

## **Service Level Agreement**

**WHALE Arts (WHALE)**

**AND**

**North Edinburgh Arts (NEA)**

The content of this service level agreement is intended to provide information regarding the working arrangements agreed between partners and is intended to complement the agreement reached within Creative Scotland Culture Collective Fund funding agreement and the Create Community Wealth MOU Consortium Agreement signed by the partners involved in the delivery of this project.

### **1. Background**

WHALE and North Edinburgh Arts are joint lead partners and WHALE Arts is the lead fundholder for the project Create Community Wealth.

Starting in July 2021, Create Community Wealth is an 18 month collaborative project between WHALE Arts, North Edinburgh Arts, SCOREScotland and Passion 4 Fusion. Funded by Creative Scotland's Culture Collective the project is part of a national network of community-based activities connecting freelance artists to communities with a focus on recovery post-covid.

The project is led by organisations embedded in Wester Hailes and Muirhouse, Edinburgh: WHALE Arts and SCOREScotland in Wester Hailes and North Edinburgh Arts and Passion 4 Fusion in Muirhouse. The project's aims are to work with residents of Wester Hailes and Muirhouse to create locally produced products and services and to develop selling platforms and routes to market and provide long term and sustainable employment for freelance artists who reflect the demographic and diversity of the communities that they will be working in.

### **2. Project Activity**

As a Create Community Wealth co-lead partner NEA will carry out the activities outlined in the funding application and agreed by the project partners in relation to this project. This list is not exhaustive due to the broad scope of the project and the nature of the project which is to be developed with the community, but will include the following items:

INSERT ITEMS

### **3. Agreed Outputs & Outcomes**

**These are to be drafted and agreed by the partners before the official project start date of 1 July 2021 and this SLA is to be updated to reflect this.**

### **4. Recording And Reporting**

As fundholder, xxx will be required to provide Creative Scotland with monitoring, progress and evaluation reports. Xxx will collect all required data in the agreed format and ensure it is recorded on the project's shared data collection systems – these systems are to be agreed by the end of August 2021. All project partners will also be expected when required to engage with Creative Scotland Culture Collective Coordinator on evaluation of the project.

### **5. Local Partner Fees**

Xxx will support xxx as a local partner and will create and agree an SLA with them.

### **6. Co-line management of Project Coordinator**

xxx and xxx will co-line manage the Project Coordinator. At xxx the co-line manager will be xxx and at xxx the co-line manager will be xxx

### **7. Recruitment and line management of artists**

The Project Coordinator will line manage the six contracted freelance artists supported by xxx and xxx. The six artists to be recruited are: Lead Artist 1, Lead Artist 2, Supporting Artist 1, Supporting Artist 2, Supporting Artist 3 and Documentation Artist.

### **8. Time Scale**

Create Community Wealth starts officially on 1<sup>st</sup> July 2021 and project delivery completes on the 31 December 2022 (18 months)

### **9. Payment Schedule**

The cost of the entire project is xxx

Xxx will invoice xxx for following costs totalling **£xxx** by end June 2021:

INSERT BUDGET LINES

xxx will make payment by BACS to xxx nominated account within 14 days of receipt of the invoice.

Xxx will hold the shared project funds, listed below, and these will be invoiced for by xxx as the project develops:

INSERT BUDGET LINES

The following costs will be paid directly by xxx on behalf of the project:

INSERT BUDGET LINES

xxx agrees to the following in-kind contribution to the project:

INSERT BUDGET LINES

xxx agrees to sourcing, with xxx the following in-kind support:

INSERT BUDGET LINES

#### **10. Publicity**

- a. The Create Community Wealth project will be acknowledged and publicised as required by Creative Scotland.
- b. All partners will use the correct Funder name and logo in the required format, size and quality on all marketing material, media and paperwork associated with Create Community Wealth.
- c. All partners will acknowledge Creative Scotland / Create Community Wealth support on its website when referencing the Create Community Wealth project and associated activities.
- d)** All partners will comply with reasonable requests from Creative Scotland, join meetings as part of the Culture Collective Network, facilitate visits and provide other material to assist with promotional activities relating to Create Community Wealth.

#### **11. Communication**

Both xxx and xxx have nominated persons to ensure clear communication and a main point of contact for each organisation. xxx have nominated xxx and xxx have nominated xxx

xxx has signed a Create Community Wealth MOU Consortium Agreement for the lifetime of the project. An xxx representative will attend Partnership Steering Group meetings and adhere to all the terms of the MOU.

**12. Confidentiality**

a. All personal data gathered by xxx for this project will be collected, processed, used and stored in accordance with the General Data Protection Regulation. The only personal data held by any party will be data which is relevant for the needs of the individual. Personalised data will be collected with informed consent from the outset.

b. Case studies will be provided as part of the evaluation for this project. Partners providing case studies will ensure that any participants and staff involved in a case study have given informed consent for their details to be shared.

**13. Insurance**

NEA will be responsible for the Public Liability insurance of the activities that they are delivering and the Employers Liability Insurance for staff involved in the management and delivery of project activities.

**14. Termination of Agreement**

The Agreement can be terminated in the following circumstances:

- If either party shall be formally dissolved or cease operations
- If there is a fundamental breach by any party including non-payment without prior discussion, or failure to deliver the agreed activities outlined in section 1 and outputs described in section 4.
- If there is a dispute between WHALE and NEA that has not been resolved for both parties through a Create Community Wealth partnership intervention as described in Section 12 of the Memorandum of Understanding.

**Signatories**

On behalf of North Edinburgh Arts

On behalf of WHALE Arts

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

