



Creative Skillset

Co-investment Guide for Organisations

Thank you for your interest in applying for Creative Skillset co-investment. This document will guide you through making your application to receive co-investment for your training project as a company or training provider, including:

1. An introduction to how we co-invest with organisations to create and deliver training
2. How to apply
3. What to include in your application
4. Completing your supporting documents, including the Project and Budget Report
5. How we assess your application
6. How to work with us during your grant
7. Conditions of receiving Creative Skillset co-investment

This guide will not be relevant if you are an individual looking for funding to receive training.
[Read more here about our Funding for Training for creative professionals.](#)

How to use this guide

Read this guide in conjunction with the **call for co-investment programme** you are applying to, where we have outlined what co-investment is available and what training we are looking to support.

This guide contains essential information on making your application for co-investment and how you should work with our teams over the course of receiving a co-investment grant.

You should then call to discuss your project with the **partnership manager** named in your programme before starting your application.

Section 1: About Creative Skillset

Creative Skillset empowers the Creative Industries to develop skills and talent; we do this by influencing and shaping policy, ensuring quality and by securing the vital investment for individuals to become the best in their field and for businesses to grow.

As the industry skills body for the Creative Industries, we work across film, television, radio, fashion, animation, games, visual effects, textiles, publishing, advertising, marketing communications and performing arts. Read more about our work at www.creativeskillset.org.

What we invest in

The Skills Investment Fund is a collective investment in the skills of the Creative Industries for the future.

Working in partnership with industry and informed by leading research, Creative Skillset directs this collective investment to create new and innovative training in priority skills and in-demand roles to ensure industry growth. We co-invest in organisations and individuals to support them to develop, deliver, or receive training.

All our co-investment is for training projects, meaning we support specific activities that take place within a defined period of time. Your project is the activity you're asking us to support.

What Creative Skillset co-investment won't support

- Activities that do not meet the criteria of what we are looking to support in a specific call for co-investment and those set out in this guide;
- Activities that will not benefit the UK's Creative Industries;
- Finance for film production;
- Activities designed to benefit the sole interests of a single organisation rather than meeting the priorities of the wider industry;
- Activities that have already taken place or started;
- Applications to replace or subsidise statutory funds;
- Capital or building applications;
- Equipment purchases. If you can show that buying small items is essential to delivering your project we may consider this.¹ Equipment rental is allowable.

Open calls for co-investment

You'll find full details of our open calls for co-investment and funding programmes published on our website at [Funding for trainers and educators](#) and [Funding for creative businesses](#).

¹ Please discuss intended equipment budget allocation with your Partnership Manager.

1. Who can apply

1.1. You must be an **organisation** to apply for Creative Skillset co-investment to provide training. For the purposes of co-investment, we consider an organisation to be a:

Organisation type	Definition
Start-up company	A business or undertaking that has only recently begun operation
Sole trader	Operates as an individual; business finances cannot be separated from personal finances. Carries unlimited liability and is personally responsible for obligations incurred
Small company	Has an average number of employees of 50 or fewer and either: <ul style="list-style-type: none">• An annual turnover of £5.6 million or less, or• A Statement of Financial Position (Balance Sheet) totalling £2.8m or less
Medium business	Has an average number of employees of 250 or fewer and either: <ul style="list-style-type: none">• An annual turnover of £22.8 million or less, or• A Statement of Financial Position (Balance Sheet) totalling £11.4m or less
Large limited company	Employs over 250 people or has an annual turnover of over £22.8m
Local authority	County councils and district, borough and city councils in England, Wales, Scotland and Northern Ireland
Publicly funded body	An organisation in receipt of public funds used in the organisation's running
European company	A company registered outside the UK, located within the European Union or accession countries and governed by your own country's regulations

1.2. Your organisation should have experience of delivering successful industry-led training or be able to demonstrate in your application how you will secure this expertise.

2. When can you apply

2.1. We release investment throughout the financial year. Application deadlines are stated in each programme.

2.2. You can also view our Call for Co-investment Schedule for 2016-17 on our website.

3. Working with our Investment Team

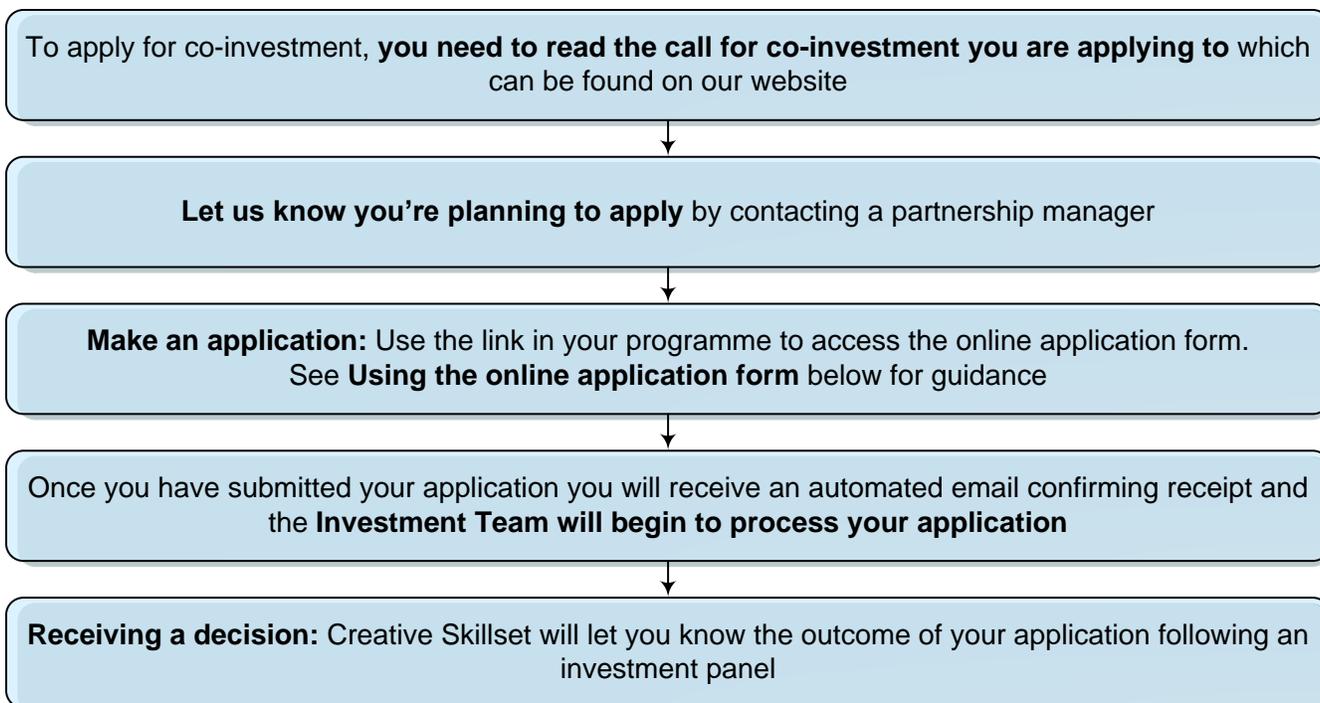
3.1. We encourage you to work with our Investment Team during your application to receive support and guidance about how to apply for co-investment and how to make a strong application. You will find contact details on the last page of this document.

3.2. **Come to our advice sessions.** You can use these sessions to finalise your application budget and cashflow, discuss your project plan or to develop your application. If your application is successful, these sessions will be available to you throughout the life of your grant.

3.3. To book a session, or if you would like to arrange an alternative time to come into the office, please email us at funding@creativeskillset.org.

Section 2: How to apply for co-investment from Creative Skillset

4. The application process



5. Using the call for co-investment programme

Each programme sets out our aims in releasing co-investment. Your programme outlines the type of training we would like to support, reflecting our latest research into the Creative Industries' priority skills needs, in-demand roles and best practice.

You should refer to the programme for information that is specific to this offer of co-investment. This includes:

5.1. Information about how we are looking to co-invest

- What training we are looking to support, including its delivery criteria, setting out what the training should achieve
- Who the training should target, including the targets for participant diversity you should apply
- Dates for the project's delivery

5.2. Information you will need when making your application

- The name of your partnership manager
- Any specific applicant eligibility criteria
- How much you should ask for
- The amount of co-investment you will need to provide for your project, and the proportion of this to be in cash or in-kind (please refer to your specific programme)
- Eligible and ineligible project co-investment and expenditure
- The link to the online application form
- A download link for the Project and Budget Report you will attach when you apply
- What other documents should be attached to support your application.

6. Speaking to your partnership manager

You **must** discuss your project with the partnership manager identified in your programme before applying.

- 6.1. Your partnership manager will confirm your eligibility to apply and guide you to make a successful application by discussing your project and planning your project budget.

7. Using the online application form

Applications are made using the online application form link found in the call for co-investment. You can begin an application, save your work and return at any time by clicking on the 'Save and Finish Later' button in the application form. [Click this link at any time to return to your application.](#)

- 7.1. First give your name and email address to set up your **Creative Skillset Application Account**. Your account also allows you to look at your previous online applications if you apply for co-investment in the future. Creative Skillset staff will not have access to your account.
- 7.2. The application form will ask questions about the project you want to deliver including information about your company, your experience in delivering training, your intended marketing approach to ensure a diverse range of participants and how you intend to evaluate and

communicate your impact. See the next section to read more about what your application should include.

7.3. Complete the application form and attach the required documents, including the **Project and Budget Report**.

7.4. When ready press the **submit** icon. Until you do this, your application has not been sent to Creative Skillset to be assessed.

7.5. **On successfully sending your application you will receive an email confirmation with a tracking number.** Please include your application tracking number in any correspondence and contact a fund co-ordinator if you do not receive this.

Section 3: What to include in your application – our delivery values

Your application must demonstrate how your training project will deliver the training we are looking to support as outlined in the relevant programme.

Your application should also show how you will embed the following values in your project's delivery. Please discuss how to embed these delivery values in conversation with your partnership manager.

8. Industry-led training

8.1. The training in which we co-invest is led by industry, innovative and provides value for money.

8.1.1 Your application should demonstrate input from established industry professionals into the training's development and/or delivery.

8.1.2 Trainers and speakers must have a good track record in providing industry training.

8.1.3 Training should not duplicate what is already available in the UK and must offer value for money.

9. Diversity

9.1. Creative Skillset is committed to significantly improving the diversity of the Creative Industries' workforce to better reflect the UK's diverse population. Your programme will include how you should consider diversity in the delivery of your training project, including whether we have set specific **participant diversity targets**.

9.2.1 **Working towards participant diversity targets.** Your application should demonstrate a commitment to meet any targets we have included and describe the strategy you will use to recruit diverse participants and to encourage participation from the widest possible range of socio-economic backgrounds.

- 9.2.2 This should include active policies to ensure accessibility, such as access provisions for disabled applicants and financial provisions such as childcare subsidies.
- 9.2.3 All projects must collect diversity data for all participants, including those who apply to take part but are not successful (for more information about this please refer to your specific programme).
- 9.2.4 Training must be accessible UK-wide and be accessible for both freelance and employed staff. This can be facilitated by regionally-based training and/or financial support arrangements in the project budget.

10. Evaluation

10.1. It is essential that we are able to demonstrate the quality of your training and impact of our co-investment to reinforce the benefit of continuing to invest in the skills of the UK's Creative Industries.

10.1.1. Evaluation of your training project should be embedded throughout its delivery so that the training can be improved upon during its lifetime. You must also plan for a dedicated evaluation phase upon training completion.

10.1.2. You will need to capture at least the following fields of information:

- 10.1.2.1. Feedback from participants assessing the quality of the training provided;
- 10.1.2.2. The total number of training/learning hours received by each participant;
- 10.1.2.3. Diversity data for each participant.

10.1.3. You should describe how you intend to evaluate your training clearly within your application, including the measures of success you will look for, how you will collect information and estimated dates for achieving key evaluation milestones.

11. Sustainability

11.1. Creative Skillset is committed to environmental and economic sustainability and we work with our partners to raise standards and awareness across the UK's Creative Industries. Your application should demonstrate how you have considered environmental and economic sustainability in the development of your training project.

12. Communicating your impact

12.1. We expect you to actively plan to communicate about your training to extend your co-investment's impact.

12.1.1. We provide a question in the application about how you will plan ahead to communicate about and extend your project's impact and outcomes. **Please note that your response to this question will not form part of the assessment of your application.**

12.1.2. We would like at this stage for you to demonstrate your commitment to this aspect of receiving a grant by telling us some optional information about how you will plan to communicate about and extend your training's impact and outcomes during and after its delivery if your grant is awarded. This question will be separated from your application before it is assessed and passed to our Marketing and Communications team at the time you accept your co-investment offer.

12.2. We will ask you to provide a short Marketing, Communications and Legacy plan if your application is successful. For more information, please see Section 6: How to work with us when you receive co-investment.

Section 4: Supporting documents

12.3. You must attach a **Project and Budget Report** with your application. The Project and Budget Report template can be downloaded from the link in your programme. You should complete tabs 1, 2 and 3 in the spreadsheet when you apply:

12.3.1. **Tab 1** contains your **Budget and Cashflow**. This sets out the project budget and projected cashflow of both Creative Skillset co-investment and your project co-investment. Payments will be scheduled in line with this cashflow. You will find an example of a completed budget in the spreadsheet (marked Example).

12.3.2. **Tab 2** contains your **Risk Assessment**. You should identify financial and non-financial risks, constraints and dependencies in delivering your project and how you will manage any threats to your project's success.

12.3.3. **Tab 3** contains your **Project Plan**. You should complete a detailed project plan, which will form part of your reporting if your application is successful.

12.4. All applications must be submitted with the following **company financial information**:

12.4.1. Full company name and address

12.4.2. Company registration number (if applicable)

12.4.3. Directors' names

12.5. Depending on your organisation type, you may have to supply additional information:

Organisation type	Additional information to be supplied
Start-up companies	<ul style="list-style-type: none"> • Directors' contact details • Most recent management accounts • Business plan
Sole traders	<ul style="list-style-type: none"> • Audited company accounts from the last three years signed by an accountant • Management accounts (if requested by Creative Skillset)
Small company	
Medium business	
Large limited companies	
Local authorities	
Publicly funded bodies	
European companies	<ul style="list-style-type: none"> • Audited accounts from the last three years signed by an accountant. These must be provided in English.

12.6. Note that failure to provide the company financial information required in 13.2 and 13.3 may lead to your application being delayed or rejected.

12.7. You will only need to submit your management accounts or audited/signed company accounts once per financial year. If you have already applied for co-investment and are applying in the same year, you will not have to submit them again. Please contact the fund co-ordinator to discuss if you think this applies to your application.

12.8. Your programme will detail any additional documents needed to support your application.

13. How to complete your project budget and cashflow

13.1. We pay close attention to value for money over all our co-investment. The amount you ask for should be what you need to deliver your project efficiently and effectively. In the programme, we include a statement of the number of projects that we are likely to support from the total allocation to provide a guide as you consider your proposal. If there is a fixed maximum amount of co-investment we will award, this will be shown in the programme.

13.2. Please note that eligible and ineligible expenditure will vary according to the origin of our co-investment; for instance, whether it is partially derived from public funding. Please see below.

14. Project co-investment: what qualifies?

14.1. We expect you to provide a proportion of the money you need for your investment. This is your **project co-investment**. Please see your programme for the proportion of project co-investment you should provide. Sources of finance could include:

- Direct cash co-investment from industry, the applicant or partner organisations;
- Course fees paid by individuals;
- In-kind support. This means items or services that will be provided to you free of charge. These should be realistic, demonstrable and eligible.
- Other public funding depending on the specific programme

15. Eligible and ineligible co-investment and expenditure

15.1. Your programme will also contain information about what items are eligible or ineligible as project co-investment and expenditure. This varies according to the origin of our co-investment.

15.1.1. Please note that if you are applying for public funding from Creative Skillset and are in receipt of other public funding **this may not** be eligible as project co-investment for your project.

15.1.2. If you have any other questions, please contact the fund co-ordinator or partnership manager for further information and any questions about completing your Project and Budget Report.

16. Multiple applications

16.1. There is no limit to the number of applications that you can submit. If you can provide a range of training that responds to several calls for co-investment or funding programmes, please discuss this further with your partnership manager before applying.

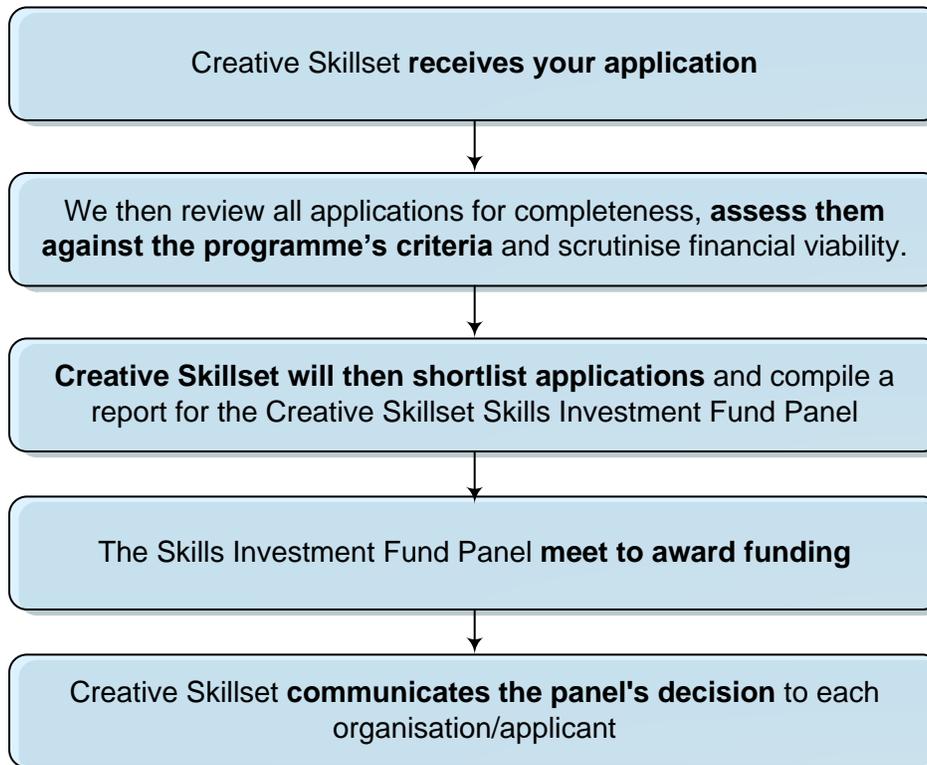
16.2. When proposing a range of training responding to several programmes, we require individual applications for each project. If you are applying for co-investment to deliver one project in various locations, this can be submitted in a single application with a full breakdown detailed in the Project and Budget Report.

16.3. If your application to Creative Skillset is successful, we will not usually allow another application for the same activity until your project has ended and we have had the chance to evaluate it.

16.4. Submission of subsequent applications is subject to it remaining a priority in an available programme. If you wish to re-apply for projects delivered previously, please contact us.

Section 5: How we assess your application

17. The assessment process



17.1. Our assessment process takes place in two stages:

17.1.1. **Stage 1:** eligibility and completeness check. If the application is unsuccessful at this point it will undergo an additional due diligence check to confirm the decision.

17.1.2. **Stage 2:** applications will be assessed by a minimum of three assessors. When necessary, external industry assessors will also be engaged.

17.2. If there are any delays in the processing of your application we will let you know in writing. Similarly, if you have a problem meeting any deadlines we set for you during the application process, please email us.

17.3. We assess applications based on the information we receive when the application is submitted. On rare occasions we may contact you during the assessment process to request that you supply additional information within a certain timescale. Please tell us at the time of our request if you do not think your deadline is achievable, as your application may be rejected if you do not supply this information before the agreed time and date.

18. Assessment criteria

18.1. Creative Skillset assesses an application based on the following criteria and on how far it successfully responds to what we are looking to support as outlined in the call for co-investment or funding programme:

18.1.1. The application was made by an **eligible organisation**, as defined in clause 1.1 above;

18.1.2. The application is for a **specific activity that delivers what we are looking to support**; and

18.1.3. The application can meet the **dates for project delivery** requested in the programme.

18.2. We apply the following questions when assessing the extent to which an application successfully responds to what we are looking to support:

- Do you successfully address what we have asked you to include in your application?
- Does the project address the issues of access and diversity in the Creative Industries?
- Does the project have the support of relevant sector/industry bodies?
- Would our grant add value to your project? For example, by supporting new projects or improving the quality, accessibility or number of existing ones.
- Do the people and partners involved have the right levels of skills and experience to deliver industry-standard training?
- How strong are your links with UK industry and, where relevant, internationally?
- Can we see thorough and realistic planning?
- Does the project represent value for money?

19.2 We will also consider prioritising applications from organisations who have not previously been supported.

19. How much has been requested

We pay close attention to value for money over all our co-investment. A successful application's budget will demonstrate consideration of the amount needed to deliver your project efficiently and effectively.

19.1. On occasion we will not always be able to support successful applications for the full amount requested. Creative Skillset reserves the right to offer co-investment subject to a reduction and resubmission of a project budget.

19.2. We may also decide that an application would benefit from an increased co-investment grant subject to the applicant being able to secure further project co-investment.

20. Managing a balanced portfolio

- 20.1. There is a high demand for our co-investment and the fund is limited. Creative Skillset reserves the right to apply a portfolio approach to ensure the fair distribution of co-investment across industry, subject to meeting the required quality threshold.
- 20.2. Above all, we want to ensure that we award co-investment fairly, transparently, and that each industry is given equal access to support. As part of the assessment process we track allocation of co-investment in the following ways by considering the following:
 - Region
 - Sector
 - Size of co-investment grants awarded
 - What activity has been supported through other co-investment

21. Due diligence and financial assessments

- 21.1. All applications will be required to undergo a due diligence check prior to an award being made. Creative Skillset reserves the right to carry out necessary checks at its discretion as part of due diligence to safeguard the investment of the co-investment that we manage.
- 21.2. Creative Skillset conducts financial assessments on all organisations who apply for funding. This may include a financial viability assessment and web-based searches using information held by Companies House. By making your application to Creative Skillset you agree to such checks taking place.

22. If you are successful

- 22.1. If your application is successful you will be informed by your allocated fund co-ordinator by email. This co-investment grant offer email will outline the conditions of your offer and any budget amendments required before we issue your investment agreement.
- 22.2. This email will also introduce you to your main contacts in wider Creative Skillset teams and include important attachments which you should read in full.

23. If you are unsuccessful

- 23.1. If we are not able to support your application, we will provide feedback in writing and give you a contact name if you would like more detailed information. Any request for additional feedback has to be made within three months of receiving notification of the decision.
- 23.2. You are very welcome to apply again at the next deadline. Before you do so, however, we strongly recommend that you first understand and take advice on why you were not successful this time around.

24. Appeals procedure for grants

- 24.1. If you would like to make an appeal please note that Creative Skillset must have been notified of your decision to appeal within three months of your receiving notification of the decision.
- 24.2. Creative Skillset's decisions to award co-investment are made entirely at our discretion. There is an appeals mechanism you can use, but only if you believe we did not apply our assessment or decision-making procedures correctly.
- 24.3. You cannot use the appeals procedure to appeal against our decision on awarding co-investment if we have followed our decision-making process correctly. If you would like a copy of our Appeals Procedures please contact the relevant fund manager.

25. Creative Skillset's Customer Complaints Procedure

- 25.1. Creative Skillset is committed to being open and accessible and we welcome all comments on our work and the services we provide. We strive to provide the very highest standards of professionalism and customer service. If you are dissatisfied with any aspect of the service you have received from Creative Skillset, we have a Customer Complaints Procedure you can use. A copy of this is available on our website at www.creativeskillset.org/creativeskillset/complaints and can also be provided by the relevant fund manager.

Section 6: How to work with us during your grant

If your application is successful, the grant offer email you receive from our Investment Team will introduce you to your main contacts in Creative Skillset.

26. The Investment Team

You will be supported closely by the Investment Team over the life of your grant.

- 26.1. Please also ensure you update us with course and project dates as soon as possible if these change.

27. Your monitoring and evaluation contact

- 27.1. When your application is approved, we will provide you with template project evaluation forms as part of your **investment agreement** and introduce you to your contact in the Research and Evaluation Team who can support you in your monitoring and evaluation. These templates may include:

- 27.1.1. **Interim progress reports** that tell us about the progress of the project being delivered;

- 27.1.2. **A final evaluation narrative report** at the end of the project that tells us about what went well with the course and how it could be improved. The report should draw on

feedback collected from participants, tutors and industry partners during the course about their views on the organisation and delivery of the training;

27.1.3. **Contact and diversity details** for all participants that attended the training;

27.1.4. **Learning hour outputs for each participant on the training**, this is submitted in your project and budget report;

27.1.5. **Customer satisfaction survey** (online survey provided by Creative Skillset).

27.2. At the end of your project we may also ask you to attend an evaluation meeting with us.

27.3. After the course has finished, Creative Skillset may email all participants a link to an online evaluation that asks them about the initial impact of the training. We may also contact them six to twelve months after course completion to ask about the longer-term impact of the training.

27.4. The information provided to Creative Skillset for the use of monitoring and evaluation will be held in confidentiality, in line with the Data Protection Act 1998.

28. Marketing and Communications

28.1. If your application is successful, you will receive our **Marketing and Communications Guide** which will include the Marketing and Communications Team contact details alongside your grant offer email.

28.1.1. Please read this guide fully when accepting your grant as it contains essential information about how you must credit your co-investment and how we can support you.

28.2. The Marketing and Communications Team will work closely with you to help you to 1. communicate about the co-investment and 2. Promote the activity. We will be asking you to provide content to help with this. You should contact your Marketing and Communications Team contact shortly after accepting your offer.

28.3. Your training can be promoted on our professional community platform, Hiive, where we can promote your course to an extensive network of creative professionals.

28.4. **We will ask you to provide a short Marketing, Communications and Legacy outline of your planned activity when you accept your grant offer.** If you were asked to attach a full Marketing Plan with your application, this outline need only cover communications and legacy.

28.4.1. A good communications and legacy plan could involve taking high quality images or video of your training, working with us to produce an article from the training highlighting the learning outcomes, making a swarm on [Hiive](#) for participants to discuss the training after it ends, and encouraging participants to blog about their experiences so that others can share their learning. You should highlight outstanding individuals to us to help us

produce case studies of industry-leading training and should aim to offer as much insight as possible into the skills required by your industry.

28.4.2. For inspiration on how you could communicate about your training and on how to complete your brief outline, please see the Branding and Communications guide and contact us.

28.5. You are fully responsible for marketing your training to recruit participants but we encourage you to send us posts for social media and our website events area to support you in marketing.

Section 7: Conditions of receiving Creative Skillset co-investment

29. The length of a grant

29.1. The call for co-investment or funding programme will outline how long we expect projects to last in the delivery criteria and project dates stated in the programme.

29.2. The duration of your co-investment grant will correspond with the life of your project as outlined in the project plan submitted with your application.

29.3. Should a project overrun for reasons outside of your control, we will endeavour to adapt the payment schedule accordingly. Due to the restrictions of some of the co-investment sources we work with, this may not be possible in all cases, but we will always work with you to ensure that the requirements of the project are met as far as is possible.

30. Project and Budget Report

30.1. Each time you wish to submit a claim for co-investment, we will require this claim to be accompanied by your updated Project and Budget Report.

30.2. For each claim, we will require an up-to-date cashflow, reflecting your actual spend against the forecasted spend you submitted with your application, and an up-to-date project plan, letting us know how the project is progressing.

30.3. The claim form contains formula that should automatically calculate how much is owed to you based on the cashflow. You do not need to change this formula. If you think that the claim form is not right when you submit your claim, please let us know.

30.4. An indicative schedule of claims will be included in your contract. If you are not able to comply with the dates listed in your contract, please contact us as soon as possible. We will work with you throughout your project's duration to suit your project needs.

31. VAT

- 31.1. If you are registered for VAT, the figures in your Project and Budget Report should not include VAT that you can claim back. If you are not registered for VAT, your costs should include VAT. Grants we make are outside the scope of VAT (this means that they are not a business activity) and must be listed in your accounts as a grant.
- 31.2. You should get financial advice from your own accountant or the relevant tax office if you are unsure about your VAT status.

32. Audit

- 32.1. All awards of £50,000 and over are required without exception to commission and submit a formal audit report. If this applies to your grant, we will provide you with guidance about what we need.

33. Evidencing spend

- 33.1. All costs must be eligible as defined in the call for co-investment or funding programme.
- 33.2. You must retain evidence of your project co-investment and project spend, which must be submitted with each claim that you submit. Typically we will request evidence in the following ways:
- 33.2.1. **Tier 1: Grants of £50,000 and over** will be required to conduct an audit and submit the audit to Creative Skillset alongside a fully completed Project and Budget Report for assessment. The independent audit will be kept on record as evidence of the project's entire spend. Periodical drawdowns are subject to random sample requests of expenditure in line with periodical claims.
- 33.2.2. **Tier 2: Grants under £50,000 and above £20,000** are required to retain evidence of all income and expenditure. We will schedule periodical monitoring visits to review the progress, spend and request a random sample of expenditure evidence.
- 33.2.3. **Tier 3: Grant of £20,000 and under** are required to submit on request a sample of expenditure selected at random in line with periodical claims.
- 33.3. We may also ask you to submit full proof of expenditure on occasion to meet our internal audit requirements.

34. Administration

- 34.1. Administrative records will be maintained for all applications irrespective of whether or not they were successful. These records will be held by Creative Skillset for 11 years.

34.2. In order to ensure good administration, reasons for decisions about applications and claims will be recorded on file at all stages by Creative Skillset.

34.3. If you have been awarded co-investment, you will be required to keep this record for 11 years.

35. Freedom of information

35.1. Creative Skillset is subject to the Freedom of Information Act 2000 (FOI Act) and we will expect your cooperation and assistance in order to comply with the obligations under the FOI Act.

35.2. Please be aware that information provided in confidence is likely to be exempt under the terms of section 41 of the FOI Act and that the operating department will respect its confidentiality.

36. State Aid

36.1. Some of the funding awarded by Creative Skillset is subject to EU funding requirements as it is public money. Where relevant, we have registered funds under the Training Aid exemption in the General Block Exemption Regulation (the full text of which can be found via the following link: [\(EU\) N°651/2014 of 17 June 2014](#)).

36.2. If you are awarded public funding from Creative Skillset, this will be outlined in your contract. Please contact us if you have any questions about State Aid and your funding.

Contact us

Please contact a member of the Investment Team to discuss any part of the application process:

Emily McDonald
Lead Fund Manager
emilym@creativeskillset.org
020 7713 9857

Fergal McBride
Fund Manager
fergalm@creativeskillset.org
020 7713 9813

Katie Baldock
Grants Officer
katieb@creativeskillset.org
020 7713 9856

Tanya Masih
Grants Officer
tanyam@creativeskillset.org
020 7713 9870

Reshmi Sarkar
Grants Officer
reshmis@creativeskillset.org
020 7713 9829

Fund Administrator
bursaries@creativeskillset.org
020 7713 9800

To discuss your project, please contact your partnership manager using the details found in the call for co-investment or funding programme.

We look forward to receiving your application for co-investment and supporting you to deliver world-class training.