

Process and Applicant Requirements (Terms and Conditions)

- 1.1 The Scottish Land Commission's 'My Land, My Story' campaign aims to support a project related to the interests of the Scottish Land Commission's MyLand campaign, being undertaken by a school or youth organisation across Scotland.
- 1.2 Applications must be received by the deadline, with no exceptions. The deadline is:
 - **Friday 28th October 2022**
- 1.3 Applications must be received by **11.59pm** on the deadline date. Late applications will be ineligible.
- 1.4 You can only submit one proposal per application.
- 1.5 The award is competitive. Only two schools or youth organisations will each be awarded a £500 grant.
- 1.6 Please be aware that the quality of your application is important, as well as the content. Complete your application electronically and check for spelling and grammatical mistakes.
- 1.7 Other factors which will be taken into account are:
 - how the activity contributes a clear creative focus on the story you are trying to tell
 - your ability to tell the story of your project in a unique way
 - how the activity shows a connection to land.
- 1.8 The application form must be:
 - written by the elected teacher or programme leader, having read the terms and conditions
 - signed and dated, and include their contact details
 - outline the reasons why they are supporting the school/youth organisation's application.
- 1.9 All applications will be assessed individually. The award will be made entirely at the discretion of the awarding panel and their decision is final. There is no appeal process.
- 1.10 You will be notified by email on **Wednesday 2nd November** if you have been successful or not. If successful, you will receive payment within two days by BACS transfer.
- 1.11 Retrospective funding will not be awarded. Your proposed activity dates should commence straight after **Wednesday 2nd November**.
- 1.12 The grant is fixed at £500.
- 1.13 If successful, you will be required to submit a 2-3-minute film telling the story of an area of land in your local area outlining the **three key pillars**: what the land was, what the land is now, and what it could be in the future. Files should be submitted in MP4 format. You will also be invited to attend a launch event to witness the video on **Thursday 1st December**. More information will be sent in due course.
- 1.14 Chosen schools or youth organisations will be requested to submit all content for publication no later than **Wednesday 23 November 2022 at 17:00pm**.
- 1.15 If successful, you agree to participate in media promotion around the campaign and your project will provide a suitable profile photo for those purposes.
- 1.16 The expected timeline for completion of the film will be agreed prior to your acceptance of the award. Acceptance of the grant binds you to the agreed timeline.

- 1.17 If for any reason your activity or project does not go ahead, you will be required to return the grant.
- 1.18 The fund is completely independent from any other form of financial support available to schools/youth organisations.
- 1.19 The Scottish Land Commission accepts no responsibility or liability for any injury, loss or damage incurred as a result of any activity which is undertaken in pursuit of fulfilling the aims of the Scottish Land Commission's 'My Land, My Story' campaign. Please make sure that you have fully evaluated any risks and that you, where appropriate, have arranged any necessary insurance.

Eligibility

- 2.1 The award is open to all registered Higher Education pupils studying at a Scottish secondary education institution, at any year group.
- 2.2 The award is open to all youth organisations with members aged 11-19 years old based in Scotland.
- 2.3 You are not eligible to apply if:
 - You are part of a Scottish primary education institution.
 - You are a youth group which has members **under** the age of 11 years old.

Exclusions

- 3.1 The grant cannot be used, in part or full, to pay for:
 - equipment or materials – unless clearly and solely needed for the project being undertaken
 - organised class trips
 - anything commercial in nature.

If additional expenses or equipment is required, please contact MyLand@wearematerial.co.uk where we will provide support and guidance.

- 3.2 The Scottish Land Commission 'My Land, My Story' campaign is not a hardship fund. If you are in financial difficulty, please contact your local authority support officer to discuss the range of financial support options available.

Data Protection

Our [Privacy Policy is available on our website](#).

Why we collect your data

We will collect and process the personal data you provide to us during the application and screening process for the purposes of processing the award.

What we do with your data

We will use this information to contact you in relation to the award. Your personal information will be shared with members of a panel who are responsible for assessing your suitability for an award, and you agree to supply us with accurate information.

How long we keep your data for

We will retain data for as long as it is required to process awards. After a maximum of 18 months your contact information will be removed from our systems.

What data we collect about you

We collect the following information about you: full name, date of birth, contact information, and education information.

How to request your data

You have the right to know what data is held about you and access, amend, restrict processing of or request removal of that data. If you would like to make a request to obtain/amend/restrict processing of or request removal of your data, you can do so by emailing MyLand@wearematerial.co.uk.