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# CULTURE ORGANISATIONS AND VENUES RECOVERY FUND

**GUIDANCE FOR APPLICANTS**

SEPTEMBER 2020

# Summary of key information

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## What is this fund for?

This fund is intended to support organisations that are vital to the cultural life of Scotland and who are experiencing critical financial problems that threaten insolvency or significant job losses due to the impact of COVID-19.

## What is the budget for this fund?

The total budget for this fund is £15m. The funding comes from the Scottish Government.

## How much can you apply for?

Applicants can apply for between £10k and £150k and up to £250k on an exceptional basis (see Page 7).

## Who can apply?

We are looking for applications from organisations that are most critical to the cultural life of Scotland and whose existence is threatened by COVID-19 restrictions. It includes both 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 facilities, music and dance companies).

Organisations need to have been working in Scotland's culture sector before April 2019, and who are at significant threat of insolvency as a result of COVID-19 restrictions.

## Who cannot apply?

This fund has specific exclusions, please see Pages 5-6 for the details on who can/cannot apply.

## What information do you need to give us in your application?

If your application is eligible then we will ask you to:

- demonstrate your organisation's impact on the cultural life of Scotland
- demonstrate that your organisation was financially viable before COVID-19
- demonstrate that funding is required to prevent insolvency or job losses.

## What is the timeline for the fund?

### Guidance published

#### Thursday 10 September 2020

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

### Applications Open

#### 12 noon Thursday 17 September 2020

The online application portal will open for applications.

### Application Deadline

#### 12 noon Thursday 24 September 2020

The online application portal will close to applications. No late applications will be accepted.

### Decisions made

Assessments will take place during September and October, and applicants will be informed of decisions in early November 2020.

# Alternative Formats, Languages and Access Support

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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. Go to: [contactscotland-bsl.org/deaf-bsl-users](https://contactscotland-bsl.org/deaf-bsl-users) for more information.

## Need help?

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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 at [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com) or visit [www.creativescotland.com/contact-us](https://www.creativescotland.com/contact-us)

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 promptly. If you need to speak to someone please email us with your contact details and we will call you back.

## Introduction

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

Following the announcement by Scotland's First Minister, Nicola Sturgeon, on Friday 28 August, of **£59m emergency funding for culture and heritage** to address the ongoing impact of the COVID-19 pandemic, including £31.5m for culture, we are now launching the guidance for one aspect of this support – the Culture Organisations and Venues Recovery Fund.

# The purpose of the Culture Organisations and Venues Recovery Fund

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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 – generating income from tickets sales, the provision of services and/or ancillary offers such as catering. 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 interventions, 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 including:

- The Coronavirus Job Retention Furlough Scheme and Job Retention Bonus
- Creative Scotland RFO Funding
- The Pivotal Enterprise Resilience Fund
- The Creative, Tourism and Hospitality Hardship Fund
- The Independent Cinema Recovery and Resilience Fund
- The Performing Arts Venues Relief Fund
- The Grassroots Music Venues Stabilisation Fund
- Ring-fenced Screen Scotland funding for film and TV project development during COVID-19
- The Events Industry Support Fund
- The Heritage Funds (supporting Historic Environment Scotland, the National Trust for Scotland and the New Lanark Trust)
- The Museum Recovery and Resilience Fund
- The Third Sector Resilience Fund

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 quickly and efficiently reaches the areas where it is needed most. The fund will be prioritised towards those organisations that have received little or no support in the past, and whose current position is considered critical due to an inability to trade or the loss of other key income sources. The fund will not be able to replace all 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 cultural asset 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.

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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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 and organisations that play a critical role in enabling that activity
- organisations that can demonstrate that their existence is threatened due to the impacts of COVID-19
- organisations that have been providing cultural activity or services in Scotland since before 1 April 2019

The funding is available for for-profit and not-for-profit registered organisations including: Companies Limited by Shares; Companies Limited by Guarantee; SCIOs; CICs; sole traders; charities; are all eligible to apply.

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 14).

Applicants must be able to demonstrate that their primary activity is the delivery of cultural activity to the public and/or that their core business is 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 is threatened.

Funding is intended to provide support within the current financial year which ends on 31 March 2021.

## Who cannot apply?

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The following are not eligible to apply to this fund

Organisations that have gained support through the following will not be eligible to apply:

- Performing Arts Venues Relief Fund (decisions due 24 Sept)
- Grassroots Music Venues Stabilisation Fund (decisions due 22 Sept)
- Independent Cinema Recovery and Resilience Fund (decisions due w/c 26 Oct)
- Pivotal Enterprise Resilience Fund
- Museums Recovery and Resilience Fund

Please note that organisations that have an application in progress for any of these funds can still apply to this fund. However, if they are successful, they will only be awarded a grant from one of the funds.

Businesses that have received support through the Creative, Tourism and Hospitality Hardship Fund can apply for support for the period that falls outwith support already provided.

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

Organisations working in the screen sector 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 not working as sole traders
- Organisations/businesses in receivership, bankruptcy or insolvency
- Supply chain businesses whose work is not exclusively in support of cultural activity direct to audiences

## How much can I apply for?

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The overall budget for this fund is £15m and applicants can apply for between £10k and £150k – and up to £250k by exception (see below). 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. Our Open Fund for Organisations: Sustaining Creative Development is also open at this time and may be a more appropriate fund for some projects – see here for more details:

[www.creativescotland.com/open-fund](http://www.creativescotland.com/open-fund)

## Funding Range

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Organisations can apply for amounts between £10k and £150k with consideration of applications of up to £250k on an exceptional basis. Cultural organisations applying for between £150k to £250k must be able to demonstrate that the business:

- is a professionally staffed organisation whose primary function is to present or create year-round cultural activity
- demonstrates continued engagement with their audience / participant base / community during the period impacted by COVID-19. This may involve programmes of activity, both live and digital while your building is closed to the public, including consideration of widening equalities, diversity and inclusion
- demonstrate that funding will be used to develop credible plans for the organisation's ongoing stability.

### **Any award over £150k will involve the following additional aspects:**

- Award payments will be made in November with the balance at the end of January 2021 on receipt of an updated financial position and projection including headcount. The January payment will be conditional on need still being demonstrated and evidence that the funding already provided has enabled jobs to be protected.
- A report at the end of March detailing what the award has been spent on, the organisation's financial position and the number of jobs that have been protected. If not all the award was required to prevent insolvency and protect jobs then repayment will be required under the terms funding contract.

# What are we looking for in your application?

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We will measure applications against the following assessment criteria:

1. Impact of your organisation on the cultural life of Scotland
  - 1.1 Culture – we want to know how your organisation contributes to Scotland’s culture
  - 1.2 Social – we want to know how you support measures to increase fairness and wellbeing
  - 1.3 Economic – we want to know that your organisation is viable and creating benefits for the creative community and wider society in Scotland.
2. Financial sustainability.
3. How threats to job losses will be minimised.

## Equality, Diversity and Inclusion

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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.

<https://www.creativescotland.com/resources/professional-resources/guidance-and-toolkits/equalities,-diversity-and-inclusion-action-plans-a-toolkit>



# How to apply

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We require you to fill out an online application form and supply us with a series of supporting materials. The form consists of a set of questions designed to address the assessment criteria set out on Page 8.

Applications should be made through our online application portal. A link to the application portal will be published on our website at 12 noon on 17 September. Goto [www.creativescotland.com/culture-recovery-fund](http://www.creativescotland.com/culture-recovery-fund) to access this link.

The online application form will **open for applications at 12 noon on Thursday 17 September 2020**. You will not be able to apply before this point.

Applications must then be submitted by the deadline of **12 noon on Thursday 24th September 2020**. No late submissions will be accepted.

What follows is a complete checklist of all the information you will need in order to complete your online application, allowing you a week before online applications open to gather the materials required. Please note that all applicants are required to complete the online application and we cannot accept other types of submission.

Please also note that the online application process does allow your application to be saved and completed in more than one sitting, but we recommend that you develop your answers to the questions we're asking in advance of using the online application process.

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 at [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com) or visit [www.creativescotland.com/contact-us](http://www.creativescotland.com/contact-us)

We are aware that this fund has a short turnaround, in order to enable us to allocate funds as quickly as possible, and we would like to assure you that we are picking up all enquiries promptly. If you need to speak to someone please email us with your contact details and we will call you back.

# Application questions and supporting materials checklist

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In addition to supplying general information about your organisation including contact details, the online application form will ask you to complete the following questions about your organisation:

## 1. 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)

## 2. Financial sustainability

Please 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).

Please describe the financial health of your organisation prior to lock-down. This should link in with the financial information attachments you provide (on Page 11), (2,000 character limit).

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

Please 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)

Please 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. Tell 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)

Please 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)

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

- 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.
- Management accounts that show that your business was not in financial difficulties at 31 December 2019. This is required to comply with state aid regulations as explained later in the guidance (see Page 13).
- A completed cash flow forecast. 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.

# 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

All eligible applications will be assessed by Creative Scotland staff.

Assessments will be made on the information you provide in your application, including your financial information; 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.

Please note that assessors might find that an application is not eligible during their initial 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 listed in the 'What are we looking for in your application?' section (Page 8). The assessor will make a recommendation on whether your application is assessed as 'recommended for funding' or 'not recommended for funding'. The assessor can recommend that you are awarded a lower amount from the amount requested and will explain why this is the case. Some specific conditions of award may be also recommended at this point.

## Stage 3: Decision making

Decisions on applications will be made by a decision making panel made up Creative Scotland's specialist staff and industry representatives.

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.

It is likely that some applications which have been assessed as recommended for funding will not be awarded funding by the panel. This is because we anticipate that we will receive more applications than we can support from the budget of £15m.

## 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 below £150k on receipt of a signed contract. Awards between £150k and £250k will be paid in instalments in November and January 2021. 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. You can request a copy of the assessment of your project to help you understand how well it met the criteria for the fund.

## Timetable

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The planned timetable for the fund is as follows:

Publication of fund guidance, application questions and required additional information	<b>Thursday 10 September 2020</b>
Online application portal goes live	<b>12 noon Thursday 17 September 2020</b>
Deadline for Applications	<b>12 noon Thursday 24 September 2020</b>
Eligibility Checking and Assessment	<b>September-October</b>
Decision-making panel	<b>Late October</b>
Notify all applicants of their decision	<b>Early November</b>

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

# 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.

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

**Supply chain businesses:** Those whose work is demonstrably and exclusively in support of cultural activity direct to audiences.

## State Aid

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State Aid involves public money being used to provide financial assistance to organisations. The use of State Aid is regulated and monitored to ensure that public money is not used to distort competition and trade in the European Union. The UK currently remains subject to State Aid regulations and the post-Brexit situation is under negotiation. More information on State Aid can be found here: [www.gov.scot/publications/state-aid-guidance/pages/determining-whether-it-is-state-aid](http://www.gov.scot/publications/state-aid-guidance/pages/determining-whether-it-is-state-aid)

Grants awarded through this fund are considered to be under the COVID-19 Temporary Framework for UK authorities (SA.56841), and under section 3.1 of the European Commission Temporary Framework for state aid measures to support the economy in the current COVID-19 outbreak (adopted on 19 March 2020 and amended on 3 April 2020) (the “Temporary Framework”). To be eligible for this framework the grant recipient must demonstrate that they were not in financial difficulties at 31 December 2019 i.e. before the impact of the COVID-19.

The maximum total amount of aid that a company may receive from public bodies under section 3.1 of the Temporary Framework is €800,000. The Grant will be relevant if you wish to apply, or have applied, for any other aid through the Temporary Framework. Any recipient of funding from this scheme must retain the award letter for four years after the conclusion of the UK’s transition from the EU and produce it on any request from the UK public authorities or the European Commission.

## 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 Funding 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 Funding Privacy Notice. You must share this Funding Privacy Statement and CS’ Funding 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 Funding 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’ 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.

## 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.foi.gov.uk](http://www.foi.gov.uk) 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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