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# CULTURE ORGANISATIONS AND VENUES RECOVERY FUND ROUND 2

**GUIDANCE FOR APPLICANTS**

JUNE 2021

# Summary of key information

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## What is this fund for?

This fund is part of the package of COVID-19 support established by the Scottish Government to help support organisations that are vital to the cultural life of Scotland and require funding to help prevent insolvency and/or significant job losses due to the impact of COVID-19. It covers the period 1 April – 30 September 2021.

## Who can apply?

1. Those cultural organisations and venues that were awarded funding in the first round of this fund and have complied with their funding agreement and require funding to help prevent insolvency and/or significant job losses.
2. Other cultural organisations and venues which are eligible but either did not previously apply or did not receive funding in the first round of the fund and require funding to help prevent insolvency and/or significant job losses.

For a list of the types of organisations this fund expects to support see the Type of Organisation Glossary on Page 17. The applicant is deemed to be the company, incorporated organisation, charity or sole trader that you provide in your application and, if you are awarded funding, we will only contract with and pay this entity.

## Who cannot apply?

For new applicants, this fund has specific exclusions, please see Pages 9-10 for the details on who can/cannot apply.

## What is the budget for this fund?

The total budget for this fund is £13million. The funding comes from the Scottish Government.

## How much can you apply for?

**Previous recipients cannot apply for more than they were previously awarded. In terms of amounts, the following limits apply:**

- If awarded up to £150k in the first round of the fund, can apply for up to £75k this time.
- If awarded more than £150k in the first round of this fund can apply for up to £125k this time.

New eligible applicants who haven't previously applied or been awarded funding in the first round, can apply for between £10k – £75k.

We will not accept applications for less than £10k.

Please note – if you are facing insolvency before the end of July 2021 as a result of the COVID-19 Pandemic then you can request an emergency advance payment as part of your application of up to 25% of the requested award on the basis of a reasonable justification that this will help prevent insolvency. See Page 11 for more details.

## What is the timeline for the fund?

### Guidance published – Thursday 10 June 2021

We will publish the full guidance for the fund along with details of the information applicants need to give us when you apply.

### Applications Open –

#### 2pm Thursday 17 June 2021

The online application portal will open for applications from both those awarded funding in round one and those eligible to apply now.

### Application Deadline –

#### 12 noon Thursday 24 June 2021

The online application portal will close to applications at this time. No late or incomplete applications will be accepted.

### Emergency Advance Payments – from Thursday 1 July

If you have requested an advance payment these will be issued from 1 July 2021.

### Decisions – end of July

Applications will be fully assessed during June and July and applicants will be informed of decisions by the end of July.

### Contracting and Payment – end July early August.

Contracts will be issued shortly after the decisions are announced and payments made on receipt of signed funding agreements.

Please note:

We will assess all applications based on the information in this guidance document and applicants are required to have fully read and understood this guidance before they apply.

It is the applicants' responsibility to ensure that they are eligible based on the information presented in this guidance and that all required information is submitted fully and accurately at the point of application.

# Introduction

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Thank you for your interest in the **Culture Organisations and Venues Recovery Fund Round 2**.

Scotland's First Minister, Nicola Sturgeon, announced on Friday 11 May 2021, the Scottish Government's intention to deliver a second round of the Cultural Organisations and Venues Recovery Fund, with the purpose to offer further support to Round 1 recipients and also to help eligible organisations that didn't receive funding in the first round. The Scottish Government has made available £25m for a second round of this fund as well as the Performing Venues Relief Fund.

This fund is being launched at the same time as the second round of the Performing Arts Venues Relief Fund which is for organisations that operate venues whose primary purpose and source of income is presenting an all-year round programme of professional theatre and/or dance and/or music to paying audience. All other eligible cultural venues and organisations are invited to apply to this fund (the Cultural Organisations and Venues Recovery Fund).

Some venue-based applicants will be potentially eligible to apply to either of these funds – but applicants can only apply to one of the funds, not both. So we encourage you to look at both options to assess which is the most appropriate to your needs. If you apply to one of the funds and you are assessed as ineligible, you will not be eligible to apply to the other fund and we cannot accept late applications to either fund.

If you are unsure on which fund to apply to, please contact us (see the Need Help? section on Page 18).

# The purpose of the Culture Organisations and Venues Recovery Fund Round 2

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Organisations that contribute to the rich and diverse cultural life of Scotland have been significantly impacted by COVID-19. Many operate successful, commercial models without the need for public funding. Others operate within a mixed economy model, often supporting their activities through a combination of public sector funding and trading activities. The ongoing impact of the pandemic has meant that a large number remain financially vulnerable, unable to maintain the levels of income generation required to ensure their future viability.

Some organisations have benefitted from targeted financial support through loans or grants, intended to address those sectors where industry bodies have identified specific hardship and others have benefitted from various schemes and initiatives from the Scottish and UK Governments but many still are threatened by insolvency. This fund has been established by the Scottish Government to contribute to addressing their needs.

The application process is designed to ensure that funding can quickly and efficiently reach the areas where it is needed. The fund will be prioritised towards those whose current position is considered critical due to an inability to trade or the loss of other key income sources because of ongoing COVID-related restrictions. The fund will not replace income lost, but the aim is to protect jobs and to help organisations to avoid insolvency. Given the prospective scale of the impact, the available level of support will not allow every applicant to be fully supported. However, we will prioritise support towards indicators of cultural, social and economic impact; geographic reach; and evidence of a clear need that the funds are required to help prevent insolvency and/or significant job losses.

Demand is expected to be high, and the fund will be competitive. Applications will be assessed comparatively to determine which organisations are most in need and that will, if awarded support, continue to make a significant contribution to the cultural life of the country.

## Who can apply?

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Eligible organisations that are most critical to the cultural life of Scotland and whose existence is threatened by COVID-19 restrictions. This could include organisations that provide opportunities for audiences (including, but not limited to: galleries, commercial theatres, performing arts spaces, festivals, comedy clubs and nightclubs) as well as those that enable and deliver cultural activity (including, but not limited to: production support businesses, music and dance companies). For a list of the types of organisations this fund expects to support see the Organisation Glossary on Page 17.

Applicant companies or sole traders need to have been working in Scotland's culture sector before April 2019 (as the fund is designed to support businesses that are able to demonstrate a stable operating model and clear financial information for a period prior to the impact of the pandemic) and be at significant threat of insolvency or significant job losses as a result of COVID-19 restrictions.

Recipients of funding from the first round of this fund, who have complied with their funding agreement, will be invited to apply again. For these organisations please see the Section 'ROUTE A' which will outline the application process. Because we already hold previous records from these recipients, the process will aim to be simpler as it does not require the same amount of information to be submitted. It is possible that, following assessment, recipients of funding from the first round of this fund may not receive funding in the second round.

In addition, new applications are welcome from organisations who meet the eligibility criteria and were not previously funded. For these organisations please see the Section 'ROUTE B' which will outline the application process.

## Timetable

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The planned timetable for the fund is as follows:

Publication of fund guidance:	<b>10 June 2021</b>
Online application portal goes live:	<b>2pm, 17 June 2021</b>
Deadline for Applications:	<b>12 noon, 24 June 2021</b>
Eligibility Checking and Assessment:	<b>June-July 2021</b>
Emergency Advance Payments issued from:	<b>1 July 2021</b>
Decision-making panel:	<b>late July 2021</b>
Notify all applicants of their decision:	<b>end of July 2021</b>
Contracting and payments:	<b>end July/early August 2021</b>

If any of these dates change, we will notify all applicants as soon as possible.

## **Route A** (for recipients of funding from the first round of the Cultural Organisations and Venues Relief Fund).

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### **How much can I apply for?**

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This funding offers support for the 6 month period from 1 April 2021 to 30 September 2021.

All previous recipients cannot apply for more than they previously received and in order to be eligible they must have fully complied with the terms of their previous funding agreement.

Those awarded up to £150k in the first round of this fund can apply for support in this round, up to a maximum of £75k.

Those awarded over £150k in the first round of this fund can apply for support in this round, up to a maximum of £125k.

In both cases the information provided in the application must clearly demonstrate that the funds are essential to help prevent insolvency and/or significant job losses. The final level of award will be assessed using the financial information that you provide.

### **Request for Emergency Advance Payment**

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Recognising that some organisations may be facing imminent risk of insolvency before the end of July, the Scottish Government has requested that we offer applicants the option of an interim contractual payment to help prevent insolvency by this date, pending assessment of a full application. You must explain in your application why you are facing insolvency before the end of July 2021, the holders of any securities over your organisation and how the advance payment will help you avoid insolvency.

You may request an Advance Payment of up to 25% of the funding requested in your application. This advance award, if granted, will be payable from 1 July 2021. You must sign a contract for this interim payment and it will be deducted from the final grant award you receive. However if, upon full assessment of your application, we decide that you should be funded at a level lower than the Advance Payment awarded, or we assess that you are to receive no funding, then you will be required to return some or all of the Advance Payment. We may also look at other parts of your application to ensure that your reason for requesting an advance is supported.

## Deadline for applications

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The online application portal opens at 2pm on Thursday 17 June 2021 and the deadline for all applications is 12 noon on Thursday 24 June 2021. We cannot accept late or incomplete applications.

## How to apply

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Recipients of funding in Round 1 of the Fund will be contacted via their Round 1 contact email with information on how to apply using the online application form. Your application will require you to demonstrate the need for additional funds to help prevent insolvency and/or prevent significant job losses. This email will be sent on Thursday 10 June 2021. If this email is not received please check your spam filters, junk files and deleted items and if not found please contact us via email to [covr@creativescotland.com](mailto:covr@creativescotland.com).

## What information do I need to supply?

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What follows is a complete checklist of all the information you will need in order to complete your online application.

You will need to state the total amount of funding you are requesting through this application which is substantiated by the submitted cash flow analysis and the impact you expect it to have on your organisation.

You will be required to provide the following:

- The cash flow template that is provided must be completed for the whole applicant business (i.e. company, incorporated organisation, charity or sole trader) and uploaded with your application. Please note the template contains a worked example and specific guidance that should help you to complete the cash flow template correctly. All costs must relate to the ongoing day to day running of the business.
- Bank statement(s) or online banking screen image(s) that shows the total of all bank account balances (including PayPal accounts) for the whole applicant business (i.e. company, incorporated organisation, charity or sole trader) as at end of 31 May 2021. These attachments (which can be a downloaded PDFs, scans, screenshots or photographs) must clearly display the bank account name, sort code and account code and at least one account must match the banking details you provide in your first application. This total bank balance will be cross-checked with the figure shown in your cash flow template as the end of May 2021 cash balance.

- Commentary on the financial information provided in the cash flow template explaining any costs that are one-off or unusual in relation to the regular running costs of the venue.
- Your latest set of annual accounts. If you are a company, please provide the accounts that have been submitted most recently to Companies House plus any more up-to-date unsubmitted annual accounts.
- Your organisation's latest management accounts if you have them. If your organisation does not prepare management accounts then only annual accounts should be provided.
- An update on any information that has changed since the Round 1 application (this should cover anything material to the activities, ownership, employee position, or financial status of the business).
- Confirmation that you intend to reopen when restrictions allow and that the applicant company is not currently in administration or insolvency and all Companies House filings are up to date.
- If seeking an Advance Payment you will be asked to explain why you are at risk of insolvency before the end of July 2021.

## What happens to my application after it is submitted?

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Your application will be assessed by experienced Creative Scotland staff and specialist external resource and, in exceptional circumstances, you may be contacted to provide clarification of the information provided. It is your responsibility to ensure the information you supply is true and accurate. The information in your application may be discussed with other public bodies and income from the UK Job Retention Scheme (furlough) may be checked against information from HMRC now or in the future to ensure it is properly reflected in the cash flow template. We may make other fraud prevention checks as we consider appropriate.

The assessor may recommend that you are awarded a lower amount than the amount requested and will explain why this is the case. Some specific conditions of award may be also recommended at this point.

The assessor's recommendation will be reviewed by a decision-making panel comprised of Creative Scotland representatives and other public bodies, with observers from the Scottish Government.

The panel will consider the individual merits of each application as outlined in the assessment, examine relative strengths and the impact of each application in relation to other applications (from all applicants across both Routes A and B) and the available budget. This may result in the panel reducing awards or deciding that an organisation should not be awarded funding.



## Route B: (for eligible organisations which did not apply to or receive funding from the first round of the Cultural Organisations and Venues Relief Fund)

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### Who can apply?

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Please read the eligibility requirements below carefully. If you do not meet these requirements, you will not be considered eligible to apply for funding.

This funding is available to organisations that meet all of the following criteria:

- organisations that derive their income from providing cultural activity to the public or organisations that 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
- organisations that can demonstrate that their existence is threatened due to the impacts of COVID-19, including ongoing business restrictions
- applicants that have been providing cultural activity or services in Scotland since before 1 April 2019
- organisations that have not been in receipt of any other Scottish Government COVID-19 funding support (a more detailed list of these is listed in the Who Should Not Apply section on Page 10).

Applicants must be one of following for-profit and not-for-profit registered organisations: Companies Limited by Shares; Companies Limited by Guarantee; SCIOs; CICs; sole traders; charities.

Creative Scotland is delivering these funds on behalf of the Scottish Government following guidance around the types of organisations that are believed to have greatest need. Further definition of the types of organisation that we anticipate being supported are included at the end of this document (see Type of Organisation Glossary on Page 17).

Applicants must be 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. In both cases the trading / income generating activity of the organisation will have been severely curtailed due to COVID-19 restrictions to the point where insolvency and/or job losses is threatened.

Funding is intended to provide support that will help to offset threats of insolvency and job losses up until 30 September 2021.

## Who should not apply?

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Based on discussions with the Scottish Government, organisations that have gained support through the following emergency funds will not be eligible to apply:

- Performing Arts Venues Relief Fund
- Grassroots Music Venues Stabilisation Fund
- Independent Cinema Recovery and Resilience Fund
- Pivotal Enterprise Resilience Fund
- Museums Recovery and Resilience Fund
- Local Authority Contingency Fund

This fund will not support museums. The National Performing Companies and National Collections of Scotland are also not eligible to apply.

Organisations working primarily in the screen sector (including cinema) are supported through Screen Scotland funds, which remain available on the Screen Scotland website [www.screen.scot/funding](http://www.screen.scot/funding)

We cannot accept applications from:

- Organisations who operate primarily online businesses
- Organisations that need support for venues not in Scotland
- Organisations that do not have a UK-based bank account
- Institutes of further and higher education
- Organisations 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
- Organisations/businesses in receivership, bankruptcy or insolvency
- Supply chain businesses whose work cannot be demonstrated to be vital to the support of cultural activity direct to audiences. This includes, but is not limited to, businesses that provide catering, transportation, security, accommodation, sanitary and cleaning services.
- Businesses that operate activities that the Scottish Government has determined to be ineligible for support, including adult entertainment venues and gambling activities

## How much can I apply for?

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The overall budget for this fund is £13 million and those eligible can apply for between £10k and £75k. Please note that we expect this fund to be oversubscribed and therefore do not expect that we will be able to fund everybody.

We also reserve the right to award an amount lower than requested.

## Request for Emergency Advance Payment

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Recognising that some organisations may be facing imminent risk of insolvency before the end of July 2021, the Scottish Government has requested that we offer applicants the option of an interim contractual payment to prevent insolvency, pending assessment of a full application. You must explain in your application why you are facing insolvency before the end of July 2021, the holders of any securities over your organisation and how the advance payment will help you avoid insolvency.

You may request an Advance Payment of up to 25% of the funding requested in your application. This advance award, if granted, will be payable from 1 July 2021. You must sign a contract for this interim payment and it will be deducted from the final grant award you receive. However if, upon full assessment of your application, we decide that you should be funded at a level lower than the Advance Payment awarded, or we assess that you are to receive no funding, then you will be required to return some or all of the Advance Payment. We may also look at other parts of your application to ensure that your reason for requesting an advance is supported.

## How to apply

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Applications are to be submitted via our online application form. To apply you will need to register with us, and once you have verified your email you will be able to log in and complete the application form. You will be able to save progress while the application form is open – but you must submit your application before the deadline for the fund.

# Step by step instructions on how to register to apply

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1. At **2pm on 17 June 2021**, the online portal will open for registrations and applications. Please note you cannot register and apply before this date.
2. Go to [www.creativescotland.com/culture-recovery-fund](http://www.creativescotland.com/culture-recovery-fund). The link to the online application form will be published. Click on the link, fill out the registration form and submit.
3. You will be sent an email to verify your email account. Once verified, you will be able to log in and complete the form.
4. Complete the form as instructed. You can save your application and return to it at any time before the deadline of **12 noon, 24 June 2021**.
5. Submit the completed form before the deadline. Once submitted it will not be possible to amend the application so ensure you thoroughly review and check before submission.
6. Once submitted, you will receive a confirmation message with a reference number.

Please note – the above timelines are correct at time of publishing but may be subject to change. We will communicate any changes in timelines via our social media and directly by email to those who have made or started an application to this fund.

## What information do I need to supply?

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We will ask you to supply general information about your organisation and will ask you to complete the following questions about your organisation:

### **Impact of the organisation on the cultural life of Scotland**

As demand for this fund is likely to exceed the funds available, we will prioritise applications from organisations that can demonstrate that they make a significant contribution to the cultural life of Scotland. We will ask you to explain this in three ways:

**Culture** – 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 something 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.  
(5,000 character limit)

**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, staff 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.

(5,000 character limit)

For more on Scotland's approach to a wellbeing economy see here: [www.gov.scot/publications/towards-robust-resilient-wellbeing-economy-scotland-report-advisory-group-economic-recovery](http://www.gov.scot/publications/towards-robust-resilient-wellbeing-economy-scotland-report-advisory-group-economic-recovery)

**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.

(5,000 character limit)

### **Equality, Diversity and Inclusion**

We expect all applicants to commit to creating accessible and inclusive spaces for making and experiencing culture. A good way to ensure equalities, diversity and inclusion are embedded within the work of your organisation is to create an Equalities, Diversity and Inclusion (EDI) Action Plan. Creative Scotland have produced a toolkit for its Regularly Funded Organisations which can be utilised by other organisations. This toolkit can be used as guidance when planning your equality, diversity and inclusion actions. [www.creativescotland.com/resources/professional-resources/guidance-and-toolkits/equalities,-diversity-and-inclusion-action-plans-a-toolkit](http://www.creativescotland.com/resources/professional-resources/guidance-and-toolkits/equalities,-diversity-and-inclusion-action-plans-a-toolkit)

### **Financial sustainability**

We will ask you to tell us how you are set up as a business (e.g. a company, partnership, connected businesses, etc) and what the main sources of income are (e.g. entrance charges, service charges, sales, grants, etc) (5,000 character limit)

We will ask you to describe the financial health of your organisation prior to lockdown. This should link in with the financial information attachments you provide (2,000 character limit).

### **That threats to job losses will be minimised.**

We will ask you to describe the impact that lockdown has had on your organisation and what support you have received or expect to receive from other funds or schemes to help address these challenges.

(5,000 character limit)

We will ask you to tell us how many FTE (full-time) staff you employed prior to the COVID-19 shutdown and how you have managed staff during the shutdown period. Also, what effect this support will have on your staffing and support for the wider community of freelancers with which you work. (2,000 character limit)

You will need to state the amount of funding you are requesting through this application which is substantiated by the submitted cash flow analysis and the impact you expect it to have on your organisation. (500 character limit)

If you are facing imminent insolvency as a result of the COVID-19 Pandemic then you can request an advance payment of up to 25% of the requested award on the basis of a reasonable justification. Advance payments will begin on 1 July and will be deducted from your final award. If you request an advance and, following the decision on your application, you receive less than that already advanced then you must repay the difference.

## **We will also then require you to provide the following mandatory supporting materials:**

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- Your latest set of annual accounts. If you are a company, please provide the accounts that have been submitted most recently to Companies House plus any more up-to-date unsubmitted annual accounts.
- Your organisation's latest Management accounts if you have them. If your organisation does not prepare management accounts then only annual accounts should be provided. A completed cash flow forecast for your whole organisation (i.e. company, incorporated organisation, charity or sole trader). Please complete this cash flow forecast using the template provided via this link [www.creativescotland.com/culture-recovery-fund](http://www.creativescotland.com/culture-recovery-fund)

Please note that no other cash flow format will be accepted.

- Bank statement(s) or online banking screen image(s) that shows the total of all bank account balances (including PayPal accounts) for the whole applicant business (i.e. company, incorporated organisation, charity or sole trader) as at end of 31 May 2021. These attachments (which can be a downloaded PDFs, scans, screenshots or photographs) must clearly display the bank account name, sort code and account code and at least one account must match the banking details you provide in your first application. This total bank balance will be cross-checked with the figure shown in your cash flow template as the end of May 2021 cash balance.

# What happens to my application after it is submitted?

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## Stage 1: Receipt of application

Shortly after submitting your application, you will receive an automated response confirming receipt. If you do not receive this automated email please check your spam filters, junk files and deleted items. If there is still no sign, get in touch with us at [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com) as soon as possible to check that we have received your application.

## Stage 2: Eligibility Checking and Assessments

If you asked for an Emergency Advanced Payment then we will assess the impact of your organisation on the cultural life of Scotland. If your organisation is eligible and assessed as having sufficient cultural impact and your reason for requesting an advance is acceptable then you will be asked to sign an advance agreement and we will pay the requested advance amount up to a maximum of 25% of your total requested award. This amount will be deducted from any final award you receive. If your organisation is ineligible or assessed as having insufficient cultural impact then it will receive no advance or final award and we will inform you of this. We may also look at your cash flow forecast to ensure that your reason for requesting an advance is supported by this document.

All eligible applications will be assessed by Creative Scotland staff or suitably qualified external resource. Assessments will be made on the information you provide in your application; online information available on your organisation; and the assessor's knowledge of your organisation. We will also consider the geographic distribution of support. We may discuss and share information with other public bodies and perform fraud prevention checks as appropriate.

Please note that assessors might find that an application that has passed initial checks is not eligible during their review. We will email you and let you know if this is the case. We will also explain why your application is not eligible.

The assessor will consider your application against the criteria laid out in this guidance as to what the fund can support. The assessor can recommend that you are awarded a lower amount from the amount requested (including no award) and will explain why this is the case. Some specific conditions of award may be also recommended at this point.

## Stage 3: Decision making

The assessor's recommendation will be reviewed by a decision-making panel comprised of senior Creative Scotland representatives and other public bodies, with observers from the Scottish Government.

## **Stage 4: After decisions are made**

### **Applications awarded funding**

We will let you know by email whether or not you have been awarded funding. If you have been successful, this email will tell you what to do next.

We will issue you with a contract and ask you to return a signed copy of this contract.

Your contract will include standard conditions of award and may include some special conditions. We will pay all awards as per the contract. This will be based on the applicant's cashflow needs which will be explained in the grant offer communicated.

### **Applications not awarded funding**

We will let you know the outcome of your application by email. We will tell you why your application was not awarded funding and provide feedback.



# Type of Organisation Glossary

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We anticipate that support from this fund will be focused on the following types of organisation and areas of activity:

**Visual Arts and Craft:** Gallery owners or tenants who present visual art and craft for viewing or sale as the primary part of the venue's business model. Online elements of the business cannot be funded unless it can be clearly proven that this part of the business has been directly negatively impacted by COVID-19. Constituted organisations that create work for visual art and craft exhibition.

**Performing Arts:** Venue owners or tenants of theatres that have a programme of performing arts activity. Dance and theatre companies who tour work. Please note that Performing Arts Venues may instead choose to apply to the [Performing Arts Venues Relief Fund](#) that is live at the same time as this fund.

**Music:** Venues where music is central to the venue's business model. Constituted organisations that perform music in an orchestra, ensemble, group or band.

**Festivals:** Organisations that employ staff to develop and present cultural festivals.

**Comedy Venues:** Venues that present a programme of regular live comedy (at least twice a week) for a paying audience.

**Nightclubs:** An operator (owner or tenant) of a venue that is usually open in the evening and primarily presents a curated programme of recorded music for dancing for an entrance fee.

**Production support businesses and artists' workspaces:** Facilities owners or tenants who provide space or resources to enable artists and creative practitioners to produce work.

**Supply chain businesses:** businesses that play a vital role in supporting Scotland based cultural events through the provision of lighting, sound, instruments, ticketing and other equipment and services are included. Businesses that primarily supply services such as catering, transportation, security, accommodation, sanitary and cleaning services are outwith the scope of this fund.

## Need help, further advice or feedback?

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If you have any questions about the fund, about your eligibility or about how to apply (including any technical problems when filling out the online form) please contact our Enquiries Service. Our Enquiries Service will be able to advise you or will put you in contact with one of the team overseeing this fund.

Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

Web: You can send us a message via the [Creative Scotland website](#)

Twitter: Get in touch [@creativescots](#)

If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to [contactscotland-bsl.org](http://contactscotland-bsl.org) for more information.

To enable us to allocate funds as quickly as possible this fund has a short turnaround time. We would like to assure you that we are responding to all enquiries as quickly as possible. If you need to speak to someone please email us with your contact details and we will call you back.

## Do you need this information in alternative formats or languages, or do you need any access support?

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We are 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.

For more information, contact our Enquiries Service.

## Subsidy Control

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Subsidy Control involves public money being used to provide financial assistance (subsidies) to organisations. The UK left the EU on 31 December 2020 and, as a public body, Creative Scotland must now comply with the **UK Government's Summary Guide to Awarding Subsidies** from 1 January 2021 and supporting technical information.

Current Scottish Government guidance in relation to these rules is that the principles of EU State Aid regulation that were in place prior to 31 December 2020 still apply. Based on this guidance the grants awarded are considered to be the equivalent of those made under the **051/20 Temporary Framework for State Aid for COVID-19 responses** noting that the EU scheme has been **extended to 31 December 2021 with revised limits**. If you have any concerns that you may breach this guidance please contact the **Scottish Government State Aid Team**. Creative Scotland will not respond to any queries on this matter.

## Data Protection

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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 **[www.creativescotland.com/privacy-policy](http://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**.

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 Commissioner's Office**.

## Making a complaint

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As an organisation, we will always listen to and respond to any concerns that you may have. If you would like to make a complaint about either the service you have received from Creative Scotland or the way we have handled your application, we have a process that you can use.

Please note that Creative Scotland does not have an appeals process and for this reason, we are unable to accept complaints that relate solely to the decision we have made rather than how we have made it. For more information, please visit the Complaints section of our website: [www.creativescotland.com/resources/our-publications/policies/complaints-handling](http://www.creativescotland.com/resources/our-publications/policies/complaints-handling)

## Freedom of Information (FOI)

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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](http://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](http://www.itspublicknowledge.info) for information about freedom of information generally and the exemptions. We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.



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