of programmes to support the growth of screen businesses in Scotland and you will be encouraged, where possible, to participate in their activities, which include industry webinars, business labs and bootcamps. If you subscribe to receiving this information, we will endeavour to ensure you are given some priority to attend these events.

### **I have access needs; will these be met by the programme?**

Please inform the HORIZONS team as early as possible regarding any access needs and we will do what we can to ensure that those needs are met. All venues for the in-person sessions will have accessible facilities.

### **Who do I contact if I need further information or advice before applying?**

Please email Chloe Browne, HORIZONS Project Co-ordinator at [chloe.browne@filmcityfutures.com](mailto:chloe.browne@filmcityfutures.com)

The HORIZONS Co-Directors are Ashe Hussain at [ashe.hussain@filmcityfutures.com](mailto:ashe.hussain@filmcityfutures.com) and

