



ALBA | CHRUTHACHAIL

COVID-19 Cancellation Fund for Cultural Organisations

Guidance for Applicants
January 2022

Cancellation Fund for Cultural Organisations: a summary

- As part of total funding of £31.5m, the Scottish Government has committed up to £25m to support this Cancellation Fund for Cultural Organisations for those who have been adversely financially impacted by the cancellation or postponement of cultural activity that was due to take place in the period 27 November 2021 to 31 March 2022, as a consequence of the necessary steps taken to manage the ongoing COVID-19 pandemic. The remaining £6.5m is held for further sector recovery.
- The fund offers a one-off award to those who are able to provide evidence (contracts, correspondence, promotional information) of the arrangement and subsequent cancellation or postponement of activity because of the current COVID-19 emergency situation. This can include the cancellation or postponement of performances, productions, exhibitions and shows from which organisations would have received income. This fund will not directly replace income lost through cancellation or postponement of activities but will provide a contribution to help offset any adverse financial impact.
- If, as a result of cancellation or postponement of cultural activity between 27 November 2021 and 31 March 2022, your organisation is at immediate risk of insolvency, then you can highlight and explain this in your application and, if we agree, we will prioritise the assessment of your request.
- Applications can be made through an online portal that will be live from 2pm on 26 January 2022. The portal will close for applications at 2pm on 2 February 2022. We expect there to be considerable demand for this fund and we may not be able to meet everyone's needs at the level requested. We will also not be able to accept late applications.
- You can apply for between £5,000 and £500,000 per venue operated by your organisation. Cultural organisations which do not operate a venue can also apply for between £5,000 and £500,000. The amount you apply for must be based on your organisation's specific financial losses relating to the cancellation or postponement of activities between 27 November 2021 and 31 March 2022.
- For all applications you will need to provide us with evidence that activity was planned and that it was subsequently cancelled or postponed. This may include marketing material, signed contracts, or social media, or other public notice of promotion and cancellation.
- We aim to notify successful applicants within 20 working days of submission of the request. The assessments of applicants who have flagged, and can evidence, an immediate risk of insolvency will be prioritised, and successful applicants will be notified as soon as possible.
- Nightclubs should apply to the **Nightclub Closure Fund** to cover their core activity, however they may apply to the Cancellation Fund for Cultural Organisations to cover losses from the cancellation of other cultural activity.

Note for applicants

This fund is part of a £31.5m package of support established by the Scottish Government and is focused on support for businesses that are vital to the cultural life of Scotland, and which have been adversely impacted by cancellations and postponement of activities arising from the steps taken to manage the COVID-19 pandemic, in the period between 27 November 2021 and 31 March 2022.

It is strongly recommended that potential applicants read this guidance in detail, ask any questions, decide if they are going to apply and prepare their application before the application portal opens at **2pm on 26 January 2022**.

The background to this fund

On the 29 of December 2021 **The Scottish Government announced** further funding to support businesses impacted by the spread of the Omicron variant in addition to **that which was announced** on 22 December 2021. This funding totals £31.5m.

This guidance covers the first phase of this support, the Cancellation Fund for Cultural Organisations totalling £25m, which will provide a contribution to help address the immediate impacts of cancellation or postponement of cultural activity that was due to have taken place between 27 November 2021 and 31 March 2022.

The remaining £6.5m is held in reserve for further sector recovery, including for independent cinemas, details of which will be made available over the coming weeks.

What is this fund for?

This fund is focused on support for businesses which are vital to the cultural life of Scotland, and which have been adversely financially impacted by cancellations or postponement of activities that were due to have taken place in the period between 27 November 2021 and 31 March 2022. This also includes organisations that have been adversely impacted during the same timeframe as a result of the cancellation of in-person events that have switched to online presentation.

Since the middle of 2021 there has been a return to trading for many cultural businesses. However, the Omicron variant of COVID-19 and the associated restrictions have resulted in the cancellation and postponement of a range of cultural activities.

The grants we will provide are intended to help offset the adverse financial impact you may have experienced due to the cancellation or postponement of work in the specified period. The fund will not be able to fully compensate organisations for all income lost during this period.

Given the severe financial impacts that cancellations or postponements have had on many cultural businesses, we will prioritise the assessment of applications from those who can demonstrate they are in immediate financial difficulty and at risk of insolvency.

Who can apply?

The fund covers different kinds of organisations that have experienced financial losses arising from cancellation/postponement of activities:

- Performing arts venues and festivals (e.g., buildings that are primarily used for cultural purposes and have paying audiences to see live events, such as theatres and music venues, including concert halls; and festivals using venues to present live work to a paying audience)
- Other publicly accessible cultural venues (e.g., galleries, workshops, artists studios)
- Other cultural businesses that provide services to other cultural organisations for activities open to the public (e.g., theatre production and supply chain businesses).

All applicant organisations must be able to evidence they are vital to the cultural life of Scotland and:

- derive their income from providing cultural activity to the public or play a critical role in enabling that activity (those providing services such as catering, accommodation, security, transport are examples of types of business that are outwith the scope of this fund)
- can demonstrate that their existence is threatened due to the recent impacts of COVID-19
- are a recognised company structure e.g.: Companies Limited by Shares; Companies Limited by Guarantee; SCIOs; CICs; sole traders; charities; legal partnerships
- are able to demonstrate that their primary activity is the delivery of cultural activity to the public and/or that their business performs a vital role in supporting the production of cultural activity for the public.

Please note that organisations which have had support from prior COVID-19 emergency funds are permitted to apply to this fund provided they meet the fund eligibility. This includes (but is not limited to) recipients of funding from:

- The Cultural Organisation and Venue Recovery Fund (excluding Nightclubs)
- The Performing Arts Venues Relief Fund
- The Grassroots Music Venues Stabilisation Fund

As part of the previous application process, recipients of these funds will have already demonstrated their importance to the cultural life of Scotland, therefore, provided they have not significantly altered their business model, they will not be required to evidence this again. New applicants will.

Who should not apply?

This fund has been launched alongside a suite of other funds delivered by the Scottish Government, Local Government and other public partners. Applicants cannot apply to more than one fund for any specific cancelled or postponed activity. For more information about these other funds, visit www.findbusinesssupport.gov.scot.

Please note that, amongst these other funds, the Scottish Government has announced a separate **Nightclub Closure Fund**. Nightclubs therefore cannot apply to the COVID-19 Cancellation Fund for Cultural Organisations for their core activity even if they were previously funded through the Cultural Organisations and Venues Recovery (COVR) Fund. Nightclub businesses which have losses due to the cancellation of other cultural activity (e.g. grassroots music) may apply to the COVID-19 Cancellation Fund for Cultural Organisations to cover losses from the cancellation of this cultural activity, but should apply to the Nightclub Closure Fund to cover their core activity.

This fund will not accept applications from:

- Organisations that are unable to evidence they are vital to the cultural life of Scotland or cannot demonstrate that they play a vital role in supporting the delivery of cultural activity in Scotland.
- Organisations which operate or trade through primarily online businesses
- Organisations who are not based in Scotland or seeking funding for venues/businesses not based in Scotland
- Organisations that do not have a UK-based bank account
- Institutes of further and higher education
- Organisations whose primary purpose is providing formal teaching or private tuition (such as dance schools, drama schools and art schools)
- Individual artists or creative practitioners who do not operate as a venue or organisation. This includes individual recipients of support from the COVID-19 Cancellation Fund for Creative Freelancers.
- Organisations where the financial impact of cancellation or postponement can be reclaimed against insurance
- Organisations/businesses in administration, bankruptcy or insolvency
- Companies that are overdue in their submissions to Companies House
- Supply chain businesses whose work cannot be demonstrated to be vital to the support of cultural activity direct to audiences. This exclusion covers, but is not limited to, businesses that provide hospitality, catering, transportation, security, accommodation, sanitary and cleaning services.
- Businesses that operate activities which the Scottish Government has determined to be ineligible for support, including adult entertainment venues and gambling activities
- Organisations, where we have concerns that they, or their directors, have not acted appropriately with previous public funds and that this could be repeated

If your organisation is at immediate risk of insolvency

If, as a result of cancellation or postponement of cultural activity between 27 November 2021 and 31 March 2022, your organisation is in immediate financial difficulty and at risk of insolvency, you can highlight this and explain this in your application and, if we agree, we will prioritise the assessment of your request.

You should provide information on your organisation's current cash or overdraft position, your overdraft limit, income you are due, costs you need to pay in the next month and any other relevant information. You must also evidence that your organisation is unable to draw on other credit arrangements or other sources of funding.

Your organisation cannot apply if it is already in the administration, bankruptcy or liquidation processes.

What this fund cannot support

This fund is focussed on the financial impacts of cancellations or postponement of cultural activities in the period between 27 November 2021 and 31 March 2022. It cannot support wider financial issues caused by trading challenges outwith this period.

The fund cannot support organisations that are assessed by us as not being vital to the cultural life of Scotland i.e. organisations that do not provide direct creative outcomes to audiences or participants, or those whose work does not directly support the making and presentation of creative work.

What is the overall budget for these funds and how much can I apply for?

£25m has been allocated to this fund.

You can apply for between **£5,000 and £500,000 per venue**.

Cultural organisations which do not operate a venue can apply for between **£5,000 and £500,000**. The amount you apply for must be based on your organisation's specific financial losses relating to cancellation or postponement that you must quantify.

What is the deadline for applications?

The deadline for the fund is **2pm, 2 February 2022**.

Do you need help or access support in advance of making an application?

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. On request this information is available in alternative formats including translations.

We offer access support to disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants. Officers can offer advice to new applicants and support them to make an application. The Equalities Team can offer additional one-to-one support to applicants with access requirements.

Please note we will accept applications and supporting materials which are written in English, Gaelic or Scots. If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme.

Help whilst completing the online application form:

If you need help completing the online application due to a disability or access need, you will be able to click on an 'Access Support' help button in the online portal. Clicking on this will inform our support team of your requirements and you will be duly contacted by a staff member. In this situation, please wait for us to contact you and don't submit a new application. We will ensure that your application is considered and that you will not be disadvantaged.

Contacting our Enquiries Team

If you have any further questions about this fund, or any technical issues in accessing the online portal, please contact our Enquiries Service. You can do this by email, through our website or social media.

Email: enquiries@creativescotland.com

Web: Fill out a form [on our website](#)

Twitter: Send us a tweet [@creativescots](#)

We aim to respond to all enquiries very promptly. If you want us to call you back, give us your number and we'll arrange to come back you as soon as possible.

How to apply?

To make an application you will need use an account for your organisation in Creative Scotland's online application system.

If you have previously applied to Creative Scotland for funding since August 2021 and have already used the online portal, then you should use your existing account and log on at <https://my.creativescotland.com>.

If you haven't set up an account, then go to <https://my.creativescotland.com/signup> to create a new account.

Once you have created an account then, **after 2pm on 26 January 2022**, you will be able to select the option to apply to The Cancellation Fund for Cultural Organisations.

Please Note: Applications for this fund will open at 2pm on 26 January 2022. Whilst you can create your account in advance, you will not be able to submit an application to this fund before this time. It is strongly recommended that potential applicants read this guidance, ask any questions, decide if they are going to apply and prepare their application before the application portal opens.

Applications can be saved and returned to whilst the fund is still open – but all applications must be completed and submitted by **2pm, 2 February 2022**. Late applications will not be accepted.

What information you will need to provide:

The information below details the information that you will need to submit in the online application form that will be available from **2pm on 26 January 2022**.

- You will be asked to select the main art form/creative area in which you operate. These areas are listed in Appendix 1. If you operate in a service support role or comedy sector, please select the 'other' category.
- If you have not been previously supported through The Cultural Organisation and Venue Recovery Fund, The Performing Arts Venues Relief Fund, or The Grassroots Music Venues Stabilisation Fund for the same business or activity, you will need to provide evidence that your work is vital to the cultural life of Scotland. We will ask you to tell us the following about your work:

Cultural – we want to know how your organisation contributes to Scotland’s culture. Please provide a description of your organisation, how long you have been in operation, what activities you undertake. Tell us about your audiences and the artists and creative practitioners with whom you work. Also, tell us the impact your organisation has on your local community and on the development of artists and other creative practitioners.

Social – we want to know how you support measures to increase fairness and wellbeing in Scotland. Please tell us about what you do to ensure you are addressing inequalities and encouraging diversity in your work. This should include how you manage relationships with artists, stakeholder and the public. We want to know about your current practice and any existing policies and actions rather than to hear about your future intentions.

Economic – we want to know that your organisation is viable and creating benefits for the creative community in Scotland. Please tell us how you ensure artists and creative practitioners are paid appropriately and how you invest in new talent in your sector.

If you are a venue we will ask you for information about the size of your venue(s) and the quantity of cancellations or postponement you have experienced:

Number of venues operated by your organisation	
Maximum capacity of venue (s)	
Number of performance/events/activities cancelled or postponed	

We will ask for detailed evidence of all cancellations or postponements to be uploaded.

If you run multiple venues, when uploading supporting materials please make sure you clearly identify which documents relate to which venue.

The amount you can apply for will be determined by the financial impact of cancellation/postponement which must be calculated using the Excel spreadsheet available alongside this guidance and in the application portal and uploaded as part of your application. The information required in the spreadsheet is:

	£ (Excluding VAT)	
Income Lost Please list the types of income lost (e.g. tickets, fees, equipment hire)		
Total Income Lost		A
Costs incurred relating to cancelled / postponed activity: Please list the types of costs incurred (e.g. staff, performers, freelancers stock, equipment)		
Total costs incurred relating to cancelled / postponed activity:		B
Less Costs saved due to cancellation / postponement: Please list the types of costs saved (e.g. stock, travel, equipment hire)		
Total Costs Saved		C
Other COVID grants received between 27 Nov 2021 and 31 March 2022		D
Total - Financial impact of cancellation / postponed (A+B-C-D)		This is the amount you are applying for

If you operate more than one venue you should complete this information for each venue separately on the second sheet of the spreadsheet.

The value of ticket income lost should only be the value attributable to the applicant organisation, not the parts paid to promoters, performers, booking fees etc. i.e., if a 50:50 share was agreed with a promoter then only the element relating to your organisation should be included.

Only costs that are directly related to the activity cancelled or postponed should be included, and should not include fixed costs of the organisation (such as rent, rates, insurance, admin costs, loans/hire purchase payments, senior management/directors' salaries etc.) All numbers should exclude VAT.

The above must be accompanied by a detailed description of the events and the venues for which you are requesting funding, plus evidence that supports: 1) the activity being originally arranged plus 2) the activity being cancelled. This can be in the form of contracts, correspondence and/or promotional information. Venues should also provide evidence of their maximum capacity (fire certificate, licence, insurance document or other third-party evidence).

Application Checklist

In order to complete your application, you must provide:

- 1** Details of your organisation including its bank account number and sort code
- 2** If your organisation is at immediate risk of insolvency: your organisation's current cash or overdraft position, your overdraft limit, income you are due, costs you need to pay in the next month and any other relevant information. Also, please provide evidence that your organisation is unable to draw on other credit arrangements or other sources of funding.
- 3** A scan or picture verifying your bank account name, account number and sort code
- 4** If you operate one or more venues - information about each venue
- 5** If you have not previously received COVID-19 emergency funding from Creative Scotland you will need to evidence that your organisation is vital to the cultural life of Scotland.
- 6** The number of events, performance, activities that have been cancelled or postponed
- 7** Details of the cancellations and postponements
- 8** The excel spreadsheet that shows the calculation of the amount you are claiming

How long will it take to get a decision?

We aim to notify all applicants of our decision within 20 working days of submission of their request. We will prioritise those applicants which self-identify and are assessed by us as being in immediate financial difficulty and at risk of insolvency.

Can I apply more than once?

No. All applicants to this fund can only apply once. If you operate several venues under one business or festival, you should apply covering all of them in one application.

Please do not apply using multiple email addresses. If someone has attempted to make multiple applications, this will risk creating a delay to your decision, and potentially may lead to us stopping your application from being accepted. If incidents of multiple applications are detected, all may be deemed ineligible.

If during your application you require access support, you can request this in the online portal. When you do so, your application will be paused whilst a member of our support team gets in touch with you to help. In this situation, please wait for us to contact you – and don't submit another new application. Your original request will be logged, and we will ensure that your application is considered and that you will not be disadvantaged.

What if I cannot apply using the online portal? Is there an alternative means of application?

Yes. If you are not able to access the internet to make an application, or if you need additional support in making your application through the online portal, please contact our Enquiries Service (see Page 7 for details).

After my application is received, what happens next?

After you submit your application, we will review it to determine your eligibility in line with this guidance. We will contact you if you are ineligible. If you are eligible then we will carry out the following:

- If you have stated that your organisation is at immediate risk of insolvency then we will review your explanation and, if we agree, prioritise the assessment of your application (Please note: If you ask us to prioritise the assessment of your application, but we determine that you are not at immediate risk of insolvency, then your application will be placed back in the queue for full assessment with other applications.)
- We will assess the evidence provided regarding cancellation or postponement, including the spreadsheet you have completed which details the financial impact

The assessment will conclude whether you should be awarded the amount requested, a different amount or no amount at all. This process may include sharing information you have provided with other public bodies.

We may decide to contact you and request further information to clarify any part of your application, including the level of funding requested.

After we have assessed your application, and the value to be awarded has been approved internally, we will notify you of our decision via the email you have provided. We will aim to do this within 20 working days of receiving your application. Please ensure that you check your spam/junk mail folders if you feel you have not heard from us. If we contact you to clarify your application then this may increase this notification period.

If you have been successful in your request for funding, and once your bank details have been verified, we will send you a contract for you to sign electronically. On receipt of your electronic signature, we will pay you the full amount requested. Please note this can take up to 5 working days. If the banking information cannot be verified, then we will contact you and this may delay payment.

You will be contractually required to provide us with information on the impact of the funding and we will contact you at a later date about this.

Freedom of Information

Creative Scotland is committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions. You can see details of our FOI handling on our website here: www.creativescotland.com/foi

We are listed as a public authority under the Freedom of Information Act 2000. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks to see them under the Freedom of Information Act 2000. We may not release those parts of the documents which are covered by one or more of the exemptions under the Act.

Please see the Freedom of Information website at www.itspublicknowledge.info for information about freedom of information generally and the exemptions.

Complaints Procedure

If you are not happy with the way we dealt with your application, you can access a copy of our complaints procedure **on our website**. Please note that you can only complain if you believe we have not followed our published process when dealing with your application. You cannot use the complaints procedure to appeal against the decision.

Data Protection

Creative Scotland (CS) requires some personal information about you/your organisation to consider your application for funding. Without this information CS will be unable to process your application. If you would like to see a breakdown of the personal information CS requires, why it is required, what CS does with that information and how long CS keeps it, please refer to CS's Privacy Notice available online at www.creativescotland.com/privacy-policy.

CS may share your personal information with third parties to comply with the law and/or for the legitimate interests of CS and/or the third parties concerned.

Where the personal information you have provided to CS belongs to other individual(s), please refer to CS's Privacy Notice. Please ensure you share this Privacy Statement and CS's Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that CS holds about you under data protection law. Information on how to exercise these rights is contained in CS's Privacy Notice or you can contact CS's Data Protection Officer at dataprotection@creativescotland.com.

If you have any concerns with how CS has processed your personal information, you should contact CS's Data Protection Officer in the first instance, as CS would welcome the opportunity to work with you to resolve any complaint. If you are still dissatisfied, you can submit a complaint to the **Information Commissioners Office**.

Subsidy Control

For Awards under £317,000*

This Award is awarded as an exempted subsidy under Article 3.2(4) of the EU-UK Trade and Cooperation Agreement. There is a ceiling of 325,000 Special Drawing Rights (SDR conversion rates can fluctuate in value A conversion table can be found here <https://fx-rate.net/SDR/GBP/> for subsidies provided to any one economic actor under this Article over a 3-year period. Any Article 3.2(4) subsidies (or similar aid, including “de minimis” aid granted prior to 31 December 2020 under Commission Regulation (EU) No 1407/2013) awarded to the Awardee will be relevant if the Awardee wishes to apply, or has applied, for any Article 3.2(4) subsidies.

The Awardee must retain this Agreement for 3 years from the date of this Agreement and produce it on any request by the UK public authorities. (The Awardee may need to keep this Agreement for longer than three years for other purposes).

For Awards over £317,000*

Grant recipients will be required to acknowledge that the grant comes from public funds and confirm that the support provided shall be compliant with the **Subsidy Control rules**. Where applicable, your organisation must agree that we will publish information relating to the grant and you will keep reasonably detailed records to demonstrate compliance with the Subsidy Control rules and shall provide a copy of such records to us upon reasonable request.

In the event that the grant is deemed to be non-compliant with the Subsidy Control rules, your organisation must agree to repay the entire grant (and any other sums due) immediately.

* Based on the early Jan 2022 conversion of 325,000 Special Drawing Rights as per the conversion table.

Appendix 1: Creative Areas in Application Form

All applicants will be required to select one of the following creative areas when making their online application.

- Craft
- Creative Learning
- Dance
- Design
- Digital
- Literature
- Music
- Theatre
- Visual Arts
- Children and Young People
- Place and Communities
- Traditional Arts
- Gaelic Language
- Gaelic Culture
- Scots
- Arts and Health/Wellbeing
- Equalities, Diversity, and Inclusion
- Other* (a dropdown free text box is provided for you to include your area)
- Interdisciplinary Performance

* Please note that if you work in a creative area which isn't listed above, such as Comedy, select 'Other' and then add your creative area in the free text box provided on the form.

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